

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY



BOARD MEMBERS

DAVID ALVAREZ
LAURIE BERMAN*
BRUCE R. BOLAND
GREG COX
JIM DESMOND
COL. JOHN FARNAM*
ROBERT H. GLEASON
LLOYD B. HUBBS
PAUL ROBINSON
MARY SESSOM
TOM SMISEK

* EX OFFICIO BOARD MEMBERS

PRESIDENT/CEO
THELLA F. BOWENS

SPECIAL BOARD

AGENDA

Thursday, September 12, 2013
9:00 A.M.

San Diego International Airport
Commuter Terminal – Third Floor
Board Room
3225 N. Harbor Drive
San Diego, California 92101

*Live webcasts of Authority Board meetings can be accessed at
http://www.san.org/airport_authority/boardmeetings.asp.*

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 Corporate 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 Corporate 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 Corporate 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:

**A. RECOGNITION OF PRESIDENT'S AWARD OF EXCELLENCE WINNER
EMPLOYEE OF THE YEAR:**

Presented by Thella F. Bowens, President/CEO

**B. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED JUNE 30, 2013 AND 2012:**

Presented by Vernon Evans, Vice President, Finance/Treasurer

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

STANDING BOARD COMMITTEES

- **AUDIT COMMITTEE:**
Committee Members: Gleason, Hollingworth, Hubbs, Sessom, Smisek (Chair),
Tartre, Van Sambeek
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Alvarez, Boland (Chair), Gleason, Hubbs, Robinson
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Boland, Cox, Desmond (Chair), Hubbs, Smisek
- **FINANCE COMMITTEE:**
Committee Members: Alvarez, Cox (Chair), Hubbs, Robinson, Sessom

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
Liaison: Smisek
- **ART ADVISORY COMMITTEE:**
Committee Member: Gleason

LIAISONS

- **AIRPORT LAND USE COMPATIBILITY PLAN FOR SAN DIEGO INTERNATIONAL AIRPORT:**
Liaison: Robinson
- **CALTRANS:**
Liaison: Berman
- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cox
- **MILITARY AFFAIRS:**
Liaisons: Boland
- **PORT:**
Liaisons: Boland, Cox, Gleason (Primary), Smisek

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Hubbs, Smisek (Primary)
- **WORLD TRADE CENTER:**
Representatives: Alvarez, Gleason (Primary)

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 1-26):

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 Board meetings.

RECOMMENDATION: Approve the minutes of the July 11, 2013 special meeting.

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

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.

(Corporate Services: Tony Russell, Director/Authority Clerk)

3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM JUNE 10, 2013 THROUGH AUGUST 11, 2013, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JUNE 10, 2013, THROUGH AUGUST 11, 2013:

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

(Procurement: Jana Vargas, Director)

4. SEPTEMBER 2013 LEGISLATIVE REPORT:

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2013-0077, approving the September 2013 Legislative Report.

(Inter-Governmental and Community Relations: Michael Kulis, Director)

5. APPROVE THE APPOINTMENTS TO THE ART ADVISORY COMMITTEE:

The Board is requested to approve the appointments.

RECOMMENDATION: Adopt Resolution No. 2013-0078, approving the appointment of Michael Soriano and reappointment of Indra Gardiner to the Art Advisory Committee.

(Marketing & Public Relations: Constance White, Art Program Manager)

- 6. AMEND AUTHORITY POLICY 9.20 – SAN DIEGO INTERNATIONAL AIRPORT AIRPORT NOISE ADVISORY COMMITTEE (ANAC):**
The Board is requested to amend the policy.
RECOMMENDATION: Adopt Resolution No. 2013-0079, amending Authority Policy 9.20 – San Diego International Airport Noise Advisory Committee.
(Noise Mitigation: Dan Frazee, Director)
- 7. RATIFY AND APPROVE AMENDMENTS TO THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY’S 401(A) DEFERRED COMPENSATION PLAN AND AUTHORIZE THE PRESIDENT/CEO OR HER DESIGNEE TO EXECUTE ADDITIONAL AMENDMENTS TO THE PLAN:**
The Board is requested to approve the amendments.
RECOMMENDATION: Adopt Resolution No. 2013-0080, ratifying and approving amendments to the San Diego County Regional Airport Authority 401(a) deferred compensation plan and authorizing the President/CEO or her designee to execute additional amendments to Plan.
(Organizational Performance and Development: Jeff Lindeman, Sr. Director)

CLAIMS

- 8. REJECT THE CLAIM OF JUDITH HEINS:**
The Board is requested to reject the claim.
RECOMMENDATION: Adopt Resolution No. 2013-0081, rejecting the claim of Judith Heins.
(Legal: Breton Lobner, General Counsel)
- 9. REJECT THE CLAIM OF LAURIE MERRITT:**
The Board is requested to reject the claim.
RECOMMENDATION: Adopt Resolution No. 2013-0082, rejecting the claim of Laurie Merritt.
(Legal: Breton Lobner, General Counsel)
- 10. REJECT THE CLAIM OF MARCELA SAFARIK:**
The Board is requested to reject the claim.
RECOMMENDATION: Adopt Resolution No. 2013-0083, rejecting the claim of Marcela Safarik.
(Legal: Breton Lobner, General Counsel)
- 11. REJECT THE CLAIM OF JOAN WARD:**
The Board is requested to reject the claim.
RECOMMENDATION: Adopt Resolution No. 2013-0084, rejecting the claim of Joan Ward.
(Legal: Breton Lobner, General Counsel)

12. REJECT THE CLAIM OF KATHY CURTIS:

The Board is requested to reject the claim.

RECOMMENDATION: Adopt Resolution No. 2013-0085, rejecting the claim of Kathy Curtis.

(Legal: Breton Lobner, General Counsel)

COMMITTEE RECOMMENDATIONS

13. ACCEPT THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2013 AND 2012:

The Board is requested to accept the report.

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

(Finance: Vernon Evans, Vice President, Finance/Treasurer)

14. ACCEPT THE AUTHORITY'S INVESTMENT REPORT AS OF JUNE 30, 2013:

The Board is requested to accept the report.

RECOMMENDATION: Accept the report.

(Finance: Vernon Evans, Vice President, Finance/Treasurer)

15. FISCAL YEAR 2013 – ANNUAL REPORT FROM THE AUDIT COMMITTEE:

The Board is requested to receive the report.

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

(Audit: Mark Burchyett, Chief Auditor)

16. FISCAL YEAR 2013 – ANNUAL AUDIT ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS FROM THE OFFICE OF THE CHIEF AUDITOR:

The Board is requested to receive the report.

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

(Audit: Mark Burchyett, Chief Auditor)

17. REVISION TO THE FISCAL YEAR 2014 AUDIT PLAN:

The Board is requested to receive the information.

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

(Audit: Mark A. Burchyett, Chief Auditor)

CONTRACTS AND AGREEMENTS

18. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE CONTRACT WITH MIKI IWASAKI DBA MI-WORKSHOP FOR THE TERMINAL 1 FOOD COURT PUBLIC ART PROJECT:

The Board is requested to amend the contract.

RECOMMENDATION: The Art Advisory Committee recommends that the Board Adopt Resolution No. 2013-0086, approving and authorizing the President/CEO to execute a first amendment to the contract with Miki Iwasaki DBA MI-Workshop, increasing the contract amount by \$45,000, for a total not to exceed amount of \$155,000, for the Terminal 1 Food Court Public Art Project due to an increase in project scope.

(Marketing & Public Relations: Constance White, Art Program Manager)

19. AWARD A CONTRACT TO S&L SPECIALTY CONTRACTING, INC., FOR QUIETER HOME PROGRAM PHASE 7, GROUP 4 (14 EAST SIDE AND 5 WEST SIDE, HISTORIC AND NON-HISTORIC UNITS ON SIX SINGLE AND FOUR MULTI-FAMILY RESIDENTIAL PROPERTIES):

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2013-0087, awarding a contract to S&L Specialty Contracting, Inc., in the amount of \$810,550, for Phase 7, Group 4, Project No. 380704, of the San Diego County Regional Airport Authority's Quieter Home Program.

(Noise Mitigation: Dan Frazee, Director)

20. AWARD A CONTRACT TO NUERA CONTRACTING & CONSULTING LP, FOR QUIETER HOME PROGRAM PHASE 7, GROUP 3 (30 WEST SIDE, NON-HISTORIC, CONDOMINIUM UNITS):

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2013-0088, awarding a contract to Nuera Contracting & Consulting LP, in the amount of \$916,609, for Phase 7, Group 3, Project No. 380703, of the San Diego County Regional Airport Authority's Quieter Home Program.

(Noise Mitigation: Dan Frazee, Director)

21. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE CONCESSION LEASE WITH SWISSPORT LOUNGE, LLC:

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2013-0089, approving and authorizing the President/CEO to execute a First Amendment to the Concession Lease with Swissport Lounge, LLC., extending the commencement date from August 1, 2013, to no later than January 1, 2014.

(Concession Development: Nyle Marmion, Manager)

22. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH BRADFORD AIRPORT LOGISTICS, LTD:

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2013-0090, approving and authorizing the President/CEO to execute a First Amendment to the Agreement with Bradford Airport Logistics, LTD to modify the Agreement's Buyout Schedule.
(Concession Development: Nyle Marmion, Manager)

23. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE CONCESSION LEASE WITH DUTY FREE AMERICAS SAN DIEGO LLC:

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2013-0091, approving and authorizing the President/CEO to execute a Second Amendment to the Concession Lease with Duty Free Americas San Diego LLC to modify premises to include a Mobile Unit in Terminal 1 at San Diego International Airport.
(Concession Development: Nyle Marmion, Manager)

24. NUMBER NOT USED

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

25. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE ON-CALL GENERAL CONSTRUCTION SERVICE AGREEMENTS WITH DYNAMIC CONTRACTING SERVICES, INC.; THE VASQUEZ COMPANY; EC CONSTRUCTORS, INC.; GORDON-PRILL SAN DIEGO, INC.; AND RAL INVESTMENT DBA SILVERSTRAND CONSTRUCTION:

The Board is requested to approve and authorize the President/CEO to execute the agreements.

RECOMMENDATION: Adopt Resolution No. 2013-0093, approving and authorizing the President/CEO to execute on-call general construction service agreements with Dynamic Contracting Services, Inc.; The Vasquez Company; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; and RAL Investment Corporation dba Silverstrand Construction – each agreement, for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call general construction services support for San Diego International Airport's ("SDIA's") Capital Major Maintenance Program.
(Operations: Angela Shafer-Payne, Vice President)

26. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE ON-CALL ELECTRICAL SERVICE AGREEMENTS WITH NEAL ELECTRIC CORPORATION; ENSLEY ELECTRIC, INC.; CTE, INC. CLARK TELECOM AND ELECTRIC; APEX LIGHTING & ELECTRIC, INC.; AND CAN-DO ELECTRIC, INC.:

The Board is requested to approve and authorize the President/CEO to execute the Agreements.

RECOMMENDATION: Adopt Resolution No. 2013-0094, approving and authorizing the President/CEO to execute on-call electrical service agreements with Neal Electric Corporation; Ensley Electric, Inc.; CTE Inc. Clark Telecom and Electric; Apex Lighting & Electric Inc.; and Can-Do Electrical, Inc. – each agreement, for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call electrical services support for the San Diego International Airport's ("SDIA's") Capital Major Maintenance Program.

(Operations: Angela Shafer-Payne, Vice President)

PUBLIC HEARINGS: None

OLD BUSINESS: None

NEW BUSINESS:

27. RATIFY AND APPROVE: (1) THE APPOINTMENT OF U.S. BANK NATIONAL ASSOCIATION TO SERVE AS SUCCESSOR TRUSTEE, PAYING AGENT AND REGISTRAR UNDER THE RESPECTIVE SUBORDINATE LIEN INDENTURES AND AS THE SUCCESSOR ISSUING AND PAYING AGENT UNDER THE ISSUING AND PAYING AGENT AGREEMENT, AND (2) THE AGREEMENTS OF RESIGNATION, APPOINTMENT AND ACCEPTANCE:

The Board is requested to ratify and approve the appointment.

RECOMMENDATION: Adopt Resolution No. 2013-0095, ratifying and approving: (1) the appointment of U.S. Bank National Association to serve as successor trustee, paying agent and registrar under the respective Subordinate Lien Indentures and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement, and, (2) the Agreements of Resignation, Appointment and Acceptance, and certain related matters.

(Finance: Vernon Evans, Vice President, Finance/Treasurer)

28. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH ALLIED WASTE SYSTEMS, INC., DBA REPUBLIC SERVICES TO PROVIDE GARBAGE COLLECTION AND DISPOSAL AND RECYCLING COLLECTION AND DIVERSION SERVICES:

The Board is requested to approve and authorize an agreement.

RECOMMENDATION: Adopt Resolution No. 2013-0096, awarding a service and consulting agreement to Allied Waste Systems, Inc., DBA Republic Services, for garbage collection and disposal and recycling collection and diversion services in an amount not to exceed \$3,000,000 for a term of three (3) years with two (2), one (1) year options, to be exercised at the discretion of the President/CEO, beginning on November 7, 2013 through November 6, 2018.

(Operations: Angela Shafer-Payne, Vice President)

29. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH ALLIED WASTE SYSTEMS, INC., DBA REPUBLIC SERVICES TO PROVIDE PROFESSIONAL ON-CALL NON-HAZARDOUS MUNICIPAL SOLID WASTE DISPOSAL SERVICES:

The Board is requested to approve and authorize the agreement.

RECOMMENDATION: Adopt Resolution No. 2013-0097, approving and authorizing the President/CEO to execute an agreement with Allied Waste Systems, Inc., dba Republic Services to provide professional on-call non-hazardous municipal solid waste disposal services for contaminated soils, debris, and other waste for three (3) years, with two (2) one-year options exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$4,000,000.

(Environmental: Paul Manasjan, Director)

30. AWARD A CONSTRUCTION CONTRACT TO WEST COAST GENERAL CORPORATION/PK MECHANICAL SYSTEMS, INC. , A JOINT VENTURE, TO CONSTRUCT NORTH SIDE INTERIOR ROAD AND UTILITIES PROJECT, AT SAN DIEGO INTERNATIONAL AIRPORT:

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2013-0098, awarding a construction contract to West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, in the amount of \$9,323,838.44, for Project No. 104118, to Construct North Side Interior Road and Utilities, at San Diego International Airport.

(Airport Planning: Keith Wilschetz, Director)

31. AUTHORIZATION TO ADD SITE CONSTRUCTION WORK ELEMENTS TO THE LIST OF PREVIOUSLY APPROVED PRELIMINARY ACTIVITIES/WORK ELEMENTS FOR THE RENTAL CAR CENTER UNDER THE AUSTIN-SUNDT JOINT VENTURE AGREEMENT:

The Board is requested to approve the authorization.

RECOMMENDATION: Adopt Resolution No. 2013-0099, authorizing the addition of site construction work elements to the list of previously approved preliminary activities/work elements for the Rental Car Center under the Austin-Sundt Joint Venture Agreement.

(Airport Design & Construction: Bob Bolton, Director)

CLOSED SESSION:

32. CONFERENCE WITH LABOR NEGOTIATORS:

Labor negotiations pursuant to Cal. Gov. Code §54957.6:

Authority Designated Negotiators: Thella F. Bowens, President/CEO; and Jeff Lindeman, Senior Director, Organizational Performance & Development
Employee Organization: Teamsters 911

33. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Real property negotiations pursuant to Cal. Gov. Code §54954.5(b) and §54956.8:

Property: Salt Plant – 17 acre parcel located at 1470 Bay Boulevard, San Diego
Agency Negotiators: Vernon D. Evans, Vice President, Finance/Treasurer
Negotiating Parties: United States Fish and Wildlife Service, GGTW, LLC (current tenant) and/or other interested parties
Under Negotiation: Sale – terms and conditions

34. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Real property negotiations pursuant to Cal. Gov. Code §§ 54954.5(b) and 54956.8.

Property: Landmark Aviation.
Agency negotiator: Vernon D. Evans, Eric Podnieks and Troy Leech.
Negotiating parties: Landmark Aviation (current tenant).
Under negotiation: Amendment of terms of Lease regarding site development.

35. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:

(Cal. Gov. Code Section 54956.9(A))

Diego Concession Group, Inc. v. San Diego County Regional Airport Authority
S.D.S.C Case No. 37-2012-00088083-CU-BT-CTL

36. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

Initiation of litigation pursuant to subdivision (c) of §54956.9: (3 cases)

- 37. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
Significant exposure to litigation pursuant to Cal. Gov. Code §54956.9(b):
Kelly Lancaster, David Boenitz, Mary Erickson and Richard Gilb, et al v. SDCERS,
San Diego Sup. Court Case No. 37-2011-G0096238-CU-PO-CT
Number of cases: 1
- 38. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
Significant exposure to litigation (Cal. Gov. Code §§ 54956.9 (b) and 54954.5)
Number of potential cases: 1
Re: Investigative Order No. R9-2012-0009 by the California Regional Water
Quality Control Board regarding submission of technical reports pertaining to an
investigation of bay sediments at the Downtown Anchorage Area in San Diego

REPORT ON CLOSED SESSION:

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.

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 limited to eighteen (18) minutes and 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. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 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. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 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 Commuter Terminal. Bring your ticket to the third floor receptionist for validation.

You may also reach the Commuter Terminal 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.

UPCOMING MEETING SCHEDULE

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
October 3	Thursday	9:00 a.m.	Regular	Board Room
November 7	Thursday	9:00 a.m.	Regular	Board Room

San Diego County Regional Airport Authority



Review of the Unaudited Financial Statements for the Fiscal Years Ended June 30, 2013 and 2012

Presented by:

Vernon D. Evans, CPA

Vice President, Finance / Treasurer & CFO

Kathy Kiefer

Director, Accounting

September 12, 2013

Revenues & Expenses (Unaudited)
For the Fiscal Years Ended
June 30, 2013 and 2012

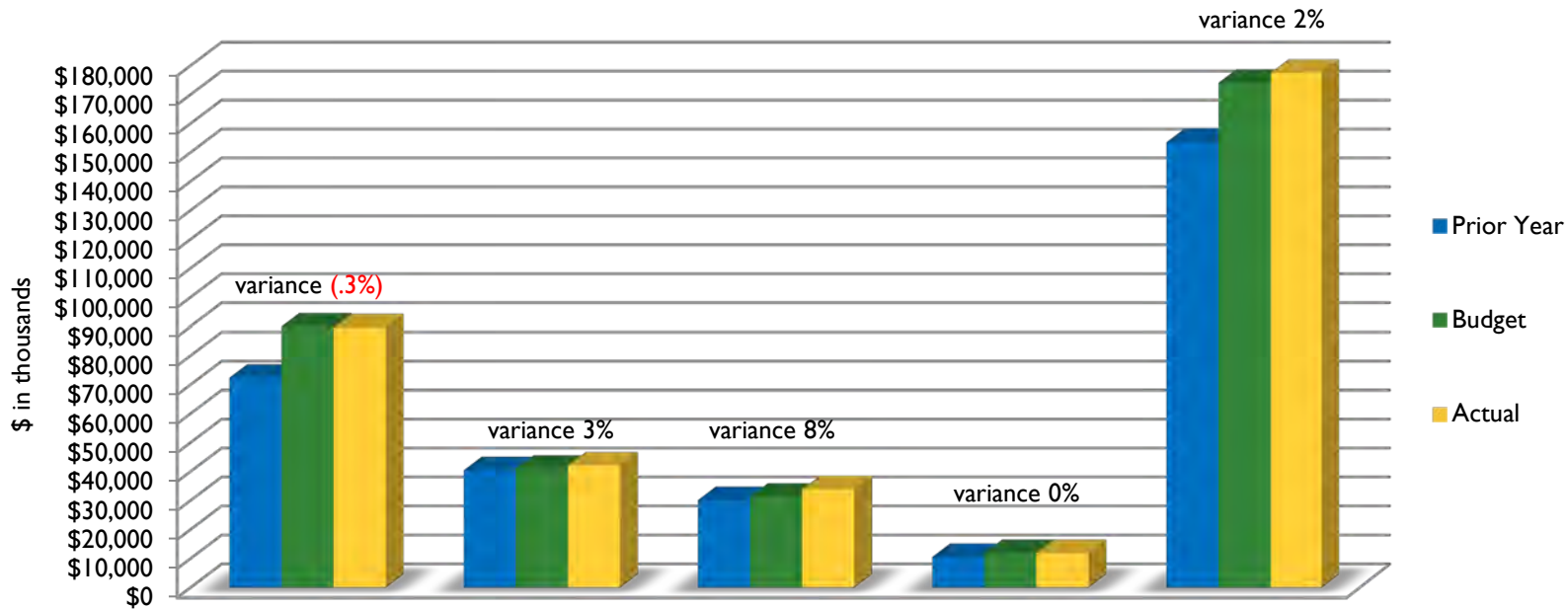




Operating Revenue



For the Years Ended June 30, 2013 (unaudited) and 2012 (audited)



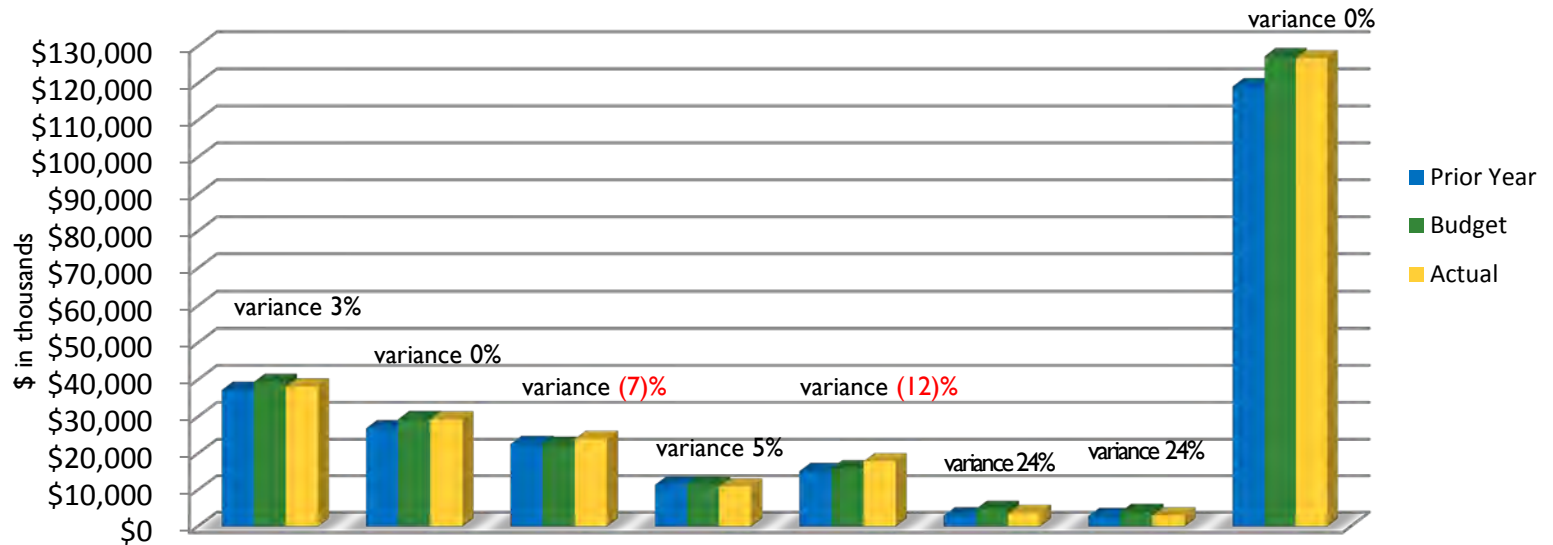
	Aviation revenue	Concession revenue	Parking revenue	Other revenue	Total revenue
Prior Year	\$ 72,431	\$ 40,428	\$ 30,142	\$ 10,550	\$ 153,551
Budget	89,962	40,917	31,302	11,907	174,088
Actual	89,648	42,040	33,883	11,934	177,505
Variance	(314)	1,123	2,581	27	3,417



Operating Expenses



For the Years Ended June 30, 2013 (unaudited) and 2012 (audited)



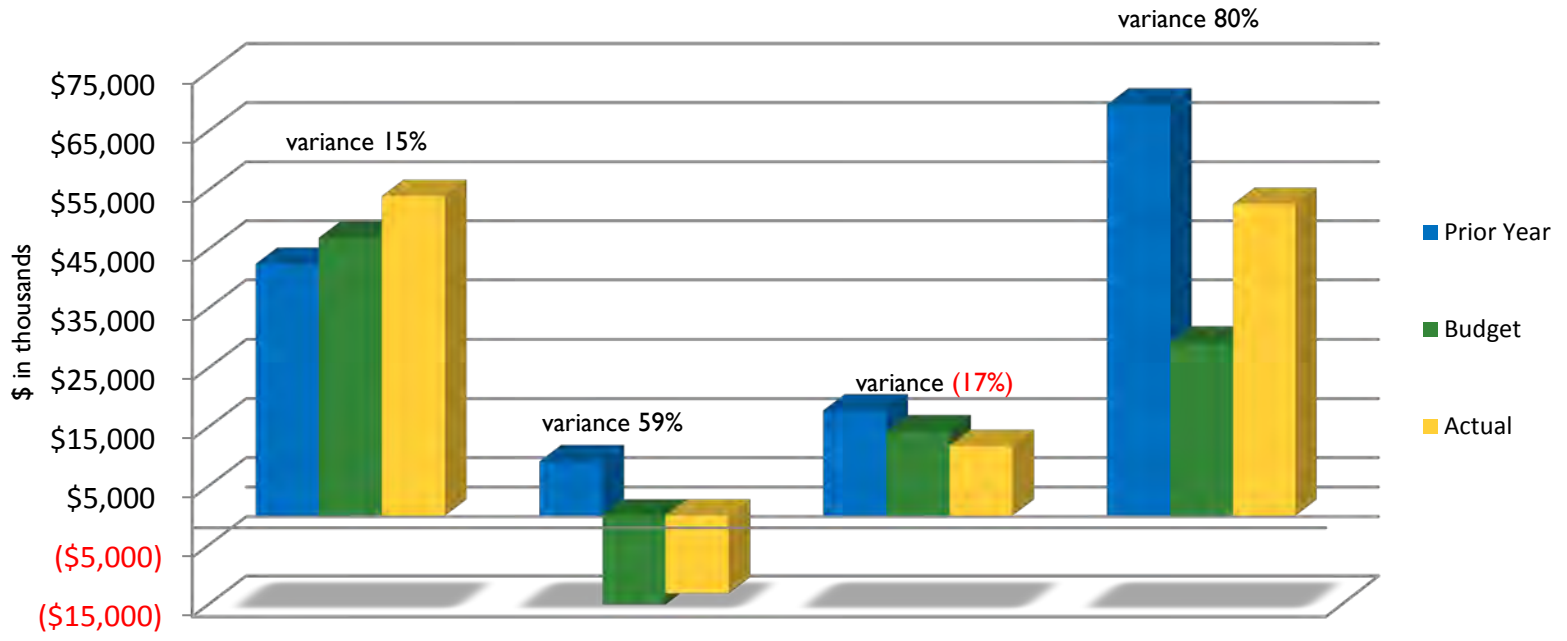
	Salaries & benefits	Contract services	Safety & security	Space rental	Utilities & maintenance	Employee & Business Dev.	Insurance & Other	Total operating expenses
Prior Year	\$ 37,237	\$ 26,906	\$ 22,625	\$ 11,415	\$ 15,171	\$ 3,009	\$ 2,807	\$ 119,169
Budget	39,415	29,365	22,408	11,416	15,988	4,771	3,943	127,306
Actual	38,155	29,259	23,994	10,897	17,856	3,621	2,985	126,767
Variance	1,260	106	(1,586)	519	(1,868)	1,150	958	539



Nonoperating Revenue & Expenses



For the Years Ended June 30, 2013 (unaudited) and 2012 (audited)



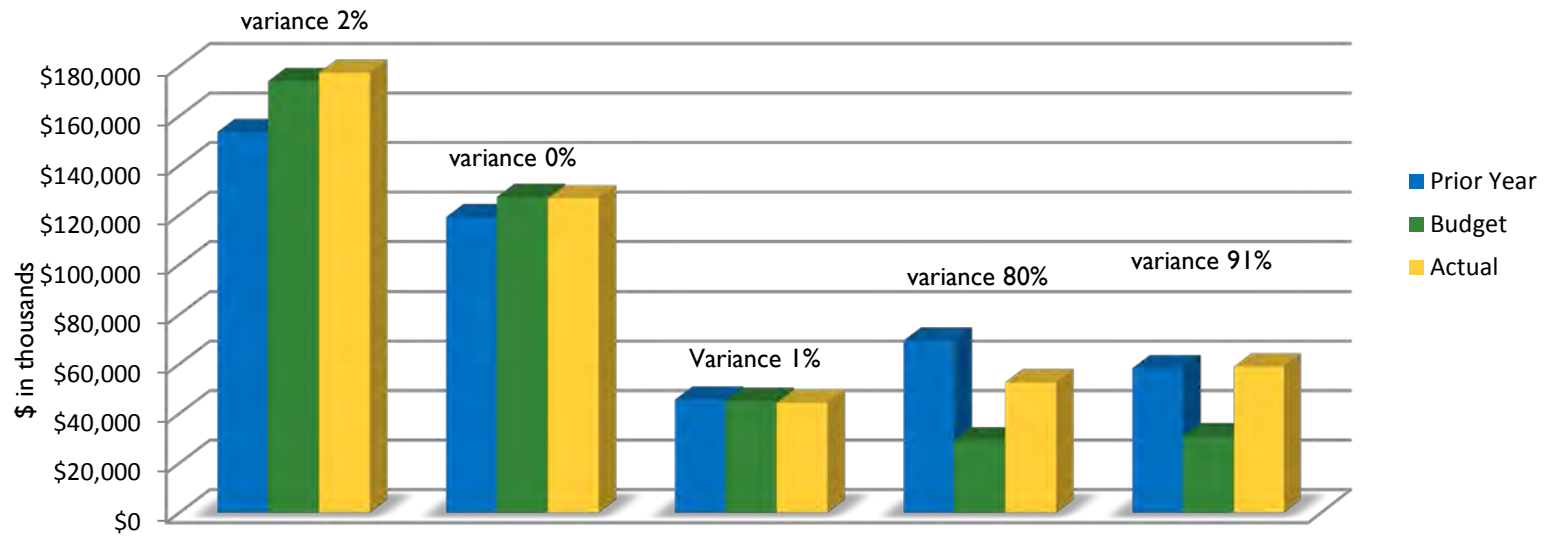
	Passenger Facility Charge, Customer Facility Charge, & Quieter Home Program	Interest expense, interest income, capitalized interest (net)	Capital grant contributions & other	Total nonoperating revenue, (net)
Prior Year	\$ 42,522	\$ 9,175	\$ 17,802	\$ 69,499
Budget	46,939	(32,028)	14,282	29,193
Actual	53,995	(13,136)	11,793	52,652
Variance	7,056	18,892	(2,489)	23,459



Financial Summary



For the Years Ended June 30, 2013 (unaudited) and 2012 (audited)



	Total operating revenues	Total operating expenses	Depreciation	Total nonoperating revenues, (net)	Net income
Prior Year	\$ 153,550	\$ 119,169	\$ 45,590	\$ 69,499	\$ 58,290
Budget	174,087	127,306	45,133	29,194	30,842
Actual	177,506	126,767	44,389	52,653	59,003
Variance	3,417	539	744	23,459	28,162

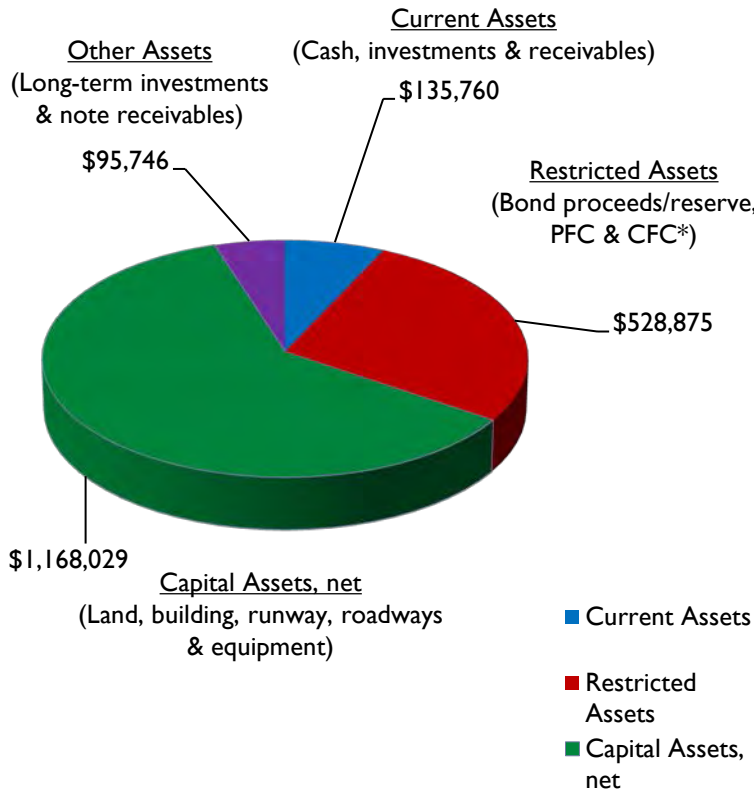


Balance Sheet (Unaudited), as of June 30, 2013

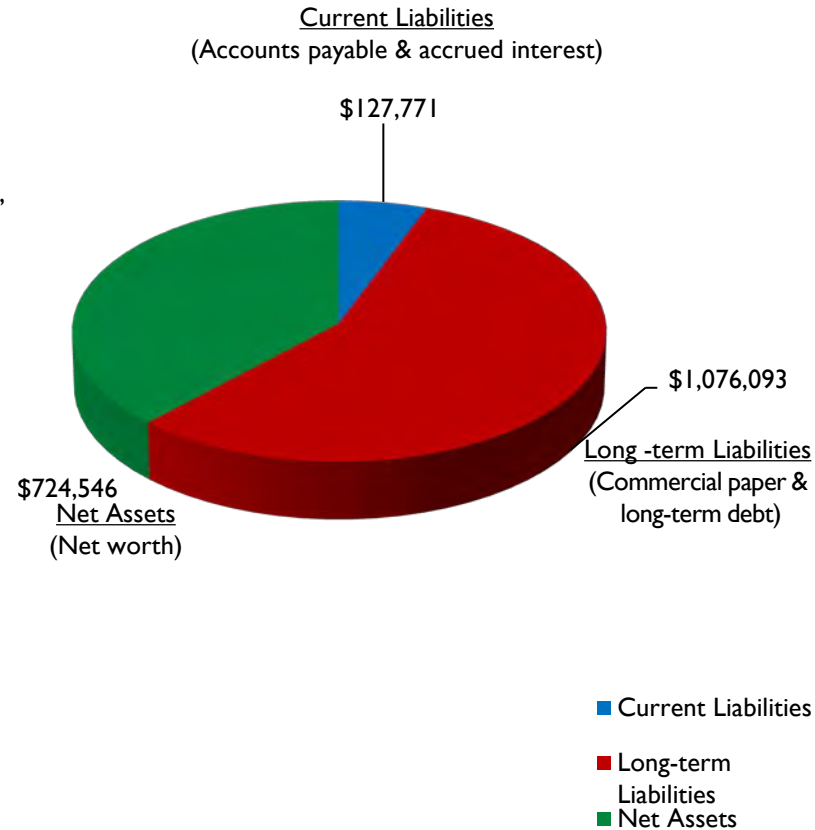
(\$ in thousands)



Assets Total: \$1,928,410



Liabilities & Net Assets Total: \$1,928,410





Operating Revenues for the Fiscal Years Ended June 30, 2013 and 2012 (Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Aviation revenue:					
Landing fees	\$ 21,092	\$ 19,744	\$ (1,348)	(6)%	\$ 18,419
Aircraft parking fees	3,300	3,191	(109)	(3)%	3,135
Building rentals	43,357	41,789	(1,568)	(4)%	30,633
Security surcharge	20,629	23,333	2,704	13%	18,649
Other aviation revenue	1,584	1,591	7	-	1,595
Total aviation revenue	\$ 89,962	\$ 89,648	\$ (314)	-	\$ 72,431

Operating Revenues

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Terminal rent non-airline	\$ 960	\$ 972	\$ 12	1%	\$ 907
Concession revenue:					
Terminal concession revenue:					
Food and beverage	6,367	6,575	208	3%	6,404
Retail	3,265	3,258	(7)	-	4,042
Space storage	300	395	95	32%	-
Cost recovery	1,064	946	(118)	(11)%	-
Other (Primarily advertising)	3,033	2,977	(56)	(2)%	2,860
Total terminal concession revenue	14,029	14,151	122	1%	13,306
Car rental and license fee revenue:					
Rental car license fees	24,028	24,401	373	2%	23,943
License fees-other	2,860	3,488	628	22%	3,179
Total rental car and license fees	26,888	27,889	1,001	4%	27,122
Total concession revenue	\$ 40,917	\$ 42,040	\$ 1,123	3%	\$ 40,428



Operating Revenues

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Parking revenue:					
Short-term parking revenue	\$ 15,997	\$ 18,314	\$ 2,317	14%	\$ 11,550
Long-term parking revenue	15,305	15,569	264	2%	18,592
Total parking revenue	31,302	33,883	2,581	8%	30,142
Ground transportation permits and citations	2,200	1,867	(333)	(15)%	1,328
Ground rentals	7,975	8,190	215	3%	7,136
Grant reimbursements	219	189	(30)	(14)%	301
Other operating revenue	553	716	163	29%	878
Subtotal	42,249	44,845	2,596	6%	39,785
Total operating revenues	\$ 174,088	\$ 177,505	\$ 3,417	2%	\$ 153,551

Operating Expenses

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Operating expenses:					
Salaries and benefits	\$ 39,415	\$ 38,155	\$ 1,260	3%	\$ 37,237
Contractual services	29,365	29,259	106	-	26,906
Safety and security	22,408	23,994	(1,586)	(7)%	22,625
Space rental	11,416	10,897	519	5%	11,415
Utilities	7,753	6,651	1,102	14%	6,674
Maintenance	8,235	11,204	(2,969)	(36)%	8,497
Equipment and systems	459	469	(10)	(2)%	403
Materials and supplies	350	405	(55)	(16)%	304
Insurance	872	795	77	9%	764
Employee development and support	1,186	1,236	(50)	(4)%	916
Business development	3,585	2,385	1,200	33%	2,093
Equipment rental and repairs	2,262	1,317	945	42%	1,335
Total operating expenses	\$ 127,306	\$ 126,767	\$ 539	-	\$ 119,169

Financial Summary

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Total operating revenues	\$ 174,088	\$ 177,505	\$ 3,417	2%	\$ 153,551
Total operating expenses	127,306	126,767	539	-	119,169
Income from operations	46,782	50,738	3,956	8%	34,382
Depreciation	45,133	44,389	744	2%	45,590
Operating income (loss)	\$ 1,649	\$ 6,349	\$ 4,700	285%	\$ (11,208)

Nonoperating Revenues & Expenses

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Nonoperating revenues (expenses):					
Passenger facility charges	\$ 33,625	\$ 35,437	\$ 1,812	5%	\$ 34,639
Customer facility charges (Rental Car Center)	16,423	19,117	2,694	16%	11,487
Quieter Home Program, net	(3,108)	(560)	2,548	82%	(3,604)
Interest income	5,204	4,568	(636)	(12)%	5,492
BAB interest rebate	4,996	4,779	(217)	(4)%	4,996
Interest expense bonds and commercial paper	(42,876)	(40,414)	2,462	6%	(33,737)
Interest expense centralized receiving building purchase agreement	-	(427)	(427)	-	-
Amortization of bond and commercial paper fees	(355)	(283)	72	20%	(263)
2005 Bond defeasance	-	(1,777)	(1,777)	-	-
Capitalized interest expense from bonds and commercial paper	-	18,100	18,100	-	31,630
Bond amortization	1,002	2,320	1,318	132%	1,057
Other nonoperating revenue (expenses)	(21)	(4,278)	(4,257)	-	(3,033)
Nonoperating revenue, net	14,890	36,582	21,692	146%	48,664
Income before grant contributions	16,539	42,931	26,392	160%	37,456
Capital grant contributions	14,302	16,072	1,770	12%	20,834
Net income	\$ 30,841	\$ 59,003	\$ 28,162	91%	\$ 58,290



Balance Sheets (Unaudited)



(In thousands)

June

Current assets:

Cash and investments
 Tenant lease receivable, net of allowance
 of 2013: (\$53,719) and 2012: (49,154)
 Grants receivable
 Notes receivable-current portion
 Prepaid expenses and other current assets
Total current assets

	2013	2012
Cash and investments	\$ 105,522	\$ 103,109
Tenant lease receivable, net of allowance of 2013: (\$53,719) and 2012: (49,154)	8,038	6,551
Grants receivable	4,908	3,868
Notes receivable-current portion	1,447	1,581
Prepaid expenses and other current assets	6,279	4,560
Total current assets	126,194	119,669

Cash designated for capital projects and other

	\$ 9,566	\$ 9,063
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Balance Sheets (Unaudited)



(In thousands)

June

2013

2012

Restricted assets:

Cash and investments:

Bonds reserve	\$ 52,007	\$ 47,829
Passenger facility charges and interest unapplied	53,858	74,370
Customer facility charges and interest applied*	41,335	30,863
Commercial paper reserve	18	3
SBD bond guarantee	4,000	2,000
Bond proceeds held by trustee	364,416	176,118
Commercial paper interest held by trustee	13	13
Passenger facility charges receivable	5,546	4,412
Customer facility charges receivable*	2,301	1,089
OCIP insurance reserve	5,381	6,059
Total restricted assets	\$ 528,875	\$ 342,756

*Rental Car Center



Balance Sheets (Unaudited)



(In thousands)

June

2013

2012

Noncurrent assets:

Capital assets:

Land and land improvements	\$ 65,426	\$ 24,487
Runways, roads and parking lots	526,062	269,535
Buildings and structures	713,578	461,499
Machinery and equipment	13,621	11,184
Vehicles	5,585	5,389
Office furniture and equipment	31,511	31,104
Works of art	2,284	2,676
Construction-in-progress	391,710	632,391
Total capital assets	1,749,777	1,438,265
Less: accumulated depreciation	(581,748)	(541,788)
Total capital assets, net	\$ 1,168,029	\$ 896,477



Balance Sheets (Unaudited)



(In thousands)

June

Other assets:

Notes receivable - long-term portion

Investments - long-term portion

Deferred costs - bonds (net)

Net pension asset

Security deposit

Total other assets

Total noncurrent assets

TOTAL ASSETS

	<u>2013</u>	<u>2012</u>
	\$ 39,887	\$ 41,334
	41,931	10,411
	6,664	4,656
	6,648	7,204
	616	501
	<u>95,746</u>	<u>64,106</u>
	<u>1,263,775</u>	<u>960,583</u>
	<u>\$ 1,928,410</u>	<u>\$ 1,432,071</u>



Balance Sheets (Unaudited)



(In thousands)

June

Current liabilities:

Accounts payable and accrued liabilities

	2013	2012
\$	94,609	\$ 92,441

Deposits and other current liabilities

	2,476	1,562
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Total current liabilities

	97,085	94,003
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Current liabilities - payable from restricted assets:

Current portion of long-term debt

	7,050	5,215
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Accrued interest on bonds
and commercial paper

	23,636	16,844
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Total liabilities payable from restricted assets

\$	30,686	\$ 22,059
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Balance Sheets (Unaudited)



(In thousands)

June

Long-term liabilities - other:

Commercial paper notes payable

Other long-term liabilities

Long-term debt - bonds net of amortized premium

Total long-term liabilities

Total liabilities

	<u>2013</u>	<u>2012</u>
Commercial paper notes payable	\$ 40,235	\$ 19,924
Other long-term liabilities	9,447	1,497
Long-term debt - bonds net of amortized premium	1,026,411	629,043
Total long-term liabilities	<u>1,076,093</u>	<u>650,464</u>
Total liabilities	<u>\$ 1,203,864</u>	<u>\$ 766,526</u>



Balance Sheets (Unaudited)



(In thousands)

June

Authority net assets:

Invested in capital assets, net of related debt

Other restricted

Unrestricted:

Designated

Undesignated

Total net assets

TOTAL LIABILITIES AND NET ASSETS

	<u>2013</u>	<u>2012</u>
\$ 457,261	\$ 457,261	\$ 413,140
171,837	171,837	174,658
Designated	16,214	16,267
Undesignated	79,234	61,480
724,546	724,546	665,545
\$ 1,928,410	\$ 1,928,410	\$ 1,432,071



Authority's Investments

Total Portfolio Summary



	Current Period	Prior Period	Change From
	July 31, 2013	June 30, 2013	Prior
Book Value ⁽¹⁾	\$320,630,000	\$310,401,000	\$10,229,000
Market Value	\$320,234,000	\$309,941,000	\$10,293,000
Market Value%	99.93%	99.89%	0.04%
Unrealized Gain / (Loss)	(\$396,000)	(\$460,000)	\$64,000
Weighted Average Maturity (Days)	318 days	339 days	(21)
Weighted Average Yield as of Period End	0.43%	0.46%	(0.03%)
Cash Interest Received- Current Month	\$231,000	\$94,000	\$137,000
Cash Interest Received- Year-to-Date	\$231,000	\$94,000	\$137,000
Accrued Interest	\$144,000	\$244,000	(\$100,000)

Notes:

(1) Increase in cash balance was predominantly due to capital receipts capital exceeding capital disbursements .



Authority's Bond Proceeds



Bond Proceeds Summary



(in thousands)

	Bonds 2010	Bonds 2013	Total	Yield	Rating
<u>Project Fund</u>					
Dreyfus Inst Res Treasury Fund	\$ -	\$ 12,849	\$ 12,849	0.00%	AAAm
LAIF ⁽¹⁾	-	53,901	53,901	0.24%	N/R
SDCIP ⁽²⁾	2,729	156,384	159,113	0.44%	AAAf
	<u>\$ 2,729</u>	<u>\$ 223,134</u>	<u>\$ 225,863</u>		
<u>Capitalized Interest</u>					
SDCIP ⁽²⁾	\$ -	\$ 2,271	\$ 2,271	0.44%	AAAf
	<u>\$ -</u>	<u>\$ 2,271</u>	<u>\$ 2,271</u>		
<u>Debt Service Reserve Fund</u>					
East West Bank CD	\$ 20,462	\$ -	\$ 20,462	0.75%	
Bank of the West DDA	16,116	-	16,116	0.29%	
SDCIP ⁽²⁾	14,535	33,049	47,584	0.44%	AAAf
	<u>\$ 51,112</u>	<u>\$ 33,049</u>	<u>\$ 84,161</u>		
	<u>\$ 53,841</u>	<u>\$ 258,455</u>	<u>\$ 312,296</u>	0.40%	

*Bond proceeds are not included in deposit limits as applied to operating funds

(1) LAIF Yield as of 06/30/2013

(2) SDCIP Yield as of 06/30/2013



Questions



DRAFT

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES**

**THURSDAY, JULY 11, 2013
SAN DIEGO INTERNATIONAL AIRPORT
BOARD ROOM**

CALL TO ORDER: Chair Gleason called the special meeting of the San Diego County Regional Airport Authority Board to order at 9:05 a.m. on Thursday, July 11, 2013, in the Board Room at the San Diego International Airport, Commuter Terminal, 3225 North Harbor Drive, San Diego, CA 92101.

ROLL CALL:

PRESENT: Board Members: Alvarez, Berman (*Ex-Officio*), Boland, Cox, Desmond, Farnam (*Ex-Officio*), Gleason, Hubbs, Robinson, Sessom, Smisek

ABSENT: Board Members: None

ALSO PRESENT: Thella F. Bowens, President/CEO; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Lorraine Bennett, Assistant Authority Clerk II

Board Member Sessom arrived during the course of the meeting.

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

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

STANDING BOARD COMMITTEES

- **AUDIT COMMITTEE:**
Board Member Smisek noted that Closed Session Item No. 22 on the agenda regarding the performance evaluation of the Chief Auditor was heard by the Committee.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Board Member Boland reported that the Green Build grand opening events will commence the week of August 5th. He announced the cancellation of the July 18th Capital Improvement Program Oversight Committee Meeting.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None.
- **FINANCE COMMITTEE:** None.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** None.
- **ART ADVISORY COMMITTEE:**
Chair Gleason provided an update on the Green Build art installations, and relocated art work due to the Green Build project. He requested that staff provide a memo to the Board regarding the Artist Residency plan for interactive performance items for the Green Build grand opening. He reported that the RFP's for the Commuter Terminal exterior wall fabricators and artists are closed and will be reviewed in the fall.

LIAISONS

- **AIRPORT LAND USE COMPATIBILITY PLAN FOR SAN DIEGO INTERNATIONAL AIRPORT:** None.
- **CALTRANS:**
Board Member Berman announced the CALTRANS Steer Clear 2013 Campaign regarding road closures, specifically the shutdown of all southbound lanes on I-15 from State Route 56 to Poway Road to install a new drainage system, and; the shutdown of all lanes in both directions of the I-805 from State Route 54 to State Route 905, to demolish the East Palomar Street Bridge.
- **INTER-GOVERNMENTAL AFFAIRS:**
Board Member Cox reported that on July 1st, the State Senate unanimously approved Assembly Bill 1058, the Airport Authority Act clean up legislation; Board Member Sessom provided an airport update to the El Cajon City Council on July 9th, and to the Santee City Council on July 10th; Chair Gleason and Board Member Boland provided an airport update to the San Diego City Council Rules and Economic Development Committee on July 10th; Board Member Robinson is scheduled to provide an update on the San Diego International Airport Land Use Compatibility Plan to the San Diego City Council Land Use and Housing Committee on July 17th, and; Board Member Sessom is scheduled to provide the La Mesa City Council with an airport update on July 23rd.
- **MILITARY AFFAIRS:**
Board Member Boland reported that Brigadier General Yoo, Commanding General, Marine Corps Recruit Depot, San Diego, will be turning over his command at the end of the month, at which time, he will invite his relief to come to the airport to meet the President/CEO, and provide them with a tour of the airport.
- **PORT:** None.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG TRANSPORTATION COMMITTEE:**
Board Member Smisek reported that the Metropolitan Transit System, and the North County Transit District achieved balanced budgets for FY 2014.
- **WORLD TRADE CENTER:** None.

CHAIR'S REPORT:

Chair Gleason reported on the success of the recent USO event. He encouraged the Board to attend the upcoming Green Build Grand Opening events. He reported that Board Member Sessom was elected as Director At-Large for the National Association of Regional Councils. He announced that the July 22nd Executive/Finance Committee and August 1st Board/ALUC Meetings are cancelled.

PRESIDENT/CEO'S REPORT:

Thella Bowens, President/CEO, reported that Alaska Airlines has commenced service between San Diego and Boise, and seasonal service between San Diego and Mammoth. She reported that staff will continue to provide the Board with updates and information regarding the Green Build Grand Opening and provided a brief update on the Concessions Development Program. She reported that there has been correspondence by San Francisco's Airport Director regarding the recent Asiana Airlines 777 tragedy, that he will be performing a lessons learned from the event, and that the Authority will participate.

NON-AGENDA PUBLIC COMMENT:

STEVE WEATHERS, SAN DIEGO, President/CEO, World Trade Center, thanked the Board, Thella Bowens, and Authority staff, for their support of the World Trade Center. He reported that the Center is continuing its work towards achieving balanced funding with private/public partnerships.

CONSENT AGENDA (Items 1-13):

ACTION: Moved by Board Member Boland, and seconded by Board Member Smisek to approve the Consent Agenda. Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Smisek; NO – None; ABSENT – Sessom (Weighted Vote Points: YES - 92; NO - 0; ABSENT- 8).

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the May 23, 2013, special meeting, and the June 6, 2013 regular meeting.

2. **ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**
RECOMMENDATION: Accept the reports and pre-approve Board member attendance at other meetings, trainings and events not covered by the current resolution.
3. **AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM MAY 13, 2013 THROUGH JUNE 9, 2013 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM MAY 13, 2013 THROUGH JUNE 9, 2013:**
RECOMMENDATION: Receive the report.
4. **JULY 2013 LEGISLATIVE REPORT:**
RECOMMENDATION: Adopt Resolution No. 2013-0058, approving the July 2013 Legislative Report.
5. **GRANT A GAS LINE EASEMENT TO SAN DIEGO GAS & ELECTRIC:**
RECOMMENDATION: Adopt Resolution No. 2013-0059, authorizing the President/CEO to negotiate and execute a gas line easement with San Diego Gas & Electric in support of the "Green Build" Terminal 2 West Expansion.

CLAIMS

6. **AUTHORIZE THE REJECTION OF THE CLAIM OF LUCITA GARCIA:**
RECOMMENDATION: Adopt Resolution No. 2013-0060, authorizing the rejection of the claim of Lucita Garcia.
7. **AUTHORIZE THE REJECTION OF THE CLAIM OF ALICIA ESTER YEPIZ:**
RECOMMENDATION: Adopt Resolution No. 2013-0061, authorizing the rejection of the claim of Alicia Ester Yepiz.
8. **AUTHORIZE THE REJECTION OF THE CLAIM OF WAYNE BECK:**
RECOMMENDATION: Adopt Resolution No. 2013-0062, authorizing the rejection of the claim of Wayne Beck.
9. **AUTHORIZE THE REJECTION OF THE CLAIM OF KATHRYN BURKE:**
RECOMMENDATION: Adopt Resolution No. 2013-0063, authorizing the rejection of the claim of Kathryn Burke.

COMMITTEE RECOMMENDATIONS

CONTRACTS AND AGREEMENTS

- 10. APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY FROM \$172,426 TO \$400,810, AND INCREASE THE CONTRACT DURATION FROM 150 TO 275 CALENDAR DAYS FOR THE WASHINGTON STREET ACCESS IMPROVEMENT PROJECT:**

RECOMMENDATION: Adopt Resolution No. 2013-0064, approving and authorizing an increase in the President/CEO's change order authority from \$172,426 to \$400,810, and increase the contract duration from 150 to 275 calendar days, for Project No. 104124, Washington Street Access Improvements, at San Diego International Airport.

- 11. APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY FROM \$150,953 TO \$472,724 FOR THE RECONSTRUCTION OF LOT 8/SAN PARK HARBOR DRIVE PROJECT:**

RECOMMENDATION: Adopt Resolution No. 2013-0065, approving and authorizing an increase in the President/CEO's change order authority from \$150,953 to \$472,724, for Project No. 104127, Reconstruction of Lot 8/San Park Harbor Drive, at San Diego International Airport.

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

- 12. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. FOR QUIETER HOME PROGRAM PHASE 7, GROUP 2 (33 EAST SIDE AND 35 WEST SIDE, HISTORIC AND NON-HISTORIC UNITS ON FOUR SINGLE AND MULTI-FAMILY RESIDENTIAL PROPERTIES):**

RECOMMENDATION: Adopt Resolution No. 2013-0066, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,617,390 for Phase 7, Group 2, Project No. 380702, of the San Diego County Regional Airport Authority's Quieter Home Program.

- 13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A LANDSCAPE MAINTENANCE AGREEMENT TO AZTEC LANDSCAPING:**

RECOMMENDATION: Adopt Resolution No. 2013-0067, approving and authorizing the President/CEO to execute a landscape maintenance agreement with Aztec Landscaping, for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for a total not-to-exceed amount of \$2,175,000, to provide landscape maintenance services at San Diego International Airport.

PUBLIC HEARINGS:

OLD BUSINESS:

The Board recessed at 9:29 a.m. and reconvened at 9:32 a.m.

NEW BUSINESS:

14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE AUSTIN-SUNDT JOINT VENTURE AGREEMENT, FOR REVISIONS TO THE PROJECT DESCRIPTION (SCOPE OF WORK), CONSTRUCTION BUDGET, AND COMPLETION DATE FOR THE DESIGN AND CONSTRUCTION OF THE PROPOSED RENTAL CAR CENTER:

Bob Bolton, Director, Airport Design & Construction, provided a presentation on the Rental Car Center (RCC) Update, which included, Northside Development Site, Program Evolution, Site Constraints, Site History and Geology, Program Solutions, Program Budget, Comparative Metrics, DWA /A/E Service Agreement, and Key Project Milestones.

Board Member Sessom arrived at the meeting at 9:45 a.m.

Vernon Evans, Vice President, Finance/Treasurer, provided a presentation on the Plan of Finance for the Project, which included, June 2013 Capital Improvement Oversight Committee Highlights, Revised Financial Feasibility Report, Rental Car Company Negotiations, RCC Cost and Funding, and Projected Special Facility Bonds Sources and Uses.

In response to Chair Gleason's concern about locking in the Plan of Finance, Mr. Lobner stated that staff is currently working on the draft RCC Lease Agreement. President/CEO, Thella F. Bowens, added that the Agreement will be available prior to the GMP.

In response to a prior request by Board Member Alvarez regarding a letter received from a member of the public, Mr. Lance Murphy, about concerns with future costs for the RCC project related to soil contamination, Bob Bolton, Director, Airport Design & Construction, stated that staff met with Mr. Murphy to discuss his concerns, with a follow-up email to Mr. Murphy dated July 9, 2013. Copies of the emailed letter to Mr. Murphy were distributed on the dais to the Board.

Board Member Alvarez also requested that staff provide an update on busing costs.

Mr. Evans explained that as a part of the Key Financing Terms, if the Customer Facility Charges (CFC's) are insufficient to fund debt service, required reserves, and busing costs, the Authority will loan the project the amount of deficiency, up to a maximum of \$5 million, and upon loan repayment, the Authority will have no further obligation to fund CFC shortfalls. Thella Bowens, President/CEO, also stated that the Authority has obligations by the State for a consolidated facility in order to reduce environmental impacts, and furthermore, that the Authority will be earning more through a loan to the RCC than through a reserve account.

RECOMMENDATION: The Capital Improvement Program Oversight Committee recommends that the Board adopt Resolution No. 2013-0068, approving and authorizing the President/CEO to execute a second amendment to the Austin-Sundt Joint Venture Agreement, Construction Manager-At-Risk, for revisions to the project description, construction budget, and completion date for the design and construction of the proposed Rental Car Center.

ACTION: Moved by Board Member Boland, and seconded by Board Member Robinson to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – None; (Weighted Vote Points: YES - 100; NO - 0; ABSENT- 0).

15. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE THE AMENDMENT TO THE DEMATTEI WONG ARCHITECTURE, INC., ON CALL CONSULTANT SERVICES AGREEMENT, TO INCREASE THE CONTRACT AMOUNT FOR A LUMP SUM AGREEMENT AND OTHER SERVICES:**

RECOMMENDATION: The Capital Improvement Program Oversight Committee recommends that the Board adopt Resolution No. 2013-0069, approving and authorizing the President/CEO to execute the amendment to the Demattei Wong Architecture, Inc., On Call Rental Car Center Development Architect and Engineering Consultant Services Agreement, increasing the contract amount by ten million dollars (\$10,000,000), for a lump sum agreement of twenty million dollars (\$20,000,000), and increasing the contract amount by an additional two million dollars (\$2,000,000) for reimbursable costs and on-call services at the request of the Authority, for a revised maximum not-to-exceed dollar amount of twenty-two million dollars (\$22,000,000).

ACTION: Moved by Board Member Cox, and seconded by Board Member Robinson to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – None; (Weighted Vote Points: YES - 100; NO - 0; ABSENT- 0).

The Board recessed at 10:15 a.m. and reconvened at 10:26 a.m.

Chair Gleason announced that Item 18 would be heard at this time.

18. APPROVAL OF AMENDED AND RESTATED SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY RETIREMENT PLAN AND TRUST OF 2013:

Breton Lobner, General Counsel, provided a brief overview of the proposed Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013.

Board Member Alvarez requested a list of current staff positions whose salary would be above the capped pensionable pay amount of \$113,000, that would be impacted by the new plan.

Breton Lobner, General Counsel, noted a correction to the definition of "Classic Member" on page 3 of the draft document provided to the Board, to mean any member including any Andrecht-covered member or executive member who is not a PEPRA member.

RECOMMENDATION: Adopt Resolution No. 2013-0072, approving and authorizing the President/CEO to execute the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013.

ACTION: Moved by Board Member Alvarez, and seconded by Board Member Smisek to approve staff's recommendation amending the definition of a Classic Member to mean "any member including any Andrecht-covered member or executive member who is not a PEPRA member". Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – None; (Weighted Vote Points: YES - 100; NO - 0; ABSENT- 0).

16. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A PEST CONTROL SERVICES AGREEMENT:

RECOMMENDATION: Adopt Resolution No. 2013-0070, approving and authorizing the President/CEO to execute an agreement with Cartwright Termite & Pest Control, Inc., for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for a total not-to-exceed amount of \$2,800,000 for pest control services and \$2,200,000 for remediation services at San Diego International Airport.

ACTION: Moved by Board Member Cox, and seconded by Board Member Alvarez to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – None; (Weighted Vote Points: YES - 100; NO - 0; ABSENT- 0).

17. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SOLE SOURCE AGREEMENT WITH SIEMENS INDUSTRY, INC., FOR OPERATION AND MAINTENANCE OF TERMINAL 2 WEST IN-LINE BAGGAGE HANDLING SYSTEM:

Bob Bolton, Director, Airport Design & Construction, provided an overview of the proposed agreement.

RECOMMENDATION: Adopt Resolution No. 2013-0071, approving and authorizing the President/CEO to execute a sole source agreement with Siemens Industry, Inc., for a term of one year, for an amount not to exceed \$1,310,691.00, in support of the operation and maintenance for the in-line baggage handling system, Terminal 2 West, at San Diego International Airport.

ACTION: Moved by Board Member Boland, and seconded by Board Member Alvarez to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – None; (Weighted Vote Points: YES - 100; NO - 0; ABSENT- 0).

19. APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AND THE SAN DIEGO UNIFIED PORT DISTRICT REGARDING POLICE SERVICES COSTS:

RECOMMENDATION: Adopt Resolution No. 2013-0031, approving the Memorandum of Understanding between the San Diego County Regional Airport Authority and the San Diego Unified Port District regarding police services costs.

ACTION: This item was not heard.

CLOSED SESSION: The Board recessed into Closed Session at 10:50 a.m. to discuss Items 20, 21, 22, 23, and 27.

20. PUBLIC EMPLOYMENT – EMPLOYMENT TERMS, EVALUATION AND CONDITIONS:

Cal. Gov. Code § 54954.5(c) and §54957 (b).

Title: President/Chief Executive Officer

Subjects:

- (1) Review and possible action on current and future contract terms.
- (2) Public employee performance evaluation

21. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Cal. Gov. Code §54957

Title: General Counsel

22. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Cal. Gov. Code §54957

Title: Chief Auditor

23. CONFERENCE WITH LABOR NEGOTIATORS:

Labor negotiations pursuant to Cal. Gov. Code §54957.6:

Authority Designated Negotiators: Thella F. Bowens, President/CEO; and Jeff Lindeman, Senior Director, Organizational Performance & Development

Employee Organization: Teamsters 911

24. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Real property negotiations pursuant to Cal. Gov. Code §54954.5(b) and §54956.8:

Property: Salt Plant – 17 acre parcel located at 1470 Bay Boulevard, San Diego

Agency Negotiators: Vernon D. Evans, Vice President, Finance/Treasurer

Negotiating Parties: United States Fish and Wildlife Service, GGTW, LLC (current tenant) and/or other interested parties

Under Negotiation: Sale – terms and conditions

25. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Real property negotiations pursuant to Cal. Gov. Code §§ 54954.5(b) and 54956.8.

Property: Landmark Aviation.

Agency negotiator: Vernon D. Evans, Eric Podnieks and Troy Leech.

Negotiating parties: Landmark Aviation (current tenant).

Under negotiation: Amendment of terms of Lease regarding site development.

- 26. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**
(Cal. Gov. Code Section 54956.9(A))
Diego Concession Group, Inc. v. San Diego County Regional Airport Authority S.D.S.C Case No. 37-2012-00088083-CU-BT-CTL
- 27. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
Initiation of litigation pursuant to subdivision (c) of §54956.9: (3 cases)
- 28. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
Significant exposure to litigation pursuant to Cal. Gov. Code §54956.9(b):
Kelly Lancaster, David Boenitz, Mary Erickson and Richard Gilb, et al v. SDCERS, San Diego Sup. Court Case No. 37-2011-G0096238-CU-PO-CT
Number of cases: 1
- 29. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
Significant exposure to litigation (Cal. Gov. Code §§ 54956.9 (b) and 54954.5)
Number of potential cases: 1
Re: Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board regarding submission of technical reports pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego

REPORT ON CLOSED SESSION: The Board reconvened into open session at 1:13 p.m. Chair Gleason reported that Item 27 was not heard. He reported that in regard to Item 23, the Board provided direction to staff.

In regard to Items 20-22, the following action was taken:

ACTION: Moved by Board Member Desmond and seconded by Board Member Smisek to approve a 2% salary increase for the President/CEO, the General Counsel and the Chief Auditor. Motion carried by the following vote: YES – Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – Alvarez; (Weighted Vote Points: YES - 87; NO - 0; ABSENT- 13).

In regard to Item 20, the following action was taken:

ACTION: Moved by Chair Gleason and seconded by Board Member Boland to extend an employment contract to Thella F. Bowens, President/CEO, with the following provisions:

- **Contract term – For three years from July 1, 2013 to June 30, 2016, with a one year option, extending the contract potentially from July 1, 2016 to June 30, 2017;**

- **Notice provisions** – The contract include notice provisions that the Authority would use its best efforts to provide a six month notice to renew or not renew at the end of the three year term; and that the CEO would use her best efforts to provide a six month notice to leave if not for “good reason” as “good reason” is defined in the contract,
- **401(a) Contribution** – The Authority provide an additional contribution above the director-level entitlement of \$10,000 a year in the first year of the contract, increasing \$5,000 a year for the remaining three years of the contract payable at the beginning of the contract year, with all other terms and conditions and benefits remaining the same as the existing contract.

Motion carried by the following vote: YES – Boland, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – Alvarez; (Weighted Vote Points: YES - 87; NO - 0; ABSENT- 13).

NON-AGENDA PUBLIC COMMENT: None.

GENERAL COUNSEL REPORT: None.

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

BOARD COMMENT: None.

ADJOURNMENT: The meeting was adjourned at 1:17 p.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 12th DAY OF SEPTEMBER, 2013.

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
2

Meeting Date: **SEPTEMBER 12, 2013**

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 briefings by representatives of a local police department or a state or federal governmental agency regarding safety, security, immigration or customs affecting San Diego International Airport.

Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2013 Budget.

000013

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.

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

DAVID ALVAREZ

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

Period Covered: August 2013

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:
David Alvarez		B-26-13
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: B-26-13 Time: 9AM Location: SDCRAA	Airport Authority Finance 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:	
<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: 

BRUCE BOLAND

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

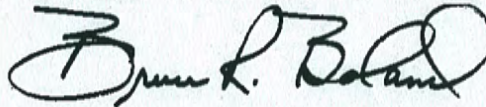
Period Covered: 1 July – 31 July 2013

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 2009-0007. 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:
Bruce R. Boland		August 30, 2013
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
Brown Act	7/10 0900 San Diego City Hall	Brief SD City Council Rules Cmte on SDIA and Green Build
Brown Act	7/11 0900 SDIA	SDCRAA BOD Meeting

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

training listed herein. Signature:

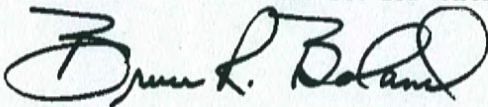


**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

Period Covered: 1 January – 31 January 2013

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 2009-0007. 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:
Bruce R. Boland		August 30, 2013
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
Authorized Activity	8/8 1800 SDIA	Speak at and attend the Green Build Gala
Authorized Activity	8/9 1000 SDIA	Speak at and attend the Green Build Ribbon Cutting
Brown Act	8/19 1000 SDIA	Audit Cmte Meeting

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

GREG COX

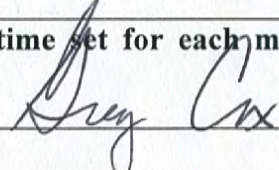
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary

Period Covered: JULY 1-31, 2013

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		JULY 31, 2013
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: JULY 11, 2013 Time: 9am Location: SDCRAA	BOARD / ALUC 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: 

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

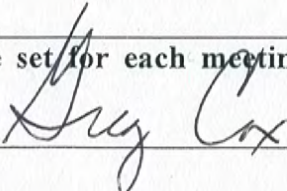
Period Covered: AUGUST 1-31, 2013

SDCRAA
AUG 26 2013
Corporate 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: (Please print)		DATE OF THIS REPORT:
GREG COX		AUG. 26, 2013
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: <u>AUG. 26, 2013</u> Time: <u>9 am.</u> Location: <u>SDAJ</u>	<u>SPECIAL BOARD MEETING</u> <u>SPECIAL EXECUTIVE / FINANCE COMMITTEE</u>
<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: 

JIM DESMOND



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

Period Covered: July 2013

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:
Jim Desmond		8/23/13
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: 7/11/13 Time: 9 AM Location: SDIA	Board Meeting
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act Pre-approved 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:

ROBERT GLEASON

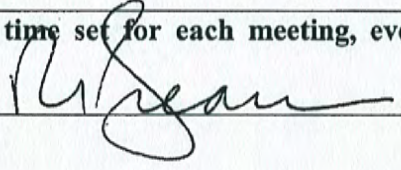
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
 Period Covered: JULY 2013

SDCRAA
JUL 25 2013
 Corporate 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: (Please print)		DATE OF THIS REPORT:
ROBERT H. GLEASON		July 24, 2013
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: July 10, 2013 Time: 9:00 am Location: City Council	City of San Diego Rules & Economic Development Committee presentation; spoke on behalf of the Airport Authority
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 11, 2013 Time: 9:00 am Location: SDCRAA offices	ALUC / Board meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 16, 2013 Time: 1:00pm Location: SDCRAA offices	Art Advisory Committee meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 23, 2013 Time: 7:45 am Location: WTCSD offices	WTCSD Executive Committee meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 24, 2013 Time: 7:45 am & 11:45 am Location: KIPJ & SD Convention Center	WTCSD Board meeting North Side Development presentation to San Diego Convention Center Corp. Board of Directors
<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: 

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
 Period Covered: AUGUST 2013

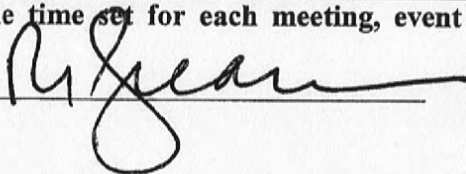
SDCRAA
AUG 29 2013
 Corporate Services

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: (Please print)		DATE OF THIS REPORT:
ROBERT H. GLEASON		August 28, 2013
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: August 6, 2013 Time: 9:30 am Location: EDR	Media Tour for Green Build; Spoke on behalf of Airport Authority
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 7, 2013 Time: 10:00 am Location: Dual Level	Green Build Employee Cookout
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 8, 2013 Time: 6:00pm Location: Dual Level	Airport Terminal Opening/Gala Dinner; Spoke on behalf of Airport Authority
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 9, 2013 Time: 9:00 am Location: Dual Level	Airport Terminal Opening/Ribbon-cutting Ceremony; Spoke on behalf of Airport Authority
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 10, 2013 Time: 10:00 am Location: Dual Level	Airport Terminal Opening/Public Tours
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 11, 2013 Time: 10:00 am Location: Dual Level	Airport Terminal Opening/Public Tours
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 12, 2013 Time: 10:00 am Location: SDCRAA offices	Commuter Terminal Art Wall Project Artist Selection Panel
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 14, 2013 Time: all day Location: Santa Cruz	California Coastal Commission hearing for Rental Car Center; travel to Santa Cruz and attend hearing
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 19, 2013 Time: 10:00 am Location: SDCRAA offices	Audit Committee meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 23, 2013 Time: 11:00 am Location: Facilities Maintenance Dept. Bldg	Employee Appreciation BBQ; Spoke on behalf of Airport Authority

<input checked="" type="checkbox"/> Brown Act	Date: August 26, 2013	Executive/Finance Committee meeting
<input type="checkbox"/> Pre-approved	Time: 9:00 am	
<input type="checkbox"/> Res. 2009-0149R	Location: SDCRAA offices	

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

Signature: 

LLOYD HUBBS

SDCRAA

AUG 26 2013

Corporate Services

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

Period Covered: July & August 2013

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:
LLOYD HUBBS		8-26-13
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: July 11, Time: 9:00 - 10:00 Location: Bd. Rm	Board Mtg.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 19 Time: 10:00 - 11:00 Location: BOARD RM	Audit Committee Mtg.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 26 Time: 9:00 - 12:00 Location: Authority Bd. Rm	BOARD MTG Exec. / Finance
<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: 

PAUL ROBINSON

SDCRAA

AUG 26 2013

Corporate Services

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

Period Covered: 7/31/13

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:
PAUL ROBINSON		8-26-13
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: 7/11/13 Time: 9:00 - 2:00 p.m. Location: SDCRAA Bd. Rm	SDCRAA Bd / FLW & Mtg. Closed Session
<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:	
<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: Paul E. Robinson

SDCRAA
AUG 26 2013
Corporate Services

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

Period Covered: 8/31/13

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:
<i>PAUL ROBINSON</i>		<i>8-26-13</i>
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: <i>8/26/13</i> Time: <i>9:00 - 11:00</i> Location: <i>SDCRAA Bldg</i>	<i>SDCRAA Exec./Finan. Comm.</i>
<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:	
<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: *Paul E. Robinson*

MARY SESSOM

SDCRAA

AUG 19 2013

Corporate Services

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

Period Covered: June 2013

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:
MARY T Sessom		July 15, 2013
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: 6/6 Time: 9:00 Location: Board Room	Board meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/7 Time: 6:30 Location: Hahn Center USD	American Lung Association
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/19 Time: 9:00 Location: Board Room	SDCRAA Personnel & Compensation Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/2 Time: 9:00 Location: Board Room	Capital Improvement Oversight 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:	

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

Signature: _____

Mary T. Sessom

TOM SMISEK

AUG 26 2013

Corporate Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
 Period Covered: July 1-31, 2013

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 2009-0007. 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
Tom SMISEK		August 24, 2013
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
X Brown Act Pre-approved Res. 2009-0149R	Date: 7-11-2013 Time: 9:00AM Location: SDIA	SDCRAA BOARD MEETING
X Brown Act Pre-approved Res. 2009-0149R	Date: 7-19-2013 Time: 9:00AM Location: SANDAG	SANDAG TRANSPORTATION/REGIONAL PLANNING JOINT MEETING - SDCRAA REPRESENTATIVE
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved 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: Tom Smisek

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
 Period Covered: August 1-31, 2013

SDCRAA
AUG 26 2013
Corporate 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 2009-0007. 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
Tom SMISEK		August 26, 2013
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
X Brown Act Pre-approved Res. 2009-0149R	Date: 8-19-2013 Time: 10:00 AM Location: SDIA	SDCRAA AUDIT COMMITTEE MEETING
X Brown Act Pre-approved Res. 2009-0149R	Date: 8-26-2013 Time: 9:00 AM Location: SDIA	SDCRAA EXECUTIVE/FINANCE/SPECIAL BOARD MEETINGS
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved Res. 2009-0149R	Date: Time: Location:	
Brown Act Pre-approved 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: Tom Smisek

JACK VAN SAMBEEK

AUG 19 2013

Corporate Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Member Event/Meeting/Training Report Summary

Period Covered: 8-19-13

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:
JACK VAN SANBEEK		8-19-13
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: <u>8-19-13</u> Time: <u>10 am</u> Location: <u>Bd mtg Rm</u>	
<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:	
<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 P Van Sanbeek



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
3

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Awarded Contracts, Approved Change Orders from June 10, 2013 through August 11, 2013, and Real Property Agreements Granted and Accepted from June 10, 2013 through August 11, 2013

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 agreements is identified as 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

000015

Environmental Review:

- A. This Board action is not subject to the California Environmental Quality Act (CEQA), as amended. The Board action is categorically excluded from CEQA because it is a class of project that has been determined not to have a significant effect on the environment. 14 cal. Code Regs. Section 15308. See also, Pub. Res. Code Section 21065 (Board action is not a "project" subject to CEQA).
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Pub. Res. Code Section 30106, 30108.6, and 30109.

Equal Opportunity Program:

Equal opportunities requirements were presented during the solicitation process on a case-by-case basis.

Prepared by:

JANA VARGAS
DIRECTOR, PROCUREMENT

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 10, 2013 - August 11, 2013

New Contracts



Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
06/14/13	N/A	Aztec Landscaping Inc.	The Contractor will provide tree maintenance services at San Diego International Airport and designated properties surrounding the Airport.	RFP	J. Fejeran	\$ 821,000.00	05/31/16
06/21/13	N/A	Norstan Communications, Inc.	The Contractor will provide services needed for the maintenance, support, and repair of the Authority's Airside Emergency Notification Telecommunication System and Nortel SC1000 systems.	RFB	H. Kourik	\$ 13,770.00	05/30/14
07/02/13	N/A	Diamond Environmental Services LP	The Contractor will provide and maintain portable restroom facilities at San Diego International Airport.	RFB	J. Fejeran	\$ 35,000.00	06/16/16
03/12/12	N/A	ACRO Service Corporation	The Contractor will provide temporary staffing services for San Diego County Regional Airport Authority through the U.S. Communities cooperative contract.	RFP	M. Ellington	\$ 900,000.00	03/31/14
07/03/13	N/A	Buss Shelger Associates	The Contractor will provide real estate appraisal services for the Aviation and Commercial Business department at San Diego County Regional Airport Authority.	Informal RFP	T. Leech	\$ 45,000.00	04/30/16
07/03/13	N/A	Discount Glass & Mirror, Inc.	The Contractor is one of three pre qualified and approved to bid on glazing services by the issuance of a task authorization request. The contract value reflects the total not-to-exceed cost for the entire pool of contractors for this service.	RFQ	J. Fejeran	\$ 900,000.00	06/30/16
07/05/13	N/A	The Glass Company, Inc. dba C & C Glass	The Contractor is one of three pre qualified and approved to bid on glazing services by the issuance of a task authorization request. The contract value reflects the total not-to-exceed cost for the entire pool of contractors for this service.	RFQ	J. Fejeran	\$ 900,000.00	06/30/16
07/05/13	N/A	Law Management Inc. dba Designer Glass & Shower	The Contractor is one of three pre qualified and approved to bid on glazing services by the issuance of a task authorization request. The contract value reflects the total not-to-exceed cost for the entire pool of contractors for this service.	RFQ	J. Fejeran	\$ 900,000.00	06/30/16
07/05/13	N/A	24 Hour Fire Protection, Inc.	The Contractor will inspect, test, maintain and provide on-call services to repair fire protection systems at San Diego International Airport.	RFP	J. Fejeran	\$ 350,000.00	06/30/16
06/28/13	N/A	Flightview, Inc.	The Contractor will provide flight data feed information for San Diego International Airport.	Informal RFP	H. Kourik	\$ 50,000.00	08/31/15
07/16/13	N/A	Fierce Inc.	The Contractor will provide on-site training sessions for designated San Diego County Regional Airport Authority personnel.	Informal RFP	D. Wilson	\$ 50,000.00	05/31/16
07/18/13	N/A	LaserCycle USA, Inc.	The Contractor will provide on-call printer repair services for San Diego County Regional Airport Authority.	Informal RFP	H. Kourik	\$ 25,000.00	05/31/16
07/30/13	N/A	Adobe Echosign	The contractor will provide electronic signature software for the Facilities Development department at San Diego County Regional Airport Authority.	Informal RFP	R. Beets	\$ 3,600.00	07/26/14
07/31/13	N/A	Norstan Communications, Inc.	The Contractor will provide telecom system maintenance and technical support services for San Diego International Airport.	Informal RFP	H. Kourik	\$ 30,000.00	06/30/14
07/31/13	N/A	Aircraft Service International Inc.	The Contractor will provide on-site delivery and dispensing of fuel to Authority vehicles and equipment at San Diego International Airport.	RFB	J. Fejeran	\$ 900,000.00	06/30/16




New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
6/28/2013	380612B	Nuera Contracting & Consulting LP	This contract was approved by the Board at the June 6, 2013 Board Meeting. The Contractor will provide sound attenuation treatment to residences included in Phase 6, Group 12B of the Quieter Home Program.	RFB	D. Frazee	\$ 507,470.30	04/01/14
07/25/13	N/A	Aztec Landscaping Inc.	This contract was approved by the Board at the July 11, 2013 Board Meeting. The Contractor will provide landscaping maintenance services at San Diego International Airport.	RFP	J. Fejeran	\$ 2,175,000.00	07/14/16
8/1/2013	N/A	Siemens Industry, Inc.	This contract was approved by the Board at the July 11, 2013 Board Meeting. The Contractor will provide operation and maintenance support for the in-line baggage handling system located at Terminal 2 West at San Diego International Airport. Siemens Industry, Inc. designed and constructed the new Terminal 2 baggage handling system, and has special knowledge of the unique aspects and functionality of its control systems which makes them the only known source that can provide operating and maintenance support services.	Sole Source	R. Stanley	\$ 1,310,691.00	6/30/14

Amendments and Change Orders

Date Signed	CIP #	Company	Description of Change	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value (%) (+ / -)	New Contract Value	New End Date
05/01/13	N/A	Silkroad	The renewal extends the term of the contract three years at the same annual rate for an increase compensation of \$21,000.00 for the Greenlight Learning Management System (LMS) subscription used by the Training & Organization Development department.	\$ 28,500.00	\$ 21,000.00	74%	\$ 49,500.00	3/23/2016
06/14/13	N/A	Cartwright Termite & Pest Control	The Third Amendment authorizes an emergency to extend the term of the contract until August 31, 2013 and increases the maximum amount of compensation by \$470,650.00 for pest elimination services at San Diego International Airport.	\$ 900,000.00	\$ 470,650.00	52%	\$ 1,370,650.00	8/31/2013
07/09/13	N/A	Neal Electric Corp.	The First Amendment extends the term of the contract forty-five days for on-call electrical services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/30/2013
07/09/13	N/A	Ensley Electric, Inc.	The First Amendment extends the term of the contract forty-five days for on-call electrical services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/30/2013
07/09/13	N/A	Laser Electric, Inc.	The First Amendment extends the term of the contract forty-five days for on-call electrical services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/30/2013
07/09/13	N/A	The Vasquez Company	The First Amendment extends the term of the contract forty-five days for on-call general construction services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/15/2013
07/09/13	N/A	Calderon Builders, Inc.	The First Amendment extends the term of the contract forty-five days for on-call general construction services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/15/2013
07/09/13	N/A	Apex Contracting and Restoration, Inc.	The First Amendment extends the term of the contract forty-five days for on-call general construction services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/15/2013
07/09/13	N/A	Dynamic Contracting Services, Inc.	The First Amendment extends the term of the contract forty-five days for on-call general construction services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	10/15/2013
07/15/13	N/A	Barney & Barney, LLC	The Fifth Amendment extends the term of the contract twelve months for services needed to assist with the development and delivery of an alternative compensation option report for represented employees at San Diego County Regional Airport Authority. There is no increase in compensation.	\$ 109,000.00	\$ -	0%	\$ 109,000.00	6/30/2014
08/05/13	N/A	Miki Iwasaki dba MI-Workshop	The First Amendment corrects Exhibit A "Scope of Work" and Exhibit B "Compensation and Payment Schedule" to include modifications made to the phasing of public artwork in Terminal 1 Food Court Area at San Diego International Airport. There is no increase in compensation.	\$ 110,000.00	\$ -	0%	\$ 110,000.00	12/31/2013
08/05/13	N/A	Sheryl Oring	The First Amendment increases the maximum amount of compensation by \$4,000.00 to perform additional services under the Artist's residency period with the Authority's Public Art Program to create and install artwork at San Diego International Airport.	\$ 118,000.00	\$ 4,000.00	3%	\$ 122,000.00	12/31/2014

Amendments and Change Orders - Approved by the Board

										
7/9/2013	N/A	Austin-Sundt Joint Venture	<p>The First Amendment was approved by the Board at the March 21, 2013 Special Board Meeting. The First Amendment increases the maximum amount of compensation by \$10,000,000.00 to complete time-sensitive preliminary activities/work elements associated with the Rental Car Center (RCC) at San Diego International Airport.</p>	\$ 14,000,000.00	\$ 10,000,000.00	71%	\$ 24,000,000.00	10/1/2015		
07/31/13	N/A	PBS Engineers, Inc.	<p>The First Amendment was approved by the Board at the June 6, 2013 Board Meeting. The First Amendment extends the term of the contract one year and revises indemnification language in Articles 11 and 12 to provide on-call mechanical and electrical consultant services for Capital Improvement and Major Maintenance Projects at San Diego International Airport. There is no increase in compensation.</p>	\$ 1,000,000.00	\$ -	0%	\$ 1,000,000.00	7/31/2014		
08/05/13	N/A	Nolte Associates, Inc.	<p>The Second Amendment was approved by the Board at the June 6, 2013 Board Meeting. The Second Amendment extends the term of the contract one year to provide on-call surveying and civil engineering services for Capital Improvement and Major Maintenance Projects at San Diego International Airport. There is no increase in compensation.</p>	\$ 2,500,000.00	\$ -	0%	\$ 2,500,000.00	10/1/2014		

Attachment "B"

REAL PROPERTY AGREEMENTS EXECUTED FROM JUNE 10, 2013 TO AUGUST 11, 2013

Real Property Agreements

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
6/1/13-12/31/17	LE - 0729	G2 Secure Staff, L.L.C.	Ground Handling License Agreement	SDIA	Provides ground handling and support services to airlines	N/A	Monthly license is the greater of either \$250 per month or 8% of monthly gross income	
6/19/13-12/31/17	LE - 0730	Worldwide Flight Services, Inc.	Ground Handling License Agreement	SDIA	Provides ground handling and support services to airlines	N/A	Monthly license is the greater of either \$250 per month or 8% of monthly gross income	
6/1/13-12/31/17	LE - 0736	Huntleigh USA Corporation	Ground Handling License Agreement	SDIA	Provides ground handling and support services to airlines	N/A	Monthly license is the greater of either \$250 per month or 8% of monthly gross income	
6/1/13-12/31/17	LE-0737	Prestline Fleet, LLC	Ground Handling License Agreement	SDIA	Provides ground handling and support services to airlines	N/A	Monthly license is the greater of either \$250 per month or 8% of monthly gross income	

Real Property Agreement Amendments and Assignments

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
6/1/13-12/31/17	LE - 0612	Flying Food Group, L.L.C.	1st Amendment to Inflight Catering License Agreement	SDIA	Provides inflight catering services to airlines	N/A	Monthly license is the greater of either \$250 per month or 7% of monthly gross income	
8/9/2013	LE-0737	JAMR Properties, LLC	1st Amendment to Right of Entry License Agreement	3405 Pacific Highway	Right of Entry by Authority to remove pedestrian bridge	Approximately 30 spaces	Authority will pay JAMR \$15 per day per parking space (Max \$6,000) for impacted area	Authority is Permittee
7/24/2013	LE-0733	JAMR Properties, LLC	Right of Entry License Agreement	3405 Pacific Highway	Right of Entry by Authority to remove pedestrian bridge	Approximately 30 spaces	Authority will pay JAMR \$10 per day per parking space (Max \$3,000) for impacted area	Authority is Permittee
8/1/2013	LE-0678	JCDecaux Airport, Inc.	Amendment No. 1 to Rental Agreement	Terminal 2 West (Green Build)	Storage of advertising equipment	160 s.f.	\$600 per month (rental rate of \$4.5/sf for Support Premises)	Amendment to replace the Terminal 1 storage space with the new space in Terminal 2 West (Green Build)
8/1/2013	LE-0423	JCDecaux Airport, Inc.	Amendment No. 3 to Advertising Concession Agreement	Terminal 2 West (Green Build)	In-terminal advertising concession	N/A	The greater of Minimum Annual Guarantee or 65.25% of Gross Revenue	Amendment to change the mid-term reinvestment amount of \$200,000 to \$400,000 and apply to new Advertising Sites in the expanded Terminal 2 (Green Build)
8/1/2013	LE-0563	Certified Folder Display Service, Inc.	1st Amendment to Brochure Rack Concession Agreement	Terminal 1 and 2 baggage claim areas and USO office	Brochure rack advertising concession	N/A	The greater of Minimum Annual Guarantee or 25% of Gross Revenue	Amendment to add one (1) rack location in Terminal 2 West (Green Build)
8/1/2013	LE-0518	Travelers Aid Society of San Diego	2nd Amendment to Rental Agreement	Terminal 1 and 2 baggage claim areas and 2nd Floor of USO office	Information booths to provide assistance to the traveling public and administrative office space	Terminal 1 Info Booth: 301 s.f. Terminal 2 Info Booth: 222 s.f. New Terminal 2 Info Booth: 222 s.f. Office: 1,145 s.f.	Consideration given to services rendered to the traveling public	Amendment to extend term to June 30, 2014 to coincide with the Contractor Agreement and to update Information booth and administration office spaces

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7/12/2013	LE-0649	High Flying Foods Package#7	Amendment No. 1 Concession Agreement	SDIA	Food and Beverage Concessions	4,287 s.f. for concessions and support	No change	Modifications to Assigned Premises during construction of new concessions
7/12/2013	LE-0650	High Flying Foods Package#8	Amendment No. 1 Concession Agreement	SDIA	Food and Beverage Concessions	9,384 s.f. for concessions and support	No change	Modifications to Assigned Premises during construction of new concessions
7/1/2013	LE-0732	Norstan Communications, Inc.	Right of Entry Permit	SDIA	Shared Tenant Services	All terminal buildings	N/A	Right of Entry to allow Norstan to begin installation of services
<u>Consent to a Sublease</u>								
Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
Effective May 24, 2013 and coterminous with lease LE-0648	LE-0735	Stellar/Brookstone	Consent to Sublease Agreement	SDIA	Retail Concessions	725 s.f.	No change	Consent to Sublease Agreement
Effective May 28, 2013 and coterminous with lease LE-0649	LE-0734	High Flying Foods/Procurement Concepts, Inc.	Consent to Sublease Agreement	SDIA	Food and Beverage Concessions	373 s.f.	No change	Consent to Sublease Agreement
<u>Miscellaneous Agreements</u>								
Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
8/1/2013-7/31/2018	LE-0732	Norstan Communications, Inc.	Concession Agreement	SDIA	Shared Tenant Services (STS)	All terminal buildings	6% of all services for STS and 50/50 split of net operating margin	New agreement

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SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
4

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

September 2013 Legislative Report

Recommendation:

Adopt Resolution No. 2013-0077, approving the September 2013 Legislative Report.

Background/Justification:

The Legislative Advocacy Program Policy adopted by the Board on November 10, 2003, requires that Authority staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The September 2013 Legislative Report updates Board members on legislative activities that have taken place during the months of July and August. The Authority Board gives direction to staff on legislative issues by adoption of a monthly Legislative Report ("Attachment A").

State Legislative Action

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

On August 12, Governor Brown signed into law Assembly Bill 1058 (Chavez), legislation requested by the Airport Authority to amend the Airport Authority Act.

The Legislature has until September 13 to approve legislation during its regular session prior to recessing for the year. The Governor has until October 13 to sign or veto any legislation passed by the Legislature this year.

Federal Legislative Action

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

On August 15, Federal Aviation Administrator Michael Huerta briefed aviation industry representatives on potential actions that may be taken by the FAA in Fiscal Year 2014 under a second round of sequestration. According to Administrator Huerta, FAA employees would be subject to furloughs, hiring freezes, and reductions in overtime and travel. In addition, the FAA will consider phasing out funding for contract programs such as contract towers, contract weather observers, and flight service stations.

Following its month-long legislative recess, Congress reconvened on September 9.

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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.

Equal Opportunity Program:

Not applicable.

Prepared by:

MICHAEL KULIS
DIRECTOR, INTER-GOVERNMENTAL AND COMMUNITY RELATIONS

RESOLUTION NO. 2013-0077

A RESOLUTION OF THE BOARD OF THE SAN
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
APPROVING THE SEPTEMBER 2013 LEGISLATIVE
REPORT

WHEREAS, the San Diego County Regional Airport Authority ("Authority") operates San Diego International Airport as well as 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 gives 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 September 2013 Legislative Report ("Attachment A"); and

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY RUSSELL
DIRECTOR CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

September 2013 Legislative Report

State Legislation

Legislation/Topic

AB 1092 (Levine) – Electric Charge Stations for New Construction Projects

Background/Summary

This bill would require the California Building Standards Commission (Commission) to adopt, in its next update, mandatory building standards for the installation of electric vehicle charging infrastructure in multifamily dwellings and nonresidential development. This bill would require the Commission to use the California Green Building Standards Code as the starting point for any mandatory building standards, and to consult with interested parties, during the development and adoption of new standards.

Anticipated Impact/Discussion

Staff will continue to monitor this legislation to determine the eventual requirement of electric vehicle charging stations that could be applicable for future Authority projects.

Status: 8/26/13 – Approved by Senate by a vote of 29 to 9. Assembly concurrence in Senate amendments pending
5/24/13 – Approved by the Assembly by a vote of 48 to 21

Position: Watch (4/4/13)

Legislation/Topic

AB 128 (Bradford) – Peace Officers, Airport Law Enforcement

Background/Summary

This bill would reclassify the Los Angeles World Airports law enforcement officers, providing them the authority to arrest and carry firearms on non-airport property.

Anticipated Impact/Discussion

This bill would not impact law enforcement at San Diego International Airport. Authority staff will continue to monitor the City of Los Angeles and Los Angeles World Airports' consideration of this legislation.

Status: 6/25/13 – Approved by the Senate Committee on Public Safety by a vote of 4 to 2 and placed on Senate Committee on Appropriations suspense file
5/28/13 – Approved by the Assembly by a vote of 62 to 4

Position: Watch (4/4/13)

Legislation/Topic
SB 50 (Lieu) – Telecommunications and Pay Phones

Background/Summary

This bill would require the posting of the same notices for credit or debit card-activated telephones as are required for coin-operated phones. These notices would include information such as the name of the provider of operator-assisted services, applicable rates and charges for each available operator-assisted service, and that surcharges may apply to operator-assisted and calling card calls.

Anticipated Impact/Discussion

The Authority currently has pay phones that accept both coins and credit or debit cards throughout the airport. This legislation would require the posting of notices adjacent to these phones.

Status: 8/8/13 – Approved by the Assembly by a vote of 77 to 0 and sent to the Governor for signature
5/6/13 – Approved by the Senate by a vote of 32 to 0

Position: Watch (4/4/13)

Legislation/Topic
AB 359 (Holden) - Vehicle Rental Agreements – Customer Facility Charge

Background/Summary

Under current law, any airport requiring car rental companies to collect a customer facility charge (CFC) must complete an independent audit and submit it to the State Legislature every three years. This legislation would simplify the auditing requirements for Airports utilizing a CFC. The legislation would also require airports to post audit results on their websites.

Anticipated Impact/Discussion

The Authority is currently collecting a customer facility charge to finance the construction of the rental car center and terminal roadway. Authority staff and the California Airports Council continue to work with the author's office and

Committee staff to ensure that the final bill will minimize staff time and external auditor costs related to our use of a CFC.

Status: 7/2/13 – Approved by the Senate Committee on the Judiciary by a vote of 6 to 0
5/24/13 – Approved by the Assembly by a vote of 69 to 0

Position: Support (3/7/13)

Legislation/Topic

SB 758 (Block) – Airport Land Use Compatibility Plan: City of Coronado

Background/Summary

The Authority Board serves as the Airport Land Use Commission for San Diego County and is responsible for the preparation, adoption and amendment of airport land use compatibility plans (ALUCPs) for airports located in San Diego County. SB 758 would extend the time from 180 days to 540 days the City of Coronado has to amend its general and specific plans following the creation of the ALUCP for Naval Air Station North Island (NASNI).

Anticipated Impact/Discussion

Although this legislation would not impact the Authority's ability to complete an ALUCP for NASNI, individual development projects would be sent to the Airport Land Use Commission for determination until the City of Coronado implemented the ALUCP.

Status: 8/21/13 – Approved by Assembly Committee on Appropriations by a vote of 17 to 0 and placed on Assembly consent calendar
5/28/13 – Approved by the Senate by a vote of 38 to 0

Position: Watch (3/7/13)

Legislation/Topic

**AB 1058 (Chavez) - San Diego County Regional Airport Authority Act
"Clean Up" Bill**

Background/Summary

The legislation that created the Airport Authority, commonly known as the "Airport Authority Act" has undergone various changes since the agency's establishment. As the Airport Authority continues to mature, however, several sections of the Airport Authority Act are now obsolete. In addition, staff has identified technical corrections/minor changes that would improve the Act. Therefore, staff has recommended that the Authority seek legislation to make such changes to the Act.

Anticipated Impact/Discussion

Although this legislation would have no direct impact on SDIA functions, it would result in minor technical corrections and the deletion of outdated sections of the Airport Authority Act.

Status: 8/12/13 – Signed into law by the Governor

Position: Support (2/14/13)

Legislation/Topic

SCA 4/8 (Liu/ Corbett) – Local Government Transportation Tax

Background/Summary

This legislation would amend the California Constitution by lowering the threshold to levy a local transportation tax to 55% voter approval instead of the current 2/3 voter approval requirement. SCA 4 also prohibits a local government from expending any revenues derived from a special transportation tax approved by 55% of the voters at any time prior to the completion of a statutorily identified capital project funded by revenues derived from another special tax of the same local government that was approved by a two-thirds vote.

This legislation was amended to require that any ballot proposition must contain a list of projects and programs to be funded, a requirement for an independent audit, and the creation of a citizen's oversight committee to review all expenditures.

Anticipated Impact/Discussion

Although this legislation would have no direct impact to the Authority or SDIA, it could result in increased transportation funding for the region.

Status: 8/27/13 - SCA 4/SCA 8 – Approved by the Senate Committee on Transportation and Housing by a vote of 7 to 2 and referred to the Senate Committee on Rules

Position: Watch (2/14/13)

Federal Legislation

Legislation/Topic

H.R. 2610 (Latham)/S. 1243 (Murray) - FY 2014 Transportation, Housing and Urban Development Appropriations Act

Background/Summary

Both the House and Senate versions of this bill would provide funding for the Department of Transportation and the Federal Aviation Administration for Fiscal Year 2014. This House bill would fund FAA operations at a level of \$9.52 billion, while the Senate version would provide \$9.7 billion in FAA operations funding. Both the House and Senate versions would fund the Airport Improvement Program (AIP) at a level of \$3.35 billion - the full authorized level. Neither bill includes an increase in the Passenger Facility Charge limit.

Anticipated Impact/Discussion

Passage of this bill would benefit San Diego International Airport by providing continued funding for the AIP program, which will assist in funding airport projects.

Status: 7/2/13 – H.R. 2610 - Approved by the House Appropriations Committee
6/27/13 – Approved by the Senate Appropriations Committee

Position: Support (7/11/13)

Legislation/Topic

(Schumer) – Department of Homeland Security Designation of International Airports

Background/Summary

This proposal would authorize the Department of Homeland Security to designate international airports based on the ability of airports to create and finance adequate space for the collection of biometric data.

Anticipated Impact/Discussion

Approval of this proposal could require significant and costly infrastructure modifications to the Authority as a condition to maintain international flights. A coalition of aviation and travel industry partners are actively opposing this proposal.

Status: 6/18/13 – Considered by the Senate

Position: Watch (7/11/13)

Legislation/Topic

H.R. 2217 (Carter) - FY 2014 Department of Homeland Security Appropriations Act

Background/Summary

This bill would provide annual funding for the Department of Homeland Security and Transportation Administration for Fiscal Year 2014. It would provide \$39 billion in overall funding. The TSA would be funded at a level of \$7.2 billion, \$388 million below the FY 2013 level. The House draft proposes to cut DHS funding \$613 million below the FY 2013 level and \$35 million below the President's request for FY 2014. Proposed TSA funding is \$388 million below the FY 2013 level. The bill calls for continuing a cap on full-time TSA screening personnel at 46,000, and supports TSA's request to shift to more risk-based screening. Also included in the Act is \$333 million for airport baggage system upgrades. The House subcommittee has rejected proposals from the Administration to increase the \$2.50 passenger security fee.

This bill also includes funding for 1,600 additional CBP officers to a record level of 22,800 officers. Additionally, this bill would fund CBP budget at \$10.6 billion overall, an increase of \$255 million above FY 2013 funding levels.

Anticipated Impact/Discussion

The DHS Appropriations Act would ensure a stable funding level for TSA and CBP activities, including those at SDIA. However, Authority staff is concerned about a proposal by TSA to shift the responsibility for TSA exit lane staffing by the end of the calendar year. If such a provision is included in the final version of the bill, it could cost the Authority a minimum of \$500,000 annually. Authority staff is working with airport advocacy associations and our federal legislative consultants to prevent this shift from occurring.

Status: 7/18/13 – Approved by Senate Committee on Appropriations
6/6/13 – Approved by the House by a vote of 245 to 182

Position: Support – FY 2014 DHS Appropriations Act (7/11/13)
Oppose – Proposals requiring airport operators to staff security exit lanes at airports (7/11/13)

Legislation/Topic

S. 208/H.R. 456 (Feinstein/Schiff) – The Los Angeles Residential Helicopter Noise Relief Act of 2013

Background/Summary

This bill directs the Administrator of the FAA to create regulations for helicopter operations in Los Angeles County that include requirements for helicopter flight paths and altitudes to reduce helicopter noise pollution in residential areas, increase

safety, and minimize scheduled commercial aircraft delays. Helicopter operations related to emergency, law enforcement, or military activities would be exempt.

This bill also directs the Administrator to make reasonable efforts to consult with local communities and local helicopter operators to develop regulations that meet the needs of local communities, helicopter operators, and the FAA.

Anticipated Impact/Discussion

This legislation only applies to Los Angeles County but will be monitored by Authority staff for any future impact to SDIA.

Status: 2/4/13 – S. 208 – Introduced and referred to the Senate Committee on Commerce, Science, and Transportation
2/4/2013 - H.R. 456 – Introduced and referred to the House Committee on Transportation and Infrastructure

Position: Watch (3/7/13)



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
5

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve the Appointments to the Art Advisory Committee

Recommendation:

Adopt Resolution No. 2013-0078, approving the appointment of Michael Soriano and reappointment of Indra Gardiner to the Art Advisory Committee.

Background/Justification:

At its January 10, 2013, meeting, the Board adopted a new Policy for the Airport Authority Art Program (Policy 8.50), replacing Policies 8.50 (Guidelines for the Public Art Program), 8.51 (Monuments, Memorials and Plaques) and 8.52 (Donated and Loaned Items). Under the new Policy 8.50, the Art Advisory Committee (AAC) is comprised of seven voting members and no more than three ex-officio, non-voting members, as follows:

- Six voting members who are Art Professionals or Design Professionals
 - At least two of the six members shall be practicing Artists
 - At least one of the six members shall be actively involved in the performing arts
 - At least two of the six members shall reside outside of San Diego County
- One voting member who serves on the Airport Authority Board
- Up to three ex-officio, non-voting members who are Authority staff whose departments work closely with the Airport Art Program as determined by the President/CEO

Appointment of members to the AAC is as follows:

- The Chair of the Board shall appoint one member of the Board to serve as a voting member of the AAC.
- The President/CEO shall recommend six individuals who are Arts Professionals and Design Professionals to serve as voting members of the AAC subject to appointment by the Board.
- The President/CEO shall review interested candidates' qualifications and make recommendations to the Board as follows:

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- Solicit and review qualifications submitted by AAC, staff, and interested professionals in the fields of design, visual art, performing arts, and literary arts annually or as needed; and
- Conduct interviews as needed.

APPOINTMENT OF MICHAEL SORIANO

The President/CEO recommends that Michael Soriano be appointed to an AAC Art Professional seat that is currently vacant. The seat was previously held by Dana Springs, whose term expired in June 2013.

Mr. Soriano is an Architect and Artist who attended college in San Diego. He previously lived in Hollywood where he worked for a production company to build and dress commercial sets. Eventually, he moved back to San Diego to work in landscape and interior design. Twenty years of designing furniture, art installations and commercial environments have taught Mr. Soriano to understand how things are made, not just how they should look.

With extensive hands-on construction and manufacturing experience, Mr. Soriano's talent in art means that he thinks more like an Artist, and less like an Architect. He deftly contrasts metals, stone, woodwork or fabrics with a hand that's natural, not forced.

Some of Mr. Soriano's projects in the San Diego County region include the Vin de Syrah wine bar, the Pearl Hotel, and Uptown restaurant bar, among many others.

REAPPOINTMENT OF INDRA GARDINER

The President/CEO recommends that Indra Gardiner be reappointed to the AAC. She currently serves on the AAC as an Art Professional. Her term on the committee began in February 2012 and ended June 2013.

Ms. Gardiner is the Founder/Chief Influence Officer of i.d.e.a., a full-service creative group dedicated to producing powerful and culturally relevant work for national and regional brands. After a career in the hospitality industry that included roles from restaurant operations to sales, Ms. Gardiner moved into public relations, managing some of the biggest launches and celebrations in San Diego, including the 75th Anniversary of the San Diego Zoo, regional introduction of Sprint PCS and the opening of the W San Diego. For her work on the Zoo's 75th Anniversary, her team received the Public Relations Society of America's highest award, a Silver Anvil. She has represented hotels and destinations for nearly 30 years, including brands such as Kimpton, Hilton, Sheraton and Marriott.

For more than 20 years, Ms. Gardiner has led a variety of consumer-focused clients with creative and pragmatic thinking in the fields of public relations, social media and event marketing. She leads the P.R. and Social Media team at i.d.e.a. and is managing partner for the firm.

Ms. Gardiner is the 2013 Chair of the Counselors Academy section of the Public Relations Society of America. She also sits on the Executive Committee of the National Conflict Resolution Center.

Fiscal Impact:

No fiscal impact.

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.

Equal Opportunity Program:

Not Applicable

Prepared by:

DIANA LUCERO, DIRECTOR, MARKETING AND PUBLIC RELATIONS

RESOLUTION NO. 2013-0078

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY APPROVING THE APPOINTMENT OF
MICHAEL SORIANO AND REAPPOINTMENT OF
INDRA GARDINER TO THE ART ADVISORY
COMMITTEE

WHEREAS, on January 10, 2013, the Airport Authority Board adopted Policy 8.50 for the Airport Authority Art Program, which establishes the composition of the Art Advisory Committee; and

WHEREAS, Policy 8.50 states that the Art Advisory Committee shall be comprised of six Art Professionals and Design Professionals from within and outside of San Diego County, one member of the Airport Authority Board and no more than three ex-officio members; and

WHEREAS, Policy 8.50 establishes the process by which individuals are appointed to the Art Advisory Committee; and

WHEREAS, the President/CEO recommends the appointment of Michael Soriano and the reappointment of Indra Gardiner to the Art Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the appointment of Michael Soriano and reappointment of Indra Gardiner to the Art Advisory Committee for the terms as listed on Attachment A.

BE IT FURTHER RESOLVED that the Board finds that this 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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Art Advisory Committee

Current Committee Members Total length of Term Beginning of Term End of Term

Deborah L. Van Huis Design Professional (Committee Chair)	3 Years	December 2011	June 2014
Ben Fyffe Art Professional (Outside San Diego County Resident)	3 Years	December 2011	June 2014
Sheryl L. White Art Professional	3 years	September 2012	June 2015
Chike C. Nwoffiah Art Professional (Outside San Diego County Resident/ Involved in Performing Arts)	3 years	September 2012	June 2015
Michael Soriano Art Professional	3 years	September 2013	June 2016
Indra Gardiner Art Professional (Committee Vice Chair)	3 years	September 2013	June 2016
Robert H. Gleason – Authority Board Member	At Board Chair's discretion	n/a	n/a
Bob Bolton – Authority Staff (Ex-Officio Member)	At President/CEO's discretion	n/a	n/a
Diana Lucero – Authority Staff (Ex-Officio Member)	At President/CEO's discretion	n/a	n/a



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
6

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Amend Authority Policy 9.20 - San Diego International Airport Noise Advisory Committee (ANAC)

Recommendation:

Adopt Resolution No. 2013-0079, amending Authority Policy 9.20 – San Diego International Airport Noise Advisory Committee.

Background/Justification:

Authority Policy 9.20 authorizes the establishment of an Airport Noise Advisory Committee ("ANAC"), and outlines the committee's purpose, composition, and meeting procedures. During the April 17, 2013, ANAC meeting, the committee unanimously requested that the Authority Board consider amending Policy 9.20 to provide flexibility for the appointment of *ex-officio* committee members. Under the present Policy 9.20, *ex-officio* committee members who are local, state, or federal elected officials or their designees are required to be representatives of specific legislative districts. As a result of legislative redistricting and the renumbering of legislative districts, Policy 9.20 must be updated to allow for the appointment of *ex-officio* committee members representing the legislative districts in which San Diego International Airport is located.

Staff is also recommending that Policy 9.20 be amended to allow the Authority President/CEO to appoint representatives from other impacted legislative districts to serve as ANAC committee members. The proposed changes to Policy 9.20 (See Attachment A) will also eliminate the need to amend this policy following future legislative redistricting.

Fiscal Impact:

None

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:

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

Equal Opportunity Program:

Not applicable.

Prepared by:

DAN FRAZEE
DIRECTOR, AIRPORT NOISE MITIGATION

RESOLUTION NO. 2013-0079

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY AMENDING AUTHORITY POLICY 9.20
– SAN DIEGO INTERNATIONAL AIRPORT NOISE
ADVISORY COMMITTEE

WHEREAS, the Airport Noise Advisory Committee (“Committee”) is a diverse committee appointed by the Board; and

WHEREAS, Committee membership is composed of voting and non-voting (*ex-officio*) members; and

WHEREAS, presently, *ex-officio* committee members representing local, state, or federal entities must represent specific identified legislative agencies; and

WHEREAS, legislative redistricting and renumbering has altered the geographic boundaries of certain districts thereby requiring Policy 9.20 be updated to reflect the proper districts; and

WHEREAS, the Airport Noise Advisory Committee, by a unanimous motion at their regular meeting on April 17, 2013, requested the Authority Board consider amending Policy 9.20 to provide flexibility for the appointment of *ex-officio* committee members; and

WHEREAS, the proposed amendments to Policy 9.20 will provide the flexibility to allow the President/CEO to appoint committee members representing each legislative district in which San Diego International Airport is located as well as representatives of other impacted districts.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the amendment to Authority Policy 9.20 (Attachment A) in order to authorize the President/CEO to appoint representatives from legislative districts in which San Diego International Airport is located and, as deemed appropriate, from other impacted legislative district to serve as *ex-officio* committee members on the Airport Noise Advisory Committee; and

BE IT FURTHER RESOLVED by the Board that finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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**SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY**

POLICIES

- ARTICLE 9** - **SAN DIEGO INTERNATIONAL AIRPORT**
PART 9.2 - **NOISE REGULATION**
SECTION 9.20 - **SAN DIEGO INTERNATIONAL AIRPORT NOISE ADVISORY
COMMITTEE**
-

PURPOSE: To establish a community noise advisory committee for the San Diego County Regional Airport Authority (“**Authority**”) for resident and community input and involvement relating to aircraft noise issues at San Diego International Airport (“**Airport**”).

POLICY STATEMENT:

The Authority’s Board of Directors (“**Board**”) recognizes that neighborhoods surrounding the Airport are affected by noise from aircraft operations. An Airport Noise Advisory Committee (“**Committee**”), consisting of individuals from various organizations, residential areas, and professional associations, shall be formed in accordance with this policy.

COMMITTEE COMPOSITION:

(1) The intent ~~in forming~~ of the Committee is to provide airport noise-impacted residents and communities (defined as those within the State of California-designated Airport Noise Impact Area (NIA) – 65 decibel (dB) Community Noise Exposure Level (CNEL) noise contour, as accepted by the Federal Aviation Administration (FAA)) the opportunity to provide input to the Board regarding various Aircraft Noise-Related Projects. ~~Community Planning Boards that represent areas with residents who reside within the San Diego International Airport FAA-accepted 60-65 dB CNEL noise contour are welcome to submit a request for participation on the Committee in an ex-officio (non-voting) capacity.~~

(a) The Authority President/CEO (or designated representative) shall appoint no more than 12 voting members to form the Committee, to be composed of no more than 12 voting members. Voting members may include representatives of the following agencies, industries or interested groups: Acoustician,; Airline Pilot,; City of San Diego,; County of San Diego,; general community member (from NIA),; Greater Golden Hill Planning Board,; Little Italy Association,; North Bay Community Planning Group,; Ocean Beach Planning Board,; Peninsula Community Planning Board,; Uptown Planners,; and the United States Military.

(b) The President/CEO The Committee may also appoint-include *ex-officio* (non-voting) members -representing the United States Congress, (or designees), the State of California legislature, (or designee), the County of San Diego Board of Supervisors (or designee), and the San

Diego City Council (or designees), ~~Additionally, the FAA, an airline industry representative, and the Mission Beach Precise Planning Board, are invited to participate.~~ Additionally, upon request of a community planning board representing areas with residents residing within the San Diego International Airport, FAA-accepted 60-65 dB CNEL noise contour, the President/CEO may appoint a representative to participate on the Committee in an *ex-officio* (non-voting) capacity.

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(c) Committee members shall serve three (3) year terms until replaced. Committee members shall represent only the defined agencies identified in this policy. Members may only serve on the Committee while an approved member of the entity or organization they represent. The President/CEO may set staggered terms for committee members. Committee members may be re-appointed at the discretion of the President/CEO.

MEETING PROCEDURES:

(2) A Meeting Facilitator, hired by the Authority, ~~may~~shall facilitate all meetings of the Committee.

(3) The Committee shall meet at least quarterly. At the first meeting of each calendar year, the Committee shall establish the dates ~~for~~ Committee meetings for that calendar year. Agendas for each Committee meeting shall be distributed by the Authority's Clerk ("Clerk"). Meetings shall be noticed and open to the public. Meetings shall be conducted ~~in accordance~~according to with the Ralph M. Brown Act and the policies, procedures and codes adopted by the Board.

(4) The Committee is advisory in nature. The Committee and its members shall have ~~no~~ authority to negotiate for, represent, or commit the Authority in any respect.

(5) The Committee will consider and make recommendations regarding the following aircraft noise-related projects:

- (a) Residential Sound Attenuation ("Quieter Home") Program;
- (b) Airport Noise & Land Use Compatibility Plan (14 CFR Part 150);
- (c) Airport noise monitoring and mitigation efforts;
- (d) Community Outreach Programs; and
- (e) Other aircraft noise issues.

(6) Presentations to the Board by the Committee may be scheduled upon request of the Committee, President/CEO, or the Chair of the Board.

(7) The Airport Noise Mitigation Department shall maintain a roster and record of the appointment of Committee members and shall provide staff support to the Committee.

(8) Minutes of each meeting shall be maintained by the Clerk and shall be submitted to the Committee for approval.

[Amended by Resolution No. 2013-
[Amended by Resolution No. 2011-0119 dated October 6, 2011]
[Amended by Resolution No. 2008-0110 dated September 4, 2008]
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

Revised 9/10/13



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
7

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Ratify and Approve Amendments to the San Diego County Regional Airport Authority's 401(a) Deferred Compensation Plan and Authorize the President/CEO or her designee to Execute additional Amendments to the Plan

Recommendation:

Adopt Resolution No. 2013-0080, ratifying and approving amendments to the San Diego County Regional Airport Authority 401(a) deferred compensation plan and authorizing the President/CEO or her designee to execute additional amendments to Plan.

Background/Justification:

On January 28, 2003, the Authority entered into an Employer Discretionary Contribution Plan with the Hartford Life Insurance Company ("Hartford") establishing a 401(a) deferred compensation plan, a "governmental plan" as defined by Internal Revenue Code section 414(d) ("Plan"), for designated employees including Authority senior management and department directors. On April 2, 2003, the Authority entered into an Administrative Services Agreement with the Hartford for the administration of the Plan. The effective date of the Plan and the Administrative Services Agreement is March 1, 2003. The Plan is a discretionary contribution plan whereby the Authority contributes annually into 401(a) deferred compensation savings plans for executive management and department directors.

In 2009, the Plan was amended and restated in order to retain tax-qualified status and to comply with Internal Revenue Code section 401(a). IRS Revenue Procedure 2005-66, later modified by Revenue Procedure 2007-44, requires individually designed plan documents to be restated every five years during an appropriate remedial amendment cycle. Staff requests that the Board ratify the required amendments to the Plan (Attachment A).

On January 1, 2013, Massachusetts Mutual Life Insurance Company ("MassMutual") acquired the Hartford's Retirement Plans Group. The Hartford appointed MassMutual to provide all administrative services necessary to support its contracts. Thus, the Plan and the Administrative Services Agreement were transferred to MassMutual effective January 1, 2013.

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On July 11, 2013, the Board adopted Resolution No. 2013-0074 whereby the President/CEO shall receive certain contributions to her 401(a) plan over the next four years. In order to effectuate the provisions of Resolution No. 2013-0074, the Plan must be amended. Staff requests Board approval for amendments to the Plan to allow these contributions and authorization for the President/CEO or her designee to execute these amendments.

Fiscal Impact:

Adequate funding for the 401(a) expenses and the President/CEO contract expenses is included in the adopted FY 2014 and conceptually approved FY 2015 Operating Expense Budget within the Contractual Service Category and Salaries and Benefits Category. In addition, all future expenses 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.

Equal Opportunity Program:

Not Applicable

Prepared by:

JEFFREY LINDEMAN
SENIOR DIRECTOR, ORGANIZATIONAL PERFORMANCE & DEVELOPMENT

RESOLUTION NO. 2013-0080

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY RATIFYING AND APPROVING
AMENDMENTS TO THE AUTHORITY'S 401(A)
DEFERRED COMPENSATION PLAN AND
AUTHORIZING THE PRESIDENT/CEO OR HER
DESIGNEE TO EXECUTE ADDITIONAL
AMENDMENTS TO THE PLAN

WHEREAS, on January 28, 2003, the Authority entered into an Employer Discretionary Contribution Plan with the Hartford Life Insurance Company ("Hartford") establishing a 401(a) deferred compensation plan, a "governmental plan" as defined by Internal Revenue Code section 414(d) ("Plan"), for certain Authority employees; and

WHEREAS, on April 2, 2003, the Authority entered into an Administrative Services Agreement with Hartford for the administration of the Plan; and

WHEREAS, the effective date of the Plan and the Administrative Services Agreement is March 1, 2003; and

WHEREAS, the Plan is a discretionary contribution plan whereby the Authority contributes \$5,000 annually into a 401(a) deferred compensation savings plan for executive management and department directors; and

WHEREAS, in 2009, the Plan was amended and restated in order to retain tax-qualified status and to comply with Internal Revenue Code section 401(a). IRS Revenue Procedure 2005-66, later modified by Revenue Procedure 2007-44, requires individually designed plan documents to be restated every five years during an appropriate remedial amendment cycle; and

WHEREAS, staff requests that the Board ratify the designated amendments to the Plan; and

WHEREAS, on January 1, 2013, Massachusetts Mutual Life Insurance Company ("MassMutual") acquired Hartford's Retirement Plans Group. Hartford appointed MassMutual to provide all of administrative services necessary to support its contracts. Thus, the Plan and the Administrative Services Agreement were transferred to MassMutual effective January 1, 2013; and

WHEREAS, on July 11, 2013, the Board adopted Resolution No. 2013-0074 whereby the President/CEO shall receive certain contributions to her 401(a) plan over the next four years; and

WHEREAS, in order to effectuate the provisions of Resolution No. 2013-0074, the Plan must be amended.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies past amendments to the Plan and authorizes the President/CEO to execute these amendments; and

BE IT FURTHER RESOLVED that the Board hereby approves amendments to the Plan to allow for the contributions approved in Resolution No. 2013-0074 and authorizes the President/CEO or her designee to execute amendments to the Plan;

BE IT FURTHERED RESOLVED that the Board finds that 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 Pub. Res. Code §21065; and under the California Coastal Act Review, this Board action is not a "development" as defined by the California Coastal Act Pub. Res. Code Section §30106

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 401(A) PLAN

ADOPTED USING
PDS ADVANTAGE™ GOVERNMENT 401(a) PLAN
ADOPTION AGREEMENT No. 1
WITH
BASE PLAN DOCUMENT No. 1

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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 401(A) PLAN

**ADOPTED USING
PDS ADVANTAGE™ GOVERNMENT 401(a) PLAN
ADOPTION AGREEMENT NO. 1
WITH
BASE PLAN DOCUMENT NO. 1**

I. SERVICE PROVIDER INFORMATION

I.1 SERVICE PROVIDER

(a) ♦ Name:

Hartford Life Insurance Company

(b) ♦ Address:

200 Hopmeadow Street
Simsbury, CT 06089

II. GENERAL PLAN INFORMATION

II.1 EMPLOYER

(a) ♦ Legal name of employer:

San Diego County Regional Airport Authority

(b) ♦ Address:

3225 N. Harbor Drive
San Diego, CA 92101

(c) ♦ Employer identification number: 75-3019713

(d) ♦ Employer's fiscal year ends: December 31

II.2 PLAN

(a) ♦ Plan type:

(1) () Money purchase plan *(in-service withdrawals of employer contributions, including pick-up contributions, not permitted prior to normal retirement age)*

(2) (X) Profit-sharing plan

(3) () Pick-up contributions only *(may include matching contributions)*

(4) () Pick-up and nonelective contributions *(may include matching contributions)*

(5) () Matching contributions only

(6) (X) Nonelective contributions only

(b) ♦ Plan name:

San Diego County Regional Airport Authority 401(a) Plan

(c) ♦ Plan number: 001

II.3 PLAN ADMINISTRATOR

(a) ♦ Name:

San Diego County Regional Airport Authority

(b) ♦ Address:

3225 N. Harbor Drive
San Diego, CA 92101

- (c) ♦ Phone: (619) 686-8154

II.4 PLAN EFFECTIVE DATES

- (a) () New plan effective date (month/day/year): _____
- (b) (X) Restatement effective date (month/day/year): January 1, 2009
- (1) ♦ Original effective date (month/day/year): March 1, 2003
- (2) [] Plan name changed upon restatement
- (A) ♦ Prior plan name:

- (3) [] Frozen plan

II.5 VARYING EFFECTIVE DATES

- (a) [] Specific plan provisions have special effective dates
- (1) ♦ Specified plan provisions and their special effective dates:

II.6 PLAN YEAR AND LIMITATION YEAR

- (a) ♦ Plan year is:
- (1) (X) The 12-consecutive month period commencing on January 1
(month/day) and each anniversary thereof
- (2) () The 12-consecutive month period commencing on _____
(month/day) and each anniversary thereof except that the first plan year
will commence on _____ (month/day/year)
(This election for new plans only)
- (b) ♦ Limitation year is:
- (1) (X) The 12-month period coinciding with the plan year
- (2) () The 12-month period beginning on _____ (month/day)

III. MERGERS AND SPIN-OFFS

III.1 SPIN-OFF PLAN

(a) Plan is spin-off from other plan

(1) Name of other plan

--

III.2 MERGER DOCUMENTATION

(a) Other plan(s) merged into existing plan

(Complete Addendum Re: Plan Mergers.)

IV. GRANDFATHERED PROVISIONS

(Government plans are not subject to the requirements of Code Section 411(d)(6), protecting accrued benefits, retirement subsidies, forms of payment, etc. However, many government employers elect to grandfather prior plan features in any event.)

IV.1 GRANDFATHERED ANNUITIES

- (a) **Annuity form of payment grandfathered for certain participants**
(Complete Addendum Re: Grandfathered Annuities.)

IV.2 GRANDFATHERED IN-SERVICE WITHDRAWAL PROVISIONS

- (a) **Prior in-service withdrawal provisions grandfathered for certain participants**
(Complete Addendum Re: Grandfathered Withdrawal Provisions.)

IV.3 GRANDFATHERED VESTING PROVISIONS

- (a) **Grandfather prior vesting schedule(s)**
(Complete Addendum Re: Grandfathered Vesting Schedules.)

V. PERMITTED CONTRIBUTIONS

V.1 PICK-UP CONTRIBUTIONS

(Employee contributions that are "picked up" pursuant to Code Section 414(h)(2))

- (a) Ongoing pick-up contributions

V.2 AFTER-TAX CONTRIBUTIONS

- (a) Plan assets include after-tax contributions:
(1) Ongoing after-tax contributions
(2) Transferred after-tax contributions
(3) Frozen after-tax contributions

V.3 ROLLOVER CONTRIBUTIONS

- (a) Rollovers into plan permitted
(1) Only covered employees who have met the applicable age and/or service requirements may make rollover contributions
(2) Participants may roll loans into plan

V.4 EMPLOYER CONTRIBUTIONS

- (a) Ongoing nonelective contribution
(b) Prior nonelective contributions
(c) Ongoing matching contributions
(d) Prior matching contributions

VI. COVERAGE AND ELIGIBILITY

VI.1 COVERED EMPLOYEES FOR EMPLOYER, PICK-UP, AND EMPLOYEE CONTRIBUTIONS EXCLUDE

(Persons classified by the employer as independent contractors, who are recharacterized as employees of the employer, are automatically excluded from coverage unless and until the employer elects to extend coverage to such persons.)

- (a) Leased employees
- (b) Collectively-bargained employees
- (c) Non-resident aliens
- (d) HCEs
- (e) Employees who normally work fewer than 20 hours per week
- (f) Employees at the following locations:

(1) Excluded locations:

(g) Other excluded employees

(A) Excluded employees:

Employees not included in one of the following management classifications:
Executive Board Member, Executive Director, Vice President or Department Director

VI.2 ELIGIBILITY REQUIREMENTS

(a) No age or service requirement:

- (1) Pick-up contributions
- (2) Matching contributions
- (3) Nonelective contributions
- (4) After-tax contributions

(b) Service requirement

(Fill in the blanks below with the amount of service required. Any service requirement not in whole year(s) of service requires service for eligibility to be based on elapsed time.)

- (1) Pick-up contributions _____
 - (A) Elapsed time
 - (B) Hours of service
- (2) Matching contributions _____
 - (A) Elapsed time
 - (B) Hours of service
- (3) Nonelective contributions _____
 - (A) Elapsed time
 - (B) Hours of service
- (4) After-tax contributions _____
 - (A) Elapsed time
 - (B) Hours of service

- (c) ♦ Age requirement
 - (1) Pick-up contributions _____ (indicate minimum age)
 - (2) Matching contributions _____ (indicate minimum age)
 - (3) Nonelective contributions _____ (indicate minimum age)
 - (4) After-tax contributions _____ (indicate minimum age)
- (d) ♦ Employees who were employed on or before the original effective date of the plan or the restatement effective date of the plan, as indicated in Section II.4.(a) or (b), shall/shall not be immediately eligible without regard to any age and/or service requirements specified in VI.2.(b) or (c) above.
 - (1) Shall
 - (2) Shall not

VI.3 HOURS OF SERVICE METHOD OF CREDITING ELIGIBILITY SERVICE

(Complete only if eligibility service is credited for any purpose by the hours of service method.)

- (a) ♦ Required hours:
 - (1) 1,000 Hours required for year of service
 - (2) _____ Hours required for year of service
- (b) Computation period switches to plan year
- (c) Hours credited using the following DOL equivalency:

(Government plans are not required to use DOL equivalencies to determine hours.)

 - (1) 10 hours per day (DOL equivalency)
 - (2) 45 hours per week (DOL equivalency)
 - (3) 95 hours per semi-monthly payroll period (DOL equivalency)
 - (4) 190 hours per month (DOL equivalency)
 - (5) Other: _____
- (d) Limit hours of service credited during absence from employment *(other than military leave)*
 - (1) ♦ Number of hours credited for absence: _____
 - (2) Limit does not apply to the following specified absences:

VI.4 ELIGIBILITY ON REEMPLOYMENT

- (a) Reemployed employees are treated the same as new employees and must again satisfy any applicable eligibility requirements
- (b) ♦ Rule of parity
 - (1) Rule of parity applies for crediting eligibility service

(Prior eligibility service is lost on reemployment unless employee has less than 5 consecutive breaks in eligibility service.)

VII. ENTRY DATES AND RETIREMENT DATES

VII.1 ENTRY DATES

- (a) Daily
- (b) Monthly
- (c) 1st day of each payroll period
- (d) Other dates:

VII.2 ENTRY OPTION

- (a) Participate on entry date coinciding with or next following satisfaction of eligibility requirements

VII.3 ELECTIONS NOT TO PARTICIPATE

- (a) Employees may make an election not to participate in the plan
(The election not to participate in the plan is an irrevocable election for purposes of pick-up contributions.)
 - (1) Election not to participate is irrevocable
- (b) Employees may make a one time election to never make pick-up contributions
(The selection of this option will be irrevocable.)

VII.4 RETIREMENT DATES

- (a) Normal retirement date is:
 - (1) Attainment of a specified age: 62 (≤ 65)
 - (2) Later of age _____ (≤ 65) or _____ ($\leq 5th$) anniversary of commencement
- (A) Anniversary of commencement of:
 - (i) Employment
 - (ii) Participation
- (a) Early retirement date is:
 - (1) Not applicable
 - (2) Attainment of a specified age: _____ (≤ 65)
 - (3) Later of specified age: _____ (≤ 65) or completion of: _____ years of vesting service

VIII. COMPENSATION

VIII.1 DEFINITION OF COMPENSATION

(Generally, government plans are not subject to discrimination testing under Section 401(a)(4). Therefore, compensation need not satisfy Code Section 414(s) in order to avoid testing.)

- (a) **W-2**
- (b) **W-2 less moving expenses only**
- (c) **Withholding**
- (d) **General section 415** *(all specific inclusions in 1.415(c)-2(b) and all specific exclusions in 1.415(c)-2(c))*
- (e) **Modified section 415** *(safe harbor definition in 1.415(c)-2(d): includes only general inclusions in 1.415(c)-2(b)(1) or (2) and all specific exclusions under 1.415(c)-2(c))*

VIII.2 OPTIONAL INCLUSIONS TO COMPENSATION FOR PURPOSES OF CONTRIBUTIONS

- (a) **Optional inclusions apply**
 - (1) **All safe harbor inclusions**
(All amounts deferred or excluded from taxable compensation under Code Section 125, 132(f)(4), 402(g)(3), 402(h)(1)(B), 403(b), or 457(b) are added back to compensation for purposes of determining contributions.)
 - (A) **Where group health plan does not permit cash distribution in lieu of coverage unless participant can certify that he has other health coverage, amounts not receivable because participant cannot make requisite certification are nevertheless deemed to come under Code Section 125**
 - (2) **Only pick-up contributions**
(Do not select with 1 above.)

VIII.3 OPTIONAL INCLUSIONS IN COMPENSATION FOR BOTH CONTRIBUTIONS AND 415 LIMITS

- (a) **Specified post-severance payments made before later of (i) end of plan year in which severance occurs or (ii) within 2 1/2 months of severance** *(choose (1) and/or (2) below):*
(Regular compensation for services, commissions, bonuses, or other similar payments that would have been paid to a participant before termination if his employment had continued are automatically included in compensation if paid within the period specified above, unless specifically excluded in VIII.4.(a)(2)(E) below.)
 - (1) **Payments for accrued leave** *(bona fide sick leave or vacation)* **the participant would have been able to use such leave if employment continued**
 - (2) **Amounts received from a non-qualified, unfunded deferred compensation plan that would have been payable at the same time if the participant continued employment, but only to the extent includable in gross income**

VIII.4 OPTIONAL EXCLUSIONS FROM COMPENSATION FOR PURPOSES OF CONTRIBUTIONS

- (a) **Optional exclusions apply**
 - (1) **Safe harbor exclusions apply**
(Reimbursements or other expense allowances, fringe benefits, moving expenses, deferred compensation, and welfare benefits are all excluded from compensation.)

- (2) Non-safe harbor exclusions apply
- (A) Bonuses
 - (B) Overtime
 - (C) Commissions
 - (D) Post-severance payments of regular compensation for services, commissions, bonuses, and other similar payments even if paid before later of (i) end of plan year in which severance occurs or (ii) within 2 1/2 months of severance
 - (E) Other:

- (3) Compensation taken into account for a plan year shall not exceed \$_____ (must be less than the 401(a)(17) limit)

IX. PICK-UP, AFTER-TAX, AND ROLLOVER CONTRIBUTIONS

IX.1 PICK-UP CONTRIBUTIONS

(Complete if plan provides for contributions "picked-up" pursuant to Code Section 414(h)(2).)

- (a) ♦ Amount of pick-up contributions:
- (1) () Percentage of compensation: _____%
 - (2) () Percentage of compensation: from _____% to _____% of compensation
- (b) ♦ Date of commencement of pick-up contributions
- (1) () First payment of compensation made on or after eligibility
 - (2) () First payroll period beginning on or after eligibility
 - (3) () First payroll period ending on or after eligibility
 - (4) () As soon as administratively practicable after eligibility

IX.2 ONGOING AFTER-TAX CONTRIBUTIONS

(Complete if plan provides for ongoing after-tax contributions.)

- (a) ♦ Method of contributing:
- (1) () Both lump sum contribution and payroll withholding from _____% to _____% of compensation
(Lump sum contributions will be limited to the same maximum percentage of Compensation specified with respect to contributions by payroll withholding.)
 - (2) () Only payroll withholding from _____% to _____% of compensation
 - (3) () Only lump sum contribution limited to specified percentage of compensation: _____%
- (b) ♦ Date of commencement of contributions by payroll withholding
- (1) () First payment of compensation made on or after election
 - (2) () First payroll period beginning on or after election
 - (3) () First payroll period ending on or after election
 - (4) () As soon as administratively practicable after election

IX.3 MODIFICATIONS OF CONTRIBUTION ELECTIONS

(Complete if Section 2. above has been completed.)

- (a) ♦ A participant may change the amount of his after-tax contributions as of:
- (1) () Any enrollment date
 - (2) () First day of each month
 - (3) () First day of the plan year
 - (4) () Any day of the plan year
 - (5) () First day of the calendar quarter
 - (6) () Dates prescribed by administrator
 - (7) () Other date: _____

IX.4 ROLLOVER CONTRIBUTIONS

(Complete if plan provides for rollover contributions.)

- (a) ♦ "Direct rollovers" (rollover is made directly to plan from other qualified plan or annuity contract):

- (1) () Are not accepted under the plan
- (2) (X) Are accepted from the following sources:
 - (A) [] A qualified plan described in Code Section 401(a) or 403(a), excluding after-tax employee contributions
 - (B) [X] A qualified plan described in Code Section 401(a) or 403(a), including after-tax employee contributions
(Do not select if preceding selection is marked.)
 - (C) [] An annuity contract described in Code Section 403(b), excluding after-tax employee contributions
 - (D) [X] An annuity contract described in Code Section 403(b), including after-tax employee contributions
(Do not select if preceding selection is marked.)
 - (E) [X] An eligible plan under Code Section 457(b) which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state
 - (F) [X] An individual retirement account or annuity, excluding designated Roth contributions and after-tax contributions
- (3) ♦ After-tax contributions rolled over to the plan are accounted for separately and treated for plan purposes *(including in-service withdrawals)* as:
 - (A) (X) Rollover contributions
 - (B) () After-tax contributions
- (b) ♦ "Participant rollovers" *(distribution from other qualified plan or annuity contract is first made to individual who then elects to roll it over):*
 - (1) () Are not accepted under the plan
 - (2) (X) Are accepted from the following sources:
 - (A) [X] A qualified plan described in Code Section 401(a) or 403(a), excluding after-tax contributions
 - (B) [X] An annuity contract described in Code Section 403(b), excluding after-tax contributions
 - (C) [X] An eligible plan under Code Section 457(b) which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state
 - (D) [X] An individual retirement account or annuity, excluding after-tax contributions

X. EMPLOYER MATCHING CONTRIBUTIONS

X.1 CONTRIBUTIONS THAT ARE MATCHED

(Select one or more of the following)

- (a) Deferrals under another plan
 - (1) Name of plan: _____
- (b) Pick-up contributions
- (c) After-tax contributions

X.2 MATCH FEATURES

- (a) Matching contribution is:
 - (1) Required in specified amount
 - (A) Specified match rate
 - (i) Single match rate: _____%
 - (ii) Dual match rates: _____% of contributions up to specified limit and _____% of contributions above that amount
 - (a) Limit is:
 - (1) Specified percentage of compensation : _____%
 - (2) Specified dollar amount: \$ _____
 - (B) Compensation earned before eligibility to participate in match will be excluded
 - (C) Additional discretionary match permitted in amount specified by employer
 - (2) Discretionary

X.3 OPTIONAL LIMITATIONS ON MATCHING CONTRIBUTIONS

- (a) No match for contributions attributable to following types of compensation:

- (b) No match for after-tax contributions withdrawn before the end of the plan year
- (c) No match for contributions made before eligibility to participate in match
- (d) No match for contributions above a specified limitation
 - (1) Limitation is:
 - (A) _____% of compensation
 - (B) \$ _____
 - (C) _____% of compensation, provided that contributions matched cannot exceed \$ _____
 - (D) Discretionary limitation that may be a percentage of compensation and/or a dollar amount
 - (2) Compensation earned before eligibility to participate in match excluded in determining limitation
- (e) Total match for plan year cannot exceed \$ _____
- (f) Limitations selected in (a), (b), (c), (d), (e) and (f) above also apply to any

additional discretionary match

X.4 CONTRIBUTION PERIOD

(The contribution period for the additional, discretionary matching contributions is the plan year.)

- (a) Each month
- (b) Each calendar quarter
- (c) Each calendar year
- (d) Each plan year
- (e) Each payroll period
- (f) Each *(other)*:

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XI. EMPLOYER NONELECTIVE CONTRIBUTIONS

Complete if plan provides for nonelective contributions

XI.1 NONELECTIVE CONTRIBUTION FEATURES

- (a) Required in amount specified in allocation formula
- (b) Discretionary

XI.2 ALLOCATION FORMULA

- (a) Ratio of compensation allocation formula
 - (1) Percentage of compensation allocated to each participant is: _____% *(select if contribution amount is required.)*
- (b) Uniform dollar amount allocation formula
 - (1) If contribution amount is required:
 - (A) \$5,000 for the following:
 - (i) Each hour worked by the participant
 - (ii) Each hour for which the participant is paid
 - (iii) Each contribution period
 - (iv) Other: _____
(Cannot exceed 12-consecutive months)
 - (B) The dollar amount specified in the applicable collective bargaining agreement for each hour worked
- (c) Other

XI.3 ADDITIONAL NONELECTIVE CONTRIBUTION

- (a) Employer may make additional, discretionary contribution to be allocated in same manner as required contribution *(may select only if contribution is required)*

XI.4 COMPENSATION EXCLUSION

- (a) Compensation earned by employee prior to becoming eligible to participate excluded in allocating nonelective contribution

XI.5 CONTRIBUTION PERIOD

- (a) General contribution period:
 - (1) Each month
 - (2) Each calendar quarter
 - (3) Each calendar year
 - (4) Each plan year
 - (5) Each payroll period
 - (6) Each *(other)*: _____
- (b) Separate contribution period for compensation used to determine allocations of nonelective contributions: _____

XII. VESTING OF EMPLOYER CONTRIBUTIONS

XII.1 REGULAR VESTING SCHEDULE

- (a) ♦ **Regular and additional discretionary matching contributions schedule: [N/A]**
(Fill in number of selected vesting schedule from below.)
- (b) ♦ **Nonelective contributions schedule: [1]**
(Fill in number of selected vesting schedule from below.)
- (c) ♦ **Prior matching contributions schedule: [N/A]**
(Fill in number of selected vesting schedule from below. If the plan provides for current matching contributions, the number must be the same as the number selected in (a) above.)
- (d) ♦ **Prior nonelective contributions schedule: [N/A]**
(Fill in number of selected vesting schedule from below. If the plan provides for current nonelective contributions, the number must be the same as the number selected in (b) above.)

1 immediate	2 3 year cliff	3 5 year cliff	4A Other cliff schedule for matching contributions	4B Other cliff schedule for nonelective contributions
100% immediate	0% before 3 years	0% before 5 years	0% before ____ years	0% before ____ years
	100% after 3 years	100% after 5 years	100% after ____ years	100% after ____ years

- (2) Immediate upon distribution
 - (3) Upon 1 break in vesting service
 - (4) At end of plan year in which terminate
 - (5) At end of plan year in which distribution made
 - (6) Only upon 5 consecutive breaks in vesting service
- (b) Restoration of forfeitures
- (1) Forfeitures not restored
 - (2) Restore on reemployment before 5 breaks in vesting service:
 - (A) Restore forfeited amounts only if repay distribution of employer contributions (*required buyback*)
 - (B) Restore forfeited amounts and may repay distribution of employer contributions (*optional buyback*)
 - (C) Restore forfeited amounts and cannot repay distribution (*no buyback*)
- (c) Treatment of forfeited nonelective contributions:
- (1) Offset employer's contribution obligation
 - (A) If forfeitures remain after offset:
 - (i) Held in suspense account and offset future contributions
 - (ii) Allocated to participants
 - (2) Re-allocate to participants
 - (3) Allocation provisions:
 - (A) Participants eligible for re-allocation:
 - (i) Last day requirement only - must be in covered employment
 - (ii) Service requirement only:
 - (a) Hours of service requirement: _____
 - (iii) Last day and service requirement - must be in covered employment for last day
 - (a) Hours of service requirement: _____
 - (iv) No last day or service requirement
 - (B) Exceptions to last day and/or service requirements:
 - (i) Last day requirement does not apply in cases of:
 - (a) Death
 - (b) Normal retirement
 - (1) Exception also applies to early retirement
 - (c) Disability
 - (ii) Service requirement does not apply in cases of:
 - (a) Death
 - (b) Normal retirement
 - (1) Exception also applies to early retirement
 - (c) Disability
 - (C) Employment requirement for re-allocation:
 - (i) Re-allocate only to participants employed during the plan year by the employer for whom the participant last performed services
 - (ii) Re-allocate to participants employed during the plan year by any employer
 - (D) Re-allocation based on:

- (i) Method of allocating nonelective contribution
 - (ii) Ratio of compensation
 - (4) Forfeitures may be used to pay plan expenses:
 - (A) Plan expenses paid before either contributions are offset or forfeitures are re-allocated
 - (B) Administrator directs whether plan expenses paid before either contributions are offset or forfeitures are re-allocated
- (d) Treatment of forfeited matching contributions:
 - (1) Offset employer's contribution obligation
 - (A) If forfeitures remain after offset:
 - (i) Held in suspense account and offset future contributions
 - (ii) Allocated to participants
 - (2) Re-allocate to participants
 - (3) Allocation provisions
 - (A) Participants eligible for re-allocation:
 - (i) Last day requirement only - must be in covered employment
 - (ii) Service requirement only:
 - (a) Hours of service requirement: _____
 - (iii) Last day and service requirement - must be in covered employment for last day
 - (a) Hours of service requirement: _____
 - (iv) No last day or service requirement
 - (B) Exceptions to last day and/or service requirements:
 - (i) Last day requirement does not apply in cases of:
 - (a) Death
 - (b) Normal retirement
 - (1) Exception also applies to early retirement
 - (c) Disability
 - (ii) Service requirement does not apply in cases of:
 - (a) Death
 - (b) Normal retirement
 - (1) Exception also applies to early retirement
 - (c) Disability
 - (C) Employment requirement for re-allocation:
 - (i) Re-allocate only to participants employed during the plan year by the employer for whom the participant last performed services
 - (ii) Re-allocate to participants employed during the plan year by any employer
 - (D) Re-allocate only to participants who have made pick-up contributions (or after-tax contributions, if after-tax contributions are matched) for the plan year.
 - (E) Re-allocation based on:
 - (i) Ratio that participant's contribution percentage (ratio of pick-up contributions or matched after-tax contributions to compensation) bears to aggregate contribution percentages of all participants
 - (ii) Ratio of compensation

- (iii) **Ratio that participant's pick-up contributions (or after-tax contributions, if after-tax contributions are matched) bears to aggregate of such contributions for all eligible participants**
- (4) **Forfeitures may be used to pay plan expenses:**
 - (A) **Plan expenses paid before either contributions are offset or forfeitures are re-allocated**
 - (B) **Administrator directs whether plan expenses paid before either contributions are offset or forfeitures are re-allocated**

XIII. CREDITING VESTING SERVICE

Complete this Article XIII. only if employer contributions are not immediately 100% vested or if early retirement is contingent upon completion of a specified number of years of vesting service or if allocation formula is based on years of vesting service.

XIII.1 YEARS OF SERVICE CREDITING METHOD

- (a) Elapsed time method
- (b) Hours of service method
 - (1) Required hours:
 - (A) 1,000 hours required for year of service
 - (B) _____ hours required for year of service
 - (2) Hours of service computation period for crediting vesting service
 - (A) Plan year
 - (B) Anniversaries of employment commencement date
 - (3) Hours of service credited using following equivalency (if eligibility service is credited using hours of service method, same options must be selected below as were selected for eligibility service)
 - (A) 10 hours per day (DOL equivalency)
 - (B) 45 hours per week (DOL equivalency)
 - (C) 95 hours per semi-monthly payroll period (DOL equivalency)
 - (D) 190 hours per month (DOL equivalency)
 - (E) Other: _____
 - (4) Limit hours of service credited during absence from employment other than military leave (if eligibility service is credited using hours of service method, same options must be selected below as were selected for eligibility service)
 - (A) Number of hours credited for absence: _____ hours
(Not fewer than hours required to prevent a break in vesting service.)
 - (B) Limit does not apply to absences because of:

--

XIII.2 VESTING SERVICE EXCLUSIONS

- (a) Period before employee attains age 18
- (b) Period before the effective date of the plan
- (c) Upon reemployment, exclude all prior vesting service in determining vested interest in account earned following reemployment
- (d) Apply rule-of-parity
- (e) Period prior to employee's break-in-service until employee completes a year of service
- (f) Defined contribution plan exclusion
(Vesting service completed after 5 consecutive breaks in vesting service is not taken into account in determining a participant's vested interest in his account prior to his break in vesting service.)

XIV. ADDITIONAL REQUIREMENTS FOR RECEIVING EMPLOYER CONTRIBUTIONS

XIV.1 ALLOCATION REQUIREMENTS

- (a) ♦ Select available options from (b) below and enter option number next to each applicable type of employer contribution (each available option that is selected must be completed as indicated):

Nonelective contributions [5]

Regular Matching contributions [N/A]

Additional discretionary matching contributions [N/A]

- (b) ♦ Available options:

(1) Last day requirement only - must be in covered employment

(2) Service requirement only:

(A) () Hours of service requirement for nonelective contributions: _____

(B) () Hours of service requirement for regular matching contributions: _____

(C) () Hours of service requirement for additional discretionary matching contributions: _____

(3) Last day and service requirement - must be in covered employment on last day:

(A) ♦ Service requirement:

(i) () Hours of service requirement for nonelective contributions: _____

(ii) () Hours of service requirement for regular matching contributions: _____

(iii) () Hours of service requirement for additional discretionary matching contributions: _____

(4) Last day or 501 hours requirement

(This provision excludes from participation only those employees who may be excluded from coverage testing under Code Section 410(b). If an employee is in an uncovered employment classification on the last day of the plan year, he is considered to have satisfied the last day requirement.)

(5) No last day or hours requirement

XIV.2 EXCEPTIONS TO ALLOCATION REQUIREMENTS

- (a) [] Exceptions to allocation requirements for nonelective contributions:

(1) [] Last day requirement does not apply in cases of:

(A) [] Death

(B) [] Normal retirement

(i) [] Exception also applies to early retirement

(C) [] Disability

(2) [] Service requirement does not apply in cases of:

(A) [] Death

- (B) Normal retirement
 - (i) Exception also applies to early retirement
 - (C) Disability
 - (D) Service requirement doesn't apply for plan year in which employee becomes eligible to participate part-way through plan year
- (b) Exceptions to allocation requirements for regular matching contributions:
- (1) Last day requirement does not apply in cases of:
 - (A) Death
 - (B) Normal retirement
 - (i) Exception also applies to early retirement
 - (C) Disability
 - (2) Service requirement does not apply in cases of:
 - (A) Death
 - (B) Normal retirement
 - (i) Exception also applies to early retirement
 - (C) Disability
 - (D) Service requirement doesn't apply for plan year in which employee becomes eligible to participate part-way through plan year
- (c) Exceptions to allocation requirements for additional discretionary matching contributions:
- (1) Last day requirement does not apply in cases of:
 - (A) Death
 - (B) Normal retirement
 - (i) Exception also applies to early retirement
 - (C) Disability
 - (2) Service requirement does not apply in cases of:
 - (A) Death
 - (B) Normal retirement
 - (i) Exception also applies to early retirement
 - (C) Disability
 - (D) Service requirement doesn't apply for plan year in which employee becomes eligible to participate part-way through plan year

XIV.3 HOURS OF SERVICE CREDITING

(If hours of service crediting is selected for eligibility or vesting service, select same criteria for crediting hours of service.)

- (a) Hours of service credited using the following equivalency:
 - (1) 10 hours per day *(DOL equivalency)*
 - (2) 45 hours per week *(DOL equivalency)*
 - (3) 95 hours per semi-monthly payroll period *(DOL equivalency)*
 - (4) 190 hours per month *(DOL equivalency)*
 - (5) Other: _____
- (b) Limit hours of service credited during absence from employment *(other than military leave.)*
 - (1) Number of hours credited for absence: _____ (*=> 501 hours*)
 - (2) Limit does not apply to absences because of:

XIV.4 DEFINITION OF DISABILITY

(If plan provides for 100% vesting on disability, select same criteria.)

- (a) ♦ Participant is disabled if *(must select at least one option)*:
 - (1) [] Eligible for social security disability
 - (2) [] Eligible for benefits under employer's long term disability program
 - (3) [] Determined by the plan administrator

XV. CONTRIBUTION LIMITATIONS

XV.1 CODE SECTION 415 LIMITATIONS

- (a) ♦ Limitations under other plans
 - (1) ♦ If contributions to be made under Plan, when combined with contributions to be made under other defined contribution plans maintained by employer, would exceed the 415 limits:
 - (A) () Reduce other plans first, then reduce under this plan
 - (B) () Reduce under this plan first then under other plans
 - (C) () Reduce pro rata among all plans simultaneously
 - (D) (X) Reduce last amounts to be allocated first
 - (E) () Other reduction method (*complete Addendum Re: 415 Order of Reduction*)

XVI. INVESTMENT OF PARTICIPANT ACCOUNTS

XVI.1 PARTICIPANT DIRECTED INVESTMENTS

(a) Participants direct investment of a portion or all of their accounts:

(1) Options

(A) Participant direction restricted to vested portions of accounts only

(B) Employer directs investment of the following:

(C) Percentage increments for investing contributions specified in plan: 1%

(2) Investment elections may be changed as of:

(A) First of month following valuation date

(B) Enrollment dates

(C) Date administrator receives instructions from participant

(D) Other dates: _____

(3) If participant fails to direct investments, his account will be invested:

(A) As directed by the administrator

(B) In general fund

(C) In default investment fund

(D) In the following investment funds:

XVI.2 AVAILABLE INVESTMENTS

(Complete only if participants direct investments.)

(a) Employer selects available investment options

(1) Participants may also select investment options under self-directed brokerage option

(b) Participants select available investment options

XVI.3 TRANSFER OF INVESTMENTS

(Complete only if participants direct investments.)

(a) Transfer percentage increments specified in plan: _____%

(If transfer percentages are not specified, participants may transfer percentages specified by administrator.)

(b) Participants may transfer an optional dollar amount specified by participant

(May select only if transfer percentage is not specified in plan.)

(c) Transfer effective dates:

(1) First of the month following valuation date

- (2) () Enrollment date
- (3) (X) Date administrator receives instructions from participant
- (4) () Other dates: _____
- (d) [] Transfer elections must be recorded the number of days prior to the effective date specified by the administrator

XVII. HARDSHIP WITHDRAWALS

XVII.1 AVAILABILITY

- (a) Plan permits hardship withdrawals from the following accounts *(if the plan is a money purchase plan, hardship withdrawals of employer contributions, including pick-up contributions, and of after-tax contributions, if matched, are not permitted):*
 - (1) Pick-up contributions
 - (2) After-tax contributions
 - (A) After-tax contributions that have been matched may not be withdrawn
 - (3) Rollover contributions
 - (4) Nonelective contributions
 - (5) Matching contributions
 - (6) Prior nonelective contributions
 - (7) Prior matching contributions

XVII.2 DEFINITION OF IMMEDIATE AND HEAVY FINANCIAL NEED BASED ON IRS SAFE HARBORS ONLY

(Safe harbor needs include Code Section 213(d) medical expenses, purchase of a principal residence, post-secondary education/tuition expenses (including room and board), prevention of eviction from or foreclosure on the mortgage of a principal residence, funeral and burial expenses, and repairs to a principal residence for which a casualty loss deduction would be available.)

XVII.3 HARDSHIP WITHDRAWAL FEATURES

- (a) Hardship withdrawals will be effective as soon as administratively feasible following administrator's approval
 - (1) Hardship withdrawals of nonelective contributions permitted only if 100% vested
 - (1) Hardship withdrawals of matching contributions permitted only if 100% vested
 - (1) Hardship withdrawals of prior nonelective contributions permitted only if 100% vested
 - (1) Hardship withdrawals of prior matching contributions permitted only if 100% vested

XVIII. NON-HARDSHIP WITHDRAWALS

(If the plan is a money purchase plan, withdrawals of employer contributions, including pick-up contributions, are not permitted.)

XVIII.1 SOURCES AND CONDITIONS FOR NON-HARDSHIP WITHDRAWALS

- (a) ♦ Rollover contributions
 - (1) [] Non-hardship withdrawals permitted from rollover contributions:
 - (A) () At any time
 - (B) () Only if the participant has attained age _____
- (b) ♦ After-tax contributions
 - (1) [] Non-hardship withdrawals permitted from after-tax contributions:
 - (A) () At any time
 - (B) () Only if the participant has attained age _____
 - (C) [] After-tax contributions that have been matched may not be withdrawn
- (c) [] Permit withdrawals of following contributions upon attaining specified age
 - (1) [] Permit withdrawals of pick-up contributions at age _____
 - (2) [] Permit withdrawals of nonelective contributions at age _____
 - (3) [] Permit withdrawals of matching contributions at age _____
 - (4) [] Permit withdrawals of prior nonelective contributions at age _____
 - (5) [] Permit withdrawals of prior matching contributions at age _____

XVIII.2 NON-HARDSHIP WITHDRAWAL FEATURES

- (a) ♦ Non-hardship withdrawals will be effective as soon as administratively feasible following administrator's approval
- (b) [] Non-hardship withdrawals of nonelective contributions permitted only if 100% vested
- (c) [] Non-hardship withdrawals of matching contributions permitted only if 100% vested
- (d) [] Non-hardship withdrawals of prior nonelective contributions permitted only if 100% vested
- (e) [] Non-hardship withdrawals of prior matching contributions permitted only if 100% vested

XIX. LOANS

XIX.1 AVAILABILITY

- (a) Plan permits participant loans
 - (1) Loans not available from following portions of participant's account:
 - (A) Specified sub-accounts:

- (i) Balance of specified sub-accounts also excluded in determining maximum permissible loan amount

XX. DISTRIBUTIONS

XX.1 FORMS OF PAYMENT

- (a) Available forms
- (1) Single sum is normal form
- (2) Annuities
- (A) Forms of annuity:
- (i) Participant selects any form of annuity
- (ii) Available forms annuity are:
-
- (B) QJSA is available annuity form; survivor percentage under QJSA is 50% unless larger percentage selected below
- (i) 100% survivor percentage
- (ii) 66 2/3% survivor percentage
- (3) Installment payments
- (A) Participants may elect more rapid distribution
- (i) Election must be made when distribution commences
- (4) Minimum required distributions
(Select only if plan does not otherwise provide for installment payments.)
- (A) Only payable while employee continues employment after required beginning date
- (B) Payable if payments start at participant's required beginning date, whether or not participant is still employed on that date
- (C) If participant dies before required beginning date, beneficiary may receive minimum required distributions
- (b) A participant may elect distribution in more than one form of payment

XX.2 CASH-OUTS

- (a) Small account balances will be cashed out upon a distribution event
- (1) Cash-out amount is:
- (A) \$1,000
- (B) \$3,500
- (C) \$5,000
- (D) \$_____
- (2) Rollover contributions are disregarded in determining whether account will be cashed out

XX.3 COMMENCEMENT OF BENEFITS WHILE EMPLOYED

- (a) A participant who continues employment beyond normal retirement date may elect to commence retirement benefits while employed
- (b) A participant who is disabled and continues employment may elect to commence retirement benefits
- (1) Participant is disabled if *(must select at least one option)*:

(If plan provides for 100% vesting on disability or for a disability exception to a last day or hours allocation requirement, select same criteria.)

- (A) Eligible for social security disability
- (B) Eligible for benefits under employer's long term disability program
- (C) Determined by the plan administrator

XX.4 POST 70-1/2 DISTRIBUTIONS

- (a) A participant who continues employment beyond April 1 of the calendar year following the year he attains age 70 1/2:
 - (1) Is required to commence retirement benefits as of that date ("old rule")
(This preserves the "required beginning date" rules in effect for non-government plans under Code Section 401(a)(9) prior to the Small Job Protection Act of 1996. The old rule was never required to be applied to government plans.)
 - (2) May elect to commence retirement benefits as of that date ("modified government rule")
(If this provision is selected, the "required beginning date" rules applicable to government plans apply, though a participant may elect to start benefits at the time they would have been payable under the old rule described above for non-government plans.)
 - (3) May not commence retirement benefits as of that date ("government rule")
(If this provision is selected, the "required beginning date" rules applicable to government plans apply.)

XX.5 DISTRIBUTIONS ON TERMINATION OF EMPLOYMENT

- (a) Participant terminating prior to normal retirement date may postpone distribution:
 - (1) Only to later of age 62 or normal retirement date
 - (2) To required beginning date
- (b) Terminated participant may elect partial distribution
- (c) Participant may waive 30-day waiting period to receive distribution

XX.6 REQUIRED COMMENCEMENT OF DISTRIBUTION TO BENEFICIARIES

- (a) Distribution to beneficiary of participant who dies before his required beginning date will be made:
 - (1) In full within 5 years of participant's death *(or by date participant would reach 70-1/2 if participant's spouse is sole beneficiary)*
(Select if plan provides only for single sum distributions to beneficiaries – no installments, no annuities, and no minimum required distributions)
 - (2) In installments over beneficiary's life expectancy beginning within 1 year of participant's death *(or at date participant would have reached age 70-1/2, if participant's spouse is sole beneficiary)*
(Select if plan provides only for installments or annuity payments.)
 - (3) Either (1) in full within 5 years of participant's death or (2) in installments over the beneficiary's life expectancy, as elected by the participant or beneficiary
(Select if plan provides for (a) single sum payments and (b) installment,

annuity, or minimum required distribution payments.)

- (A) ♦ If no election is made, distribution will be made
- (i) () In full within 5 years of participant's death (or by date participant would reach 70-1/2, if participant's spouse is sole beneficiary)
 - (ii) (X) In installments over the beneficiary's lifetime beginning within 1 year of participant's death (or at date participant would have reached age 70-1/2, if participant's spouse is sole beneficiary)

XX.7 EFFECT OF REEMPLOYMENT ON DISTRIBUTION

- (a) ♦ If a participant is reemployed:
- (1) (X) No further distribution will be made until subsequent termination and prior form of payment election is null and void
 - (2) () Participant continues to be eligible to receive distribution of prior account balance and prior form of payment election continues in effect
(Payments made after reemployment may be subject to early distribution taxes, as distribution may no longer be viewed as due to termination of employment.)

XX.8 BENEFICIARIES

- (a) ♦ If no beneficiary has been designated the default beneficiary will be participant's spouse or, if none:
- (1) (X) Participant's estate
 - (2) () Participant's surviving children in equal shares or, if none, participant's estate
 - (3) () Participant's issue, per stirpes, or, if none, participant's surviving parents in equal shares, or, if none, participant's estate
 - (4) () Other:

XX.9 SPOUSAL PROVISIONS

- (a) [] Spousal consent is required for certain plan purposes
- (1) ♦ Spousal consent is required for plan loans
 - (2) ♦ Spousal consent is required for in-service withdrawals
 - (3) ♦ Spousal consent is required to elect form of payment other than QJSA
(applies only if plan provides QJSA form of payment)
 - (4) ♦ Spousal consent is required to select non-spouse beneficiary
- (b) ♦ Participant's spouse for beneficiary and, if applicable, consent purposes means:
- (1) (X) The participant's spouse as determined under the laws of the state in which the participant resides
 - (2) () The person of the opposite sex to whom the participant is married in a legal union between one man and one woman as husband and wife
(Regardless of the employer's selection, this definition applies for purposes of applying the minimum distribution rules under Code Section 401(a)(9).)

XXI. MISCELLANEOUS

XXI.1 THE PLAN SHALL BE GOVERNED BY THE LAW OF THE STATE IN WHICH EMPLOYER HAS ITS PRINCIPAL PLACE OF BUSINESS

XXI.2 PLAN EXPENSES

- (a) ♦ Except to the extent they are reduced by forfeitures, general administrative expenses of the plan are:
 - (1) (X) Paid from participants' accounts, unless the employers elect to make payment
 - (2) () Paid from participants' accounts
 - (A) () For all current and former participants with an account balance
 - (B) () Except employer pays expenses for all current participants and the following former participants *(if selected)*:
 - (i) [] Retired participants with an account balance following retirement
 - (ii) [] Terminated participants with an account balance following termination

XXII. SUPERSEDING PLAN PROVISIONS

XXII.1 IF SELECTED BELOW, THE PLAN INCLUDES AN ADDENDUM DESCRIBING PROVISIONS THAT SUPERSEDE ANY INCONSISTENT PROVISIONS OF THE ADOPTION AGREEMENT OR BASIC PLAN DOCUMENT

- (a) An addendum describing superseding provisions is attached at the end of the plan

XXIII. TRUSTEE INFORMATION

XXIII.1 IDENTIFICATION OF TRUSTEE

(a) ♦ Name of trustee:

Reliance Trust Company

XXIV. EXECUTION

This Plan must be signed and dated below by all the indicated parties to be effective

EXECUTED AT _____,

_____, this _____ day of _____ 20 _____.

San Diego County Regional Airport Authority

By: _____

Title: _____

Supplemental Amendment No. 1
To
PDS ADVANTAGE™ GOVERNMENT 401(a) PLAN
ADOPTION AGREEMENT No. 001
FOR
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 401(A) PLAN

1. The definition of "Compensation" in Section 1.1:
 - (a) does not include "differential pay"
 - (b) includes "differential pay"
 - (1) "Compensation" includes "differential pay"
 - (A) for all purposes
 - (B) only for purposes of determining the following:
 - (i) After-Tax Contributions
 - (ii) Nonelective Contributions
 - (2) The inclusion of "differential pay" in "Compensation" applies to payments of "differential pay" made after:
 - (A) December 31, 2008
 - (B) The following date that is later than December 31, 2008:

2. With respect to hardship withdrawals in Section 13.6:
 - (a) Withdrawals may not be made to meet an immediate and heavy financial need of a Participant's primary Beneficiary
 - (b) Withdrawals may be made to meet an immediate and heavy financial need of a Participant's primary Beneficiary
 - (1) This provision applies to withdrawals made after:
 - (A) January 9, 2007
 - (B) The following date that is later than January 9, 2007:

3. The provisions in the definition of "eligible retirement plan" in Section 16.4(a) and in the definition of "qualified distributee" in Section 16.4(c) relating to non-spouse beneficiaries apply to distributions made:
 - (a) in Plan Years beginning after December 31, 2009.
 - (b) on or after _____, which is earlier than the first day of the first Plan Year beginning after December 31, 2009, but not earlier than January 1, 2007.
4. For purposes of Section 21.24, a Participant who is absent from employment because of military service who dies while performing qualified military service:

- (a) (X) will not be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (b) () will will be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (1) This provision applies for deaths that occur:
 - (A) [] on or after December 31, 2006
 - (B) [] on or after _____, which is a date later than December 31, 2006
5. For purposes of Section 21.14, a Participant who is absent from employment because of military service who becomes disabled while performing qualified military service:
- (a) (X) will not be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (b) () will will be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (1) This provision applies for a disability that occurs:
 - (A) [] on or after December 31, 2006
 - (B) [] on or after _____, which is a date later than December 31, 2006
6. For purposes of the Appendix regarding Minimum Distribution Requirements:
- (a) () Special provisions applicable to 2009 Minimum Required Distributions do not apply
 - (b) (X) Special provisions applicable to 2009 Minimum Required Distributions apply
 - (1) Either:
 - (A) (X) 2009 RMDs will be made unless Participant or Beneficiary elects otherwise
 - (B) () 2009 RMDs will not be made unless Participant or Beneficiary elects otherwise
 - (2) The following will also be treated as eligible rollover distributions in 2009:
 - (A) (X) 2009 RMDs and Extended 2009 RMDs
 - (B) () 2009 RMDs, but only if paid with an additional amount that is an eligible rollover distribution without regard Code Section 401(a)(9)(H)

Supplemental Amendment No. 1
To
PDS ADVANTAGE™ GOVERNMENT 401(a) PLAN
ADOPTION AGREEMENT No. 001
FOR
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 401(A) PLAN

1. The definition of "Compensation" in Section 1.1:
 - (a) does not include "differential pay"
 - (b) includes "differential pay"
 - (1) "Compensation" includes "differential pay"
 - (A) for all purposes
 - (B) only for purposes of determining the following:
 - (i) After-Tax Contributions
 - (ii) Nonelective Contributions
 - (2) The inclusion of "differential pay" in "Compensation" applies to payments of "differential pay" made after:
 - (A) December 31, 2008
 - (B) The following date that is later than December 31, 2008:

2. With respect to hardship withdrawals in Section 13.6:
 - (a) Withdrawals may not be made to meet an immediate and heavy financial need of a Participant's primary Beneficiary
 - (b) Withdrawals may be made to meet an immediate and heavy financial need of a Participant's primary Beneficiary
 - (1) This provision applies to withdrawals made after:
 - (A) January 9, 2007
 - (B) The following date that is later than January 9, 2007:

3. The provisions in the definition of "eligible retirement plan" in Section 16.4(a) and in the definition of "qualified distributee" in Section 16.4(c) relating to non-spouse beneficiaries apply to distributions made:
 - (a) in Plan Years beginning after December 31, 2009.
 - (b) on or after _____, which is earlier than the first day of the first Plan Year beginning after December 31, 2009, but not earlier than January 1, 2007.
4. For purposes of Section 21.24, a Participant who is absent from employment because of military service who dies while performing qualified military service:

- (a) (X) will not be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (b) () will will be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (1) This provision applies for deaths that occur:
 - (A) [] on or after December 31, 2006
 - (B) [] on or after _____, which is a date later than December 31, 2006
5. For purposes of Section 21.14, a Participant who is absent from employment because of military service who becomes disabled while performing qualified military service:
- (a) (X) will not be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (b) () will will be treated as having returned to employment for purposes of determining his eligibility for and the amount of contributions to be made to his Account for his period of military leave
 - (1) This provision applies for a disability that occurs:
 - (A) [] on or after December 31, 2006
 - (B) [] on or after _____, which is a date later than December 31, 2006
6. For purposes of the Appendix regarding Minimum Distribution Requirements:
- (a) () Special provisions applicable to 2009 Minimum Required Distributions do not apply
 - (b) (X) Special provisions applicable to 2009 Minimum Required Distributions apply
 - (1) Either:
 - (A) (X) 2009 RMDs will be made unless Participant or Beneficiary elects otherwise
 - (B) () 2009 RMDs will not be made unless Participant or Beneficiary elects otherwise
 - (2) The following will also be treated as eligible rollover distributions in 2009:
 - (A) (X) 2009 RMDs and Extended 2009 RMDs
 - (B) () 2009 RMDs, but only if paid with an additional amount that is an eligible rollover distribution without regard Code Section 401(a)(9)(H)

Supplemental Amendment No. 1
To
PDS Advantage™ GOVERNMENT 401(a) Plan
Base Plan Document No. 1

1. The definition of "Compensation" in Section 1.1 of the Plan is amended by the addition of a new paragraph at the end thereof to provide as follows:

Notwithstanding any other provision of the Plan to the contrary, if elected by the Employer in the Adoption Agreement, the Compensation of a Participant who is absent from employment as an Eligible Employee to perform service in the uniformed services (as defined in Chapter 43 of Title 38 of the United States Code), will include any "differential pay", as defined hereunder, that he receives or is entitled to receive from his Employer, for all purposes, unless the Employer elected in the Adoption Agreement that "differential pay" is included in the definition of "Compensation" only for certain purposes. For purposes of this paragraph, "differential pay" means any payment made to the Participant by the Employer after December 31, 2008, or such later date that the Employer elected in the Adoption Agreement, with respect to a period during which the Participant is performing service in the uniformed services while on active duty for a period of more than 30 days that represents all or a portion of the wages the Participant would have received if he had continued employment with the Employer as an Eligible Employee.

2. The definition of "415 compensation" in Section 7.1 of the Plan is amended to provide as follows:

A Participant's "**415 compensation**" for any "limitation year" means his wages as defined in Code Section 3401(a), determined without regard to any rules that limit compensation included in wages based on the nature or location of the employment or services performed, and all other payments made to him for a "limitation year" for services as an employee for which his employer is required to furnish the Participant a written statement under Code Section 6041(d), 6051(a)(3), and 6052 (commonly referred to as W-2 earnings); provided, however, that effective for "limitation years" beginning on or after July 1, 2007, if elected by the Employer in the Adoption Agreement, compensation includes (i) payments made to an employee after severance from employment for unused accrued bona fide sick, vacation, or other leave, but only if the employee would have been able to use the leave if employment had continued, and/or (ii) payments received by an employee after severance from employment pursuant to a nonqualified unfunded deferred compensation plan, if the payment would have been paid to the employee at the same time if the employee had continued in employment with the Employer and only to the extent that the payment is includable in the employee's gross income, but only if those amounts are paid by the later of 2 1/2 months after severance from employment with the Employer or the end of the "limitation year" that includes the date of severance from employment with the Employer. Compensation for this purpose includes any amount contributed or deferred by the Employer at the Participant's election that is not includable in the Participant's gross income by reason of Code Section 125, 132(f)(4), 402(e)(3), 402(h), 403(b), or 457(b). In no event, however, shall the compensation of a Participant taken into account under the Plan in any "limitation year" for purposes of applying the Code Section 415 limitations exceed the limit in effect for such year under Code Section 401(a)(17). Notwithstanding any other provision of the Plan to the contrary, if a Participant is absent from employment as an Eligible Employee to perform service in the uniformed services (as defined in Chapter 43 of Title 38 of the United States Code), his "415 Compensation" will include any "differential pay", as defined hereunder, he receives or is entitled to receive from his Employer. For purposes of this paragraph, "differential pay" means any payment made to the Participant by the Employer after December 31, 2008, with respect to a period during which the Participant is performing service in the uniformed services while on active duty for a period of more than 30 days that represents all or a portion of the wages the Participant would have received if he had continued employment with the Employer as an Eligible Employee.

3. Section 7.2 of the Plan is amended by the addition of a new paragraph at the end thereof to provide as follows:

Notwithstanding the foregoing provisions of this Section (other than the first paragraph), if the "annual addition" to the Account of a Participant in any "limitation year" beginning on or after July 1, 2007, nevertheless exceeds the amount that may be applied for his benefit under the limitations described in clauses (i) and (ii) in the first paragraph of this Section, correction shall be made in accordance with the Employee Plans Compliance Resolution System, as set forth in Revenue Procedure 2006-27, or any superseding guidance.

4. Section 13.6 of the Plan is amended by the addition of a new paragraph at the end thereof to provide as follows:

In addition, unless otherwise elected by the Employer in the Adoption Agreement, the Administrator shall grant a hardship withdrawal with respect to a withdrawal made after January 9, 2007, or such later date as elected by the Employer in the Adoption Agreement, if it determines that the withdrawal is necessary to meet an immediate and heavy financial need of the Participant's primary Beneficiary under the Plan. A Participant's primary Beneficiary is any individual named as the Participant's Beneficiary under the Plan who has an immediate right to all or a portion of the Participant's Account upon the death of the Participant and who is not a contingent beneficiary. An immediate and heavy financial need of a Participant's primary Beneficiary means a financial need on account of:

- (a) expenses previously incurred by or necessary to obtain for the primary Beneficiary medical care deductible under Code Section 213(d), determined without regard to whether the expenses exceed any applicable income limit
- (b) payment of tuition, related educational fees, and room and board expenses for the next 12 months of post-secondary education for the primary Beneficiary
- (c) payment of funeral or burial expenses for the primary Beneficiary.

5. Section 15.12 is added to the Plan as follows:

15.12 Qualified Distributions for Retired Public Safety Officers

A Participant who is an eligible retired public safety officer may elect, after separation from service, to have qualified health insurance premiums deducted from amounts to be distributed to the Participant from the Plan that would otherwise be includible in gross income, and to have such amounts paid directly to the insurer or group health plan. The term "qualified health insurance premiums" means premiums for coverage for the Participant, the Participant's spouse, and the Participant's dependents (as defined in Code Section 152) by an accident or health insurance plan (including a self-insured plan) or qualified long-term care insurance contract (within the meaning of Code Section 7702B(b)). The term "eligible retired public safety officer" means an individual who has separated from service, either by reason of disability or after attainment of normal retirement age, as a public safety officer with the Employer. The term "public safety officer" means an individual serving the Employer in an official capacity, with or without compensation, as a law enforcement officer, a firefighter, a chaplain, or a member of a rescue squad or ambulance crew. It is intended that, pursuant to Code Section 402(l), the amount deducted from the distribution pursuant to this Section shall be excluded from the Participant's gross income to the extent that the aggregate amount of the deduction for a taxable year does not exceed the lesser of (a) the amount used to pay the qualified health insurance premiums of the Participant, the Participant's spouse, and the Participant's dependents (as defined in Code Section 152) for the taxable year, or (b) \$3,000, determined by aggregating all distributions with respect to the Participant for the taxable year that are used to pay qualified health insurance premiums from all eligible retirement plans of the Employer.

6. Section 16.2(b) of the Plan is amended to provide as follows:

- (b) Annuity Contract - Distribution shall be made through the purchase of a single premium, nontransferable annuity contract. The form of annuity shall be either (i) the form of annuity selected by the Participant, or his Beneficiary, if the Participant has died, (ii) one of the available forms of annuity as specified by the Employer in the Adoption Agreement, or (iii) a 50% (or 100% or 66 2/3%, if elected by the Employer in the Adoption Agreement) qualified joint and survivor annuity, as elected by the Employer in the Adoption Agreement. If the Employer elected in the Adoption Agreement that a qualified joint and survivor annuity is available under the Plan, then notwithstanding any other provisions of the Plan to the contrary, if elected by the Employer in the Adoption Agreement, the Participant's spouse must consent to any form of payment other than a qualified joint and survivor annuity. Notwithstanding any other provision of this Article, a Participant's Beneficiary may not elect to receive distribution of an annuity payable over the joint

lives of the Beneficiary and any other individual. The terms of any annuity contract purchased hereunder and distributed to a Participant or his Beneficiary shall comply with the requirements of the Plan. In addition to any other optional form of annuity available to a Participant, if the Employer has elected in the Adoption Agreement that an annuity is an optional form of payment, for Plan Years beginning after December 31, 2007, the Participant may elect distribution through the purchase of a "qualified optional survivor annuity." A "qualified optional survivor annuity" is an annuity that provides monthly payments to the Participant for his life, with monthly payments continuing to his surviving spouse (to whom the Participant was married on his Benefit Payment Date) equal to either (a) 75% of the amount payable during the Participant's lifetime (if the Plan's qualified joint and survivor annuity provides a survivor annuity for the life of the Participant's spouse that is less than 75% of the amount of the annuity that is payable during the joint lives of the Participant and the Participant's spouse or (b) 50% of the amount payable during the Participant's lifetime (if the Plan's qualified joint and survivor annuity provides a survivor annuity for the life of the Participant's spouse that is greater than or equal to 75% of the amount of the annuity that is payable during the joint lives of the Participant and the Participant's spouse), and that is the actuarial equivalent of a single life annuity for the life of the Participant.

7. Section 16.4 of the Plan is amended to provide as follows:

16.4 Direct Rollover

Notwithstanding any other provision of the Plan to the contrary, in lieu of receiving distribution in a form of payment provided under this Article, a "qualified distributee" may elect in writing, in accordance with rules prescribed by the Administrator, to have a portion or all of any "eligible rollover distribution" paid directly by the Plan to the "eligible retirement plan" designated by the "qualified distributee". Any such payment by the Plan to another "eligible retirement plan" shall be a direct rollover.

Notwithstanding the foregoing, a "qualified distributee" may not elect a direct rollover with respect to an "eligible rollover distribution" if the total value of such distribution is less than \$200 or with respect to a portion of an "eligible rollover distribution" if the value of such portion is less than \$500. For purposes of this Section, the following terms have the following meanings:

- (a) An "eligible retirement plan" means any of the following: (i) an individual retirement account described in Code Section 408(a), (ii) an individual retirement annuity described in Code Section 408(b), (iii) an annuity plan described in Code Section 403(a) that accepts rollovers, (iv) a qualified trust described in Code Section 401(a) that accepts rollovers, (v) an annuity contract described in Code Section 403(b) that accepts rollovers, (vi) an eligible plan under Code Section 457(b) that is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state that agrees to separately account for amounts transferred into such plan from the Plan, or (vii) effective for distributions made on or after January 1, 2008, a Roth IRA, as described in Code Section 408A, provided that for distributions made prior to January 1, 2010, such rollover shall be subject to the limitations contained in Code Section 408A(c)(3)(B). Notwithstanding the foregoing, an "eligible retirement plan" with respect to that portion of a Participant's "eligible rollover distribution" that consists of his After-Tax Contributions, if any, shall mean only any one of the following: an individual retirement account described in Code Section 408(a), an individual retirement annuity described in Code Section 408(b), or a qualified plan described in Code Section 401(a) or an annuity plan described in Code Section 403(a) that agrees to separately account for such contributions, including separate accounting for the portion of such "eligible rollover distribution" that is includible in income and the portion that is not includible in income. Further notwithstanding the foregoing, effective for distributions made in Plan Years beginning after December 31, 2009, or such earlier date that the Employer elected in the Adoption Agreement, an "eligible retirement plan" with respect to a "qualified distributee" other than the Participant, the Participant's spouse, or the Participant's former spouse means either an individual retirement account described in Code Section 408(a) or an individual retirement annuity described in Code Section 408(b), provided that such individual retirement account or individual retirement annuity must be treated as an inherited individual retirement plan pursuant to the provisions of Code Section 402(c)(11) from the deceased Participant by the "qualified distributee" and must be established in a manner that identifies it as such.

- (b) An "eligible rollover distribution" means any distribution of all or any portion of the balance of a Participant's Account; provided, however, that an eligible rollover distribution does not include the following:
- (i) any distribution to the extent such distribution is required under Code Section 401(a)(9).
 - (ii) any distribution that is one of a series of substantially equal periodic payment made not less frequently than annually for the life or life expectancy of the "qualified distributee" or the joint lives or life expectancies of the "qualified distributee" and the "qualified distributee's" designated beneficiary, or for a specified period of ten years or more.
- A portion of a distribution shall not fail to be an "eligible rollover distribution" merely because the portion consists of After-Tax Contributions that are not includible in gross income. However, such portion may be transferred only to an individual retirement account or annuity described in Code Section 408(a) or (b), or to a qualified defined contribution plan described in Code Section 401(a) or 403(a) that agrees to separately account for amounts so transferred, including separately accounting for the portion of such distribution which is includible in gross income and the portion of such distribution which is not so includible.
- (c) A "qualified distributee" means a Participant, his surviving spouse, or his spouse or former spouse who is an alternate payee under a qualified domestic relations order, as defined in Code Section 414(p). For distributions made in Plan Years beginning after December 31, 2009, or such earlier date that the Employer elected in the Adoption Agreement, a "qualified distributee" includes a Participant's non-spouse Beneficiary who is his designated beneficiary within the meaning of Code Section 401(a)(9)(E).

8. Section 21.14 of the Plan is amended to provide as follows:

21.14 Veterans Reemployment Rights

Notwithstanding any other provision of the Plan to the contrary, contributions, benefits, and service credit with respect to qualified military service shall be provided in accordance with Code Section 414(u). The Administrator shall notify the Funding Agent of any Participant with respect to whom additional contributions are made because of qualified military service.

If a Participant who is absent from employment as an Employee because of military service dies after December 31, 2006, while performing qualified military service (as defined in Code Section 414(u)), the Participant shall be treated as having returned to employment as an Employee on the day immediately preceding his death for purposes of determining the Participant's vested interest in his Account and his Beneficiary's eligibility for a death benefit under the Plan. Notwithstanding the foregoing, except as otherwise specifically provided in the following paragraph, such a Participant shall not be entitled to additional contributions with respect to his period of military leave.

If selected by the Employer in the Adoption Agreement, a Participant whose death occurs on or after December 31, 2006, or such later date as selected by the Employer in the Adoption Agreement, under the conditions described in the preceding paragraph shall also be treated as having returned to employment as an Employee on the day immediately preceding his death for purposes of determining his eligibility for and the amount of any contributions to be made to his Account under this Section for his period of military leave. For this purpose, the Participant shall be treated as having terminated employment on his date of death. If the Employer maintains other retirement programs, all Employees covered under such other plans who die under similar conditions must be credited with service and benefits on reasonably equivalent terms. In determining the amount of After-Tax Contributions to be made on behalf of a Participant hereunder, if any, such conditions shall be based on the Participant's average actual After-Tax Contributions for (a) the 12-consecutive-month period of service with his Employer immediately preceding his period of qualified military service, or (b) if the Participant has fewer than 12 months of service with his Employer prior to such military service, his actual length of continuous service with his Employer prior to such military service.

If selected by the Employer in the Adoption Agreement, if a Participant who is absent from employment as an Employee because of military service becomes disabled after December 31, 2006, or such later date as selected by the Employer in the Adoption Agreement, such that he cannot return to employment with his

Employer, while performing qualified military service (as defined in Code Section 414(u)), he shall be treated as having returned to employment as an Employee on the day immediately preceding the date he became disabled (the "disability date") for purposes of determining his eligibility for and the amount of any contributions to be made to his Account under this Section for his period of military leave. For this purposes, the Participant shall be treated as having terminated employment on his disability date. If the Employer maintains other retirement programs, all Employees covered under such other plans who become disabled under similar conditions must be credited with service and benefits on reasonably equivalent terms. In determining the amounts of After-Tax Contributions, if any, to be made on behalf of a Participant hereunder, such contributions shall be based on the Participant's average actual After-Tax Contributions for (a) the 12-consecutive-month period of service with his Employer immediately preceding his period of qualified military service, or (b) if the Participant has fewer than 12 months of service with his Employer prior to such military service, his actual length of continuous service with his Employer prior to such military service.

9. Section VI is added to the Appendix to the Base Plan Document of the Plan as follows:

SECTION VI
SPECIAL PROVISIONS APPLICABLE TO
2009 MINIMUM REQUIRED DISTRIBUTION

Notwithstanding any provision of the Plan to the contrary, if elected by the Employer in the Adoption Agreement, a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code Section 401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (which include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's designated beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will either, as elected by the Employer in the Adoption Agreement: (I) receive those distributions for 2009 unless the Participant or Beneficiary chooses not to receive such distributions, and the Participant or Beneficiary will be given the opportunity to elect to stop receiving those distributions, or (II) not receive those distributions for 2009 unless the Participant or Beneficiary chooses to receive such distributions, and the Participant or Beneficiary will be given the opportunity to elect to receive such distributions. A direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code Section 401(a)(9)(H), except that, notwithstanding Section 16.4, and solely for purposes of applying the direct rollover provisions of the Plan, if the Employer elects in the Adoption Agreement that either (i) 2009 RMDs and Extended 2009 RMDs or (ii) 2009 RMDs, but only if paid with an additional amount that is an eligible rollover distribution without regard to Code Section 401(a)(9)(H), will also be treated as eligible rollover distributions, such distributions will be treated as eligible rollover distributions.

BOTH THE SUPPLEMENTAL AMENDMENT NO. 1 TO THE PDS ADVANTAGE™ VOLUME SUBMITTER 401(K) SAVINGS/PS PLAN ADOPTION AGREEMENT NO. 001 AND THE SUPPLEMENTAL AMENDMENT NO. 1 TO THE PDS ADVANTAGE™ GOVERNMENT 401(A) PLAN BASE PLAN DOCUMENT NO. 1 ARE HEREBY ADOPTED BY THE EMPLOYER AS EVIDENCED BY THE SIGNATURE BELOW.

EXECUTED AT _____,

_____, this _____ day of _____ 20 _____.

San Diego County Regional Airport Authority

By: _____

Title: _____



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
8

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Reject the Claim of Judith Heins

Recommendation:

Adopt Resolution No. 2013-0081, rejecting the claim of Judith Heins.

Background/Justification:

On August 9, 2013, Judith Heins ("Heins") filed a claim (Attachment A) with the Authority alleging that on May 6, 2013, she fell as she ascended an escalator in Terminal Two at San Diego International Airport. Heins claims damages in the amount of \$6,000 for medical expenses and lodging.

Heins alleges in her claim that she was riding the escalator with her luggage. When her pieces of luggage began to fall backwards, she attempted to retain control of them and fell, cutting both her shins and injuring her head and right shoulder.

Heins' claim should be denied. An investigation into the incident revealed no allegation of a dangerous condition, nor was there notice of an unsafe or dangerous condition. According to a Harbor Police report taken at the time of the incident, the claimant's own statement indicates that the escalator was functioning properly, attributing the fall to her attempt to reach for her bags.

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

000051

Environmental Review:

A. CEQA: This Board action, as an administrative 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

SUZIE JOHNSON
PARALEGAL, GENERAL COUNSEL



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
ACCIDENT OR DAMAGE CLAIM FORM

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

FOR AUTHORITY CLERK USE
ONLY

Document No.: 06-204

Filed: 8-9-13

SDCA-123

AUG 09 2013

1) Claimant Name: <u>Judith L. Heins</u>	
2) Address to which correspondence regarding this claim should be sent: <u>4012 KUTZTOWN Rd, Temple, Pa. 19560</u>	
Telephone No.: <u>610-929-8873</u>	Date:
3) Date and time of incident: <u>May 6, 2013 2:15 PM</u>	
4) Location of incident: <u>ESCALATOR AT SANDIEGO AIRPORT</u>	
5) Description of incident resulting in claim: <u>WENT TO THE ESCALATOR AND PUT MY LUGGAGE ON AND I GOT ON AND STARTED TO GO UP. ABOUT A 1/4 UP MY BIG BAG FELL BACKWARDS AND I WENT WITH IT. THE EMT AND STAFF HELPED ME. THE EMT TOOK ME TO SCRIPPS MERCEY HOSPITAL. MY SON (WHO WAS READY TO BOARD OUR FLIGHT) CAME BACK TO GO TO THE HOSPITAL WITH ME. ALSO, MY TRAVEL COMPANION WAS WITH ME AT THE TIME OF THE ACCIDENT AND MISSED THE FLIGHT GAVE ME PERMISSION TO FLY. MISSED OUR TRANSPORTION AT PHILIE TO GO HOME</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:	
7) Persons having firsthand knowledge of incident:	
Witness (es) <u>Alice Dell</u>	Physician(s): <u>Clayton B Whiting</u>
Name: <u>Alice Dell</u>	Name: <u>Gregory S. Anderson</u>
Address: <u>1220 Lorraine Rd. Reading, Pa. 19604</u>	Address: <u>SCRIPPS MERCEY HOSPITAL 4077 FIFTH AVE SANDIEGO CA. 92103</u>
Phone: <u>610-376-1955</u>	Phone: <u>619-260-7036</u>

Attachment A

Part 10

cash of this date.

After the EMT checked me out at the airport, they took me to Scripps Mercy Hospital where they did x rays of shoulder and upper arm. They gave me pain meds and a sling for my arm. Gave me permission to fly home.

I went to my family. Dr. Barney he looked at my shoulder and sent me to an orthopaedic Dr. Scornavacchi Jr. who sent me to Physical Therapy for 6 weeks Stephen Letzger who sent me back to Dr.

Scornavacchi who sent me for an MRI.

I have an appointment with Dr.

Scornavacchi on Aug 8, 2013.

At this point my son and friend and I had missed our flight to Phila. Had to get a motel and get on another plane the next day.

Amount at this point about 4,000.00
Judith Plems

San Diego County Regional Airport Authority

Document No. CL-204

Filed 7-9-13

SDCRAA
Attachment A
JUL 09 2013
Corporate Services

July 3, 2013

To Whom it may concern,

On May 6 of this year I fell on the escalator at your airport. I have trouble with my arm and neck. They took me to the hospital there.

I call you no one talked to someone who said they would e-mail me a claim form. I did not get it yet.

I have called on the phone five times on July 3. It is very upsetting to get someone if you don't know which menu to pick.

Please send me a form or e-mail me one my name is

Judy Heins

4012 Kutztown Rd.

Temple, Pa. 19560

E-mail - heinsjl@aol.com

If you can let me know what I'm looking for.

000056

RESOLUTION NO. 2013-0081

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY REJECTING THE CLAIM OF JUDITH
HEINS

WHEREAS, ON August 9, 2013, Judith Heins filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of falling on an escalator in Terminal Two at San Diego International Airport; and

WHEREAS, at a special meeting on September 12, 2013, the Board considered the claim filed by Judith Heins and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Judith Heins; and

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

000057



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
9

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Reject the Claim of Laurie Merritt

Recommendation:

Adopt Resolution No. 2013-0082, rejecting the claim of Laurie Merritt.

Background/Justification:

On July 22, 2013, Laurie Merritt ("Merritt") filed a claim (Attachment A) with the Authority alleging that on July 5, 2013, she fell as she ascended an escalator in Terminal Two at San Diego International Airport. Merritt claims damages in excess of \$3,168 to include medical expenses and luggage replacement.

Merritt alleges in her claim that she and her husband were stepping onto the escalator and the steps seemed slick. She further alleges that her husband slipped and managed to catch his balance and she slipped as she followed him.

Merritt's claim should be denied. An investigation into the incident revealed no dangerous condition nor was there notice of an unsafe or dangerous condition. According to a Harbor Police report taken at the time of the incident, the claimant stated that she did not know how she fell. Video of the incident revealed that the claimant stepped onto the escalator while relying on her luggage handles for support. As the escalator steps began to separate she lost her balance. Video also revealed claimant's husband tripping over his own luggage as he rode the escalator backwards, also relying on the luggage handles he held for balance.

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

000058

Environmental Review:

A. CEQA: This Board action, as an administrative 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

SUZIE JOHNSON
PARALEGAL, GENERAL COUNSEL



Attachment A
 JUL 22 2013
 Corporate Services

FOR AUTHORITY CLERK USE ONLY
Document No.: <u>CL-205</u>
Filed: <u>7-22-13</u>

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
 ACCIDENT OR DAMAGE CLAIM FORM**

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

1) Claimant Name: <u>Laurie Merritt</u>	
2) Address to which correspondence regarding this claim should be sent: <u>904 Fortune Drive</u> <u>Monroe, La. 71203</u>	
Telephone No.: <u>318-547-0539</u>	Date:
3) Date and time of incident: <u>7-5-13 8:30am</u>	
4) Location of incident: <u>San Diego Airport - Escalator near AA airline</u>	
5) Description of incident resulting in claim: <u>My husband and I were stepping onto the escalator, the steps seemed slick and my husband slipped, but caught his balance, I stepped on and as my husband slipped, I fell about 8-10 steps hitting my head several times, also got cuts, scrapes, and bruises on my back and legs. Fairly severe cuts on hands and forearm. When I returned home, I had to go to the emergency room that night also, having a series of chiropractic treatments for neck and back injuries. The pain increased as the day went on.</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:	
7) Persons having firsthand knowledge of incident:	
Witness (es) <u>JD</u>	Physician(s): <u>Mike Harvey</u>
Name: <u>John Merritt</u>	Name: <u>David Kutob</u>
Address: <u>904 Fortune</u> <u>Monroe, La, 71203</u>	Address:
Phone: <u>318-547-0539</u>	Phone:

Attachment A

8) Describe property damage or personal injury claimed:

Injuries to back, legs, arms, and hands.
Baggage damaged and torn as well.

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

Laurie Merritt
904 Fortune Dr
Monroe, La. 71203

10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.

Luggage - \$275.00
Emergency Room Visit - \$1,275.00
Chiropractic Visits for Back and Neck Injuries - \$1,125.00
Doctor thinks it will take a series of about 10 visits
mimed days of work - ~~2 days~~ 4 days \$450.00
Bandages = \$43.00

Dated: 7-16-13

Claimant:

Laurie Merritt

(Signature)

Notice to Claimant:

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

Return completed form to:

Tony Russell, Director, Corporate Services/Authority Clerk
Corporate Services Department
P.O. Box 82776
San Diego, CA 92138-2776

Mike Bishop - Wrote Report - Case Number - 13-2823
Harbor Police

Info from primary doctor and chiropractor to follow

RESOLUTION NO. 2013-0082

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY REJECTING THE CLAIM OF LAURIE
MERRITT

WHEREAS, On July 22, 2013, Laurie Merritt filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of falling on an escalator in Terminal Two at San Diego International Airport; and

WHEREAS, at its regular meeting on September 12, 2013, the Board considered the claim filed by Laurie Merritt and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Laurie Merritt; and

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

000062



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
10

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Reject the Claim of Marcela Safarik

Recommendation:

Adopt Resolution No. 2013-0083, rejecting the claim of Marcela Safarik.

Background/Justification:

On July 26, 2013, Marcela Safarik ("Safarik") filed a claim (Attachment A) with the Authority alleging that on May 15, 2013, she fell as she ascended an escalator in Terminal Two at San Diego International Airport. Safarik claims damages in the amount of \$200 related to the cost of her medical transport.

Safarik alleges in her claim that she fell while riding the escalator. Following the injury she was transported by ambulance to a local hospital for treatment. She claims that she did not have the option to say no.

Safarik's claim should be denied. An investigation into the incident revealed no dangerous condition nor was there notice of an unsafe or dangerous condition. According to a Harbor Police report taken at the time of the incident, the claimant stated that she fell over the smaller of two suitcases she carried with her up the escalator. The fall left her with deep lacerations that continued to bleed profusely. Responding paramedics recommended hospital treatment and claimant refused and signed a release form. Paramedics cleaned and dressed her wounds. An hour later, claimant again contacted Harbor Police for assistance as her wounds continued to bleed. Claimant was then transported for further treatment.

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

000063

Environmental Review:

A. CEQA: This Board action, as an administrative 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

SUZIE JOHNSON
PARALEGAL, GENERAL COUNSEL



Attachment A

SDCRAA

JUL 26 2013

Corporate Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
ACCIDENT OR DAMAGE CLAIM FORM

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

FOR AUTHORITY CLERK USE
ONLY

Document No.: CL-206

Filed: 7-26-13

1) Claimant Name: <u>MARCELA SAFARIK</u>	
2) Address to which correspondence regarding this claim should be sent: <u>1943 AZURE WAY</u> <u>ENCINITAS, CA 92024</u>	
Telephone No.: <u>(760) 942-2179</u>	Date:
3) Date and time of incident: <u>5-15-2013</u>	
4) Location of incident: <u>LINDBERGH FIELD (CA) TERMINAL 2 (BA)</u>	
5) Description of incident resulting in claim: <u>FALL DOWN OF ESCALATOR</u> <u>CUTS AND BRUISES ON LEGS (5:00 PM)</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:	
7) Persons having firsthand knowledge of incident:	
Witness (es) <u>S.D. AIRPORT SECURITY</u>	Physician(s): <u>NEATH, SEAN-XAVIER, M.D.</u>
Name:	Name:
Address: <u>TERMINAL 2</u>	Address: <u>HILLCREST EMERGENCY</u> <u>200 W. ARBOR DR., S.D., CA 92103</u>
Phone:	Phone: <u>619-543-6222</u>

Attachment A

8) Describe property damage or personal injury claimed:
I would never call (IN THIS CASE) 911 DID'T HAVE THE OPTION TO SAY (NO)
9) Owner and location of damaged property or name/address of person injured:
10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.
\$ 200. —

Dated: 7/24/2013

Claimant: *Marcelo Safarik*
(Signature)

Notice to Claimant:

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

Return completed form to:

Tony Russell, Director, Corporate Services/Authority Clerk
Corporate Services Department
P.O. Box 82776
San Diego, CA 92138-2776

RESOLUTION NO. 2013-0083

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY REJECTING THE CLAIM OF
MARCELA SAFARIK

WHEREAS, On July 26, 2013, Marcela Safarik filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of falling on an escalator in Terminal Two at San Diego International Airport; and

WHEREAS, at a special meeting on September 12, 2013, the Board considered the claim filed by Marcela Safarik and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Marcela Safarik; and

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

000067



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
11

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Reject the Claim of Joan Ward

Recommendation:

Adopt Resolution No. 2013-0084, rejecting the claim of Joan Ward.

Background/Justification:

On August 1, 2013, Joan Ward ("Ward") filed a claim (Attachment A) with the Authority alleging that throughout her employment with the San Diego County Regional Airport Authority ("Authority") she experienced emotional, mental and professional injuries. Ward claims damages in an unknown amount exceeding \$10,000.

Ward alleges in her claim that during the course of her employment with the Authority she was forced to work in an increasingly hostile work environment and was subjected to a continuing series of discriminatory and harassing actions as a result of her disability, including failure to provide reasonable accommodation for her disability (Gov. Code Section 12940(m)), and failure to adequately investigate and prevent harassment (Gov. Code Section 12940(k)). She further alleges that she suffered from retaliatory conduct after lodging complaints about the harassment and what she believed to be violations of state and/or federal rules about discrimination in the workplace (Gov. Code Section 12940(h)). The claim lacks specific examples of any of these allegations.

Ward's claim should be denied. An investigation into the events surrounding the claim revealed documentation that conflicts with and refutes the allegations therein.

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

000068

Environmental Review:

A. CEQA: This Board action, as an administrative 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

SUZIE JOHNSON
PARALEGAL, GENERAL COUNSEL

ATTACHMENT A



SDCRAA
 AUG 01 2013
 Corporate Services

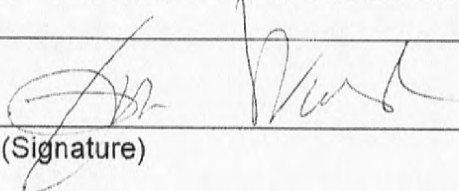
FOR AUTHORITY CLERK USE ONLY
Document No.: <u>CL-207</u>
Filed: <u>8-1-13</u>

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
 ACCIDENT OR DAMAGE CLAIM FORM

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

1) Claimant Name: <u>JOAN STARD</u>	
2) Address to which correspondence regarding this claim should be sent: <u>4496 HAMILTON ST</u> <u>SAN DIEGO CA 92116</u>	
Telephone No.: <u>(858) 829-5371</u>	Date: <u>7/30/13</u>
3) Date and time of incident: <u>Throughout my employment with SDCRAA</u>	
4) Location of incident: <u>workplace</u>	
5) Description of incident resulting in claim: <u>See Attachment 5.</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: <u>KATHY KIEFER,</u> <u>ELIZABETH STEWART, LYNN STACY, TERESA ALMARIO</u>	
7) Persons having firsthand knowledge of incident: <u>MANAGEMENT AND CO-WORKERS.</u>	
Witness (es)	Physician(s):
Name:	Name:
Address:	Address:
Phone:	Phone:

8) Describe property damage or personal injury claimed:
I have been injured emotionally, mentally and professionally.
9) Owner and location of damaged property or name/address of person injured: Joan Staco
4496 Hamlet St, San Diego CA 92116
10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.
Exceeds \$10,000.

Dated: 7/30/13 Claimant: 
 (Signature)

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

Return completed form to:
 Tony Russell, Director, Corporate Services/Authority Clerk
 Corporate Services Department
 P.O. Box 82776
 San Diego, CA 92138-2776

Attachment A

ATTACHMENT 5

During my employment with the San Diego Authority Airport Authority (hereinafter "Authority") I was forced to work in an increasingly hostile work environment and became subject to a continuing series of discriminatory and harassing actions as a result of my disability, including a failure to provide reasonable accommodations for my disability. I further suffered a continuing series of retaliatory conduct after I lodged complaints about (1) the workplace harassment and (2) what I believed to be violations of state and/or federal rules regarding discrimination in the workplace. The Authority failed to adequately investigate and prevent the harassment, discrimination and retaliation I suffered during my employment. Instead of taking adequate steps to investigate and remedy my complaints, the Authority retaliated against me. As a result of the intolerable working conditions I suffered emotionally and mentally and eventually was notified the Authority intended to terminate my employment based on unwarranted reprimands.

000072

RESOLUTION NO. 2013-0084

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY REJECTING THE CLAIM OF JOAN
WARD

WHEREAS, On August 1, 2013, Joan Ward filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of her employment with and termination from the San Diego County Regional Airport Authority; and

WHEREAS, at a special meeting on September 12, 2013, the Board considered the claim filed by Joan Ward and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Joan Ward; and

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

000073



Revised 9/10/13

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
12

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Reject the Claim of Kathy Curtis

Recommendation:

Adopt Resolution No. 2013-0085, rejecting the claim of Kathy Curtis.

Background/Justification:

On August 16, 2013, Kathy Curtis ("Curtis") filed a claim (Attachment A) with the Authority alleging that she suffered a broken humerus when she tripped and fell in Terminal Two at San Diego International Airport. Curtis claims damages in an unknown amount to cover her ongoing medical treatment.

Curtis alleges in her claim that after viewing a large scale model of San Diego International Airport on display in Terminal Two, she stood outside the viewing area and tripped over a bright orange traffic cone when she stepped back to allow her grandson to pass in front of her. The traffic cone was placed there as an obvious warning to prevent trips and falls over the electrical plug providing power to the lights on the scale model.

Curtis' claim should be denied. An investigation into the events surrounding the claim revealed no dangerous condition, nor was there any notice of an unsafe or dangerous condition.

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, as an administrative 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

SUZIE JOHNSON
PARALEGAL, GENERAL COUNSEL

Attachment A

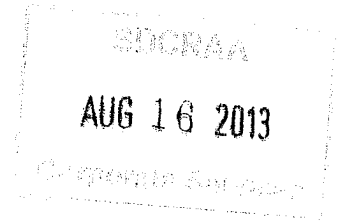
San Diego County Regional Airport Authority

Document No. CL-209

Filed 8-16-13

August 5, 2013

Kathy M Curtis
31562 Amsterdam Rd
Winchester CA 92596
951-223-3003



Airport Operations Supervisor

Dear Mr. Chewiewie,

I am writing to you regarding a fall that took place at the airport on July 9th at approximately 7:00pm. The result of my fall is broken humerus.

I realize that there was a cone placed near the lighted display of the airport to cover an electrical outlet so no one would trip. As my grandchildren and I were looking at the display we moved around it from the inside aisle side to the one end and then to the side where we were facing the aisle. My grandson passed in front of me so I stepped back to let him by and that is when I tripped over the cone. (Hopefully it was caught on surveillance tape) Because it had no give I was not able to catch my footing and down I went. (Perhaps if it wasn't taped down I would have had more of a chance to gain my balance). I've enclosed my accident report for you which include photos of that area. As you can see there is about a foot between the cone and the stanchion. It is also a short cone and to tell the truth, neither myself nor my two grandchildren saw the cone as we were busy walking around and looking at the display.

I would like to suggest that you move your stanchions to include the cone over the electrical outlet so no one else gets hurt.

I don't know if the airport has any 'No fault' coverage but It would be nice to have some help as the medical bills come in. I am on Medicare and we are on a fixed income. I am in the care of Corona-Temecula Orthopedic Associates and won't know final bills for a while.

Again, I just wanted you to hear my side of the accident and to see the report (which you may already have seen). I went to the emergency room at Sharp Coronado where they x-rayed and treated me for the broken humerus.

Sincerely,


Kathleen Curtis

Attachment A



San Diego Harbor Police Crime/Incident Report

CAD Event No.: 071213-138

Case No. 201302958

Primary Victim: CURTIS, KATHLEEN
MIDDLETON

Report No. 201302958.1

1

Page 1 of 3

GENERAL CASE INFORMATION

Primary Charge: 981000 - ZZ - MISCELLANEOUS INCIDENTS			
Special Studies: IR/AP - Sick/Injury-Airport		Related Cases:	
Location, City, State, ZIP: 3665 N. Harbor Dr., San Diego, CA 92101		Occurred On: 07/12/2013 19:35:00 (Friday)	
Jurisdiction: Terminal 1 - Terminal 1	Beat: 710	Call Source: Unknown	(and Between):
Means:	Motives:		

VICTIM/S

Victim #1

Person Code:	<input type="checkbox"/> Secured Premise	<input type="checkbox"/> Discovered Crime	<input checked="" type="checkbox"/> Reporting Party	<input type="checkbox"/> Law Enforcement Officer
Name:	CURTIS, KATHLEEN MIDDLETON			Victim Type: I - Individual
				Interpreter Language:

ALIAS / AKA / NICKNAME / MONIKER:

Name Type:	First:	Middle:	Last:	Suffix:
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Victim Of:				County Residence:	
981000 - ZZ - MISCELLANEOUS INCIDENTS				N - Nonresident	
Home Address, City, State, ZIP: 31562 Amsterdam Rd., Winchester, CA 92596			Res. Country:	Place of Birth:	
				No	
Race: W	Sex: F	Date of Birth / Age: 07/29/1947 - 65	Height:	Weight:	Hair Color:
					Eye Color:
					Facial Hair:
					Complexion:
Employment Status:	Occupation/Grade:	Employer/School:		Employer Address, City, State, ZIP:	

CONTACT INFORMATION:

Type: HP - Home Phone	Number/Address: 951 223-3003
Type: MP - Mobile Phone	Number/Address: 951 234-4491

IDENTIFICATION:

Type: DLN - Drivers License Number	Number: E3162237	State: CA	Country: US
Attire: WHITE SHORTS, BLUE SWEATER TOP, OPEN TOESANDALS 1/2 INCH HEEL	Injury:	Extent of Treatment:	Violent Crime Circumstances:
LAW ENFORCEMENT OFFICER KILLED OR ASSAULTED INFORMATION		Type:	Type Activity:
		Type Assignment:	

IBR/UCR OFFENSE/S

Offense Description: 981000 - ZZ - MISCELLANEOUS INCIDENTS	Level:	Against:	Completed? Yes	Counts	Using:
Location Type: 01 - Air/Bus/Train Terminal	Hate/Bias: 88 - None (No Bias)			Domestic Violence: No	
Criminal Activity:	Type Security:	Gang Related: No	Entry:	Point of Entry:	
Weapons/Force:	Tools:	Targets:			

ARRESTEE/S

SUSPECT/S (Not Yet Arrested)


WITNESSES

Witness #1

Person Code:	<input type="checkbox"/> Secured Premise	<input type="checkbox"/> Discovered Crime	<input type="checkbox"/> Reporting Party	<input type="checkbox"/> Law Enforcement Officer
Witness Type Code:	<input type="checkbox"/> 01-Arresting Officer	<input checked="" type="checkbox"/> 06-Other Lay Witness	<input type="checkbox"/> 07-Narc Chemist	<input type="checkbox"/> 12-Other Expert
		<input type="checkbox"/> 13-Investigator	<input type="checkbox"/> 14-Other	
Name: SAVAGE, SHELBY	Person Code: 06 - Other Lay Witness	County Residence: N - Nonresident		

Reporting Officer: HB2832 - Markley, Cynthia	Division / Organization: Harbor Police Patrol	Reviewed By: HB3314 - Brick, Donald
Report Date: 7/12/2013 9:56:21 PM	Detective Assigned:	Reviewed Date: 07/12/2013 22:45:35

Attachment A

	San Diego Harbor Police Crime/Incident Report	
	CAD Event No.: 071213-138	Case No. 201302958
Primary Victim: CURTIS, KATHLEEN MIDDLETON	Report No. 201302958.1	2 Page 2 of 3

Name Type:		First:		Middle:		Last:		Suffix:	
Home Address, City, State, ZIP: 31562 Amsterdam Rd, Winchester, CA 92596				Res. Country: US		Place of Birth:		Undocumented: No	
Race: W	Sex: F	Date of Birth / Age: 05/02/2000 - 13	Height:	Weight:	Hair Color:	Eye Color:	Facial Hair:	Complexion:	
Employment Status:		Occupation/Grade:		Employer/School:		Employer Address, City, State, ZIP:			
CONTACT INFORMATION:									
Type: HP - Home Phone				Number/Address: 951 223-3003					
IDENTIFICATION:									
Type:			Number:			State:		Country:	
Injury: N - None				Extent of Treatment: 01 - None					
OTHER ENTITIES									
PROPERTY									
REPORT NARRATIVE									

I RECEIVED A RADIO CALL OF AN INJURED FEMALE AT THE TRAVELERS AID DESK TERMINAL-ONE. UPON MY ARRIVAL I CONTACTED THE INJURED FEMALE WHO WAS IDENTIFIED AS KATHLEEN MIDDLETON CURTIS BY HER CALIFORNIA DRIVERS LICENSE.

CURTIS WAS SURROUNDED BY HER DAUGHTER, GRANDDAUGHTER AND GRANDSON. CURTI WAS HOLDING HER LEFT ARM UP AGAINST HER STOMACH. CURTIS STATED THAT SHE WAS II TERMINAL TWO WAITING FOR HER DAUGHTER TO ARRIVE ON A FLIGHT WHEN SHE TRIPPED OVER A CONE AND FELL BACK ONTO HER ARM AND SHOULDER. CURTIS SAID AS SHE FELL SHE PUT HER HAND OUT TO BRACE HER FALL.

PRIOR TO THE FALL CURTIS SAID SHE WAS LOOKING AT A DISPLAY CASE THAT HOUSES A MODEL OF THE AIRPORT. CURTIS SAID WHEN SHE WAS DONE SHE TRIPPED OVER AN ORANGE CONE THAT WAS ON THE GROUND NEAR THE DISPLAY CASE.

I SPOKE WITH CURTIS GRANDDAUGHTER, SHELBY SAVAGE, AS SHE WITNESSED THE FALL. SAVAGE STATED THAT SHE AND HER GRANDMOTHER WERE LOOKING AT THE DISPLAY OF THE AIRPORT, NEAR THE AIRPLANE THAT IS HANGING FROM THE CEILING IN TERMINAL TWO SAVAGE SAID HER GRANDMOTHER STEPPED BACK AND TRIPPED OVER A CONE THAT WAS TAPED TO THE GROUND WITH RED TAPE. SAVAGE SAID HER GRANDMOTHER PUT HER LEFT ARM OUT TO BRACE HER FALL.

PARAMEDICS RESPONDED AND EVALUATED CURTIS GIVING HER A SLING TO MOBILIZE HER ARM IN PLACE. CURTIS REFUSED TRANSPORTATION TO A LOCAL HOSPITAL, AS HER DAUGHTER WAS DRIVING HER TO THE HOSPITAL.

AIRPORT OPERATIONS SUPERVISOR MARK CHEWIEWIE RESPONDED TO THE LOCATION OF THE FALL. HE PHOTOGRAPHED THE AREA AND THE CONE CURTIS TRIPPED OVER. HE

Reporting Officer HB2832 - Markley, Cynthia	Division / Organization Harbor Police Patrol	Reviewed By HB3314 - Brick, Donald
Report Date 7/12/2013 9:56:21 PM	Detective Assigned	Reviewed Date 07/12/2013 22:45:35

Attachment A



**San Diego Harbor Police
Crime/Incident Report**

CAD Event No.: 071213-138

Case No. 201302958

Primary Victim: CURTIS, KATHLEEN
MIDDLETON

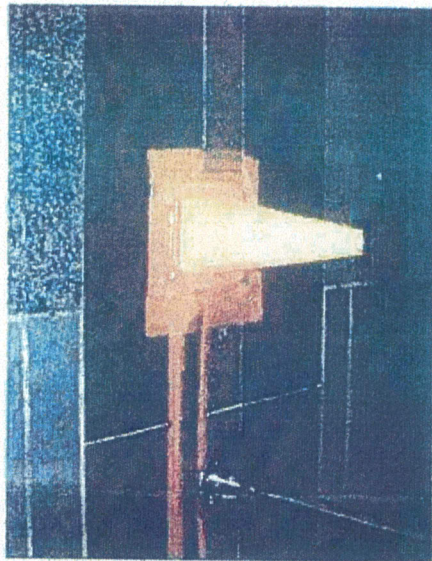
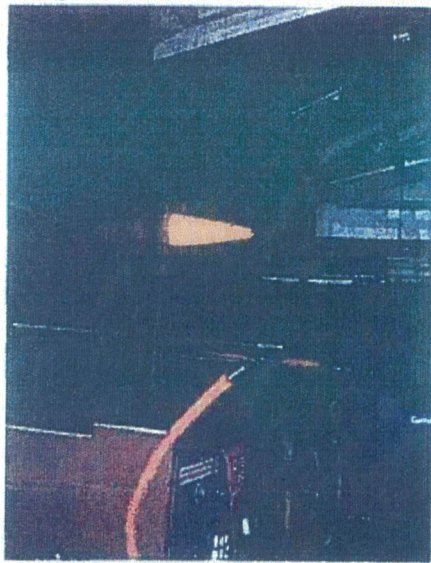
Report No. 201302958.1

3

Page 3 of 3

ADDED THAT THE CONE WAS PLACED THERE TO PROTECT PEOPLE FROM TRIPPING OVER THE POWER OUTLET, AS IT SUPPLIES POWER TO THE LIGHTED DISPLAY CASE. HE ADDED THAT THE CONE IS SECURED TO THE GROUND WITH TAPE. OFFICER HELMAN ALSO PHOTOGRAPHED THE AREA, BOTH REPORTED NO SPILLS OR LIQUIDS ON THE GROUND.

Reporting Officer HB2832 - Markley, Cynthia	Division / Organization Harbor Police Patrol	Reviewed By HB3314 - Brick, Donald
Report Date 7/12/2013 9:56:21 PM	Detective Assigned	Reviewed Date 07/12/2013 22:45:35



RESOLUTION NO. 2013-0085

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY REJECTING THE CLAIM OF KATHY
CURTIS

WHEREAS, On August 16, 2013, Kathy Curtis filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of tripping over a neon orange safety cone in Terminal Two at San Diego International Airport; and

WHEREAS, at its regular meeting on September 12, 2013, the Board considered the claim filed by Kathy Curtis and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Kathy Curtis; and

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Board Communication

Date: September 12, 2013
To: Board Members
Via: Thella F. Bowens, President/CEO
From: Vernon D. Evans, Vice President, Finance/Treasurer
Subject: Accept the Financial Statements for the Fiscal Years Ended
June 30, 2013 and 2012

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

San Diego County Regional Airport Authority



Review of the Unaudited Financial Statements for the Fiscal Years Ended June 30, 2013 and 2012

Presented by:

Vernon D. Evans, CPA

Vice President, Finance / Treasurer & CFO

Kathy Kiefer

Director, Accounting

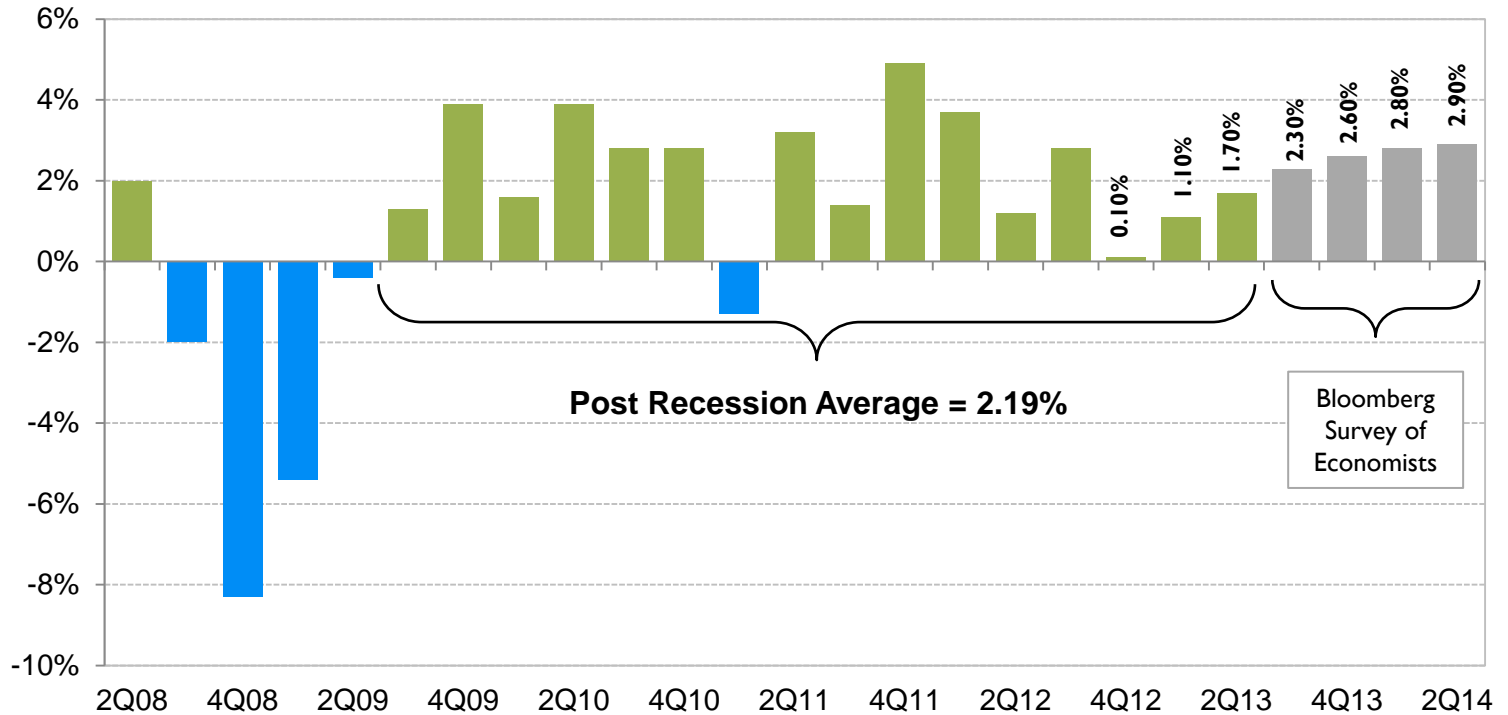
September 12, 2013



Second Quarter GDP Better Than expected

- The advance estimate of second quarter U.S. Gross Domestic Product (GDP) came in at 1.70%, which was better than expected. However, first quarter GDP was revised downward to 1.1% from 1.8% in the prior estimate. The GDP numbers suggest that the U.S. economy has largely weathered the effects of the payroll tax hike and the Federal budget cuts (sequester) that were imposed earlier this year. However, while economic growth is expected to increase in coming quarters, overall economic growth remains sluggish. GDP growth has averaged only 1.43% over the past 12 months, which is weak by historical standards.

U.S. Gross Domestic Product
Second Quarter 2008– Second Quarter 2013





Initial Jobless Claims Fall

- For the week ending July 27th, seasonally adjusted initial claims for unemployment were down by 19,000 to 326,000, its lowest level in five years.
- The 4-week moving average, which helps smooth out some of the weekly volatility, was down 4,500 to 341,250, its lowest level since May. Year-to-date, initial claims for unemployment have averaged under the 350,000 level, which is the level many economists think is needed to indicate strong job growth.

Initial Jobless Claims and 4-Week Moving Average
July 2008 – July 2013



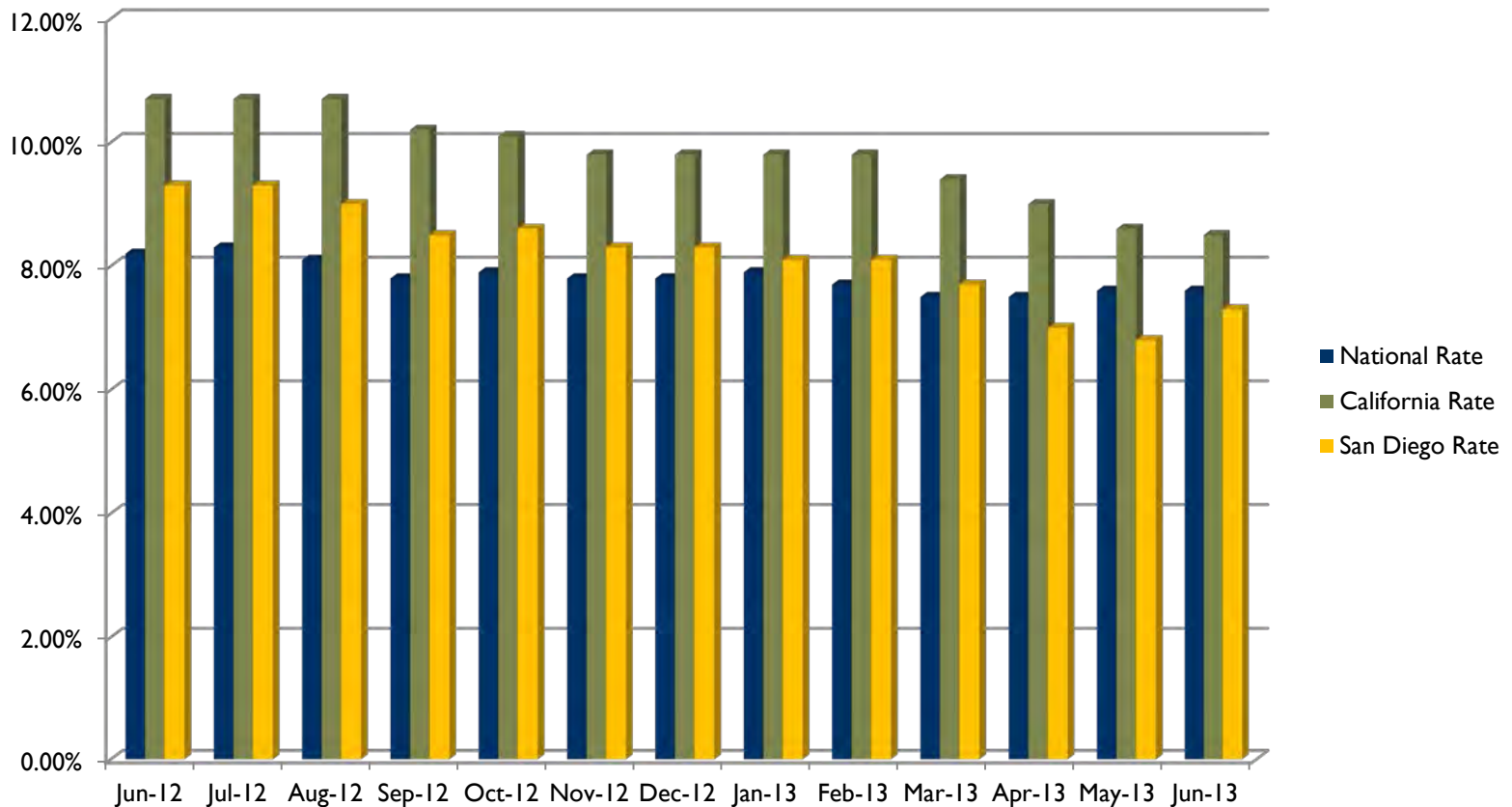


Unemployment Rate Edged Down



The Federal unemployment rate fell to 7.4% for the month of July 2013. The National U-6 rate decreased slightly to 14.0%. In California, the State unemployment rate was 8.5% in June, down 0.1 percentage point from May. Locally, San Diego's unemployment was 7.3% in June 2013, up from 6.8 percent in May 2013.

Unemployment Rates





Consumer Confidence Slips



- The Consumer Confidence Index fell to 80.3 in July from 82.1 in June. The decline was driven by a weakening in consumers economic and job expectations. Although down from the prior month, consumer confidence remains much improved from its levels over the past five years. The strong consumer confidence number should help economic growth in the coming months.

Consumer Confidence Index
July 2008 – July 2013





New Home Sales Surge Upward in June



- The recovery in the housing market continued in June. New home sales increased to a seasonally adjusted annualized rate of 497,000 units, which was up 8.3% from May and up 38.1% from the June 2012. New home sales are now at their highest level since May 2007. However, recent increases in mortgage rates could impact sales in coming months.

U.S. New Home Sales (MoM)

June 2003 – June 2013





Oil Prices Off Recent Highs



- Oil (WTI spot) closed at \$103.14 on July 30th. Oil prices, which had traded in a fairly tight range for most of the year, rose sharply in June and July on uncertainty in the middle east. Oil, which traded as low \$93.36 on June 4th, hit a high for the year of \$108 on July 19th. However, crude prices have declined in recent days on a slow down in China and continued strong crude oil supplies. Over the past 30 days, oil prices have averaged \$102.07, which is up \$7.06 compared to the prior 30 day average.

West Texas Intermediate Oil Price Per Barrel (WTI Spot)
July 1, 2008 – July 30, 2013





Jet Fuel Prices Off Recent Highs



- Jet fuel closed at \$2.90 on July 30th. Although down from its recent high, jet fuel prices have been pushed higher lately on rising crude oil prices. Over the past 30 days, jet fuel prices have averaged \$2.85, which is up \$0.10 compared to the prior 30 day average.

U.S. Gulf Coast Kerosene-Type Jet Fuel Spot Price FOB

July 1, 2008 – July 30, 2013



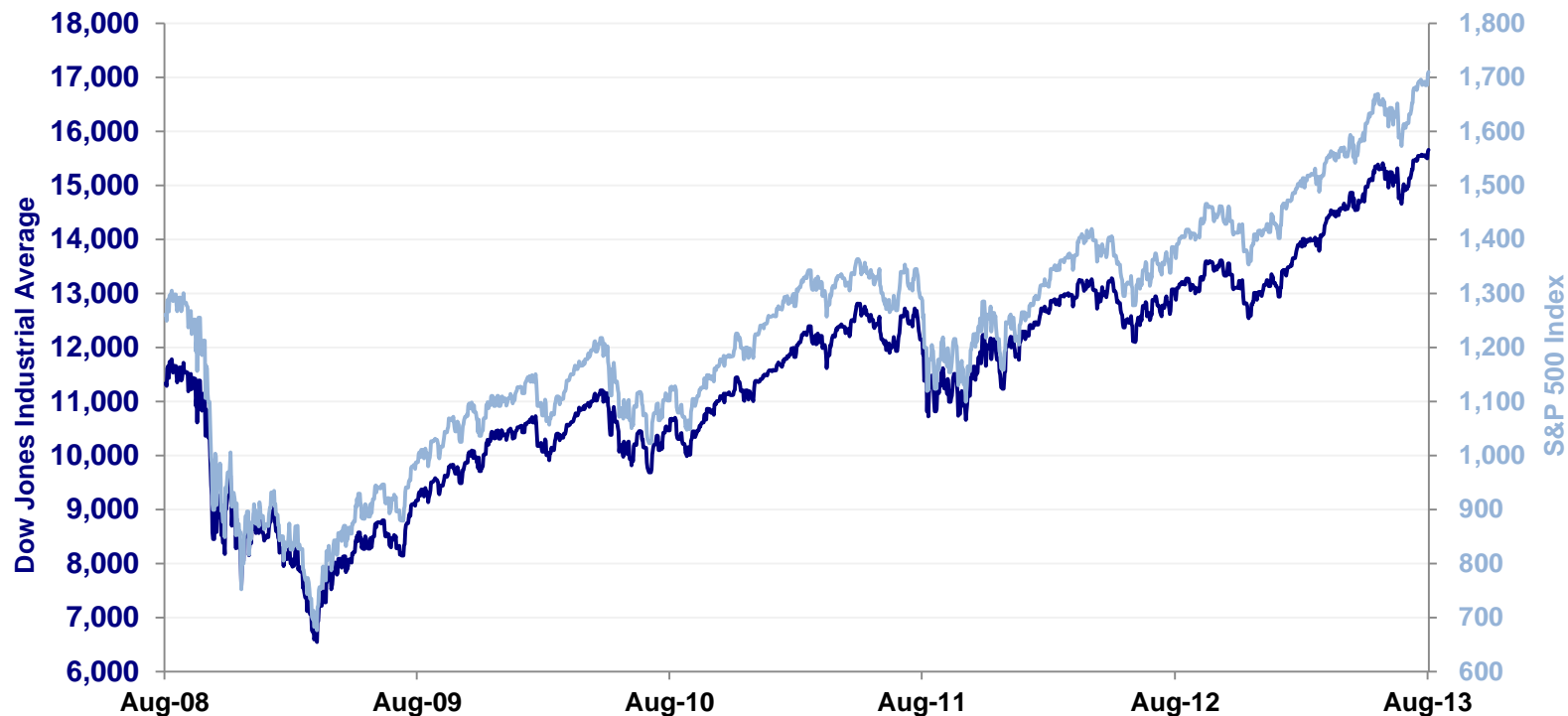


Equity Markets Hit New All-Time Highs

- The Dow Jones Industrial Average (DJIA) and S&P 500 indices both closed at new all-time highs on Friday, August 2nd on generally favorable economic news. Year-to-date, the DJIA is up 19.5% and the S&P 500 is up 19.9%.



Dow Jones Industrial Average (DJIA) and S&P 500 Indices
August 1, 2008 – August 2, 2013





Treasury Yields Rise On Changing Expectations



- Treasury yields, which had remained range bound for most of the past year, rose sharply in June and early July on the belief that the Federal Reserve would be ready to taper its quantitative easing program as soon as September of this year.
- The 5-year Treasury yield is now trading at its highest level since July 2011.

2- and 5-year U.S. Treasury Yields
August 1, 2008 – August 2, 2013

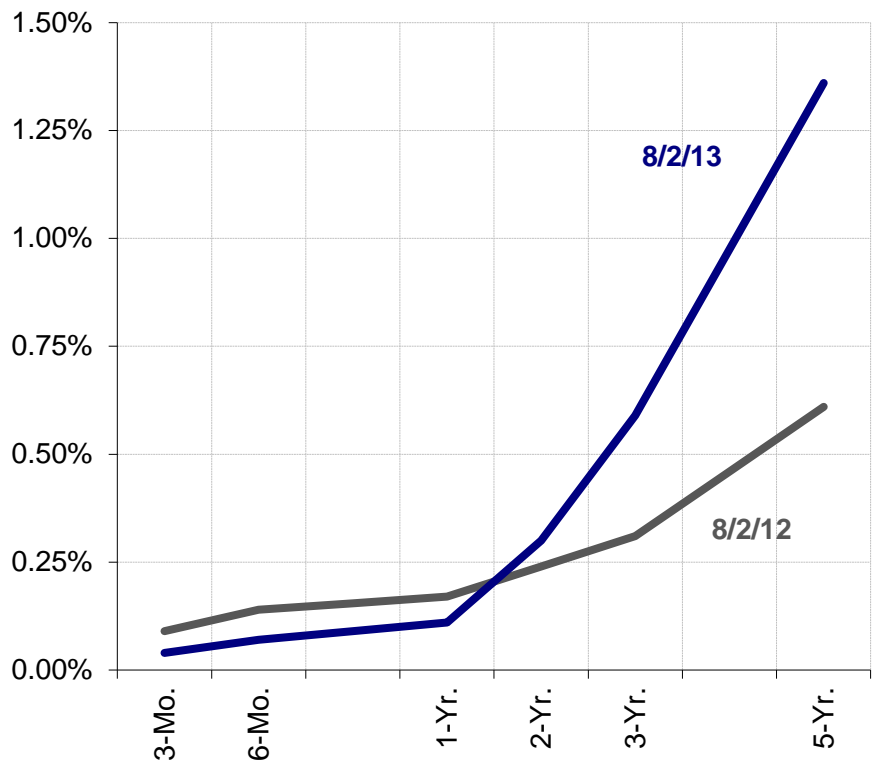




U.S. Treasury Yield Curve Steepens

- Although short-term rates remain low tied to the Fed Funds target rate policy, longer term yields have risen sharply recently on speculation that the Federal Reserve may be ready to taper its quantitative easing program later this year.

U.S. Treasury Yield Curve
August 2, 2012 versus August 2, 2013



	08/02/12	08/02/13	Change
3 Month	0.09%	0.04%	(0.05%)
6 Month	0.14%	0.07%	(0.07%)
1 year	0.17%	0.11%	(0.06%)
2 year	0.24%	0.30%	0.06%
3 year	0.31%	0.59%	0.28%
5 year	0.61%	1.36%	0.75%
10 year	1.51%	2.63%	1.12%
20 year	2.20%	3.39%	1.19%
30 year	2.55%	3.69%	1.14%

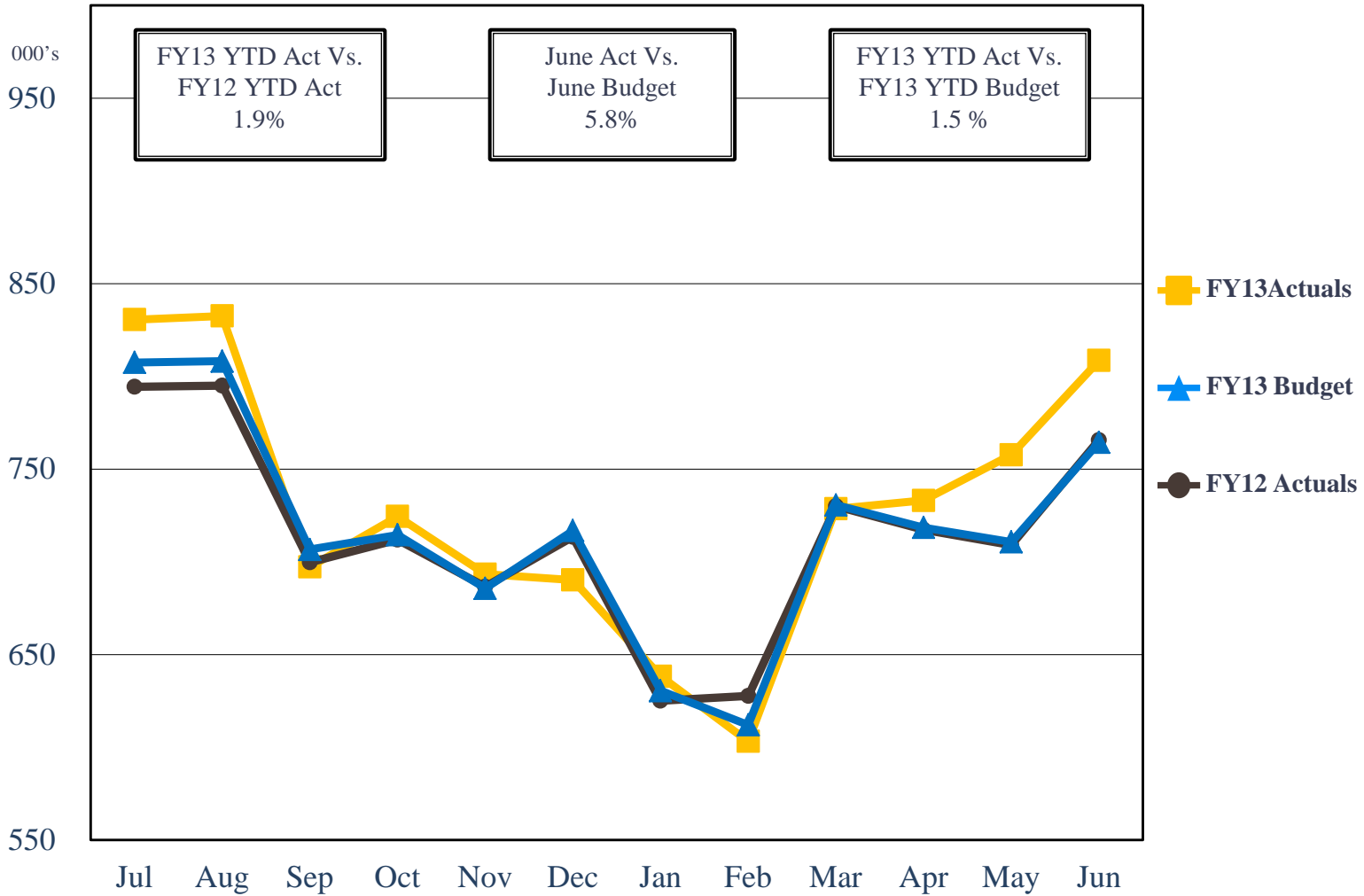
Source: U.S. Department

Unaudited Financial Statements
For the Fiscal Year Ended
June 30, 2013



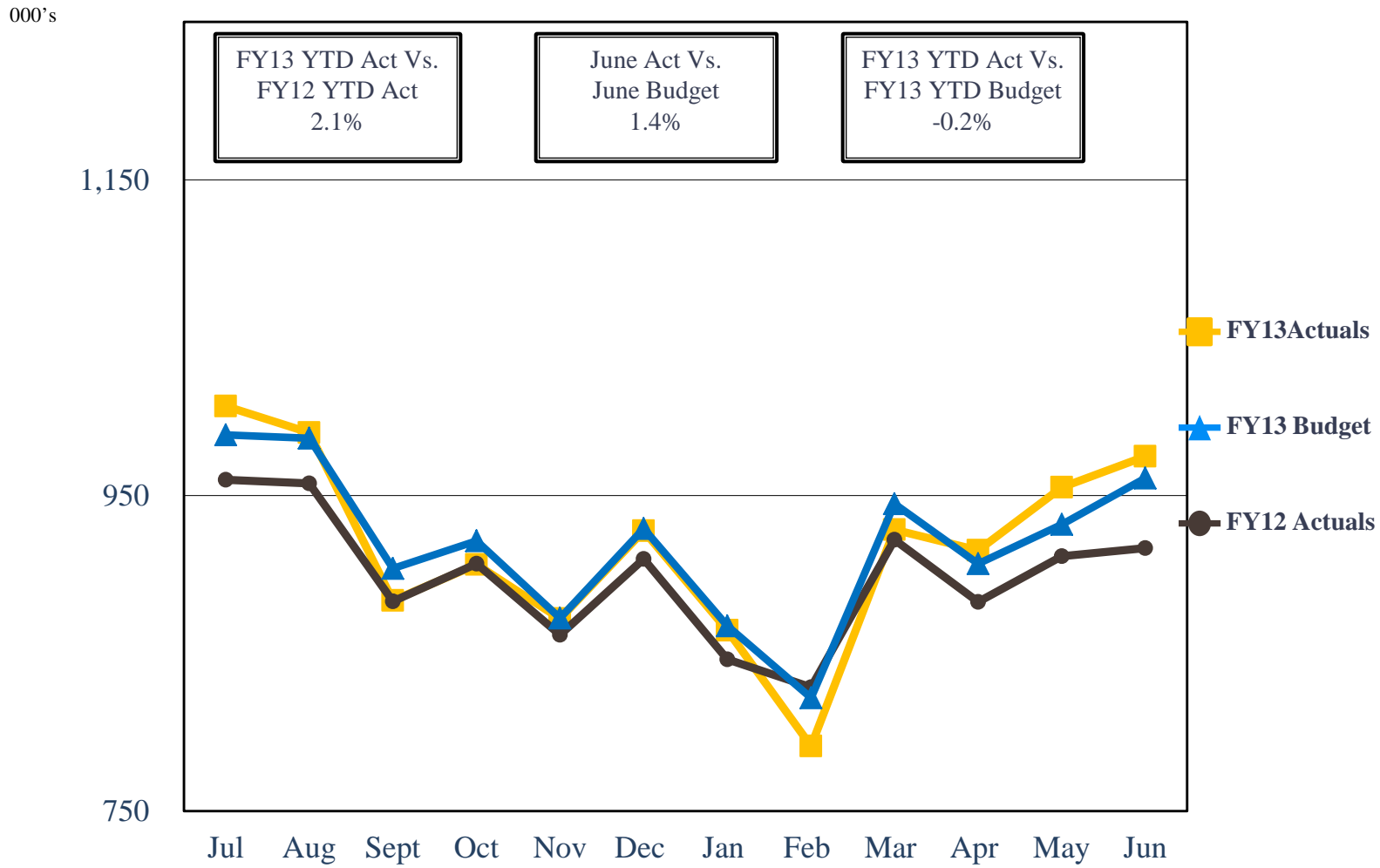


Enplanements



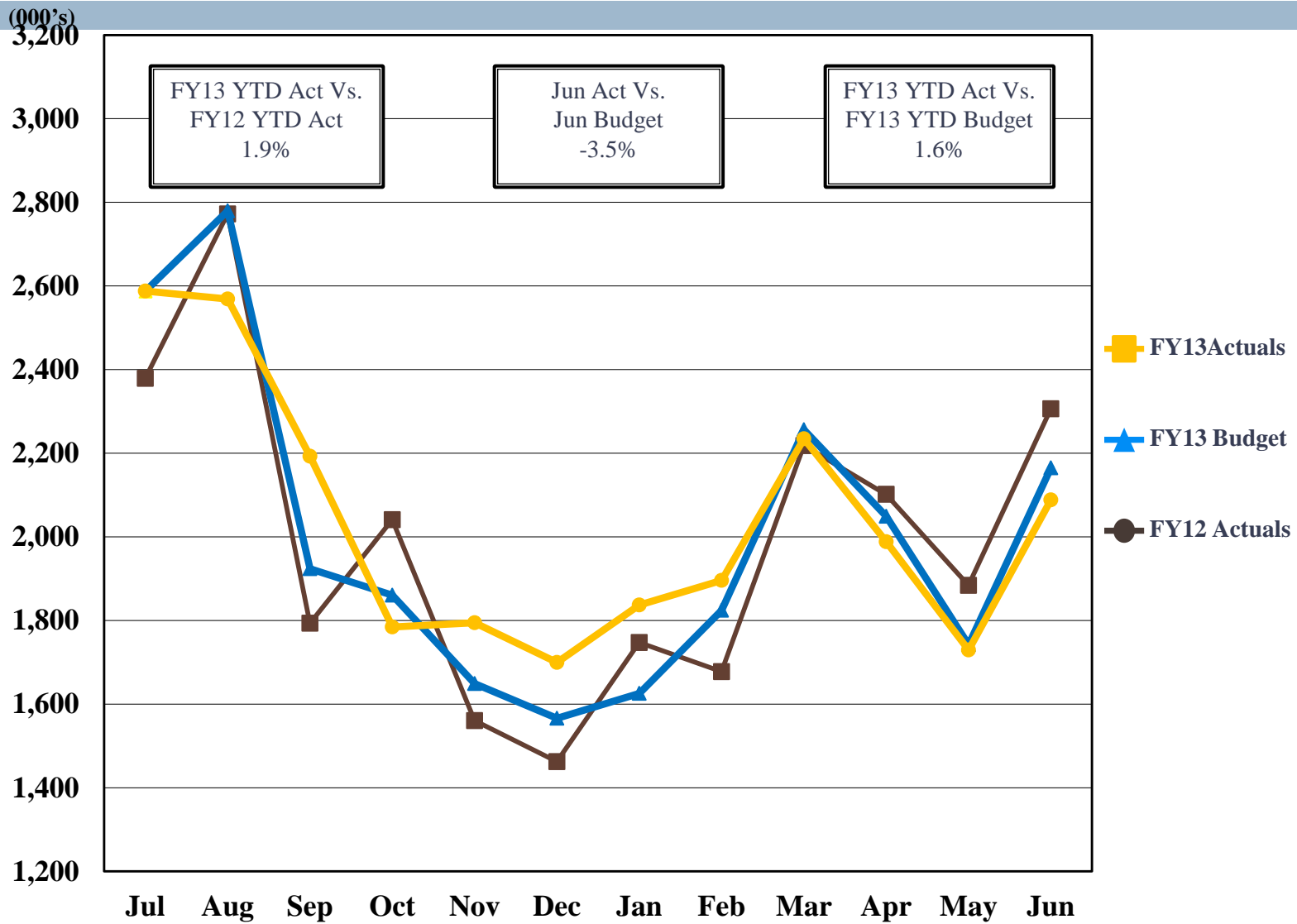


Gross Landing Weight Units (000 lbs)



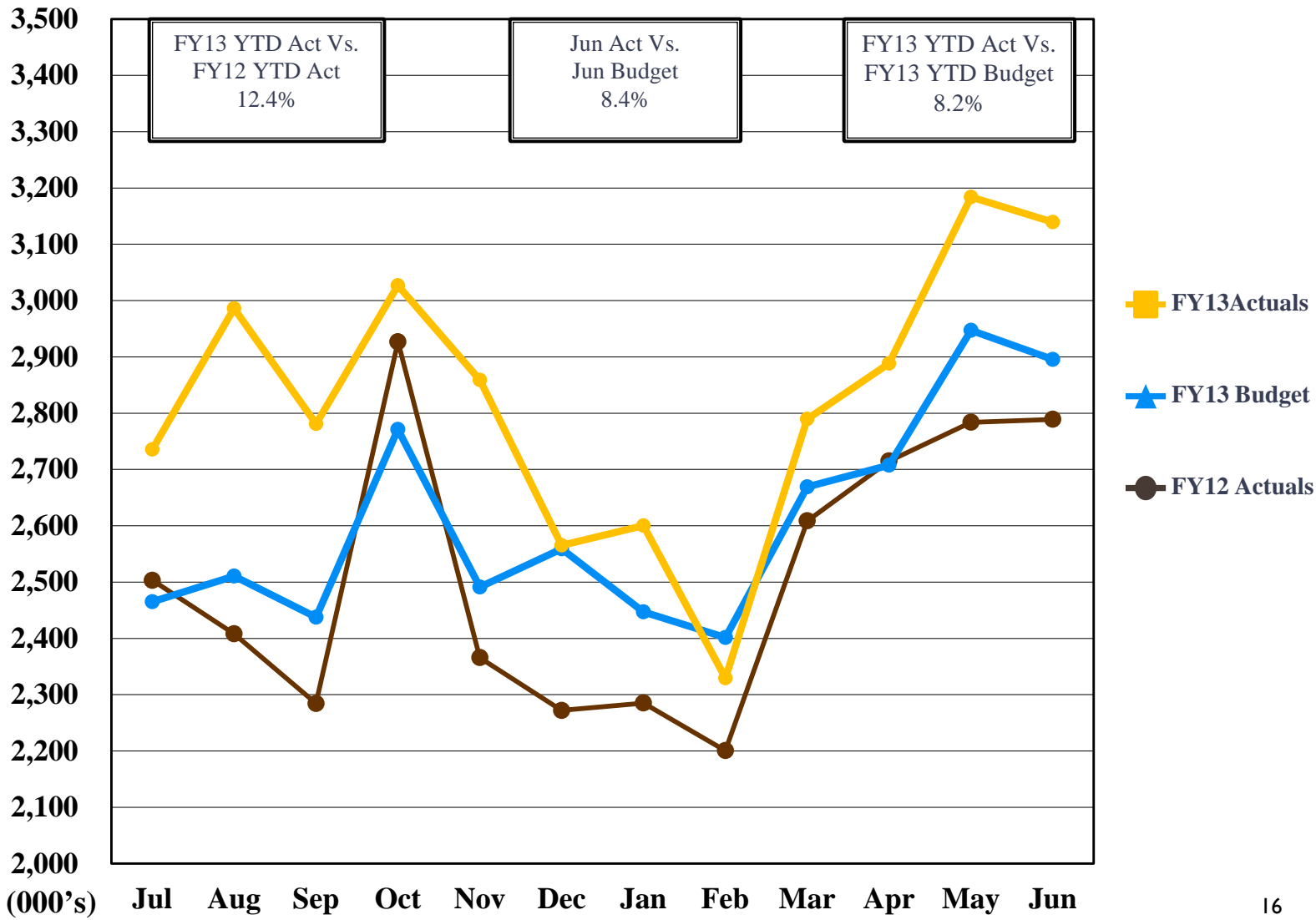


Car Rental License Fees





Parking Revenue

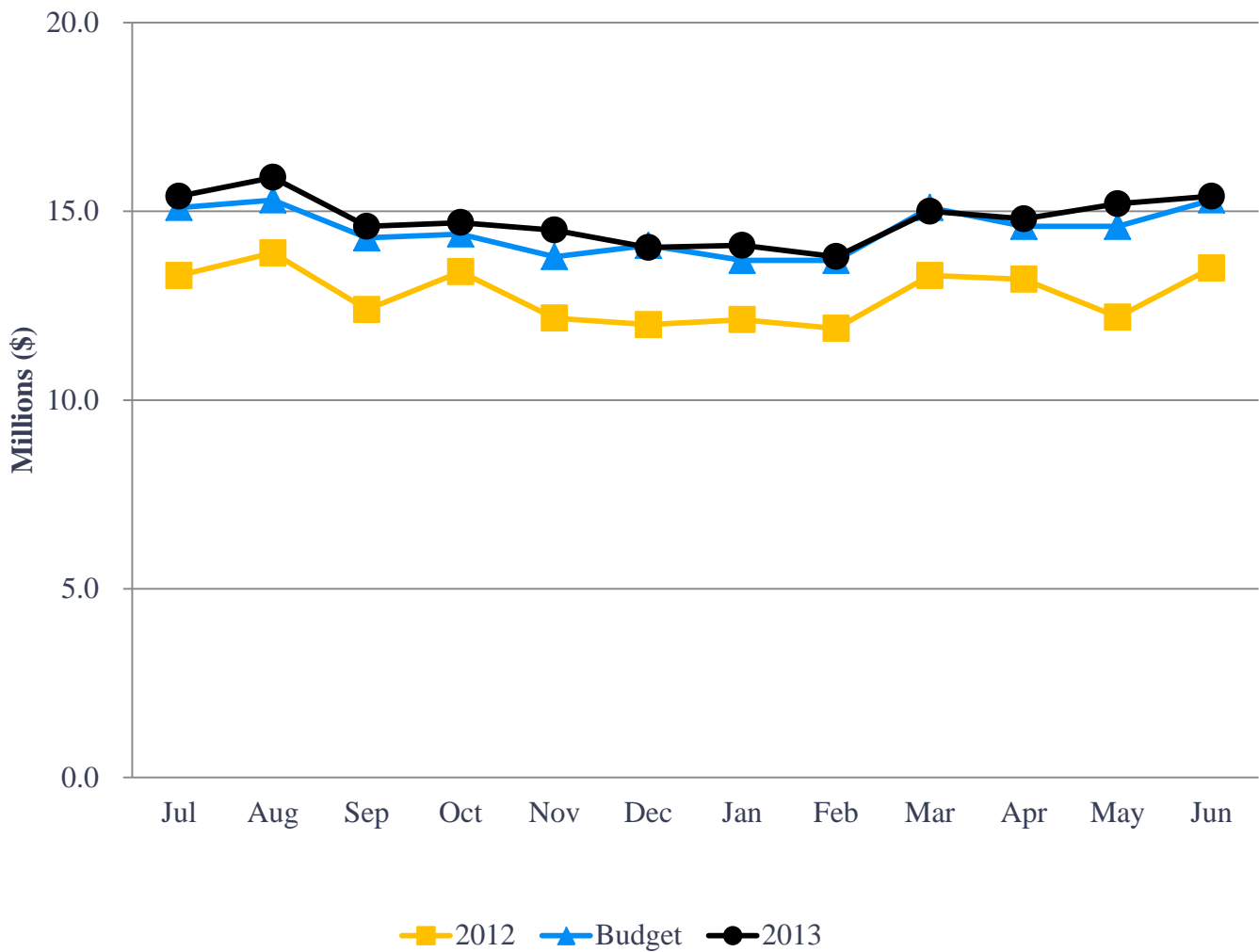


Revenues & Expenses (Unaudited)
For the Fiscal Years Ended
June 30, 2013 and 2012





Monthly Operating Revenue, FY 2013 (Unaudited)



Operating Revenues

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Aviation revenue:					
Landing fees	\$ 21,092	\$ 19,744	\$ (1,348)	(6)%	\$ 18,419
Aircraft parking fees	3,300	3,191	(109)	(3)%	3,135
Building rentals	43,357	41,789	(1,568)	(4)%	30,633
Security surcharge	20,629	23,333	2,704	13%	18,649
Other aviation revenue	1,584	1,591	7	-	1,595
Total aviation revenue	\$ 89,962	\$ 89,648	\$ (314)	-	\$ 72,431

Operating Revenues

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Terminal rent non-airline	\$ 960	\$ 972	\$ 12	1%	\$ 907
Concession revenue:					
Terminal concession revenue:					
Food and beverage	6,367	6,575	208	3%	6,404
Retail	3,265	3,258	(7)	-	4,042
Space storage	300	395	95	32%	-
Cost recovery	1,064	946	(118)	(11)%	-
Other (Primarily advertising)	3,033	2,977	(56)	(2)%	2,860
Total terminal concession revenue	14,029	14,151	122	1%	13,306
Car rental and license fee revenue:					
Rental car license fees	24,028	24,401	373	2%	23,943
License fees-other	2,860	3,488	628	22%	3,179
Total rental car and license fees	26,888	27,889	1,001	4%	27,122
Total concession revenue	\$ 40,917	\$ 42,040	\$ 1,123	3%	\$ 40,428



Operating Revenues

for the Fiscal Years Ended June 30, 2013 and 2012

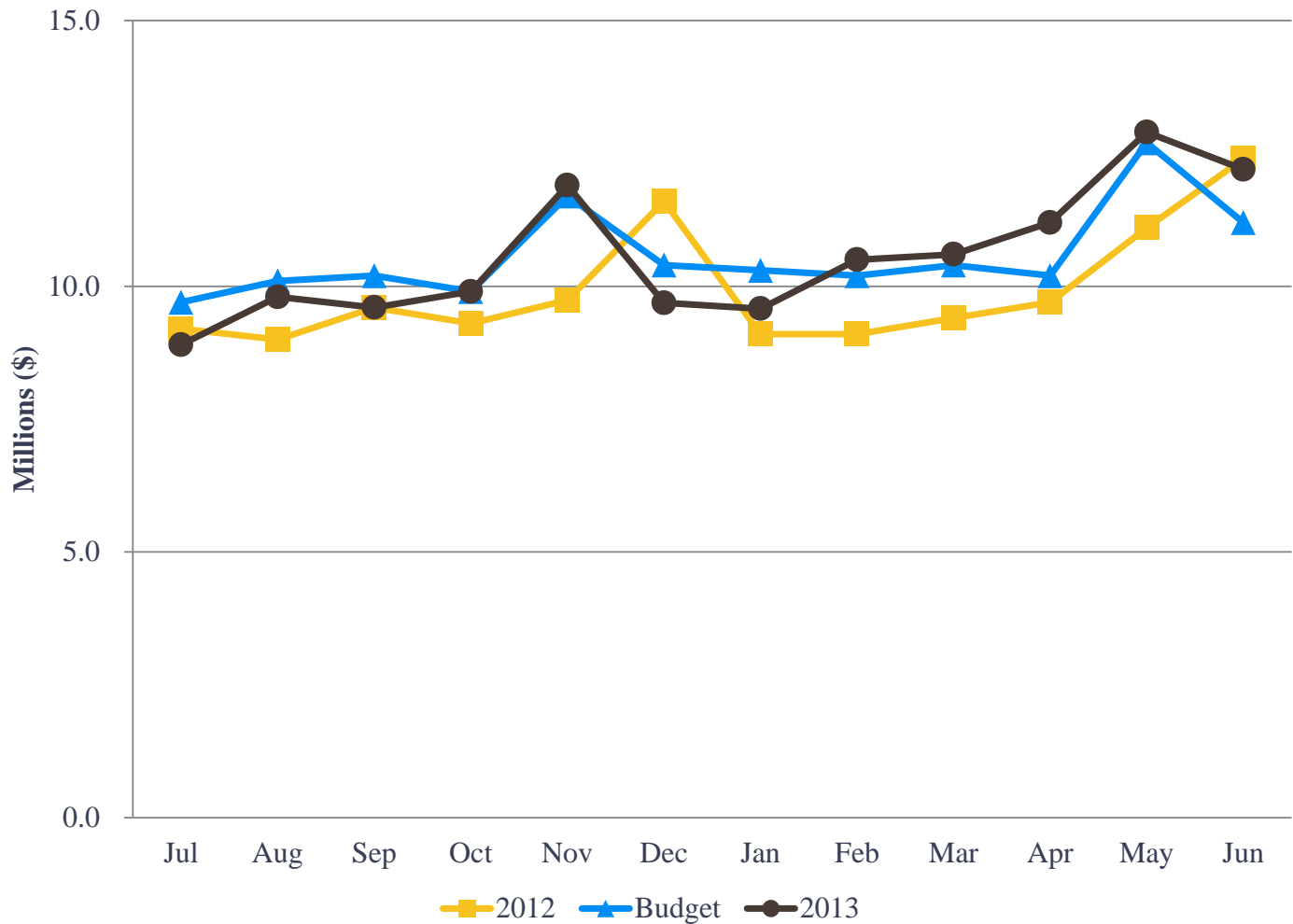
(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Parking revenue:					
Short-term parking revenue	\$ 15,997	\$ 18,314	\$ 2,317	14%	\$ 11,550
Long-term parking revenue	15,305	15,569	264	2%	18,592
Total parking revenue	31,302	33,883	2,581	8%	30,142
Ground transportation permits and citations	2,200	1,867	(333)	(15)%	1,328
Ground rentals	7,975	8,190	215	3%	7,136
Grant reimbursements	219	189	(30)	(14)%	301
Other operating revenue	553	716	163	29%	878
Subtotal	42,249	44,845	2,596	6%	39,785
Total operating revenues	\$ 174,088	\$ 177,505	\$ 3,417	2%	\$ 153,551



Monthly Operating Expenses, FY 2013 (Unaudited)





Operating Expenses

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Operating expenses:					
Salaries and benefits	\$ 39,415	\$ 38,155	\$ 1,260	3%	\$ 37,237
Contractual services	29,365	29,259	106	-	26,906
Safety and security	22,408	23,994	(1,586)	(7)%	22,625
Space rental	11,416	10,897	519	5%	11,415
Utilities	7,753	6,651	1,102	14%	6,674
Maintenance	8,235	11,204	(2,969)	(36)%	8,497
Equipment and systems	459	469	(10)	(2)%	403
Materials and supplies	350	405	(55)	(16)%	304
Insurance	872	795	77	9%	764
Employee development and support	1,186	1,236	(50)	(4)%	916
Business development	3,585	2,385	1,200	33%	2,093
Equipment rental and repairs	2,262	1,317	945	42%	1,335
Total operating expenses	\$ 127,306	\$ 126,767	\$ 539	-	\$ 119,169

Financial Summary

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Total operating revenues	\$ 174,088	\$ 177,505	\$ 3,417	2%	\$ 153,551
Total operating expenses	127,306	126,767	539	-	119,169
Income from operations	46,782	50,738	3,956	8%	34,382
Depreciation	45,133	44,389	744	2%	45,590
Operating income (loss)	\$ 1,649	\$ 6,349	\$ 4,700	285%	\$ (11,208)

Nonoperating Revenues & Expenses

for the Fiscal Years Ended June 30, 2013 and 2012

(Unaudited)



(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Nonoperating revenues (expenses):					
Passenger facility charges	\$ 33,625	\$ 35,437	\$ 1,812	5%	\$ 34,639
Customer facility charges (Rental Car Center)	16,423	19,117	2,694	16%	11,487
Quieter Home Program, net	(3,108)	(560)	2,548	82%	(3,604)
Interest income	5,204	4,568	(636)	(12)%	5,492
BAB interest rebate	4,996	4,779	(217)	(4)%	4,996
Interest expense bonds and commercial paper	(42,876)	(40,414)	2,462	6%	(33,737)
Interest expense centralized receiving building purchase agreement	-	(427)	(427)	-	-
Amortization of bond and commercial paper fees	(355)	(283)	72	20%	(263)
2005 Bond defeasance	-	(1,777)	(1,777)	-	-
Capitalized interest expense from bonds and commercial paper	-	18,100	18,100	-	31,630
Bond amortization	1,002	2,320	1,318	132%	1,057
Other nonoperating revenue (expenses)	(21)	(4,278)	(4,257)	-	(3,033)
Nonoperating revenue, net	14,890	36,582	21,692	146%	48,664
Income before grant contributions	16,539	42,931	26,392	160%	37,456
Capital grant contributions	14,302	16,072	1,770	12%	20,834
Net income	\$ 30,841	\$ 59,003	\$ 28,162	91%	\$ 58,290



Balance Sheets (Unaudited)



(In thousands)

June

Current assets:

Cash and investments		
Tenant lease receivable, net of allowance of 2013: (\$53,719) and 2012: (49,154)		
Grants receivable		
Notes receivable-current portion		
Prepaid expenses and other current assets		
Total current assets		

	2013	2012
	\$ 105,522	\$ 103,109
	8,038	6,551
	4,908	3,868
	1,447	1,581
	6,279	4,560
	126,194	119,669

Cash designated for capital projects and other

	\$ 9,566	\$ 9,063
--	----------	----------



Balance Sheets (Unaudited)



(In thousands)

June

2013

2012

Restricted assets:

Cash and investments:

Bonds reserve	\$ 52,007	\$ 47,829
Passenger facility charges and interest unapplied	53,858	74,370
Customer facility charges and interest applied*	41,335	30,863
Commercial paper reserve	18	3
SBD bond guarantee	4,000	2,000
Bond proceeds held by trustee	364,416	176,118
Commercial paper interest held by trustee	13	13
Passenger facility charges receivable	5,546	4,412
Customer facility charges receivable*	2,301	1,089
OCIP insurance reserve	5,381	6,059
Total restricted assets	\$ 528,875	\$ 342,756

*Rental Car Center



Balance Sheets (Unaudited)



(In thousands)

June

2013

2012

Noncurrent assets:

Capital assets:

Land and land improvements	\$ 65,426	\$ 24,487
Runways, roads and parking lots	526,062	269,535
Buildings and structures	713,578	461,499
Machinery and equipment	13,621	11,184
Vehicles	5,585	5,389
Office furniture and equipment	31,511	31,104
Works of art	2,284	2,676
Construction-in-progress	391,710	632,391
Total capital assets	1,749,777	1,438,265
Less: accumulated depreciation	(581,748)	(541,788)
Total capital assets, net	\$ 1,168,029	\$ 896,477



Balance Sheets (Unaudited)



(In thousands)

June

Other assets:

Notes receivable - long-term portion

Investments - long-term portion

Deferred costs - bonds (net)

Net pension asset

Security deposit

Total other assets

Total noncurrent assets

TOTAL ASSETS

	2013	2012
	\$ 39,887	\$ 41,334
	41,931	10,411
	6,664	4,656
	6,648	7,204
	616	501
	95,746	64,106
	1,263,775	960,583
	\$ 1,928,410	\$ 1,432,071



Balance Sheets (Unaudited)



(In thousands)

June

Current liabilities:

Accounts payable and accrued liabilities

	<u>2013</u>	<u>2012</u>
\$	94,609	\$ 92,441

Deposits and other current liabilities

	2,476	1,562
--	-------	-------

Total current liabilities

	<u>97,085</u>	<u>94,003</u>
--	---------------	---------------

Current liabilities - payable from restricted assets:

Current portion of long-term debt

	7,050	5,215
--	-------	-------

Accrued interest on bonds
and commercial paper

	23,636	16,844
--	--------	--------

Total liabilities payable from restricted assets

\$	<u>30,686</u>	\$ <u>22,059</u>
----	---------------	------------------



Balance Sheets (Unaudited)



(In thousands)

June

Long-term liabilities - other:

Commercial paper notes payable

Other long-term liabilities

Long-term debt - bonds net of amortized premium

Total long-term liabilities

Total liabilities

	<u>2013</u>	<u>2012</u>
Commercial paper notes payable	\$ 40,235	\$ 19,924
Other long-term liabilities	9,447	1,497
Long-term debt - bonds net of amortized premium	1,026,411	629,043
Total long-term liabilities	<u>1,076,093</u>	<u>650,464</u>
Total liabilities	<u>\$ 1,203,864</u>	<u>\$ 766,526</u>



Balance Sheets (Unaudited)



(In thousands)

June

Authority net assets:

Invested in capital assets, net of related debt

Other restricted

Unrestricted:

Designated

Undesignated

Total net assets

TOTAL LIABILITIES AND NET ASSETS

	<u>2013</u>	<u>2012</u>
\$ 457,261	\$ 457,261	\$ 413,140
171,837	171,837	174,658
Designated	16,214	16,267
Undesignated	79,234	61,480
Total net assets	<u>724,546</u>	<u>665,545</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,928,410</u></u>	<u><u>\$ 1,432,071</u></u>



Questions





SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Board Communication

Date: September 12, 2013
To: Board Members
Via: Thella F. Bowens, President/CEO
From: Vernon D. Evans, Vice President, Finance/Treasurer
Subject: Accept the Authority's Investment Report as of June 30, 2013

RECOMMENDATION: In absence of the July Finance Committee meeting the Investment Report was sent to the Board Members on August 1, 2013 via memo. Pursuant to our policy we ask that the Board accept the report.

San Diego County Regional Airport Authority

Investment Report
As of June 30, 2013



Presented by:
Vernon D. Evans, CPA
Vice President, Finance / Treasurer & CFO
Scott Brickner, CPA
Director, Financial Planning and Budget
September 12, 2013



This report is prepared for the San Diego County Regional Airport Authority (the "Authority") in accordance with California Government Code Section 53646, which states that "the treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency within 30 days following the end of the quarter covered by the report."

The investment report and investment portfolio are in compliance with California Government Code Section 53646 and the Authority's approved Investment Policy. All investment transactions made in the Authority's portfolio during this period were made on behalf of the Authority. Sufficient liquidity and anticipated revenue are available to meet expenditure requirements for the next six months.

A handwritten signature in black ink that reads "Vernon D. Evans".

Vernon D. Evans
Chief Financial Officer/Treasurer
San Diego County Regional Airport Authority



Total Portfolio Summary



	Current Period	Prior Period	Change From Prior
	June 30, 2013	March 31, 2013	
Book Value ⁽¹⁾	\$310,401,000	\$319,526,000	(\$9,125,000)
Market Value	\$309,941,000	\$319,862,000	(\$9,921,000)
Market Value%	99.89%	100.15%	(0.26%)
Unrealized Gain / (Loss)	(\$460,000)	\$336,000	(\$796,000)
Weighted Average Maturity (Days)	339 days	323 days	16
Weighted Average Yield as of Period End	0.46%	0.45%	0.01%
Cash Interest Received- Quarter-to-Date	\$200,000	\$365,000	(\$165,000)
Cash Interest Received-Year-to-Date	\$1,256,000	\$1,056,000	\$200,000
Accrued Interest	\$233,000	\$218,000	\$15,000

Notes:

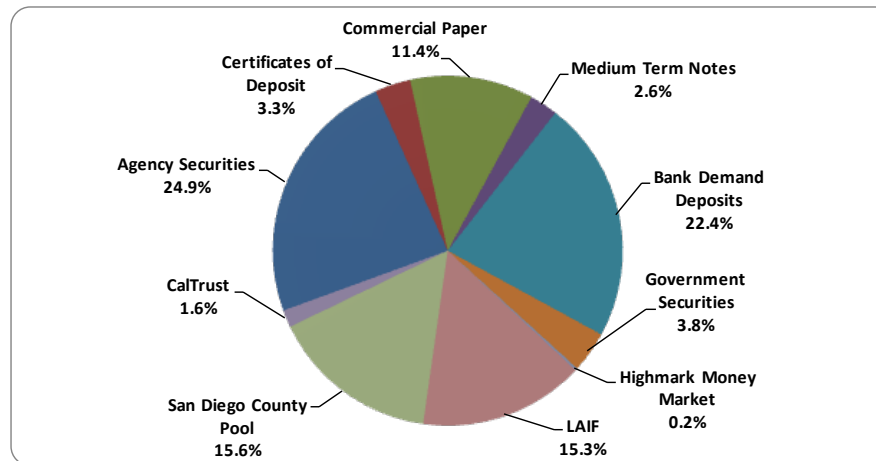
(1) Decrease in cash balance was predominantly due to capital disbursements exceeding capital receipts.



Portfolio Composition by Security Type



	June 30, 2013		March 31, 2013		Permitted by Policy
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio	
Agency Securities	\$ 74,053,000	23.8%	\$ 83,735,000	26.2%	100%
Certificates of Deposit	10,117,000	3.3%	10,117,000	3.2%	30%
Commercial Paper	35,485,000	11.4%	41,447,000	13.0%	25%
Medium Term Notes	8,126,000	2.6%	-	0.0%	15%
Bank Demand Deposits	69,062,000	22.4%	83,454,000	26.0%	100%
Government Securities	11,760,000	3.8%	5,005,000	1.6%	100%
Highmark Money Market	537,000	0.2%	271,000	0.1%	20%
LAIF	47,456,000	15.3%	47,438,000	14.8%	\$50 million ⁽¹⁾
San Diego County Pool	48,345,000	15.6%	48,395,000	15.1%	\$50 million ⁽²⁾
CalTrust	5,000,000	1.6%	-	0.0%	\$50 million ⁽³⁾
Total:	\$ 309,941,000	100.0%	\$ 319,862,000	100.0%	



Notes:

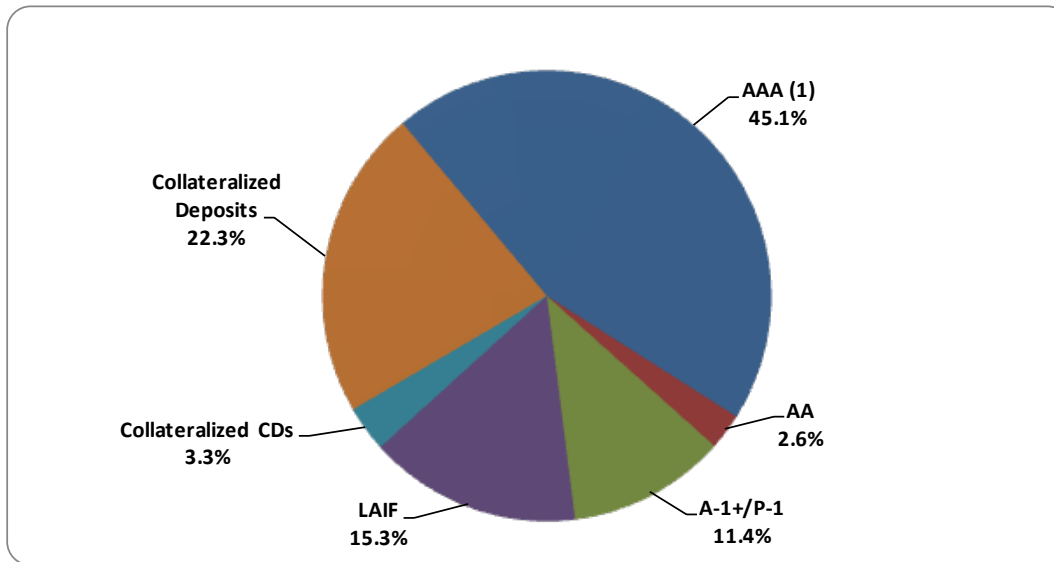
- 1.) The \$50 million limit on LAIF is a non-statutory LAIF internal limit. It does not apply to bond proceeds.
- 2.) The San Diego County Investment Pool mirrors the LAIF internal limit and does not apply to bond proceeds.
- 3.) The CalTrust mirrors the LAIF internal limit and does not apply to bond proceeds.



Portfolio Composition by Credit Rating



	June 30, 2013		March 31, 2013	
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio
AAA ⁽¹⁾	\$ 139,696,000	45.1%	\$ 137,407,000	42.9%
AA	\$ 8,126,000	2.6%	-	0.0%
A-1+/P-1	35,485,000	11.4%	41,447,000	13.0%
LAIF	47,456,000	15.3%	47,438,000	14.8%
Collateralized CDs	10,117,000	3.3%	10,117,000	3.2%
Collateralized Deposits	69,062,000	22.3%	83,453,000	26.1%
Total:	\$ 309,941,000	100.0%	\$ 319,862,000	100.0%



Notes:

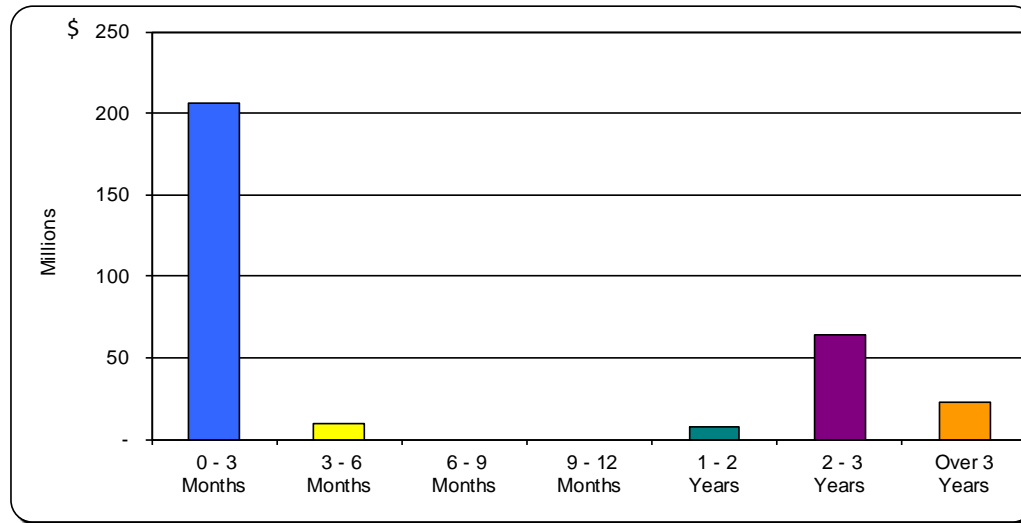
1.) Includes investments that have split ratings between S&P (AA+), Moodys (AAA) and Fitch (AAA)



Portfolio Composition by Maturity Distribution⁽¹⁾



	June 30, 2013		March 31, 2013	
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio
0 - 3 Months	\$ 206,012,000	66.6%	\$ 189,552,000	59.2%
3 - 6 Month	9,991,000	3.2%	31,594,000	9.9%
6 - 9 Months	-	0.0%	12,984,000	4.1%
9 - 12 Months	-	0.0%	-	0.0%
1 - 2 Years	7,497,000	2.4%	13,071,000	4.1%
2 - 3 Years	63,688,000	20.5%	31,559,000	9.9%
Over 3 Years	22,753,000	7.3%	41,102,000	12.8%
Total:	\$ 309,941,000	100.0%	\$ 319,862,000	100.0%

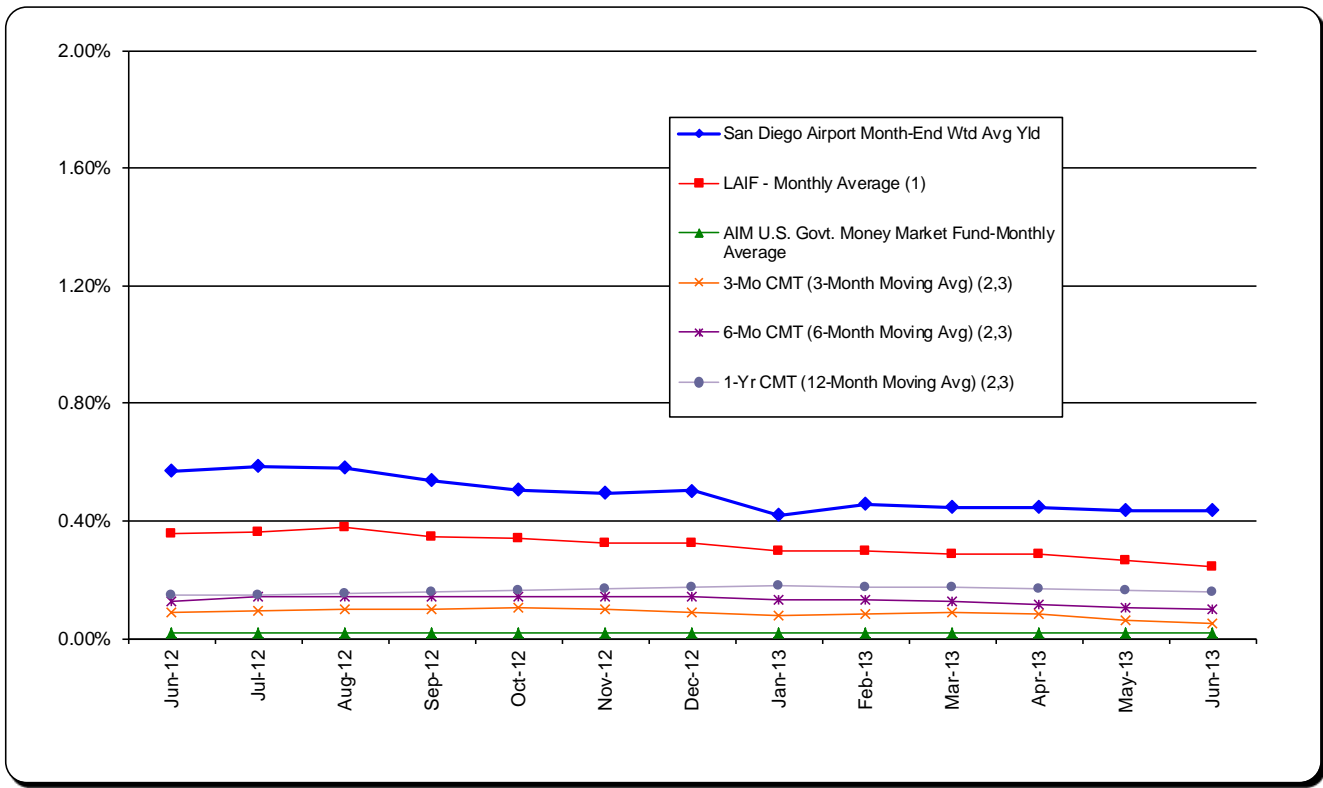


Notes:

1.) The 0-3 Month category includes investments held in the LAIF and the San Diego County Investment Pool.



Benchmark Comparison



Notes:

- 1.) Benchmark data for LAIF is the average monthly effective yield.
- 2.) CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities.
- 3.) The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year CMT is the daily average for the



Detail of Security Holdings

As of June 30, 2013



Settlement Date	Security Description	Coupon	Maturity Date	Next Call Date	Par Value	Purchase Price	Book Value	Market Price	Market Value	Days to Maturity	Yield to Maturity
10/19/12	FHLMC	0.500	10/09/15	10/09/13	4,000,000	100.015	4,000,600	99.907	3,996,280	831	0.494
02/10/12	FHLMC	1.000	02/10/16	02/10/14	3,000,000	100.475	3,014,250	100.325	3,009,750	955	0.879
02/24/12	FNMA	0.800	02/24/16	02/24/14	3,000,000	99.785	2,993,550	100.196	3,005,880	969	0.855
10/29/12	FNMA	0.550	04/29/16	07/29/13	6,000,000	99.863	5,991,750	99.483	5,968,980	1034	0.592
01/18/12	FNMA	0.700	01/18/17	07/18/13	4,000,000	100.000	4,000,000	99.994	3,999,760	1298	1.599
01/27/12	FHLMC	2.250	01/23/17	01/23/14	2,500,000	102.885	2,572,125	101.156	2,528,900	1303	1.645
12/28/12	FNMA	0.006	06/27/16	12/27/13	5,000,000	99.875	4,993,750	99.231	4,961,550	1093	0.596
09/21/12	FNMA	1.125	06/28/17	09/28/13	3,000,000	100.368	3,011,040	99.071	2,972,130	1459	1.050
07/26/12	FNMA	0.750	07/26/17	07/26/13	2,000,000	99.875	1,997,500	97.962	1,959,240	1487	1.220
09/21/12	FHLMC	1.000	09/12/17	09/12/13	3,000,000	99.975	2,999,250	98.218	2,946,540	1535	1.000
01/16/13	FHLMC	1.050	01/16/18	07/16/13	3,000,000	99.970	2,999,100	97.937	2,938,110	1661	1.056
01/09/13	FHLMC	1.375	01/09/18	01/09/15	2,000,000	101.440	2,028,800	99.422	1,988,440	1654	1.080
01/30/13	FNMA	1.030	01/30/18	01/30/14	3,500,000	99.990	3,499,650	97.720	3,420,200	1675	1.032
06/13/13	FHLB	0.375	06/24/16	06/24/16	5,000,000	99.023	4,951,150	98.876	4,943,800	1090	0.701
02/13/13	FHLB	0.250	02/20/15	02/20/15	5,000,000	99.870	4,993,500	99.859	4,992,950	600	0.315
02/14/13	FNMA	0.500	05/27/15	05/27/15	2,500,000	100.349	2,508,725	100.163	2,504,075	696	0.347
02/13/13	FHLB	0.500	11/20/15	11/20/15	5,000,000	100.172	5,008,600	99.891	4,994,550	873	0.437
02/13/13	FNMA	0.375	12/21/15	12/21/15	5,000,000	99.772	4,988,600	99.441	4,972,050	904	0.455
03/14/13	FHLMC	0.500	05/13/16	05/13/16	3,000,000	99.966	2,998,968	99.000	2,969,986	1048	0.511
06/12/13	FHLMC	0.500	05/13/16	05/13/16	5,000,000	99.552	4,977,600	99.592	4,979,614	1048	0.655
Agency Total					74,500,000		74,528,508		74,052,785	1112	0.766
06/28/12	East West Bk CD	0.750	07/02/13		10,117,110	100.000	10,117,110	100.000	10,117,110	2	0.750
CD's Total					10,117,110		10,117,110		10,117,110	2	0.750



Detail of Security Holdings

As of June 30, 2013



Settlement Date	Security Description	Coupon	Maturity Date	Next Call Date	Par Value	Purchase Price	Book Value	Market Price	Market Value	Days to Maturity	Yield to Maturity
10/16/12	FCAR Owner Trust CP	0.500	07/12/13		3,500,000	99.626	3,486,924	99.995	3,499,825	12	0.502
11/09/12	FCAR Owner Trust CP	0.500	08/06/13		3,000,000	99.625	2,988,750	99.979	2,999,370	37	0.502
01/08/13	FCAR Owner Trust CP	0.480	10/04/13		5,000,000	99.641	4,982,067	99.934	4,996,700	96	0.481
02/13/13	RABUSA CP	0.245	08/12/13		5,000,000	99.878	4,993,875	99.978	4,998,900	43	0.245
02/13/13	GE CAPITAL CORP CP	0.240	11/08/13		5,000,000	99.821	4,991,067	99.895	4,994,750	131	0.240
03/14/13	NORDEA NORTH AMER CP	0.220	08/12/13		5,000,000	99.889	4,995,386	99.978	4,998,900	43	0.220
03/22/13	BANK OF TOKYO-MITSUBISHI CP	0.240	08/28/13		5,000,000	99.876	4,994,430	99.968	4,998,400	59	0.240
05/02/13	BNP PARIBAS CP	0.280	09/03/13		4,000,000	99.904	3,996,142	99.959	3,998,360	65	0.280
Commercial Paper Total					35,500,000		35,428,640		35,485,205	64	0.324
05/09/13	Apple Inc Notes	0.450	05/03/16		4,000,000	99.944	3,997,760	98.926	3,957,040	1038	0.469
06/03/13	Toyota Motor Corp Notes	2.800	01/11/16		4,000,000	105.114	4,204,560	104.232	4,169,280	925	0.812
Medium Term Notes					8,000,000		8,202,320		8,126,320	980	0.645
02/13/13	U.S. Treasury	0.375	01/15/16		5,000,000	99.926	4,996,289	99.641	4,982,050	929	0.401
06/03/13	U.S. Treasury	0.250	05/15/16		6,850,000	99.234	6,797,555	98.938	6,777,253	1050	0.512
Government Total					11,850,000		11,793,844		11,759,303	999	0.465
	US Bank General Acct				6,501,756	100.000	6,501,756	100.000	6,501,756	1	0.035
US Bank Accounts Total					6,501,756		6,501,756		6,501,756	1	0.035
	Highmark US Govt MMF				537,158	100.000	537,158	100.000	537,158	1	0.000
Highmark Money Market Total					537,158		537,158		537,158	1	0.000
	Local Agency Invstmnt Fd				47,248,303	100.000	47,248,303	100.440	47,456,376	1	0.245
	San Diego County Inv Pool				48,483,149	100.000	48,483,149	99.716	48,345,488	1	0.440
	CaTrust				5,000,000	100.000	5,000,000	100.000	5,000,000.00	1	0.350
	Bank of the West				18,706,081	100.000	18,706,081	100.000	18,706,081	1	0.290
	Wells Fargo Bank				4,045,711	100.000	4,045,711	100.000	4,045,711	1	0.300
	East West Bank				102,974	100.000	102,974	100.000	102,974	1	0.350
	East West Bank				39,705,040	100.000	39,705,040	100.000	39,705,040	1	0.350
East West Bank Total					39,808,014		39,808,014	100.000	39,808,014	1	0.350
Grand Total					\$ 310,297,282	96.44	\$ 310,400,594	99.89	\$ 309,941,307	339	0.459

Portfolio Investment Transactions

From April 1st, 2013 – June 30th, 2013



Settle Date	Security Description	Security Type	CUSIP	Coupon	Mature Date	Call Date	Unit Price	Amount
PURCHASES								
05/02/13	BNP PARIBAS CP	CP - DISC	0556N0W35	0.280	09/03/13	--	99.904	\$ 3,996,142
05/09/13	APPLE, INC NOTES	MTN	037833AH3	0.450	05/03/16	--	99.944	3,997,760
06/03/13	TOYOTA NOTES	MTN	89233P4R4	2.800	01/11/16	--	105.114	4,248,738
06/03/13	US TREASURY NOTE	TREAS NOTE	912828VC1	0.250	05/15/16	--	99.234	6,798,439
06/12/13	FHLMC	AGCY CALL	3137EADQ9	0.500	05/13/16	--	99.552	4,979,614
06/13/13	FHLMC	AGCY CALL	3133834R9	0.375	09/24/16	--	99.023	4,952,869
06/28/13	CALTRUST	CALTRUST	--	0.350	--	--	100.000	5,000,000
								\$ 33,973,562
CALLS								
04/30/12	FNMA	AGCY CALL	3135G0KH5	0.700	04/30/15	04/30/13	100.000	\$ 4,000,000
05/09/12	FNMA	AGCY CALL	3136G0DS7	1.000	05/09/16	05/09/13	99.990	4,000,000
								\$ 8,000,000
MATURITIES								
06/12/13	UBS SECURITIES CP	CP - DISC	90262CTC1	0.235	06/12/13		99.922	\$ 4,996,116
06/13/13	BANK OF TOKYO-MITSUBISHI CP	CP - DISC	06538BTD5	0.250	06/13/13		99.917	4,995,833
								\$ 9,991,949
DEPOSITS								
								\$ -
WITHDRAWALS/SALES								
06/03/13	FNMA	AGCY CALL	31398A3G5	1.500	09/08/14		101.565	\$ 3,057,575
06/03/13	FHLMC	AGCY CALL	3134G3BF6	0.625	12/23/13		100.285	3,016,883
06/03/13	FHLMC	AGCY CALL	3137EADA4	0.625	12/29/14		100.550	5,040,868
06/06/13	UNION BANK	BANK DEP - LOC	2740028602	0.000	--		100.000	4,526
								\$ 11,119,852



Bond Proceeds Summary



As of: June 30, 2013

(in thousands)

	Bonds 2010	Bonds 2013	Total	Yield	Rating
Project Fund					
LAIF ⁽¹⁾	\$ 0	\$ 95,998	\$ 95,998	0.25%	N/R
SDCIP ⁽²⁾	2,729	156,141	158,870	0.44%	AAAf
	<u>\$ 2,729</u>	<u>\$ 252,139</u>	<u>\$ 254,868</u>		
Capitalized Interest					
Dreyfus Inst Res Treasury Fund	\$ 0	\$ 6,101	\$ 6,101	0.00%	AAAm
SDCIP ⁽²⁾	0	2,271	2,271	0.44%	AAAf
	<u>\$ 0</u>	<u>\$ 8,372</u>	<u>\$ 8,372</u>		
Debt Service Reserve Fund					
East West Bank CD	\$ 20,462	\$ 0	\$ 20,462	0.75%	
Bank of the West DDA	16,112	0	16,112	0.29%	
SDCIP ⁽²⁾	14,535	32,998	47,533	0.44%	AAAf
	<u>\$ 51,108</u>	<u>\$ 32,998</u>	<u>\$ 84,106</u>		
	<u><u>\$ 53,837</u></u>	<u><u>\$ 293,509</u></u>	<u><u>\$ 347,346</u></u>	0.39%	

*Bond proceeds are not included in deposit limits as applied to operating funds

(1) LAIF Yield as of 05/31/2013

(2) SDCIP Yield as of 05/31/2013



Bond Proceeds Investment Transactions

From April 1st, 2013 – June 30th, 2013



Settle Date	Security Description	Security Type	CUSIP	Coupon	Mature Date	Call Date	Unit Price	Amount
PURCHASES								
								\$ -
CALLS								
								\$ -
MATURITIES								
								\$ -
Deposits								
								\$ -
Withdrawals								
4/3/2013	LAIF (2013 Bonds)	LAIF		0.29			1.000	\$ 7,399,663
4/16/2013	Dreyfus Inst Res Treasury Fund (2013 Bonds)	Cost of Issuance		0.00			1.000	373,136
5/1/2013	San Diego County Investment Pool (2010 Bonds)	SDCIP		0.40			1.000	5,003,823
5/3/2013	LAIF (2013 Bonds)	LAIF		0.26			1.000	13,549,444
6/3/2013	LAIF (2013 Bonds)	LAIF		0.25			1.000	21,080,879
								\$ 47,406,945



Questions





SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
15

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Fiscal Year 2013 – Annual Report From The Audit Committee

Recommendation:

The Audit Committee recommends that the Board receive the report.

Background/Justification:

Authority Policy Article 1, adopted by Resolution No. 2002-2 dated November 25, 2002, established the administration and governance of the San Diego Regional County Airport Authority. Policy Section 1.50 (5)(c)(iv) outlines the Audit Committee's roles, responsibilities, and practices.

On October 2, 2003, the Board approved the Charter of the Audit Committee (previously titled the Audit and Performance Monitoring Committee).

In accordance with the Audit Committee Charter and the responsibilities outlined in Authority Policy Section No. 1.50 (5)(c)(ii), the Committee annually provides to the Board a report on how it discharged its duties and met its responsibilities.

The 2013 Annual Report of the Audit Committee, covering the period July 1, 2012, through June 30, 2013, was presented and approved by the Audit Committee at its August 19, 2013, Committee meeting. The report is hereby presented to the Board as "Attachment A".

Fiscal Impact:

None

Authority Strategies:

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

- Community Strategy Customer Strategy Employee Strategy Financial Strategy 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.

Equal Opportunity Program:

Not Applicable

Prepared by:

MARK A. BURCHYETT
CHIEF AUDITOR



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Communication

Date: August 19, 2013
To: San Diego County Regional Airport Authority Board Members
Cc: Thella F. Bowens, President/CEO
From: The Audit Committee
Subject: Annual Report of the Audit Committee for Fiscal Year 2013

In adherence to the Charter of the Audit Committee guidelines, a report on the accomplishments of the Committee is herein submitted for the period July 1, 2012, through June 30, 2013.

The Audit Committee's function, composition, and oversight responsibilities are outlined in Authority Policy Section No. 1.50 (5)(c)(ii). Defining the Role of the Committee, Policy specifies that:

"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."

The Audit Committee convened four times during FY13. The meeting minutes for these public sessions are on file with the Clerk of the Board and can also be found at <http://www.san.org> under Airport Authority/Board Members/Meetings and Agendas.

- ✓ August 20, 2012
- ✓ November 19, 2012
- ✓ February 4, 2013
- ✓ May 13, 2013

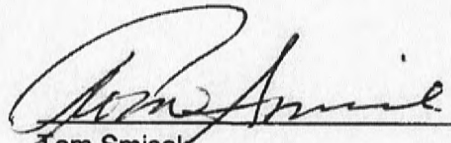
The following list of reports issued by the Authority's Finance Department and prepared by the external auditor, McGladrey & Pullen, LLP, for the Fiscal Year Ended June 30, 2012, were reviewed and approved by the Audit Committee during its November 19, 2012, meeting.

- Audited Financial Statements
- Compliance (single audit) Report
- Passenger Facility Charge (PFC) Compliance Report
- Customer Facility Charge (CFC) Compliance Report
- Report to the Audit Committee
- Comprehensive Annual Financial Report (CAFR)

The Audit Committee reviewed and received as information, or approved, the following reports and presentations submitted by the Office of the Chief Auditor (OCA), as well as monitored the progress of internal activities of the OCA.

- Fiscal Year 2012 OCA Annual Report
- Fiscal Year 2013 Quarterly Reports and corresponding audit recommendations
- Audit Reports issued by the Office of the Chief Auditor during FY13, totaling 34
- Recommendations issued by the Office of the Chief Auditor during FY13, totaling 31
- FY14 Audit Plan and Proposed Budget for the Office of the Chief Auditor
- Monthly reports from the OCA, including audits in progress and recommendations awaiting implementation
- Green Build Construction Audit
- Ethics Program and confidential Hotline
- Public Employee Performance Evaluation Goal Setting for Chief Auditor – FY13

Additionally, during the fiscal year, appointed terms for Public Members Jack Van Sambeek and Andrew Hollingworth expired. Both members were reappointed to serve three-year terms, as approved by the Board, with term expirations of June 2015 and June 2016, respectively.


Tom Smisek
Audit Committee Chair

8-19-2013
Date



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
16

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Fiscal Year 2013 – Annual Audit Activities Report and Audit Recommendations from the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board receive the report.

Background/Justification:

The role and requirements of the Office of the Chief Auditor ("OCA") was instituted by Board approval on October 2, 2003, in the Charter of the Office of the Chief Auditor. The Charter establishes the working relationship and responsibilities of the Chief Auditor to the Audit Committee and to Authority management.

As directed in the Charter, a report on audits completed, findings, corrective actions, and the implementation status on recommendations, is to be submitted annually to the Board by the Chief Auditor.

During its August 19, 2013, Audit Committee meeting, the Chief Auditor provided the Committee Members with a detailed presentation on the performance and accomplishments of his Office for the Fiscal Year 2013. Additionally, recommendations issued and their implementation status during the course of Fiscal Year 2013 was discussed. The Audit Committee unanimously approved forwarding the report to the Board for information.

In accordance with the Charter of the Office of the Chief Auditor, the Fiscal Year 2013 Annual Report of the Office of the Chief Auditor is provided as "Attachment A".

Fiscal Impact:

None

Authority Strategies:

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

- Community Strategy Customer Strategy Employee Strategy Financial Strategy 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.

Equal Opportunity Program:

Not applicable

Prepared by:

MARK A BURCHYETT
CHIEF AUDITOR



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
OFFICE OF THE CHIEF AUDITOR

FISCAL YEAR 2013 ANNUAL REPORT

000089

August 8, 2013



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

August 8, 2013

Fiscal Year 2013 Annual Report

Tom Smisek, Chair
Audit Committee
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, California 92138-2776

Dear Mr. Smisek:

The Office of the Chief Auditor (OCA) presents our Annual Report for Fiscal Year 2013. The report details the audit and administrative activities of the Office, the resolution of past audit findings, and highlights the Fiscal Year 2014 Audit Plan.

Fiscal Year 2013 was another productive year for the OCA that included:

- Issuance of 34 audit reports
- Supervision of the Ethics Program
- Continued audit activities on the construction of the Green Build

In all, the Office of the Chief Auditor continues to aspire to be an effective, diligent, contributor to the optimization of the San Diego County Regional Airport Authority.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mark A. Burchyett".

Mark A. Burchyett
Chief Auditor

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Audit Activities

The Office of the Chief Auditor's (OCA) Fiscal Year 2013 internal audit plan had three (3) categories of audits: 1) Business Process Audits, 2) Expense Contract Audits, and 3) Revenue Contract Audits. Additionally, there are specific annual ongoing audits and support duties that are apportioned within the audit plan. The Annual Audit Plan for Fiscal Year 2013 (see Appendix A) included 33 planned audits. Also within the Fiscal Year 2013 plan were seven (7) audits carried over from the Fiscal Year 2012 audit plan that were not completed during that fiscal year. Furthermore, during the 2013 fiscal year, two (2) unplanned audits were added to the audit schedule as "Special Requests".

In total during FY13, the OCA issued final 34 audit reports, including nine (9) during the fourth quarter. Additionally, the OCA had numerous audits that were nearing completion at the end of the 4th quarter, including five (5) draft audit reports that had been sent to the affected departments for review and comment. From the completed audit reports, we issued a total of 31 recommendations. (See Page 5, Table 3: Status of Recommendations Issued in FY2013).

Table 1: Total Reports Issued by the Office of the Chief Auditor in Fiscal Year 2013

Quarter	Audits Issued	Recommendations Issued
1 st	11	9
2 nd	6	4
3 rd	8	11
4 th	9	7
Total	34	31

Below are highlights from the OCA audits completed during the fiscal year.

Business Process Audits

The OCA issued nine (9) business process audits during this fiscal year. The audits within this category included departmental audits where the OCA reviews the operations of an entire Authority department, as well as reviews selected processes or projects that may span multiple Authority functions. Significant projects within this category included our annual audit of the Procurement Card Program, a performance audit of Budget Management and Analysis, and a review of the Business and Travel Expenses.

Expenditure Contract Audits

Included within this category are audits of consulting, service, and construction contracts. During Fiscal Year 2013 the OCA completed 16 expenditure contract audits. In these audits the OCA ensures that the contracts adhere to Authority policies, follow industry best practices, and that internal controls have been established and are working properly. Generally, these audits review the procurement process for the contracts, contract monitoring, and expenditures resulting from the contracted activities. Of note, the OCA completed audits of numerous contracts utilized by Facilities Maintenance, the Terminal Development Program, and Facilities Development. Additionally, in the annual audit of the Aircraft Rescue & Fire Fighting Expense Billings for FY 2010 we found overpayments of over \$368,000.

Revenue Contract Audits

This category includes audits of entities that provide some form of revenue to the Authority, with the OCA completing a total of nine (9) revenue audits for the year. Revenue audits include reviews of airline landing fees, airline services, car rental agencies, and concessions. Audits completed this fiscal year included Fox Rent A Car, which identified underpayments of \$415,534

Special Request Audits

The OCA sets aside audit hours within each Annual Audit Plan in order to respond to special requests from both the Authority Board and from Management. Included in the totals stated in the three (3) categories above are two (2) special request audits that the OCA completed during the year. Of note, we completed close-out audits of Triad International Maintenance Corporation and Budget RAC, which changed ownership, but did not cease SAN operations.

In Progress Audits

In Fiscal Year 2013, the OCA tried to maintain a steady pace of activity, yet did not fully complete all planned audits for the year. Specifically, as of June 30, 2013, the following audits had been sent to the audited departments as Draft audit reports:

- AECOM Expense Review
- Aircraft Rescue & Fire Fighting Expense Billings - FY 2011 and FY 2012
- Energy Usage Performance
- Merriwether & Williams Insurance Group
- The Hertz Corporation

Additionally, the following audits were in progress as of June 30, 2013:

- San Diego Unified Port District Billing – FY 2012
- Gate Gourmet
- Nolte Associates, Inc.

Each of the above audits should be completed within the 1st Quarter of Fiscal Year 2014.

Audit Follow-Up

The OCA tracks the number and the status of recommendations issued in audit reports. Tracking of recommendations was completed through monthly inquiries made to the audited departments or to the owners of specific recommendations. These inquiries allow the OCA to determine how many recommendations have been completed, as well as to obtain the status of the recommendations in progress. In FY 2013, the OCA issued a total of 31 recommendations, of which 19 are fully implemented. See Table 2 for an overview of recommendations issued by the OCA in FY 2013. For detailed descriptions of recommendations that were unresolved as of June 30, 2013, and for details of all recommendations completed in FY 2013, see Appendices B and C respectively.

Table 2: Status of Recommendations Issued in Fiscal Year 2013

Quarter	Recommendations				
	Issued	Completed ¹	In-Progress ²	Open ³	Not Accepted
1 st	9	8	0	0	1
2 nd	4	2	2	0	0
3 rd	11	8	3	0	0
4 th	7	1	2	4	0
Total	31	19	7	4	1

In addition to the recommendations issued in FY 2013, the OCA continued to track the status of recommendations issued in prior fiscal years. In total, the OCA tracked 30 recommendations issued prior to this fiscal year and not fully completed as of June 30, 2012. As of June 30, 2013, 26 of those recommendations have been implemented, two (2) were in process, and two (2) were not accepted by management.

¹ Includes recommendations that the OCA had determined to be completed.

² Includes recommendations that are not fully completed but action has been taken.

³ Includes recommendations where corrective action has not yet begun.

Non-Audit Activities

The OCA had numerous non-audit activities during Fiscal Year 2013, which are described below. For Fiscal Year 2014, the OCA will continue its activities in support of the Authority and the Board.

Training

The OCA complies with the continuing education requirements (CPE) issued by The Institute of Internal Auditors' "red book" and the U.S. General Accounting Office's "yellow book". During the fiscal year staff completed numerous training courses including:

- Institute of Internal Auditors (IIA) Local Chapter Government Auditor Seminar (3 attendees)
- Association of Airport Internal Auditors (AAIA) Annual Conference (3 attendees)
- Association of Certified Fraud Examiners (ACFE) Annual Conference
- Construction Audit Best Practices Workshop
- A New Service Model: Auditor Roles in Government Performance Measurement

Additionally, staff completed or attended webinars and self-study courses in order to meet their minimum CPE requirements.

Professional Certifications

During the fiscal year, two senior auditors obtained the Certified Internal Auditor designation from the IIA. Currently, all professional audit staff in the Department now have that designation, which is obtained by meeting training and experience requirements and passing a certification examination.

Audit Committee Support

During Fiscal Year 2013, the Audit Committee met four (4) times, which occurred on:

- August 20, 2012
- November 19, 2012
- February 4, 2013
- May 13, 2013

Before each regular meeting of the Audit Committee the OCA coordinated all activities relating to agenda preparation and materials required.

Ethics Compliance Program

The OCA administers the Authority Ethics Program receiving notifications via the confidential hotline, email, and in person. Notifications that indicate a potential violation of the Authority Code of Ethics are investigated by the OCA. A summary of issues reported and their resolution are noted in the Ethics Call Summary, Appendix E.

Performance Measures

Each fiscal year the OCA develops and tracks performance measures to gauge the progress and success of the office. For Fiscal Year 2013, the OCA developed five (5) separate measures that could be used to evaluate OCA performance. Table 3 below outlines the OCAs performance against the selected measures.

Table 3: Status of Performance Measures as of June 30, 2013

Performance Measure	Goal	Progress as of June 30, 2013
Percentage of the audit plan completed annually	100%	81%
Additional revenue/cost savings identified through audits	\$30,000	\$628,835
Percentage of staff time spent on audit activities	80%	91%
Percentage of audits completed within budgeted time	80%	82%
Implementation of Recommendations	90%	74%

The measures are detailed below along with further explanation of the OCAs performance for the fiscal year:

Percentage of the audit plan completed annually: This measure provides information on the number of audits accomplished of those planned for the year. For the year, the OCA completed 81% of the Fiscal Year 2013 audit plan. Specifically, 34 out of 42 audits were finalized as issued audit reports. Additionally, there were five (5) draft audit reports that were awaiting review and comment from the audited departments. If these reports are included in the completed audits total, progress on the Fiscal Year 2013 audit plan is 93%. The OCA fell short of its goal for completing the audit plan due to carry over audits from Fiscal Year 2012 and from issues concerning access to information for some expenditure contract audits.

Additional revenue/cost savings identified through audits: While the value of an audit cannot be adequately assessed by this performance measure, it does provide quantifiable values for completed audits. More important is probably whether the amount of identified additional revenue and cost savings is realized by the Authority. While that total is also tracked and monitored by the OCA, it is highly dependent on circumstances outside the control of the OCA, and therefore, it does not make a good measure of the efficiency and effectiveness of the department. For the year, the OCA greatly exceeded the goal by identifying over \$628,000 in new revenue, as shown in Table 4 below. Appendix F provides an estimate of soft savings identified through audits and special reviews.

Table 4: Schedule of Additional Revenue and Cost Savings Identified through Audit Activity

Audit Report Number	Title	Amount Identified	Amount Collected/ Paid
13019	Fox Rent A Car	\$415,534	\$ --
11024	Aircraft Rescue & Fire Fighting Expense Billings - FY10	382,962	--
13035	Triad International Maintenance Corporation (TIMCO)	70,072	70,072
13025	GAT Airline Ground Support Services, Inc.	51,901	--
13018	Enterprise Holdings, Inc.	22,404	22,404
13032	Emergency Medical Technician-Paramedic Services	11,636	11,636
13015	AirProjects, Inc.	10,296	10,296
13034	Newport Beach Sales & Leasing, Inc.	<48,029>	<48,029>
12032	San Diego Unified Port District Billings - FY11	<287,941>	<287,941>
Total		\$628,835	<\$221,562>

Percentage of staff time spent on audit activities: This measure helps ensure that the OCA spends an adequate amount of time on audit activities rather than administrative activities. For Fiscal Year 2013, the OCA was well over our goal of 80% percent. This goal is the cumulative percentage of the target utilization for all audit staff.

Percentage of audits completed within budgeted time: This category monitors how efficient audit staff is in performing their audits. Specifically, audit staff is held accountable to the internally prepared audit budgets for each project. However, it does recognize that budgets may need adjustment(s) as additional facts become known during an audit. In Fiscal Year 2013, the OCA completed 82 percent of its audits within the budgeted time.

Implementation of Audit Recommendations: This category helps to evaluate the quality of the findings and recommendations issued by the OCA. Additionally, it helps hold the OCA accountable for the quality of the recommendations issued. For the year, 74% of the recommendations have been implemented, which is under our goal. However, as shown by Table 5, the percentage of recommendations completed greatly increases as time proceeds.

Table 5: Percentage of Recommendations Completed

Recommendation Origination	Recommendation				
	Tracked	Completed	Not Accepted	Outstanding	% Completed
Carryover	30	26	2	2	87%
1 st Quarter	9	8	1	0	89%
2 nd Quarter	4	2	0	2	50%
3 rd Quarter	11	8	0	3	73%
4 th Quarter	7	1	0	6	14%
Total	61	45	3	13	74%

Construction Audit Activities

For the Fiscal Year 2013, the OCA continued its Construction Audit activity separate from its Annual Audit Plan. To this end R. W. Block Consulting, Inc. (RWBC) continued to provide assistance and expertise to the OCA. The OCA initiated Task Authorization #4 in November 2011 to perform a funding compliance review. The use of funds from Passenger Facility Charges, the Federal Aviation Authority's Airport Improvement Program grants, and the Transportation Security Administration American Recovery and Reinvestment Act Airport Checked Baggage Inspection System grant demand compliance requirements beyond those contained in the construction contracts. This review was to test compliance with the eligibility requirements, assurances, and specific requirements of each funding source, in addition to the Office of Management and Budget Circular A-87, Cost Principles for State and Local and Indian Tribal Governments, US Code Title 49 – Transportation, and other federal rules and regulations.

Fieldwork for this task was completed with the delivery of a draft report on May 10, 2013. The OCA Construction Auditor assisted in this review and is following-up with Authority Management on the risks identified and the recommendations made in the report.

The OCA Construction Auditor worked on the following projects during the fiscal year:

- 1) A review of the Guaranteed Maximum Price (GMP) contingencies, allowances, exposure holds, and pending cost of work reserves, and
- 2) A review of Contract 2 with Kiewit-Sundt and the related GMP amendment.

The OCA Construction Auditor remains involved with the Terminal Development Program and the North Side Development Program, providing assistance on issues identified by Authority Management, attending meetings specific to the aspects of the Authority's construction activity, and providing updates to the Audit Committee and the Capital Improvement Program Oversight Committee during their regularly scheduled meetings.

Fiscal Year 2014 Projection

The Audit Committee approved the Fiscal Year 2014 Audit Plan during its May 13, 2013, meeting. Before commencing work on the Fiscal Year 2014 Audit Plan (Appendix D), the OCA will complete the outstanding audits from Fiscal Year 2013. Specifically, for the 1st Quarter of Fiscal Year 2014, the OCA plans to complete the following audits:

- AECOM Expenditures
- Agreements with Expenditure Limits Not to Exceed \$100,000
- Aircraft Rescue & Fire Fighting Expense Billings - FY11 and FY12
- AMEC Environmental and Infrastructure Inc.
- Board Member Expenditures
- Energy Usage Performance
- Gate Gourmet
- Merriwether & Williams Insurance Group
- Nolte Associates Inc.
- San Diego Unified Port District Billing – FY12
- SOLPAC Construction Inc.
- The Hertz Corporation

Throughout Fiscal Year 2014, the OCA will continue conducting audits from the audit plan, including any special requests that may be approved by the Audit Committee.

Appendix A – Fiscal Year 2013 Audit Plan

OFFICE OF THE CHIEF AUDITOR
Fiscal Year 2013 Audit Plan

BUSINESS PROCESS AUDITS

- 1 Energy Usage Performance
- 2 Organizational Performance Measures
- 3 Business Continuity Management
- 4 Budget Management and Analysis
- 5 Business and Travel Expenses

EXPENSE CONTRACT AUDITS

- 6 David Brush Consulting
- 7 Advantage Performance Group LLC
- 8 Nolte Associates Inc.
- 9 S&L Specialty Contracting, Inc.
- 10 Wier Construction Corporation
- 11 Accurate Engineering ICS, Inc.
- 12 Bruel & Kjeear EMS
- 13 COLAB Studio LLC (Green Build Art)
- 14 Ricondo and Associates
- 15 AirProjects Inc.
- 16 JRM Consultants & Investigations Company

REVENUE CONTRACT AUDITS

- 17 Avis Rent A Car Systems LLC
- 18 Enterprise Rent A Car Company of Los Angeles
- 19 Fox Rent A Car
- 20 JCDecaux, Inc.
- 21 Airlines & Others (Ogden Aviation)
- 22 Gate Gourmet Inc.
- 23 LPI - Closeout
- 24 Host International Inc. - Closeout
- 25 GAT Airline Ground Support Inc.

ANNUAL ONGOING AUDITS AND SUPPORT

- 26 Aircraft Rescue & Fire Fighting (ARFF)
- 27 Board Member Expenditures
- 28 CONRAC Fund Review
- 29 Procurement Card Spending
- 30 AECOM Expenditures
- 31 Agreements with Expenditure Limits Not to Exceed \$100,000
- 32 Emergency Medical Technician-Paramedic Services
- 33 San Diego Unified Port District Billing

34 **Special Request Audits**

Newport Beach Sales & Leasing Inc. dba Budget Rent A Car Systems
Triad International Maintenance Corporation

35 **ETHICS PROGRAM ACTIVITY**

36 **CONSTRUCTION AUDIT AND MONITORING ACTIVITY**

Appendix B – Status of OCA Recommendations

The following recommendation implementation report contains the status of recommendations from OCA audits that remained unresolved as of June 30, 2013. In general, the OCA is satisfied with the progress that Authority departments are currently making with the implementation.

Within this report, the recommendations are classified in four ways:

1. **Completed:** This designation is used for recommendations that the OCA has determined to be adequately completed.
2. **In Progress:** These recommendations have been partially addressed or partial corrective action has been taken.
3. **Open:** This category of recommendations have not yet been addressed. Often, this designation is used when there has not been adequate time between report issuance and recommendation follow-up.
4. **Not Accepted by Auditee:** This designation is used for recommendations that an auditee does not accept and, therefore, will not implement. This category can represent a failing on the part of the OCA, as all recommendations should be workable and acceptable to the affected departments. The OCA will strive to ensure that only workable and acceptable recommendations are issued in future audits.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
11-10	GROUND TRANSPORTATION DEPARTMENT	Audit Report #11032 dated February 4, 2011, Taxicab Cost Recovery Program	20	Impact: 10 Probability: 10	To ensure the accurate recording of all ground transportation activities at SDIA, the Ground Transportation Department should upgrade or replace the Automated Vehicle Identification (AVI) system. Once the AVI system is updated or replaced, the trip fee AVI system data would be uploaded daily to a website accessible to the taxicab operators to allow them to track and download the trip data per taxicab. Monthly, the Ground Transportation Department would lump sum bill the activity to the taxicab companies. This would eliminate an unnecessary risk of misappropriation of Authority assets and the reliance on LPI employees to properly record and account for the collections.	The capital expenditure for the Automated Vehicle Identification (AVI) and the automated trip coupon was approved at the June Board Meeting. As such, we are moving forward to define the technical requirements and to initiate a Request for Proposal.	In Progress	June 1, 2014
13-14	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13019 dated January 9, 2013, Fox Rent A Car	18	Impact: 10 Probability: 8	In order to address the concerns regarding under-reported gross revenue, we recommend that Aviation & Commercial Business (AvCom) request that the Accounting Department invoice Fox in the amount of \$268,169 for underpayment of license fees.	Pending a response from Fox. Fox was notified on July 24, 2013, that it must respond and submit supporting documentation no later than August 2, 2013.	In Progress	September 1, 2013
13-12	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #11024 dated December 5, 2012, Aircraft Rescue & Fire Fighting Expense Billings - FY 2010	17	Impact: 10 Probability: 7	We recommend that the Airside Operations Department (OPS) notify the City concerning the Fiscal Year 2010 over-billing for ARFF services and determine the most appropriate method for the Authority to receive the additional \$222,823 owed to the Authority.	In February, Accounting billed the City the \$222,823 for the over-billing. A copy of the audit report was presented to the City for their review. At this time the amount is still outstanding.	In Progress	Unknown

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Appendix B: Status of OCA Recommendations as of June 30, 2013

Fiscal Year 2013 Annual Report

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-11	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #11024 dated December 5, 2012, Aircraft Rescue & Fire Fighting Expense Billings - FY 2010	16	Impact: 9 Probability: 7	We recommend that the Airside Operations Department (OPS) notify the City concerning the Fiscal Year 2010 over-billing for overhead costs and determine the most appropriate method for the Authority to receive the \$160,139 owed to the Authority.	In February Accounting billed the City the \$163,139 for the over-billing of overhead costs. A copy of the audit report was presented to the City for their review. At this time the amount is still outstanding.	In Progress	Unknown
12-38	GROUND TRANSPORTATION DEPARTMENT	Audit Report #12001 dated April 25, 2012, Public Parking	15	Impact: 8 Probability: 7	Policies and procedures should be developed and instituted by Ground Transportation, the Planning and Operations division, and the Finance Division regarding all areas of public parking management.	Development of the policies and procedures are underway.	In Progress	December 1, 2013

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-13	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #11024 dated December 5, 2012, Aircraft Rescue & Fire Fighting Expense Billings - FY 2010	15	Impact: 8 Probability: 7	We recommend that the Airside Operations Department (OPS) review the invoice monthly, using the Excel spreadsheet support provided by the City, to calculate the totals of all pay types and fringe benefit types to ensure that the Authority is not billed for types that are included in the labor load or are unsupported by documentation of the service provided. Travel, training, and supply expenses should be totaled on the Excel sheets and verified to the supporting documentation for each charge. Additionally, the City should be required to provide a summary of the firefighters drill training when an invoice with training-related expenses is submitted. The summary should indicate the firefighter for which expenses are being submitted, and for each firefighter: the dates of the training, the expenses included in the current invoice, the expenses previously submitted for payment, and the estimate of outstanding expenses. OPS should maintain a record of the certificates of training received for each firefighter to ensure the training expense payments are supported by proof of training course completion.	This recommendation was superseded by a recommendation contained within Audit Report #13026 - Aircraft Rescue & Fire Fighting Expense Billings - FY11 and FY12	Completed	N/A

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-15	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13019 dated January 9, 2013, Fox Rent A Car	15	Impact: 7 Probability: 8	In order to address the under-reported unique rental transactions, we recommend that Aviation & Commercial Business (AvCom) request that the Accounting Department invoice Fox in the amount of \$147,365 for underpayment of Customer Facility Charges (CFCs).	Fox continues to feel the findings may be in error. Fox has provided limited additional information regarding the audit findings. Fox has been instructed to provide its final written position regarding its desired conclusion of the Audit for the Authority Staff to evaluate by August 2, 2013.	In Progress	September 1, 2013
13-28	MARKETING AND PUBLIC RELATIONS DEPARTMENT	Audit Report #13013 dated June 27, 2013, COLAB Studio, LLC	14	Impact: 6 Probability: 8	The Art Program Manager should improve internal controls for contract management, including, but not limited to: --Maintaining contract deliverable records, e.g., notices to proceed, approval of submissions, adherence to required timelines, and other contract requirements. --Formalizing application requests for review of payment and/or subject matter experts, prior to authorization to pay.	This recommendation was issued during the month so no follow-up was performed.	Open	Unknown
13-23	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13035 dated March 7, 2013, Triad International Maintenance Corporation (TIMCO)	13	Impact: 6 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice TIMCO for \$64,684 for underpayment of license fees due the underreporting of revenue from United and SkyWest.	AvCom invoiced, and TRIAD paid the full amount owed.	Completed	N/A

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Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-25	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13025 dated April 23, 2013, GAT Airline Ground Support Services, Inc.	13	Impact: 6 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice GAT for \$42,737 for underpayment of license fees due to underreporting of revenue from July 2007 through April 2008.	GAT acknowledges it owes the amount determined in the audit to be under paid, but requests it be reduced. GAT indicates a request for a reduction will be submitted no later than August 2, 2013.	In Progress	Unknown
13-26	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13025 dated April 23, 2013, GAT Airline Ground Support Services, Inc.	13	Impact: 5 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice GAT for \$9,164 for underpayment of license fees due to revenue adjustments identified by GAT for the length of the audit period.	GAT acknowledges it owes the amount determined in the audit to be under paid, but requests it be reduced. GAT indicates a request for a reduction will be submitted no later than August 2, 2013.	In Progress	Unknown
13-24	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13035 dated March 7, 2013, Triad International Maintenance Corporation (TIMCO)	12	Impact: 5 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice TIMCO for \$5,388 for underpayment of license fees due to the failure to include revenue from AccuFleet for the length of the audit period.	AVCom invoiced, and TIMCO paid the full amount owed.	Completed	N/A
13-29	MARKETING AND PUBLIC RELATIONS DEPARTMENT	Audit Report #13013 dated June 27, 2013, COLAB Studio, LLC	12	Impact: 5 Probability: 7	Unless adequate evidence supporting and detailing an unforeseen and unavoidable increased cost in the delivery of Phase 9 can be provided to the Authority, the Amendment to the Agreement should be voided. Additionally, Management should consider creating internal controls to require supporting evidence should future requests for increased compensation payable be made.	This recommendation was issued during the month so no follow-up was performed.	Open	Unknown

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-18	ACCOUNTING DEPARTMENT	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	10	Impact: 6 Probability: 4	We recommend that the Accounting Department work to strengthen internal controls or procedures for Policy oversight. This should include Approving Administrator ownership for reviewing and approving reimbursement requests. Management should consider implementing a procedure that removes Approving Administrator authority for those who are found to have multiple instances of providing approval for non-reimbursable items.	Accounting worked with the accounting business analyst to set up tracking in E1.	Completed	N/A
13-20	ACCOUNTING DEPARTMENT	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	10	Impact: 5 Probability: 5	To address the disallowable items documented in this Audit Report that are violations of Authority Policy, we recommend Accounting retroactively disallow the reimbursements and the employees be notified that they are required to reimburse the Authority for such amounts.	All items were discussed with the appropriate directors and managers. The policy will also be revised to align with the Authority's Fitness Focus program. Additionally, a more robust shoe reimbursement process will be developed by Human Resources.	Completed	N/A
13-27	AVIATION OPERATIONS & PUBLIC SAFETY DEPARTMENT	Audit Report #13032R dated May 8, 2013, Emergency Medical Technician-Paramedic Services	10	Impact: 5 Probability: 5	The Aviation Operations & Public Safety Department should request the City to add as an Authority credit \$3,879 (\$11,636/3) to the City's EMT-P service invoices for the next three (3) months.	The Authority received the credit in its April, May, and June bills.	Completed	N/A
13-30	MARKETING AND PUBLIC RELATIONS DEPARTMENT	Audit Report #13013 dated June 27, 2013, COLAB Studio, LLC	10	Impact: 5 Probability: 5	In order to mitigate the potential for a copyright infringement case being initiated by the copyright holder, the Authority should seek either copyright permission, or documentation that such permission is not required, for any images utilized in artwork that is subject to copyright protection.	This recommendation was issued during the month so no follow-up was performed.	Open	Unknown

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Appendix B: Status of OCA Recommendations as of June 30, 2013

Fiscal Year 2013 Annual Report

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2013	OCA's Assessment	Estimated Completion Date
13-19	HUMAN RESOURCES DEPARTMENT	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	9	Impact: 5 Probability: 4	We recommend that the Human Resources Department (HR) strengthen their policy for obtaining safety shoes, to either disallow purchases from vendors other than those on-site, or require all reimbursement requests for safety shoes to be reviewed and approved by HR.	The forms have been updated and HR is in the final approval process.	In Progress	August 2013
13-31	MARKETING AND PUBLIC RELATIONS DEPARTMENT	Audit Report #13013 dated June 27, 2013, COLAB Studio, LLC	9	Impact: 4 Probability: 5	When external evaluation panel members are utilized during the selection of contractors, we recommend that a procedure be implemented that requires the manager of the program or contract prepare a memo to file, to be maintained with the Procurement file, detailing the specifics of how the external panel members were selected.	This recommendation was issued during the month so no follow-up was performed.	Open	Unknown

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NOTE: Risk Score is based upon the combined scores of Impact and Probability. Both Impact and Probability are ranked on a scale of 1-10, with maximum possible scores (highest risk) of 10, and a maximum possible combined score of 20.

Appendix C – Recommendations Completed in Fiscal Year 2013

The following report provides all recommendations that were completed during Fiscal Year 2013.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
12-05	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	16	Impact: 7 Probability: 9	The Approving Officials should be held accountable for their responsibility in reviewing and approving the purchases in the monthly reconciliation process. We recommend that Approving Officials who approve reconciliations with inadequate documentation, or questionable, prohibited, or restricted purchases be required to take remedial training from the Analyst and Accounting on the first instance of approving such a reconciliation. If this occurs more than once in one 12 month period, we recommend that the approving authority for P-Card purchases of the Approving Official be suspended. This would result in the suspension of all P-Cards authorized to that official or reassigning the Approving Official duties.	Completed 8/31/12
12-07	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	16	Impact: 8 Probability: 8	P-Cardholders should be required to document the business purpose in all instances where the purpose would not be obvious to a third party.	Completed 8/31/12
12-11	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	16	Impact: 8 Probability: 8	The User Guide and the corresponding E1 Process User Help Manual should be revised to provide clear instructions for the following: <ul style="list-style-type: none"> • The vendor name per the US Bank P-Cardholder statement should be recorded in the Payment Remark field. • The item purchased and the business purpose should be recorded in the Explanation Remark field. • A separate entry should be made to correspond to each entry and dollar amount on the US Bank statement. This should correspond to the amounts on the supporting documentation attached. • The Approving Official should review the reconciliation to ensure that all of the required information is included in the reconciliation. • The P-Cardholder and the Approving Official should record the date they each sign the reconciliation. The annual P-Card Program training should emphasize these requirements with a demonstration of how to properly complete a reconciliation.	Completed 8/31/12
12-09	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	14	Impact: 6 Probability: 8	The monthly reconciliation is as important as following the P-Card purchases guidelines. The guidelines in the Manual should be revised so that the first late submission of a monthly reconciliation results in sending a Violation Letter to the cardholder, Approving Official/Director, and Division Vice-President. The second late reconciliation would then result in sending a second Violation Letter to the cardholder, Approving Official/Director, and Division Vice-President, with a copy to the CEO, and suspension of P-Card privileges.	Completed 8/31/12
12-10	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	14	Impact: 6 Probability: 8	Controls surrounding the reconciliations should be strengthened so that more than one late submission of the monthly reconciliation in any twelve month period should be considered a violation.	Completed 8/31/12

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
12-15	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	14	Impact: 7 Probability: 7	For improved internal control, we recommend that the supporting documentation and approval requirements of the Business Expense Reimbursement Policy should be used as an example to develop similar requirements for P-Card purchases to include within the Manual. The business purpose, detailed supporting documentation and proper approval levels should be included on all Authority expenditures, regardless of the method (expense reimbursement, P-Card transaction, or check request).	Completed 8/31/12
12-08	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	13	Impact: 7 Probability: 6	The Manual should be revised to eliminate the exceptions from prohibited items as follows: 1. "A Vice-President can authorize any appropriate business expense for P-Cardholder where the Vice-President acts as the cardholder's Approving Official." This exception should be eliminated so that all P-Cardholders follow the same rules, and the controls surrounding prohibited items are enforced uniformly. 2. "Employee service awards, gifts and gift cards can be purchased through the Human Resources Dept." This should be in the restricted purchases as only allowable for specifically designated Human Resources Department employees. 3. "Gas & oil can be purchased by the Facilities Management Dept." This should be in the restricted purchases as only allowable for specifically designated Facilities Management Department employees. 4. "Non-repetitive minor on-site services or authorized emergency services can be obtained by Facilities Mgmt. Dept. provided they secure approval from the Risk Mgmt Dept. prior to the commencement of work. ..." This should be in the restricted purchases as only allowable for specifically designated Facilities Management Department employees. 5. "US Communities Maintenance and Hardware Supplies Contract ..." This should be in the restricted purchases as only allowable for specifically designated Facilities Management Department employees.	Completed 8/31/12
12-14	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	13	Impact: 7 Probability: 6	The Analyst should ensure an audit of all monthly activity with a detailed review of all questionable expenditures is performed. The findings from the audit should be documented in a report with an analysis of the monthly trends of P-Card usage by P-Cardholder, dollar amount, merchant, and frequency, in addition to purchase limit changes and other analytical data.	Completed 8/31/12
12-13	PROCUREMENT DEPARTMENT	Audit Report #11027 dated September 7, 2011, Procurement Card Program	12	Impact: 6 Probability: 6	Procurement should perform an analysis of the P-Card purchases to determine, in both number of transactions and amount expended, the higher volume purchasers and purchases, and the most frequently used merchants. Based on this analysis, Procurement should work with the related departments, such as FMD and IT, to solicit bids from all potential merchants to ensure the Authority is obtaining the best prices for commodity purchases and the P-Cards are used, as directed, for low-dollar, non-routine purchases.	Completed 8/31/12

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
13-04	TERMINAL DEVELOPMENT PROGRAM MANAGEMENT	Audit Report #12005 dated July 19, 2012, Vehicle Fleet Management	11	Impact: 6 Probability: 5	TDP Management must immediately implement procedures to ensure that only authorized drivers are provided the opportunity to drive Authority vehicles. Additionally, TDP Management should designate one individual to be responsible for the vehicle check-out, including maintaining the keys in a secure lock box, and checking the vehicles in and out, including dates, times, and mileage.	Completed 8/31/12
12-48	LANDSIDE OPERATIONS DEPARTMENT	Audit Report #12024 dated June 28, 2012, Smarte Carte, Inc.	10	Impact: 4 Probability: 6	The Landside Operations Department should develop a comprehensive policy for Gold Card usage and management. This policy should encompass training on proper usage, signatory acknowledgement of proper usage, and disciplinary action for improper usage. Additionally, this policy needs to encompass management of Gold Card issuance records, and a review of actual usage reports monthly. Furthermore, Management should review the usage to determine what levels of monthly usage are appropriate to ensure that gratuitous luggage cart expenditures are not excessive.	Completed 8/31/12
12-41	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12033 dated April 30, 2012, Pacific Aircraft Maintenance	7	Impact: 4 Probability: 3	The Aviation and Commercial Business Department should notify Pacific that they are required to provide itemization of gross income on a monthly basis, including service category, customer/client. Failure to do so should result in a breach of their Ground Handling Agreement and termination of such.	Completed 8/31/12
12-44	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12027 dated June 19, 2012, Consolidated Rental Car Facility (CONRAC) Fund	7	Impact: 3 Probability: 4	Aviation and Commercial Business should seek to receive the additional \$9,390 in Customer Facility Charges (CFCs) from Budget.	Completed 8/31/12
12-39	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12033 dated April 30, 2012, Pacific Aircraft Maintenance	6	Impact: 3 Probability: 3	The Aviation and Commercial Business Department should prepare and execute an amendment to the Ground Handling Agreement between Executive Air Maintenance and the Authority in which the Ground Handling Agreement is assigned to Pacific Aircraft Maintenance, Inc. Alternatively, the Aviation and Commercial Business Department should terminate the Ground Handling Agreement with Executive Air Maintenance and, at their discretion, enter into a new Ground Handling Agreement with Pacific Aircraft Maintenance, Inc.	Completed 8/31/12
13-02	FACILITIES MANAGEMENT DEPARTMENT	Audit Report #12005 dated July 19, 2012, Vehicle Fleet Management	14	Impact: 8 Probability: 6	To mitigate the risks associated with procedures for vehicle usage varying by department, management should implement uniform vehicle fleet usage procedures. These procedures should include standard vehicle check-out procedures, to include assurance that any employee requesting a vehicle is an authorized driver. Ideally, the procedures should include a centralized vehicle database that would integrate with the SANFleet driver program to automate the authorized driver assurance, maximize the fleet usage and mileage reporting, automate the maintenance schedules, and ensure that the Authority fleet is the proper size for actual usage.	Completed 9/30/12

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
13-06	AVIATION SECURITY & PUBLIC SAFETY DEPARTMENT	Audit Report #12032 dated August 14, 2012, San Diego Unified Port District Billings - Fiscal Year 2011	14	Impact: 7 Probability: 7	We recommend that the Aviation Security & Public Safety Department notify District staff concerning the Fiscal Year 2011 under-billing for HPD services and determine the most appropriate method for the Authority to remit the additional \$388,730 owed to the District.	Completed 9/30/12
12-46	FACILITIES MANAGEMENT DEPARTMENT	Audit Report #12016 dated June 28, 2012, Slayton Mechanical Contractors, Inc.	13	Impact: 7 Probability: 6	Facilities Management should consider revising their internal controls over the review and acceptance of invoices to include a review of completion dates and liquidated damages, and subsequently issue invoices to contractors not in compliance with required completion dates.	Completed 9/30/12
13-09	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13015 dated August 31, 2012, AirProjects, Inc.	13	Impact: 7 Probability: 6	Aviation & Commercial Business (AvCom) should strengthen their internal controls over their contract management process. Specifically, AvCom should ensure that any options to extend an agreement should be done so in advance to avoid making payments to a consultant for services rendered without an executed agreement. In addition, AvCom should request that the consultant provide all timesheets with any future invoices submitted for payment.	Completed 9/30/12
12-30	AVIATION OPERATIONS & PUBLIC SAFETY	Audit Report #11031 dated February 22, 2012, San Diego Unified Port District Billings - FY10	11	Impact: 6 Probability: 5	We recommend that the Planning & Operations Department work with District Staff to determine the appropriate method for the Authority to receive reimbursement of the actual value received for the two surplus vehicles replaced. If the District does not have the actual salvage value received for the two vehicles with the supporting documentation of the salvage transactions, the District should provide the Authority documentation of the calculation of the average surplus value. If the calculation appears appropriate, the Authority should receive reimbursement of \$3,200 for the two vehicles. Although the Addendum indicates that the surplus value would only be credited for one vehicle, the District is using an average surplus value. Use of an average dictates that it be applied equally to the population, so credit should be applied for both vehicles.	Completed 9/30/12
12-49	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12022 dated June 29, 2012, Bi-Annual Airline Revenue Audit	10	Impact: 5 Probability: 5	Aviation & Commercial Business Department (AvCom) staff should periodically review, on a sample basis, aircraft landings using the monthly Commercial Flight Operations Reports provided by the Airport Noise Mitigation department, to verify that airlines are accurately reporting the number of landings at SDIA. In addition, AvCom staff should recalculate landing fees due, on a monthly basis, using the landing data, to verify airlines are submitting accurate landing fees due the Authority.	Completed 9/30/12
12-42	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12033 dated April 30, 2012, Pacific Aircraft Maintenance	7	Impact: 4 Probability: 3	The Aviation & Commercial Business Department should notify Executive Air/Pacific that they are in violation of the Ground Handling Agreement with the Authority due to failure to maintain financial records, and should consider taking the required steps to terminate.	Completed 9/30/12

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
12-32	AVIATION OPERATIONS & PUBLIC SAFETY	Audit Report #11031 dated February 22, 2012, San Diego Unified Port District Billings - FY10	18	Impact: 10 Probability: 8	We recommend that management request that the District switch their billing process from billing at the standard rate to billing the actual wages of the District employees that are providing the services on a monthly basis.	Completed 11/30/12
12-47	FACILITIES MANAGEMENT DEPARTMENT	Audit Report #12016 dated June 28, 2012, Slayton Mechanical Contractors, Inc.	17	Impact: 8 Probability: 9	Facilities Management Department (FMD) should strengthen their internal controls over their contract management process. Specifically, FMD should ensure that their process entails adequate assurance over the risk of contractors not adhering to Agreement terms. This includes pre-approval of subcontractors, and review and approval of invoices, to ensure that Agreement terms regarding required documentation are adhered to prior to authorization to pay. Additionally, FMD should strengthen their internal process for contract monitoring to include formalization of inspection records by staff overseeing the work performed by consultants. These inspection records should be used to facilitate the acceptance and approval of invoices and supporting documentation.	Completed 11/30/12
13-05	AUTHORITY MANAGEMENT	Audit Report #12032 dated August 14, 2012, San Diego Unified Port District Billings - Fiscal Year 2011	16	Impact: 8 Probability: 8	We recommend that Authority Management notify the District that they must provide the actual labor expenses incurred as required by the PSA.	Completed 11/30/12
13-01	FACILITIES MANAGEMENT DEPARTMENT	Audit Report #12013 dated July 9, 2012, Sadler Electric, Inc.	12	Impact: 5 Probability: 7	Facilities Maintenance Department should take steps to ensure that certain Authority departments are immediately notified after a contractor has closed for business, filed for bankruptcy, or is no longer providing services to the Authority.	Completed 11/30/12
12-40	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12033 dated April 30, 2012, Pacific Aircraft Maintenance	7	Impact: 3 Probability: 4	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice Pacific for \$2,293 for underpayment of license fees. Additionally, Aviation and Commercial Business should inform Pacific that all revenue collected, including any attempt to recoup license fees through a fee on the airlines, must be included in gross revenue calculations, and failure to do so constitutes a violation of the Ground Handling Agreement terms.	Completed 11/30/12
12-25	AVIATION & COMMERCIAL BUSINESS DEPARTMENT (formerly Real Estate Management Department)	Audit Report #12020 dated February 16, 2012, Nevada Lease and Rentals, Inc.	19	Impact: 10 Probability: 9	Aviation & Commercial Business Department (AvCom) should request Payless to recalculate concessionable revenue for the period July 1, 2001, to present, inclusive of "Other Revenue". Further, AvCom should request that in future periods, Payless track and account for the distinct revenue categories within "Other Revenue".	Completed 12/31/12

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to S&L Specialty Contracting, Inc., in the amount of \$810,550, for Phase 7, Group 4, Project No. 380704, of the San Diego County Regional Airport Authority's Quieter Home Program; and

BE IT FURTHER RESOLVED that the Authority's President/CEO or designee is hereby authorized to execute and deliver such contract to S&L Specialty Contracting, 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"), Pub. Res. Code Section 21065; and is a "development," as defined by the California Coastal Act, Pub. Res. Code Section 30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. Section 15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Pub. Res. Code Sections 30610(a) and 30610(b) and 14 Cal. Code Regs. Section 13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
12-24	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12020 dated February 16, 2012, Nevada Lease and Rentals, Inc.	18	Impact: 10 Probability: 8	Aviation & Commercial Business Department (AvCom) should initiate a request to Accounting to invoice Payless in the amount of \$335,226 for underpayment of concession fees.	Completed 12/31/12
12-26	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12018 dated February 16, 2012, DTG Operations, Inc.	18	Impact: 10 Probability: 8	The Aviation & Commercial Business Department (AvCom) should request the Accounting Department issue an invoice to Dollar and to Thrifty in the amounts \$453,252 and \$205,328 respectively.	Completed 12/31/12
13-10	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13018 dated November 14, 2012, Enterprise Holdings, Inc.	11	Impact: 5 Probability: 6	The Aviation & Commercial Business Department should request the Accounting Department issue an invoice to Enterprise Holdings, Inc. in the amount of \$22,404.	Completed 12/31/12
13-08	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13015 dated August 31, 2012, AirProjects, Inc.	10	Impact: 5 Probability: 5	Aviation & Commercial Business should submit a request to the Accounting Department to prepare and issue an invoice to AirProjects in the amount of \$10,296 for the overpayment of consulting fees charged.	Completed 12/31/12
12-17	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #12023 dated October 19, 2011, Host International	17	Impact: 8 Probability: 9	Aviation & Commercial Business Department (AvCom) should develop and document a comprehensive and efficient monitoring program that specifically targets concessionaire revenue and sales activity prior to implementation of the new Concession Development Program. In addition, ACB should verify the accuracy of financial data provided by concessionaires, prior to input into the E1 financial system by the Accounting Department, and then in turn, verify that the E1 data is congruent with the concessionaire's monthly reports.	Completed 3/30/13
11-02	FACILITIES MANAGEMENT DEPARTMENT	Audit Report #11014 dated December 1, 2010, Abhe & Svoboda, Inc.	13	Impact: 7 Probability: 6	Authority Management should ensure that any allowance for additional services included in an agreement should be directly related to the services provided in the agreement.	Completed 3/30/13
13-21	LANDSIDE OPERATIONS AND FACILITIES MANAGEMENT DEPARTMENTS	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	13	Impact: 6 Probability: 7	Management of the Landside Operations and the Facilities Management Departments (FMD) should work to develop a procedure for the processing of meal reimbursement requests to ensure that the requests meet Memorandum of Understanding (MOU) requirements.	Completed 3/30/13
13-16	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13034 dated January 15, 2013, Newport Beach Sales & Leasing Inc.	12	Impact: 6 Probability: 6	Aviation & Commercial Business should request that the Accounting Department issue a credit to Newport in the amount of \$66,645 for the overpayment of license fees.	Completed 3/30/13

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
13-17	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13034 dated January 15, 2013, Newport Beach Sales & Leasing Inc.	11	Impact: 6 Probability: 5	Aviation & Commercial Business should request that the Accounting Department issue an invoice to Newport in the amount of \$8,616 for the underpayment of Consolidated Facility Charges.	Completed 3/30/13
13-22	LANDSIDE OPERATIONS AND FACILITIES MANAGEMENT DEPARTMENTS	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	11	Impact: 5 Probability: 6	Employees who received meal reimbursement that did not satisfy the requirements of the Memorandum of Understanding (MOU) should be asked to reimburse the Authority for those amounts.	Completed 3/30/13
13-13	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #11024 dated December 5, 2012, Aircraft Rescue & Fire Fighting Expense Billings - FY 2010	15	Impact: 8 Probability: 7	We recommend that the Airside Operations Department (OPS) review the invoice monthly, using the Excel spreadsheet support provided by the City, to calculate the totals of all pay types and fringe benefit types to ensure that the Authority is not billed for types that are included in the labor load or are unsupported by documentation of the service provided. Travel, training, an supply expenses should be totaled on the Excel sheets and verified to the supporting documentation for each charge. Additionally, the City should be required to provide a summary of the firefighters drill training when an invoice with training-related expenses is submitted. The summary should indicate the firefighter for which expenses are being submitted, and for each firefighter: the dates of the training, the expenses included in the current invoice, the expenses previously submitted for payment, and the estimate of outstanding expenses. OPS should maintain a record of the certificates of training received for each firefighter to ensure the training expense payments are supported by proof of training course completion.	Completed 6/30/13
13-23	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13035 dated March 7, 2013, Triad International Maintenance Corporation (TIMCO)	13	Impact: 6 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice TIMCO for \$64,684 for underpayment of license fees due the underreporting of revenue from United and SkyWest.	Completed 6/30/13
13-24	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13035 dated March 7, 2013, Triad International Maintenance Corporation (TIMCO)	12	Impact: 5 Probability: 7	The Aviation and Commercial Business Department should initiate a request to Accounting to invoice TIMCO for \$5,388 for underpayment of license fees due to the failure to include revenue from AccuFleet for the length of the audit period.	Completed 6/30/13

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
13-18	ACCOUNTING DEPARTMENT	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	10	Impact: 6 Probability: 4	We recommend that the Accounting Department work to strengthen internal controls or procedures for Policy oversight. This should include Approving Administrator ownership for reviewing and approving reimbursement requests. Management should consider implementing a procedure that removes Approving Administrator authority for those who are found to have multiple instances of providing approval for non-reimbursable items.	Completed 6/30/13
13-20	ACCOUNTING DEPARTMENT	Audit Report #13005 dated February 28, 2013, Business and Travel Expenses	10	Impact: 5 Probability: 5	To address the disallowable items documented in this Audit Report that are violations of Authority Policy, we recommend Accounting retroactively disallow the reimbursements and the employees be notified that they are required to reimburse the Authority for such amounts.	Completed 6/30/13
13-27	AVIATION OPERATIONS & PUBLIC SAFETY DEPARTMENT	Audit Report #13032R dated May 8, 2013, Emergency Medical Technician-Paramedic Services	10	Impact: 5 Probability: 5	The Aviation Operations & Public Safety Department should request the City to add as an Authority credit \$3,879 (\$11,636/3) to the City's EMT-P service invoices for the next three (3) months.	Completed 6/30/13

Appendix D – Fiscal Year 2014 Audit Plan

BUSINESS PROCESS AUDITS		
1	Debt Service Management	250
2	Cloud Management and Performance	300
3	Human Resources Services Performance	350
4	Airport Lost and Found	200
5	Timekeeping Payroll	250
6	Social Media Control and Performance	250
	TOTAL BUSINESS PROCESS AUDIT HOURS	<u>1,600</u> 17.2%
EXPENSE CONTRACT AUDITS		
7	Bradford Airport Logistics	200
8	Leigh Fisher & Associates	200
9	SOLPAC Construction, Inc., dba Soltek Pacific Construction Company	150
10	Abadjis Systems, Ltd.	200
11	Ace Parking Management, Inc.	250
12	Kimley-Horn and Associates, Inc.	200
13	Porter Novelli, Inc.	150
14	AMEC Environmental and Infrastructure, Inc.	150
	TOTAL EXPENSE CONTRACT AUDIT HOURS	<u>1,500</u> 16.1%
REVENUE CONTRACT AUDITS		
15	Budget Rent A Car Systems	250
16	DTG Operations, Inc. dba Thrifty & Dollar	250
17	Nevada Lease and Rental, Inc. dba Payless Car Rental System	250
18	Simply Wheelz, LLC dba Advantage Rent-A-Car	250
19	DAL Global Services, LLC	150
20	Elite Line Services, Inc.	150
21	Landmark Aviation GSO-SAN, LLC	150
22	Sky Chef, Inc. dba LSG Sky Chefs	150
23	Host International, Inc. (FSP 1)	250
24	SSP America, Inc. (FSP 3)	250
25	Smarte Carte, Inc.	150
	TOTAL REVENUE CONTRACT AUDIT HOURS	<u>2,250</u> 24.1%
ANNUAL ONGOING AUDITS AND SUPPORT		
26	Aircraft Rescue & Fire Fighting (ARFF)	150
27	Board Member Expenditures	50
28	CONRAC Fund Review	100
29	Procurement Card Program	150
30	Agreements with Expenditure Limits Not to Exceed \$100,000	100
31	Bi-Annual Airline Landing Fees	250
32	Emergency Medical Technician-Paramedic Services	80
33	San Diego Unified Port District Billing	250
	ANNUAL ONGOING AUDITS AND SUPPORT HOURS	<u>1,130</u>
34	Special Request Audits	798
	TOTAL ANNUAL ONGOING AUDITS AND SUPPORT HOURS	<u>1,928</u> 20.7%
35	QUALITY ASSESSMENT REVIEW	300 3.2%
36	ETHICS PROGRAM ACTIVITY	400 4.3%
37	CONSTRUCTION AUDIT AND MONITORING ACTIVITY	<u>1,340</u> 14.4%
	TOTAL HOURS	<u>9,318</u> 100.0%
	AVAILABLE AUDIT HOURS FROM OFFICE STAFF	<u>9,318</u>
	DIFFERENCE	<u>0</u>

Appendix E – Ethics Compliance Program

**Ethics Hotline Summary
Fiscal Year 2013**

	Number of Reports Received	Number Received Anonymously	Details Support Potential Code Violation (Ethics or Workplace)	Investigation of Concern	Response (email or phone to non-anonymous reports)
Code of Ethics Concerns					
Potential Misuse of Public Funds					
<i>New Construction</i>	73	46	0	n/a	27
<i>Advertising</i>	38	30	0	n/a	8
<i>Conflict of Interest Involving Contracts</i>	2	1	1	Yes (a)	1
Potential Misuse of Resources					
<i>Conflict of Interest /Misuse of Position</i>	10	9	1	Yes (b)	1
<i>Misuse of Time/Travel</i>	1	0	1	Yes (g)	1
<i>Misuse of Position</i>	1	1	1	Yes (d)	0
Employee Opinion Survey/Anonymity	14	12	0	n/a	2
Acceptance of Gifts	8	7	0	n/a	1
Retaliation	2	0	1	Yes (e)	2
Customer Strategy Sessions ~ Funds	1	0	1	Yes (h)	1
Non Ethics Related Concerns					
ATO Practices and Behavior	58	35	0	n/a	23
TSA Practices and Behavior	52	41	0	n/a	11
Aircraft Noise	42	39	0	n/a	3
Concession Choices	11	11	0	n/a	0
Workplace Concerns					
Workplace Practices/Behavior	56	43	3	Yes (c,f,i)	13
United Way	51	36	0	n/a	15
Workplace Equitability	31	26	0	n/a	5
Review Process	8	8	0	n/a	0
Departmental Holiday Lunches	7	6	0	n/a	1

(a) Issue was investigated and report provided to General Counsel. Management resolved concern.

(b) Concern addressed in Business and Travel Expense Audit. No violation found.

(c) Issue was investigated and no violation was found.

(d, f) Issue was investigated with no evidence of concern or violation noted. Issue was reported anonymously.

(e) Issue was investigated and concern was determined to not be a violation. Response was provided to individual who reported issue.

(g, h, i) Issue was reported at the end of FY 2013, and is currently being investigated.

Appendix F – Soft Savings Estimate

Office of the Chief Auditor
Soft Savings Estimate for Fiscal Year 2013

Audit	Type	Savings	Comments	Status
Report #12005 Vehicle Fleet Management Issued July 19, 2012	Annual	\$126,102	Current practice is to provide vehicle to individual departments. A review of the usage mileage for passenger vehicles compared to what the Authority would reimburse an employee for mileage on a personal vehicle, indicated that reducing and/or consolidating the vehicle fleet would provide significant costs savings. Annual cost for vehicles was estimated at \$140,382 and cost of reimbursement was \$14,280.	Management rejected this recommendation stating that the operational nature and physical size of the airport does not lend itself to a standard Fleet Management model, and a pure financial analysis does not take into account the diversity of the Authority's mission.
Report #13005 Business and Travel Expenses Issued February 28, 2013	Annual	\$30,770	We recommended that management should consider only allowing reimbursement for meals up to the GSA approved rate. We estimated that this could save 18% of on meal reimbursement.	Management is evaluating this observation, but there are no plans at this time to change the Authority meals reimbursement policy.
Report #13007 Advantage Performance Group, Inc. Issued April 30, 2013	Ongoing	\$93,827	Realize cost savings on reimbursements to contractors by reimbursing contractors as close to GSA rates as possible. Alternatives would be to reimburse for meals and lodging up to GSA rate maximums when contractors have access to government discounts, and establish a negotiated rate with local hotels for contractors. We estimated cost savings by assuming that 25% of contracts include travel reimbursement expenses, travel expenses amount to 5% of the contract expense, and a 10% cost savings. (FY13 Contract Exp. \$75,061,282*25%)*5%*10%	Management is evaluating this observation, but there are no plans or actions that have been taken to date.
Total Soft Savings		\$250,699		

000120



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
17

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Revision to the Fiscal Year 2014 Audit Plan

Recommendation:

The Audit Committee recommends that the Board receive the information.

Background/Justification:

The Office of the Chief Auditor's ("OCA") Annual Audit Plan for Fiscal Year 2014 was approved by the Audit Committee during its May 13, 2013, meeting.

Pursuant to Section 4 and Section 5 of the Charter of the Office of the Chief Auditor, amendments for unplanned and special request audits may be performed after review and consultation with the Audit Committee.

The Fiscal Year 2014 Audit Plan requires a revision due to circumstances identifying the addition, or the deletion, of the following list of projects or vendors:

Add (per special request by AvCOM):

Aircraft Service International Group (ASIG)

The Fiscal Year 2014 Audit Plan was presented with its requested revision to the Audit Committee during its August 19, 2013, Committee Meeting ("Attachment A"). The Committee accepted the revision, and unanimously moved to forward the Revised FY14 OCA Audit Plan to the Board for information.

Fiscal Impact:

No fiscal impact. The Office of the Chief Auditor's Fiscal Year 2014 Budget includes funds specified for conducting Special Request Audits.

Authority Strategies:

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

- Community Strategy Customer Strategy Employee Strategy Financial Strategy 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.

Equal Opportunity Program:

Not applicable

Prepared by:

MARK A. BURCHYETT
CHIEF AUDITOR

San Diego County Regional Airport Authority

OFFICE OF THE CHIEF AUDITOR

Fiscal Year 2014 Audit Plan

REVISED 8/19/13

BUSINESS PROCESS AUDITS

- 1 Debt Service Management
- 2 Cloud Management and Performance
- 3 Human Resources Services Performance
- 4 Airport Lost and Found
- 5 Timekeeping Payroll
- 6 Social Media Control and Performance

EXPENSE CONTRACT AUDITS

- 7 Bradford Airport Logistics
- 8 Leigh Fisher & Associates
- 9 SOLPAC Construction, Inc., dba Soltek Pacific Construction Company
- 10 Abadjis Systems, Ltd.
- 11 Ace Parking Management, Inc.
- 12 Kimley-Horn and Associates, Inc.
- 13 Porter Novelli, Inc.
- 14 AMEC Environmental and Infrastructure, Inc.

REVENUE CONTRACT AUDITS

- 15 Budget Rent A Car Systems
- 16 DTG Operations, Inc. dba Thrifty & Dollar
- 17 Nevada Lease and Rental, Inc. dba Payless Car Rental System
- 18 Simply Wheelz, LLC dba Advantage Rent-A-Car
- 19 DAL Global Services, LLC
- 20 Elite Line Services, Inc.
- 21 Landmark Aviation GSO-SAN, LLC
- 22 Sky Chef, Inc. dba LSG Sky Chefs
- 23 Host International, Inc. (FSP 1)
- 24 SSP America, Inc. (FSP 3)
- 25 Smarte Carte, Inc.

ANNUAL ONGOING AUDITS AND SUPPORT

- 26 Aircraft Rescue & Fire Fighting (ARFF)
- 27 Board Member Expenditures
- 28 CONRAC Fund Review
- 29 Procurement Card Program
- 30 Agreements with Expenditure Limits Not to Exceed \$100,000
- 31 Bi-Annual Airline Landing Fees
- 32 Emergency Medical Technician-Paramedic Services
- 33 San Diego Unified Port District Billing

34 Special Request Audits

Aircraft Service International Group (ASIG)

35 QUALITY ASSESSMENT REVIEW

36 ETHICS PROGRAM ACTIVITY

37 CONSTRUCTION AUDIT AND MONITORING ACTIVITY

000123



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
18

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute a First Amendment to the contract with Miki Iwasaki DBA MI-Workshop for the Terminal 1 Food Court Public Art Project

Recommendation:

The Art Advisory Committee recommends that the Board adopt Resolution No. 2013-0086, approving and authorizing the President/CEO to execute a first amendment to the contract with Miki Iwasaki DBA MI-Workshop, increasing the contract amount by \$45,000, for a total not to exceed amount of \$155,000, for the Terminal 1 Food Court Public Art Project due to an increase in project scope.

Background/Justification:

On February 14, 2013, the Board adopted Resolution No. 2013-0015, awarding Miki Iwasaki DBA MI-Workshop the commission for the Terminal 1 Food Court Public Art Opportunity ("Art Project") in an amount not to exceed \$110,000.

The renovation of the Terminal 1 food court presented an opportunity to facilitate a new public art project in this area. The public art opportunity consists of a free-standing structural wall measuring 23'0" x 10'6". The wall is located in the center of the food court and has some visibility from the concourse areas. The deliberate siting of the artwork in and around the food court is intended to provide an aesthetic enhancement for a wall located in a highly trafficked area in the center of the food court.

The selected artist for this project has been collaborating with the food court project's design team during the implementation of the project. During a recent design meeting, the team determined that a better solution for the overall food court project would be to allow the art project to wrap the entire wall as opposed to application on only one side of the wall. Due to the particular constraints of the art project being placed on a structural wall, it has been determined that application to one side of the wall is not sufficient to create an impactful artwork. Increasing the scope of the artwork project to address both sides of the wall would create an opportunity for the development of a more engaging and integrated artwork project.

000124

Page 2 of 2

On July 16, 2013, the Art Advisory Committee considered and approved a recommendation to increase the artist's contract for the Art Project by \$45,000 to address the proposed change in the project scope of work.

Initial funding in the amount of \$110,000 for the Art Project provided for an artistic design and enhancement for one face of the structural wall. Increased funding in the amount of \$45,000 would allow the artist to address both sides of the wall. If the amendment is approved, the total contract not-to-exceed amount for the Terminal 1 Food Court Public Art Opportunity will be \$155,000.

Fiscal Impact:

Adequate funds for the expanded scope of work for the Terminal 1 Food Court Public Art Project are included within the Board approved FY2014-FY2018 Capital Program Budget in Project No. 104158, Terminal 1 Food Court Public Art. The source of funding for this project includes Airport Cash.

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.

Equal Opportunity Program:

Not Applicable

Prepared by:

DIANA LUCERO,
DIRECTOR, PUBLIC RELATIONS

RESOLUTION NO. 2013-0086

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE CONTRACT WITH MIKI IWASAKI DBA MI-WORKSHOP, INCREASING THE CONTRACT AMOUNT BY \$45,000, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$155,000, FOR THE TERMINAL 1 FOOD COURT PUBLIC ART PROJECT DUE TO AN INCREASE IN PROJECT SCOPE

WHEREAS, on February 14, 2013, the Board adopted Resolution No. 2013-0015, awarding Miki Iwasaki DBA MI-Workshop the commission for the Terminal 1 Food Court Public Art Opportunity ("Art Project") in an amount not to exceed \$110,000; and

WHEREAS, the Art Project consists of a free-standing structural wall measuring 23'0" x 10'6", situated in a highly trafficked area in the center of the Terminal 1 food court that allows for an aesthetic enhancement of the area; and

WHEREAS, due to the particular constraints of the Art Project being placed on a structural wall, it has been determined that application to one side of the wall is not sufficient to create an impactful artwork; and

WHEREAS, increasing the scope of the Art Project to address both sides of the wall would create an opportunity for the development of a more engaging and integrated artwork project; and

WHEREAS, initial funding for the Art Project in the amount of \$110,000 for the requested project provided an opportunity for an artistic design and enhancement to be applied to one face of the structural wall; and

WHEREAS, additional funding for the Art Project in the amount of \$45,000 would allow the artist to address both sides of the wall; and

WHEREAS, on July 16, 2013, the Art Advisory Committee approved a recommendation to increase the artist contract for the Art Project by \$45,000 to address the proposed change in the Art Project scope of work.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a first amendment to the contract with Miki Iwasaki DBA MI-Workshop, increasing the contract amount by \$45,000, for a total not to exceed amount of \$155,000, for the Terminal 1 Food Court Public Art Project due to an increase in the project scope.

BE IT FURTHER RESOLVED that the Board finds that this 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT**

**Item No.
19**

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Award a Contract to S&L Specialty Contracting, Inc., for Quieter Home Program Phase 7, Group 4 (14 East Side and 5 West Side, Historic and Non-Historic Units on Six Single and Four Multi-Family Residential Properties)

Recommendation:

Adopt Resolution No. 2013-0087, awarding a contract to S&L Specialty Contracting, Inc., in the amount of \$810,550, for Phase 7, Group 4, Project No. 380704, of the San Diego County Regional Airport Authority's Quieter Home Program.

Background/Justification:

The Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). The Phase 7, Group 4, project includes installation of new acoustical windows, doors, insulation, and ventilation improvements to reduce aircraft-related noise levels inside the homes. This project will provide sound attenuation to 14 east side and 5 west side, historic and non-historic units on six single and four multi-family residential properties (refer to the blue and white boundary areas noted on Attachment A).

To date, the Program has completed 2,640 residences, of which 674 are historic and 1,966 are non-historic; 1,698 residences are located west of SDIA and 942 are located east of SDIA.

Project No. 380704 was advertised on July 2, 2013, and bids were opened on August 1, 2013. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Contracting, Inc.	\$810,550
G&G Specialty Contractors, Inc.	\$911,826

The Engineer's estimate was advertised as \$834,661 but was amended with Addendum No. 1 changing the Engineer's estimate to \$776,045. Both contractors have noted receipt of Addendum No. 1 in their bids.

The low bid of \$810,550, is considered responsive, and S&L Specialty Contracting, Inc., is considered responsible. Award to S&L Specialty Contracting, Inc. is, therefore, recommended in the amount of \$810,550.

Fiscal Impact:

Adequate funds for FY2014 expenditures, under the S&L Specialty Contracting, Inc. contract, are included within the adopted FY2014 operating budget in the Authority's Quieter Home Program. 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. This Board action is a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code Section 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. Section 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. This Board action is a "development" as defined by the California Coastal Act, Pub. Res. Code Section 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 Pub. Res. Code Section 30610(a) and 14 Cal. Code Regs. Section 13250 – "Improvements to Single-Family Residences." The proposed improvements to multi-family residences are exempt from coastal permit requirements under Pub. Res. Code Section 30610(b) and 14 Cal. Code Regs. Section 13253 – "Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits."

Equal Opportunity Program:

The Authority's small business program promotes the use of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

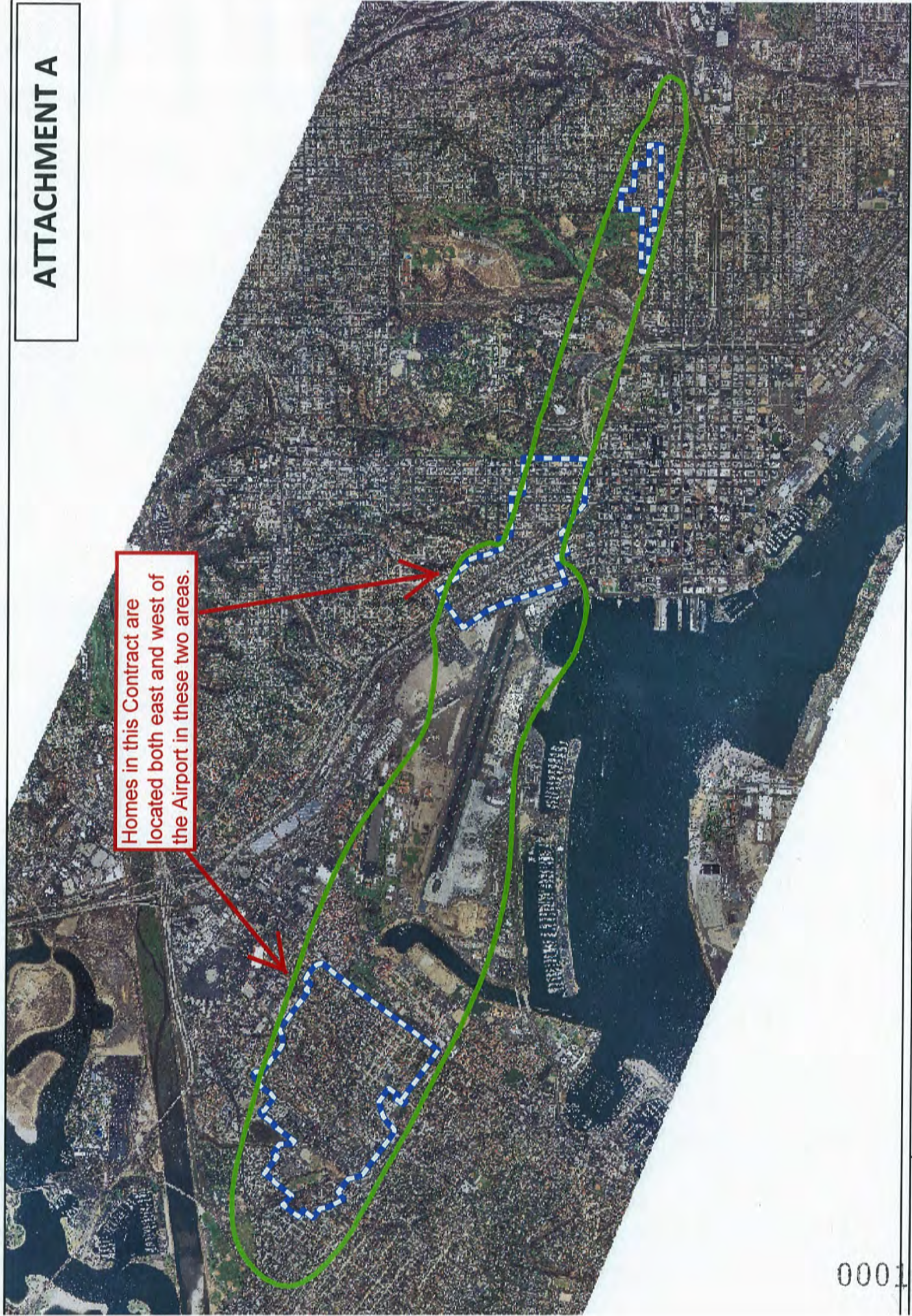
This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. S&L Specialty Contracting, Inc. is proposing 6.4% DBE participation on QHP Phase 7, Group 4.

Prepared by:

DAN FRAZEE
DIRECTOR, AIRPORT NOISE MITIGATION

ATTACHMENT A

Homes in this Contract are located both east and west of the Airport in these two areas.



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San Diego County Regional Airport Authority
Quieter Home Program
Project 380704

<p>Land Use - SanGIS 2107</p> <ul style="list-style-type: none"> Single-Family Residential Multi-Family Residential Condominiums 	<ul style="list-style-type: none"> QHP Completed QHP Ineligible County Parcel 	<ul style="list-style-type: none"> 67 dB Boundary 65 dB CNEL Contour Address Point
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1 inch = 3,898 feet

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5/11 - Print Date/Id 30 2013

SPECIFICATION NO. 380704

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380704
 BIDS OPENED: August 1, 2013, 2:00 p.m.
 ENGINEER'S ESTIMATE: \$834,661.00

CONTRACTOR:		S&L Specialty Contracting, Inc.		G&G Specialty Contractors, Inc.							
ADDRESS:		315 S. Franklin St., Syracuse, NY 13202		4633 S. 36th Street, Phoenix, AZ 85040							
GUARANTEE OF GOOD FAITH:		Hartford Casualty Insurance Company		Hartford Fire Insurance Company							
Res No.	Bid Item Number	Dwelling Units	Unit of Measure	General Construction (In Figures)	HVAC Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	HVAC Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380704.33	Casemero 2446 Alcott St	1	Lump Sum	60,000.00	6,000.00	1,000.00	67,000.00	66,138.00	5,836.00	2,000.00	73,974.00
380704.34	Lubin 1965 2 nd Ave	7	Lump Sum	87,000.00	16,000.00	5,000.00	108,000.00	96,741.00	19,747.00	5,100.00	121,588.00
380704.35	Langley 2051-2053 2 nd Ave	2	Lump Sum	35,500.00	4,500.00	10,500.00	50,500.00	48,530.00	5,642.00	5,800.00	59,972.00
380704.36	Langley 2055-2057 2 nd Ave	2	Lump Sum	35,500.00	4,500.00	10,500.00	50,500.00	48,615.00	5,642.00	5,800.00	60,057.00
380704.37	Khan 2452 Union St	2	Lump Sum	62,000.00	19,000.00	16,000.00	97,000.00	87,310.00	17,508.00	15,500.00	120,318.00
380704.38	Foster 3635 Elliott St	1	Lump Sum	140,000.00	21,000.00	4,000.00	165,000.00	150,093.00	17,508.00	7,100.00	174,701.00
380704.39	Knipe 3029 James St	1	Lump Sum	33,000.00	6,000.00	4,000.00	43,000.00	38,741.00	5,836.00	3,300.00	47,877.00
380704.40	Santana 802 W Nutmeg St	1	Lump Sum	54,000.00	6,000.00	4,000.00	64,000.00	58,514.00	5,836.00	2,800.00	67,150.00
380704.41	Radaford 3033 Elliott St	1	Lump Sum	42,000.00	7,000.00	2,000.00	51,000.00	54,911.00	5,836.00	2,500.00	63,247.00
380704.42	Fiaseu 2310 Lucerne St	1	Lump Sum	26,000.00	6,000.00	3,000.00	35,000.00	34,356.00	5,836.00	3,200.00	43,392.00
				Subtotal	\$731,000.00	Subtotal	\$810,550.00	Subtotal	\$832,276.00	Subtotal	\$911,826.00
				Allowance for Structural, HVAC, Electrical Repair Building and Utility Permits and Fees	50,000.00	Electrical Repair	27,000.00	Allowance for Structural, HVAC, Electrical Repair Building and Utility Permits and Fees	50,000.00	Electrical Repair	27,000.00
				Allowance for 150 Required T-Shirts	2,550.00	Allowance for 150 Required T-Shirts	2,550.00	Allowance for 150 Required T-Shirts	2,550.00	Allowance for 150 Required T-Shirts	2,550.00
				TOTAL BID	\$810,550.00	TOTAL BID	\$911,826.00	TOTAL BID	\$810,550.00	TOTAL BID	\$911,826.00

Note: Addendum No. 1 noted.

RESOLUTION NO. 2013-0087

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AWARDING A CONTRACT TO S&L SPECIALTY CONTRACTING, INC., IN THE AMOUNT OF \$810,550 FOR PHASE 7, GROUP 4, PROJECT NO. 380704, 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; and

WHEREAS, Phase 7, Group 4, of the Program will include installation of new acoustical windows, doors, insulation, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 7, Group 4, of the Program provides sound attenuation to 14 east side and 5 west side, historic and non-historic units on six single and four multi-family residential properties; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 7, Group 4, on July 2, 2013; and

WHEREAS, on August 1, 2013, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder, S&L Specialty Contracting, Inc., submitted a bid of \$810,550; and the Authority's staff has duly considered the bid and has determined S&L Specialty Contracting, 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 S&L Specialty Contracting, Inc., the lowest bidder, the contract for Phase 7, Group 4, upon the terms and conditions set forth in the Bid Solicitation Package.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to S&L Specialty Contracting, Inc., in the amount of \$810,550, for Phase 7, Group 4, Project No. 380704, of the San Diego County Regional Airport Authority's Quieter Home Program; and

BE IT FURTHER RESOLVED that the Authority's President/CEO or designee is hereby authorized to execute and deliver such contract to S&L Specialty Contracting, 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"), Pub. Res. Code Section 21065; and is a "development," as defined by the California Coastal Act, Pub. Res. Code Section 30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. Section 15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Pub. Res. Code Sections 30610(a) and 30610(b) and 14 Cal. Code Regs. Section 13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
20

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Award a Contract to Nuera Contracting & Consulting LP, for Quieter Home Program Phase 7, Group 3 (30 West Side, Non-Historic, Condominium Units)

Recommendation:

Adopt Resolution No. 2013-0088, awarding a contract to Nuera Contracting & Consulting LP, in the amount of \$916,609, for Phase 7, Group 3, Project No. 380703, of the San Diego County Regional Airport Authority's Quieter Home Program.

Background/Justification:

The Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). The Phase 7, Group 3, project includes installation of new acoustical windows, doors, insulation, and ventilation improvements to reduce aircraft-related noise levels inside the homes. This project will provide sound attenuation to 30 west side, non-historic, condominium units (refer to the red "scalped" area of Attachment A).

To date, the Program has completed 2,640 residences, of which 674 are historic and 1,966 are non-historic; 1,698 residences are located west of SDIA and 942 are located east of SDIA.

Project No. 380703 was advertised on June 11, 2013, and bids were opened on July 11, 2013. The following bids were received (refer to Attachment B):

Company	Total Bid
Nuera Contracting & Consulting LP	\$916,609
S&L Specialty Contracting, Inc.	\$976,550
G&G Specialty Contractors, Inc.	\$1,090,934

The Engineer's estimate is \$999,475.

The low bid of \$916,609, is considered responsive, and Nuera Contracting & Consulting LP is considered responsible. Award to Nuera Contracting & Consulting LP is, therefore, recommended in the amount of \$916,609.

000135

Fiscal Impact:

Adequate funds for FY2014 expenditures, under the Nuera Contracting & Consulting LP contract, are included within the adopted FY2014 operating budget in the Authority's Quieter Home Program. 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. This Board action is a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code Section 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. Section 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. This Board action is a "development" as defined by the California Coastal Act, Pub. Res. Code Section 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 Pub. Res. Code Section 30610(a) and 14 Cal. Code Regs. Section 13250 – "Improvements to Single-Family Residences." The proposed improvements to multi-family residences are exempt from coastal permit requirements under Pub. Res. Code Section 30610(b) and 14 Cal. Code Regs. Section 13253 – "Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits."

Equal Opportunity Program:

The Authority's small business program promotes the use of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. Nuera Contracting & Consulting LP is proposing _0__% DBE participation on QHP Phase 7, Group 3.

Prepared by:

DAN FRAZEE
DIRECTOR, AIRPORT NOISE MITIGATION

ATTACHMENT A



Sea Colony
Condominium Complex
Project 380703

San Diego County Regional Airport Authority
Quieter Home Program
Project 380703 - Sea Colony Condo Complex

■ Land Use - SanGIS 2107
■ Single-Family Residential
■ Multi-Family Residential
■ Condominiums

■ QHP Completed
■ QHP Ineligible
 County Parcel

- - - 67 dB Boundary
— 65 dB CNEL Contour
○ Address Point

■ 1 inch = 1,542 feet

00138
 5/11/11 - Print Date/March 20, 2013

RESOLUTION NO. 2013-0088

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AWARDING A CONTRACT TO NUERA CONTRACTING & CONSULTING LP, IN THE AMOUNT OF \$916,609, FOR PHASE 7, GROUP 3, PROJECT NO. 380703, 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; and

WHEREAS, Phase 7, Group 3, of the Program will include installation of new acoustical windows, doors, insulation, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 7, Group 3, of the Program provides sound attenuation to 30 west side, non-historic, condominium units; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 7, Group 3, on June 11, 2013; and

WHEREAS, on July 11, 2013, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder, Nuera Contracting & Consulting LP, submitted a bid of \$916,609; and the Authority's staff has duly considered the bid and has determined Nuera Contracting & Consulting LP 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 Nuera Contracting & Consulting LP, the lowest bidder, the contract for Phase 7, Group 3, 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 Nuera Contracting & Consulting LP, in the amount of \$916,609, for Phase 7, Group 3, Project No. 380703, 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 Nuera Contracting & Consulting LP; 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"), Pub. Res. Code Section 21065; and is a "development," as defined by the California Coastal Act, Pub. Res. Code Section 30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. Section 15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Pub. Res. Code Sections 30610(a) and 30610(b) and 14 Cal. Code Regs. Section 13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
21

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute a First Amendment to the Concession Lease with Swissport Lounge, LLC

Recommendation:

Adopt Resolution No. 2013-0089, approving and authorizing the President/CEO to execute a First Amendment to the Concession Lease with Swissport Lounge, LLC., extending the commencement date from August 1, 2013, to no later than January 1, 2014.

Background/Justification:

In September 2012 the Board granted a 10-Year lease to Swissport Lounge, LLC (Swissport) to design, build, and operate a common use airport lounge in Terminal 2 East at San Diego International Airport. This lounge will serve as a replacement for the existing American Airlines (American) Admiral's Club, which will be closed to allow for development of new stores as part of the Concession Development Program. The common use lounge will serve the passengers of American and its Oneworld Alliance partners, including British Airways and Japan Airlines, and also sell day passes to other passengers who are not traveling with American or its alliance partners.

The commencement date of the term of the lease was initially set at August 1, 2013, based upon an understanding that Swissport would complete negotiations with American for a joint use agreement on the operation of the lounge. However, negotiations between American and Swissport took longer than expected, which resulted in delays in the design and construction of the lounge. As a result, Swissport has adjusted its construction timeline to reflect an operating date of January 1, 2014. Based upon this new timeline, staff recommends that the term of the lease be amended to commence on January 1, 2014, and terminate 120 months thereafter.

Authority Policy 6.01 requires that the President/CEO bring all proposed amendments to leases with a remaining term exceeding five years to the Board for approval. As a result, staff is requesting Board approval to extend the commencement date to no later than January 1, 2014.

000142

Fiscal Impact:

The Lease provides for a Minimum Annual Guarantee of \$150,000 or \$12,500 per month. Delaying the commencement date from August 1, 2013 to January 1, 2014 means the Authority will not realize revenue for 5 months or \$62,500.

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.

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has an Airport Concession Disadvantaged Business Enterprise ("ACDBE") Plan as required by the Department of Transportation, 49 CFR Part 23. The ACDBE Plan calls for the Authority to submit a triennial overall goal for ACDBE participation on all concession projects.

This solicitation is an airport concession opportunity; therefore, it will be applied toward the Authority's overall ACDBE goal. Swissport Lounge, LLC is proposing 0% ACDBE participation on this project.

Prepared by:

NYLE MARMION
MANAGER, CONCESSION DEVELOPMENT PROGRAM

RESOLUTION NO. 2013-0089

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE CONCESSION LEASE WITH SWISSPORT LOUNGE, LLC., EXTENDING THE COMMENCEMENT DATE FROM AUGUST 1, 2013 TO NO LATER THAN JANUARY 1, 2014

WHEREAS, in September 2012 the Board granted a 10-Year lease to Swissport Lounge, LLC (Swissport) to design, build, and operate a common use airport lounge in Terminal 2 East at San Diego International Airport; and

WHEREAS, this lounge will serve as a replacement for the existing American Airlines (American) Admiral's Club, which will be closed to allow for development of new stores as part of the Concession Development Program; and

WHEREAS, the common use lounge will serve the passengers of American and its Oneworld Alliance partners, including British Airways and Japan Airlines, and also sell day passes to other passengers who are not traveling with American or its alliance partners; and

WHEREAS, the term of the lease initially commenced August 1, 2013, and expired 120 months thereafter based upon an understanding that Swissport would complete negotiations with American for a joint use agreement on the operation of the lounge; and

WHEREAS, negotiations between American and Swissport took longer than expected resulting in delays in the design and construction of the lounge. As a result, Swissport has adjusted its construction timeline to reflect an operating date of January 1, 2014; and

WHEREAS, Authority Policy 6.01 requires that the President/CEO bring all proposed amendments to leases with a term exceeding five years in duration to the Board for approval; therefore, staff is requesting Board approval to amend the term of the lease to commence no later than January 1, 2014 and expire 120 months thereafter.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a First Amendment to the Concession Lease with Swissport Lounge, LLC., extending the commencement date from August 1, 2013 to no later than January 1, 2014 and expire 120 months thereafter; and

BE IT FURTHER RESOLVED that the Board finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
22

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute a First Amendment to the Agreement with Bradford Airport Logistics, LTD

Recommendation:

Adopt Resolution No. 2013-0090, approving and authorizing the President/CEO to execute a First Amendment to the Agreement with Bradford Airport Logistics, LTD to modify the Agreement's Buyout Schedule.

Background/Justification:

The Authority currently has an agreement with Bradford Airport Logistics, LTD (Bradford) to operate the Receiving and Distribution Center (RDC) at San Diego International Airport (SDIA). The agreement has a five year term which commenced on November 19, 2012, and a total compensation amount not to exceed \$7,599,422. The RDC manages the receipt and distribution of most goods delivered to SDIA, primarily in support of the food/beverage and retail concessions throughout the airport terminals.

In the agreement, Bradford committed to make a capital investment in an amount not to exceed \$1,056,760 to include tenant improvements to the RDC, vehicles, and other miscellaneous equipment for the operation of the RDC. The agreement also states that the amount of capital investment shall not be increased without the prior written approval of the Authority. Bradford notified the Authority in early October 2012 that it would be exceeding the contractual capital investment amount of \$1,056,760.00 due to additional tenant improvements that Bradford desired to install for their operation. These items included, but were not limited to: design and installation of a backup electrical generator, installation of a refrigeration condensate line to comply with County of San Diego health code, and the build-out of additional office space for Bradford within the building envelope. Since Bradford was not able to provide an estimated amount of the final capital investments, the Authority was not able to provide prior written approval for the additional capital investments as required in the agreement. Bradford continued with the tenant improvement work to achieve the November 19, 2012, RDC opening as required in the agreement and which was critical to the transition of the Concession Development Program.

000140

When the final capital investment amount was calculated, Bradford actually spent \$1,426,465.00, or an additional \$369,705.00, for tenant improvements to the building. Bradford has advised the Authority that as a result of these increased costs, Bradford must obtain a bank loan in order to have sufficient funds to pay the contractors that constructed the RDC improvements. Bradford further advised that as a condition of funding the loan, Bradford's bank is requiring that the buyout schedule in the agreement be revised to reflect the actual capital investment incurred. While responsibility for paying its contractors clearly rests with Bradford, it is possible that, in the event of non-payment, the contractors may take legal action against Bradford, and perhaps the Authority, to recover amounts owed.

The proposed first amendment to the agreement would amend the buyout schedule to reflect the actual capital investment of \$1,426,465.00. In addition to allowing Bradford to secure funding necessary to pay its contractors, this action would also create a revised buyout schedule that reflects the additional value added to the RDC facilities by Bradford's supplemental improvements. These improvements made by Bradford enhance the functionality and operation of the RDC and revert to the Authority at the end of the five year term. For these reasons, staff recommends that the Authority revise the buyout schedule as requested by Bradford.

Fiscal Impact:

Revising the buyout schedule increases the compensation that the Authority would be required to pay to Bradford only if the Authority wished to terminate the Bradford agreement early for the Authority's convenience (not cause). In the event that the Authority chooses to terminate the Bradford agreement without cause, the amount of additional compensation would be dependent upon the date of the termination as the buyout amount decreases annually during each year of the term. Below is a summary of the current buyout schedule in the agreement, the amount of additional compensation if amended, and the revised buyout schedule if amended:

Agreement Year of Termination*	Original Buyout Schedule	Additional Amount of Buyout Compensation	Amended Buyout Schedule
2012-2013	\$1,056,760	\$369,705	\$1,426,465
2013-2014	\$845,480	\$295,764	\$1,141,244
2014-2015	\$634,056	\$221,823	\$855,879
2015-2016	\$422,704	\$147,882	\$570,586
2016-2017	\$211,352	\$73,941	\$285,293

* Each Agreement Year Begins on November 19

Authority Strategies:

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

- Community Strategy
 Customer Strategy
 Employee Strategy
 Financial Strategy
 Operations Strategy

000140.1

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.

Equal Opportunity Program:

Not applicable.

Prepared by:

NYLE MARMION
MANAGER, CONCESSION DEVELOPMENT PROGRAM

RESOLUTION NO. 2013-0090

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH BRADFORD AIRPORT LOGISTICS, LTD TO MODIFY THE AGREEMENT'S BUYOUT SCHEDULE

WHEREAS, the Authority currently has an agreement with Bradford Airport Logistics, LTD (Bradford) to operate the Receiving and Distribution Center (RDC) at San Diego International Airport (SDIA); and

WHEREAS, the agreement has a five year term which commenced on November 19, 2012, and a total compensation amount not to exceed \$7,599,422; and

WHEREAS, the RDC manages the receipt and distribution of most goods delivered to SDIA, primarily in support of the food/beverage and retail concessions throughout the airport terminals; and

WHEREAS, in the agreement, Bradford committed to make a capital investment in an amount not to exceed \$1,056,760 to include tenant improvements to the RDC, vehicles, and other miscellaneous equipment for the operation of the RDC; and

WHEREAS, the agreement also states that the amount of capital investment shall not be increased without the prior written approval of the Authority; and

WHEREAS, Bradford notified the Authority in early October 2012 that it would be exceeding the contractual capital investment amount of \$1,056,760.00 due to additional tenant improvements that Bradford desired to install for their operation; and

WHEREAS, these items included, but were not limited to: design and installation of a backup electrical generator, installation of a refrigeration condensate line to comply with County of San Diego health code, and the build-out of additional office space for Bradford within the building envelope; and

WHEREAS, because Bradford was not able to provide an estimated amount of the final capital investments, the Authority was not able to provide prior written approval for the additional capital investments as required in the agreement; and

000140.3

WHEREAS, Bradford proceeded with the tenant improvement work to achieve the November 19, 2012, RDC opening as required in the agreement and which was critical to the transition of the Concession Development Program; and

WHEREAS, when the final capital investment amount was calculated, Bradford actually spent \$1,426,465.00, or an additional \$369,705.00, for additional tenant improvements to the building; and

WHEREAS, Bradford has advised the Authority that as a result of these increased costs, Bradford must obtain a bank loan in order to have sufficient funds to pay the contractors that constructed the RDC improvements. Bradford further advised that as a condition of funding the loan, Bradford's bank is requiring that the buyout schedule in the agreement be revised to reflect the actual capital investment incurred; and

WHEREAS, while responsibility for paying its contractors clearly rests with Bradford, it is possible that, in the event of non-payment, the contractors may take legal action against Bradford, and perhaps the Authority, to recover amounts owed ; and

WHEREAS, the proposed first amendment to the agreement would amend the buyout schedule to reflect the actual capital investment of \$1,426,465.00; and

WHEREAS, in addition to allowing Bradford to secure funding necessary to pay its contractors, this action would also create a revised buyout schedule that reflects the additional value added to the RDC facilities by Bradford's supplemental improvements; and

WHEREAS, these improvements made by Bradford improve the functionality and operation of the RDC and revert to the Authority at the end of the five year term; and

WHEREAS, for these reasons, staff recommends that the Authority revise the buyout schedule as requested by Bradford.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a First Amendment to the Agreement with Bradford Airport Logistics, LTD to modify the Agreement's Buyout Schedule to reflect Bradford's additional capital investment expenses; and

000140.4

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

000140.5



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
23

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute a Second Amendment to the Concession Lease with Duty Free Americas, San Diego LLC

Recommendation:

Adopt Resolution No. 2013-0091, approving and authorizing the President/CEO to execute a Second Amendment to the Concession Lease with Duty Free Americas San Diego LLC to modify premises to include a mobile unit in Terminal 1 at San Diego International Airport.

Background/Justification:

In July 2012 the Board awarded a seven-year concession lease to Duty Free Americas San Diego LLC (DFA), to design, build, and operate a duty free store in Terminal 2 East at San Diego International Airport. The lease was subsequently amended in November 2012 along with the remaining Concession Development Program leases to allow for the President/CEO to amend the leases to reflect minor changes in store or support premises that do not materially change the financial or structural terms of the leases.

Alaska Airlines (Alaska) has increased its Mexico service to 17 departures per week to Cabo San Lucas and Puerto Vallarta departing from the Terminal 1 West Rotunda and there is no duty free unit in that terminal to accommodate these international passengers. In addition, based on passenger input, Alaska requested that the Authority provide duty free opportunities for these flights. Due to space constraints and limited international passenger volume, an inline duty free store is not feasible for this opportunity. However, staff believes that a mobile unit selling select duty free merchandise would be feasible.

DFA has expressed interest in a mobile unit to capture sales from international passengers in Terminal 1 West. Staff has reached out to other duty free concessionaires to inquire about their interest in proposing on a mobile unit opportunity via a Request for Proposals process. Uniformly, the duty free concessionaires responded that due to the limited number of international flights in this location, the cost of the mobile unit, and U.S. Customs requirements, they would not propose on this opportunity.

000147

As a result, staff is proposing amending DFA's lease to allow for operation of a mobile unit in Terminal 1 West Rotunda, provisioned with duty free merchandise from its Terminal 2 East U.S. Customs bonded support space. Authority Policy 6.01 requires that the President/CEO bring all proposed amendments to leases with a remaining term exceeding five years to the Board for approval. Therefore, staff recommends that the Board approve the amendment to DFA's lease modifying the premises to include a mobile unit in Terminal 1.

Fiscal Impact:

The proposed action will not negatively impact the first year Minimum Annual Guaranteed (MAG) of \$100,000 rent to the Authority. The proposed action will produce incremental increases in sales and on July 1 of each Lease Year, beginning July 1, 2015, the MAG will be adjusted to 90% of the actual rent payable to the Authority during the prior Lease Year or 103% of the prior Lease Year's MAG, whichever is greater.

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.

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has an Airport Concession Disadvantaged Business Enterprise ("ACDBE") Plan as required by the Department of Transportation, 49 CFR Part 23. The ACDBE Plan calls for the Authority to submit a triennial overall goal for ACDBE participation on all concession projects.

This solicitation is an airport concession opportunity; therefore, it will be applied toward the Authority's overall ACDBE goal. Duty Free Americas San Diego, LLC is proposing 24% ACDBE participation on this project.

Prepared by:

NYLE MARMION
MANAGER, CONCESSION DEVELOPMENT PROGRAM

RESOLUTION NO. 2013-0091

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE CONCESSION LEASE WITH DUTY FREE AMERICAS SAN DIEGO LLC TO MODIFY PREMISES TO INCLUDE A MOBILE UNIT IN TERMINAL 1 AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, in July 2012 the Board awarded a seven-year concession lease to Duty Free Americas San Diego LLC ("DFA"), to design, build, and operate a duty free store in Terminal 2 East at San Diego International Airport ("SDIA"); and

WHEREAS, the lease was subsequently amended in November 2012 along with the remaining Concession Development Program leases to allow for the President/CEO to amend the leases to reflect minor changes in store or support premises that do not materially change the financial or structural terms of the leases; and

WHEREAS, Alaska Airlines ("Alaska") has increased its Mexico service to 17 departures per week to Cabo San Lucas and Puerto Vallarta operating out of SDIA'S Terminal 1 West Rotunda and currently there is no duty free unit in that terminal to accommodate these international passengers; and

WHEREAS, based on passenger input, Alaska has requested that the Authority provide duty free opportunities for those traveling on its flights to Mexico; and

WHEREAS, due to space constraints and limited international passenger volume, an inline duty free store is not feasible for this opportunity; and

WHEREAS, staff believes that a mobile unit selling select duty free merchandise would be feasible; and

WHEREAS, DFA has expressed interest in a mobile unit to capture sales from international passengers in Terminal 1 West; and

WHEREAS, staff has reached out to other duty free concessionaires to inquire about their interest in proposing on a mobile unit opportunity via a Request for Proposals process; and

WHEREAS, uniformly, the duty free concessionaires responded that due to the limited number of international flights in this location, the cost of the mobile unit, and U.S. Customs requirements, they would not propose on this opportunity; and

WHEREAS, as a result, staff is proposing amending DFA's lease to allow for operation of a mobile unit in Terminal 1 West Rotunda, provisioned with duty free merchandise from their Terminal 2 East U.S. Customs bonded support space; and

WHEREAS Authority Policy 6.01 requires that the President/CEO bring all proposed amendments to leases with a remaining term exceeding five years to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a Second Amendment to the Concession Lease with Duty Free Americas San Diego LLC to modify premises to include a mobile unit in Terminal 1 at San Diego International Airport; and

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

ITEM 24

NUMBER NOT USED



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
25

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute On-Call General Construction Service Agreements with Dynamic Contracting Services, Inc.; The Vasquez Company; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; and RAL Investment Corporation dba Silverstrand Construction

Recommendation:

Adopt Resolution No. 2013-0093, approving and authorizing the President/CEO to execute on-call general construction service agreements with Dynamic Contracting Services, Inc.; The Vasquez Company; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; and RAL Investment Corporation dba Silverstrand Construction – each agreement, for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call general construction services support for San Diego International Airport's ("SDIA's") Capital Major Maintenance Program.

Background/Justification:

On April 15, 2013, the San Diego County Regional Airport Authority ("Authority") published a Request for Qualifications ("RFQ") to obtain Statements of Qualifications ("SOQ") from firms or individuals, for on-call general construction services at SDIA. On-call general construction services to be performed include, but are not limited to: framing and rough carpentry; drywall and metal stud installation; cabinet, millwork, and finish carpentry; insulation and acoustical installation; lathing and plastering work.

As projects are identified, the five on-call contractors selected through this solicitation will be requested to submit a bid based on the scope of work provided. Award of the project will be based on the lowest responsive bid received.

On May 16, 2013, the Authority's Procurement Department received SOQs from the following 18 entities: Adept Builders; Caliber Contracting Co.; Cartwright Termite & Pest Control, Inc.; CYBER Professional Solutions Corp.; Dabuma Construction; diMURE Corporation; Dynamic Contracting Services, Inc.; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; Good-Men, Inc.; HubZone Corporation; JWB Building & Remodeling; Nuera Contracting & Consulting; PONA Corporation; Silveira Construction Inc.; RAL Investment Corporation dba Silverstrand Construction; The Vasquez Company; and, Tony Cossi Construction.

000153

On June 14, 2013, the Authority's Selection Panel ("Panel") short-listed ten firms, which were invited to interview. HubZone Corporation elected not to further participate in the selection process and withdrew its proposal from further consideration. During the interviews on June 27 and 28, 2013, each respondent provided a presentation of its qualifications and responded to prepared questions. After the interview, the Panel evaluated nine of the ten respondents using weighted criteria of four factors: the organization's overall experience and skill; experience of personnel who would interact with Authority staff in the performance of services; contractor's submission form describing similar projects completed and the company's responsibilities; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business.

The final ranking matrix from the Panel is as follows:

Firms	Panelist 1	Panelist 2	Panelist 3	Total	Final Rank
CYBER	6	6	5	17	6
Dynamic Contracting	2	1	1	4	1
diMURE Corporation	9	9	9	27	9
EC Constructors, Inc.	4	4	1	9	3
Gordon-Prill San Diego	4	2	4	10	4
Good-Men Inc.	6	6	8	20	7
Nuera Contracting	8	6	6	20	7
Silverstrand	3	5	6	14	5
The Vasquez Company	1	3	1	5	2

Staff recommends the award of on-call General Construction Services Agreements to the top five ranked firms: Dynamic Contracting Services, Inc.; The Vasquez Company; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; and, RAL Investment Corporation dba Silverstrand Construction, each agreement for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms.

Fiscal Impact:

Total expenditures under the five on-call service contracts may not exceed an aggregate limit of \$3,000,000 over the three year term with the option for two one-year extensions. Funding is available within the Facilities Management FY2014 adopted & FY2015 conceptually approved Operating Budgets for Major Maintenance and the Authority's FY2014 - FY2018 Capital Improvement Program budget for capitalized maintenance projects.

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

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

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project does not utilize federal funds; therefore, it will not be applied toward the Authority's over-all DBE goal.

Prepared by:

ANGELA SHAFER-PAYNE
VICE PRESIDENT, OPERATIONS

RESOLUTION NO. 2013-0093

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE ON-CALL GENERAL CONSTRUCTION SERVICE AGREEMENTS WITH: DYNAMIC CONTRACTING SERVICES, INC.; THE VASQUEZ COMPANY; EC CONSTRUCTORS, INC.; GORDON-PRILL SAN DIEGO, INC.; AND RAL INVESTMENT CORPORATION DBA SILVERSTRAND CONSTRUCTION - EACH AGREEMENT, FOR A TERM OF THREE-YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS TO BE EXERCISED AT THE DISCRETION OF THE PRESIDENT/CEO, FOR AN AGGREGATE TOTAL NOT-TO-EXCEED AMOUNT OF \$3,000,000 FOR ALL FIVE FIRMS, TO PROVIDE ON-CALL GENERAL CONSTRUCTION SERVICES SUPPORT FOR SAN DIEGO INTERNATIONAL AIRPORT'S CAPITAL MAJOR MAINTENANCE PROGRAM

WHEREAS, on April 15, 2013, the San Diego County Regional Airport Authority ("Authority") published a Request for Qualifications ("RFQ") to obtain Statements of Qualifications ("SOQ") from firms or individuals for on-call general construction services at San Diego International Airport; and

WHEREAS, the Authority's RFQ advertised for five qualified contractors for on-call general construction services; and

WHEREAS, on May 16, 2013, the Authority's Procurement Department received 18 SOQs; and

WHEREAS, on June 14, 2013, the Authority's Selection Panel ("Panel") short-listed ten firms, which were invited to interview; and

WHEREAS, on June 27 and 28, 2013, the Panel interviewed nine of the ten short-listed firms with each respondent providing a presentation of its qualifications and responses to prepared questions; and

WHEREAS, after the interview, the Panel evaluated the nine respondents using weighted criteria of four factors: the organization's overall experience and skill; experience of personnel who would interact with Authority staff in the performance of services; contractor's submission form describing similar projects completed and the company's responsibilities; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business; and

WHEREAS, upon conclusion of the evaluation process, the Panel ranked Dynamic Contracting Services, Inc. first; The Vasquez Company second; EC Constructors, Inc. third; Gordon-Prill San Diego, Inc. fourth; RAL Investment Corporation dba Silverstrand Construction fifth; CYBER sixth; Good-Men Inc. and Nuera Contracting tied for seventh; and diMURE Corporation ninth.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute on-call general construction service agreements with Dynamic Contracting Services, Inc.; The Vasquez Company; EC Constructors, Inc.; Gordon-Prill San Diego, Inc.; and, RAL Investment Corporation dba Silverstrand Construction - each agreement for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call general construction services support for San Diego International Airport's Capital Major Maintenance Program; and

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

BE IT FURTHER RESOLVED that the Board FINDS that this Board action is not a "project" as defined by the California Environmental Quality Act. Pub. Res. Code Section 21065; and is not a "development" as defined by the California Coastal Act. Pub. Res. Code Section 30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
26

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute On-Call Electrical Service Agreements with Neal Electric Corporation; Ensley Electric, Inc.; CTE, Inc. Clark Telecom and Electric; Apex Lighting & Electric, Inc.; and Can-Do Electric, Inc.

Recommendation:

Adopt Resolution No. 2013-0094, approving and authorizing the President/CEO to execute on-call electrical service agreements with Neal Electric Corporation; Ensley Electric, Inc.; CTE, Inc. Clark Telecom and Electric; Apex Lighting & Electric, Inc.; and Can-Do Electric, Inc. – each agreement, for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call electrical services support for San Diego International Airport's ("SDIA's") Capital Major Maintenance Program.

Background/Justification:

On April 15, 2013, the San Diego County Regional Airport Authority ("Authority") published a Request for Qualifications ("RFQ") to obtain Statements of Qualifications ("SOQ") from firms or individuals, for on-call electrical services at SDIA. On-call electrical services to be performed include, but are not limited to: site electrical work; interior and exterior service connections; lighting and power supply; transformers and switches.

As projects are identified, the five on-call contractors selected through this solicitation will be requested to submit a bid based on the scope of work provided. Award of the project will be based on the lowest responsive bid received.

On May 16, 2013, the Authority's Procurement Department received SOQs from the following 10 entities: ABK Electric; Apex Lighting & Electric, Inc.; Can-Do Electric, Inc.; CTE, Inc. Clark Telecom and Electric; Dana Electrical Construction; Ensley Electric, Inc.; HubZone Corporation; Neal Electric Corporation; RBT Electric, Inc.; and, Titan Electric Group, Inc.

On June 13 and 14, 2013, the Authority's Selection Panel ("Panel") interviewed nine of the ten firms. HubZone Corporation elected not to further participate in the selection process and withdrew its proposal from further consideration. During the interviews, each respondent provided a presentation of its qualifications and responded to prepared

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questions. After the interview, the Panel evaluated the nine respondents using weighted criteria of four factors: the organization's overall experience and skill; experience of personnel who would interact with Authority staff in the performance of services; contractor's submission form describing similar projects completed and the company's responsibilities; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business.

The final ranking matrix from the Panel is as follows:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Total	Final Rank
ABK Electric	9	8	8	8	33	8
Apex Lighting & Electric	4	4	4	4	16	4
Can-Do Electric, Inc.	5	5	5	5	20	5
CTE Inc.	3	3	2	3	11	3
Dana Electrical	8	8	9	8	33	8
Ensley Electric, Inc.	2	2	3	2	9	2
Neal Electric	1	1	1	1	4	1
RBT Electric, Inc.	5	7	7	7	26	7
Titan Electric Group	7	6	6	6	25	6

Staff recommends the award of on-call electrical service agreements to the top five ranked firms: Neal Electric Corporation; Ensley Electric, Inc.; CTE, Inc. Clark Telecom and Electric; Apex Lighting & Electric, Inc.; and, Can-Do Electric, Inc., each agreement for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms.

Fiscal Impact:

Total expenditures under the five on-call service contracts may not exceed an aggregate limit of \$3,000,000 over the three year term with the option for two one-year extensions. Funding is available within the Facilities Management FY2014 adopted & FY2015 conceptually approved Operating Budgets for Major Maintenance and the Authority's FY2014 – FY2018 Capital Improvement Program budget for capitalized maintenance projects.

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

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

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project does not utilize federal funds; therefore, it will not be applied toward the Authority's over-all DBE goal.

Prepared by:

ANGELA SHAFER-PAYNE
VICE PRESIDENT, OPERATIONS

RESOLUTION NO. 2013-0094

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE ON-CALL ELECTRICAL SERVICE AGREEMENTS WITH: NEAL ELECTRIC CORPORATION; ENSLEY ELECTRIC, INC.; CTE, INC. CLARK TELECOM AND ELECTRIC; APEX LIGHTING & ELECTRIC, INC.; AND CAN-DO ELECTRIC, INC. - EACH AGREEMENT FOR A TERM OF THREE-YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS TO BE EXERCISED AT THE DISCRETION OF THE PRESIDENT/CEO, FOR AN AGGREGATE TOTAL NOT-TO-EXCEED AMOUNT OF \$3,000,000 FOR ALL FIVE FIRMS, TO PROVIDE ON-CALL ELECTRICAL SERVICES SUPPORT FOR SAN DIEGO INTERNATIONAL AIRPORT'S CAPITAL MAJOR MAINTENANCE PROGRAM

WHEREAS, on April 15, 2013, the San Diego County Regional Airport Authority ("Authority") published a Request for Qualifications ("RFQ") to obtain Statements of Qualifications ("SOQ") from firms or individuals for on-call electrical services at San Diego International Airport; and

WHEREAS, the Authority's RFQ advertised for five qualified contractors to provide on-call electrical services; and

WHEREAS, on May 16, 2013, the Authority's Procurement Department received ten SOQs; and

WHEREAS, on June 13 and 14, 2013, the Authority's Selection Panel ("Panel") interviewed nine of the ten respondents where each respondent provided a presentation of its qualifications and responded to prepared questions; and

WHEREAS, after the interview, the Panel evaluated the nine respondents using weighted criteria of four factors: the organization's overall experience and skill; experience of personnel who would interact with Authority staff in the performance of services; contractor's submission form describing similar projects completed and the company's responsibilities; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business; and

WHEREAS, upon conclusion of the evaluation process, the Panel ranked Neal Electric Corporation first; Ensley Electric, Inc. second; CTE, Inc. Clark Telecom and Electric third; Apex Lighting & Electric, Inc. fourth; Can-Do Electric, Inc. fifth; Titan Electric Group, Inc. sixth; RBT Electric, Inc. seventh; and ABK Electric and Dana Electrical Construction tied for eighth.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute on-call electrical service agreements with Neal Electric Corporation; Ensley Electric, Inc.; CTE, Inc. Clark Telecom and Electric; Apex Lighting & Electric, Inc.; and, Can-Do Electric, Inc., each agreement for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$3,000,000 for all five firms, to provide on-call electrical services support for San Diego International Airport's Capital Major Maintenance Program; and

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

BE IT FURTHER RESOLVED that the Board FINDS that this Board action is not a "project" as defined by the California Environmental Quality Act. Pub. Res. Code Section 21065; and is not a "development" as defined by the California Coastal Act. Pub. Res. Code Section 30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
27

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Ratify and Approve: (1) the Appointment Of U.S. Bank National Association to Serve as Successor Trustee, Paying Agent and Registrar Under the Respective Subordinate Lien Indentures and as the Successor Issuing and Paying Agent Under the Issuing and Paying Agent Agreement, and (2) the Agreements Of Resignation, Appointment and Acceptance

Recommendation:

Adopt Resolution No. 2013-0095, ratifying and approving: (1) the appointment of U.S. Bank National Association to serve as successor trustee, paying agent and registrar under the respective Subordinate Lien Indentures and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement, and, (2) the Agreement of Resignation, Appointment and Acceptance, and certain related matters.

Background/Justification:

Pursuant to § 170070 of the California Public Utilities Code (the "Act"), the Authority has the power to issue bonds, from time to time, payable from revenue of any facility or enterprise operated, acquired, or constructed by the Authority, for any of the purposes authorized under the Act.

The Authority has previously determined that it was necessary and advisable to issue, from time to time, subordinate obligations for the purposes set forth in the Act and the Master Subordinate Trust Indenture, dated as of September 1, 2007 ("Master Subordinate Indenture"), by and between the Authority and Deutsche Bank National Trust Company, as trustee ("Subordinate Trustee"). The Master Subordinate Indenture has been amended and supplemented by a First Supplemental Subordinate Trust Indenture, dated as of September 1, 2007 ("First Supplemental Subordinate Trust Indenture"), by and between the Authority and the Subordinate Trustee and a Second Supplemental Subordinate Trust Indenture, dated as of October 1, 2010 ("Second Supplemental Subordinate Indenture" and together with the Master Subordinate Indenture and the First Supplemental Subordinate Indenture, the "Subordinate Indentures").

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The Authority previously implemented a commercial paper program through the issuance and reissuance from time to time, of subordinate airport revenue commercial paper notes ("Commercial Paper Notes"), pursuant to the terms of the First Supplemental Subordinate Indenture and an Issuing and Paying Agent Agreement, dated as of September 1, 2007 ("Issuing and Paying Agent Agreement") by and between the Authority and Deutsche Bank National Trust Company, as issuing and paying agent ("Issuing and Paying Agent").

The Subordinate Trustee has notified the Authority that it has sold its municipal bond trust business to U.S. Bank National Association; and in connection with such sale the Subordinate Trustee resigned as trustee, paying agent and registrar under the respective Subordinate Indentures and as the issuing and paying agent under the Issuing and Paying Agent Agreement.

U.S. Bank National Association, as successor to the Subordinate Trustee, began serving as successor trustee, paying agent and registrar under the respective Subordinate Indentures and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement.

Authority staff has determined that it is in the Authority's best interests to ratify the appointment of U.S. Bank National Association as the successor subordinate trustee, paying agent and registrar under the respective Subordinate Indentures ("Successor Subordinate Trustee") and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement ("Successor Issuing and Paying Agent").

U.S. Bank National Association is currently serving as: (i) Successor Subordinate Trustee pursuant to the terms of the Agreement of Resignation, Appointment and Acceptance ("Resigning and Successor Trustee Agreement" – Attachment A) by and among the Authority, the Subordinate Trustee and the Successor Subordinate Trustee and, (ii) Successor Issuing and Paying Agent pursuant to the terms of the Agreement of Resignation, Appointment and Acceptance ("Resigning and Successor Agent Agreement" – Attachment B) by and among the Authority, the Subordinate Trustee and the Successor Issuing and Paying Agent, which were previously entered into pursuant to the authorizations granted by Board Resolution No. 2007-0096.

Fiscal Impact:

Adequate funding for the Subordinate Trustee, and Issuing and Paying Agent fees are included in the adopted FY 2014 and conceptually approved FY 2015 Operating Expense Budgets within the Debt Service line item.

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.

Equal Opportunity Program:

Not Applicable

Prepared by:

VERNON D. EVANS
VICE PRESIDENT, FINANCE/TREASURER

Deutsche Bank 

August 22, 2013

San Diego County Regional Airport Authority
 Attn: Geoff Bryant, Senior Financial Analyst
 PO Box 82776
 San Diego, CA 92138-2776

Re: Trustee under Master Subordinate Trust Indenture dated as of
 September 1, 2007, as amended and/or supplemented, between the San
 Diego County Regional Airport Authority and Deutsche Bank National
 Trust Company (the "Trust Indenture")

Dear Sir/Madam:

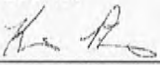
As announced on March 18, 2013, Deutsche Bank National Trust Company ("Deutsche Bank") sold its Municipal Bond Trustee Business, including the trusts named above, to U.S. Bank National Association ("U.S. Bank"). In connection with the sale, Deutsche Bank wishes to resign as trustee under the Trust Indenture and U.S. Bank wishes to be appointed as successor trustee and assume all of the duties, obligations and responsibilities of the trustee under the Trust Indenture. The enclosed Agreement of Resignation, Appointment and Acceptance provides for U.S. Bank, Deutsche Bank, and the Authority to agree to such resignation and appointment.

To allow time for a smooth transition, the effective date of such resignation, appointment and acceptance is scheduled for August 23, 2013, provided that a fully executed Agreement of Resignation, Appointment and Acceptance is received prior to the effective date. If all required signatures have not been received prior to the scheduled effective date of August 23, 2013, the effective date will then be the date upon which the final executed counterpart is received and recorded by U.S. Bank.

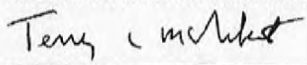
We request that you arrange for the Authority to execute three copies of the enclosed Agreement of Resignation, Appointment and Acceptance. At your earliest convenience, please return two (2) original copies of the agreement to U.S. Bank in the enclosed envelope addressed to: U.S. Bank Global Corporate Trust Services, Attn: DenLin Associates, PO Box 960778, Boston, MA 02196-0778. You may retain the other copy for your files.

If you have any questions concerning the administration of your account(s), please continue to contact your Deutsche Bank trust professional until the August 23 conversion date. However, if you have a question concerning the enclosed Agreement, please contact a member of our succession team at DenLin Associates, Inc. at 617-603-6725 and refer to the number in the footer below.

DEUTSCHE BANK

By: 
 Kevin Plein
 Its Managing Director

U.S. BANK NATIONAL ASSOCIATION

By: 
 Terry McRoberts
 Its Executive Vice President

CC: San Diego County Regional Airport Authority, General Counsel

AGREEMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE

THIS AGREEMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE (this "Agreement") dated as of August 22, 2013 by and among Deutsche Bank National Trust Company, a national banking association organized and existing under the laws of the United States of America (the "Resigning Trustee"), San Diego County Regional Airport Authority (the "Authority" and "Issuer") and U.S. Bank National Association, a national banking association organized and existing under the laws of the United States of America (the "Successor").

WHEREAS, the Resigning Trustee, or its predecessor in interest, and the Issuer entered into the Master Subordinate Trust Indenture dated as of September 1, 2007, as amended and supplemented as well as any and all ancillary agreements (together to be known as the "Governing Instruments") pursuant to which the Issuer's bonds, as set forth on the attached Schedule 1 (the "Bonds"), were issued; and the Resigning Trustee has been acting in the capacities assigned to it by the Governing Instruments (all such applicable roles being hereinafter included in the term the "Trustee");

WHEREAS, the purchase agreement, dated as of March 14, 2013 as the same may be amended from time to time by and among Deutsche Bank Trust Company Americas, Deutsche Bank National Trust Company, Deutsche Bank AG and U.S. Bank National Association provides for the sale of the Resigning Trustee's portfolio (the "Portfolio") of specified securities including the Governing Instruments to the Successor, subject to receipt of all required consents.

WHEREAS, pursuant to the Governing Instruments, the Resigning Trustee desires to resign as the Trustee, the Authority desires to appoint the Successor as Trustee and the Successor desires to accept appointment as Trustee.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties hereto agree as follows:

ARTICLE I SUCCESSION

Section 1.1 Resignation of Resigning Trustee. The Resigning Trustee resigns as the Trustee as of the close of business August 23, 2013 (the "Effective Date"). The Authority accepts such resignation and waives any required notice thereof.

Section 1.2 Appointment of Successor. The Authority appoints the Successor to serve as Trustee, with all the authority, rights, powers and immunities vested in, and all duties and obligations binding on, the Trustee, on the Effective Date. All rights, powers, duties, immunities and obligations of the Trustee shall be vested in and undertaken by the Successor on and from the Effective Date.

Section 1.3 Acceptance of Appointment; Notice to Bondholders. The Successor accepts its appointment as Trustee by the Authority with all the authority, rights, powers and immunities vested in the Trustee and agrees to serve as Trustee and to perform the duties and obligations of the Trustee, on and from the Effective Date. The Successor agrees to notify the registered holders of the Bonds of the resignation of the Resigning Trustee and its appointment as Trustee to the extent, if any, and in the manner, if any, required by the relevant Governing Instruments. The Successor also agrees to notify the Authority in the event of a change in the Effective Date.

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Section 1.4 Assignment of Powers and Property; Delivery of Documents. The Resigning Trustee, hereby confirms and assigns to the Successor, in trust under the Governing Instruments, all property, rights, powers, duties, trusts, immunities and obligations of the Resigning Trustee as Trustee. The Resigning Trustee confirms that it has transferred to the Successor (a) all moneys, securities and other assets held under the relevant Governing Instruments, (b) all documents relating to the trust created by the relevant Governing Instruments.

Section 1.5 Further Assurances. The Resigning Trustee agrees, upon reasonable request of the Successor, to execute, acknowledge and deliver such further instruments of transfer and further assurances and to do such other things as may reasonably be required for more fully and certainly vesting and confirming in Successor all the property, rights, powers, duties, trusts, immunities and obligations of the Resigning Trustee as Trustee.

ARTICLE II REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the Issuer. The Issuer hereby represents and warrants to the Successor as follows:

(a) the relevant Governing Instruments and the Bonds were validly and lawfully executed and delivered by the Issuer and constitute obligations of the Issuer enforceable as provided therein by the Successor, subject to laws affecting creditors' rights and equitable principles;

(b) to the best of its knowledge, the Issuer has performed or fulfilled each material covenant, agreement and condition on its part to be performed or fulfilled under the Governing Instruments on or prior to the date hereof; and

(c) no event of default under the Governing Instruments has occurred and is continuing.

Section 2.2 Representations and Warranties of Resigning Trustee. Resigning Trustee hereby represents and warrants to Successor as follows:

(a) resigning Trustee is a national banking association, and is duly organized and existing under the laws of the United States of America;

(b) from March 14, 2013 until the date hereof, the Governing Instruments have not been amended or supplemented;

(c) from March 14, 2013 until the date hereof, Resigning Trustee has received no written notice of any event of default under the terms of the Governing Instruments; and

(d) to the knowledge of the officer of the Resigning Trustee who is responsible for the administration of the Governing Instruments, there is no suit, action, claim or proceeding pending or threatened against the Resigning Trustee related to the Bonds, the relevant Governing Instruments, or Resigning Trustee's administration of the trusts created under the Governing Instruments.

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Section 2.3 Representations of Successor. The Successor hereby represents and warrants to Resigning Trustee and the Issuer as follows:

(a) The Successor is a national banking association, and is duly organized and existing under the laws of the United States of America; and

(b) The Successor is qualified and eligible to serve as Trustee under the Governing Instruments.

ARTICLE III MISCELLANEOUS

Section 3.1 Applicable Law. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions; provided, however, that as between the Resigning Trustee and the Successor, this Agreement shall be governed by the laws of the State of New York, without regard to its conflict of laws provisions, PROVIDED, FURTHER, THAT IN NO EVENT SHALL ANY CONTROVERSY, CLAIM OR DISPUTE ARISING OUT OF OR RELATING TO THIS AGREEMENT TO WHICH THE ISSUER IS MADE A PARTY BE ADJUDICATED OUTSIDE OF THE STATE OF CALIFORNIA, AND FOR THE PURPOSES OF SUCH CONTROVERSY, CLAIM OR DISPUTE TO WHICH THE ISSUER IS A PARTY, THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF CALIFORNIA.

Section 3.2 Counterparts. This Agreement may be executed in a number of counterparts, each of which shall constitute an original, but such counterparts shall together constitute but one and the same instrument.

Section 3.3 Preservation of Rights. Except as expressly provided herein, nothing contained in this Agreement shall in any way affect the obligations or rights of the Issuer, the Resigning Trustee, the Successor or any holder of the Bonds under the Governing Instruments. As between the Resigning Trustee and the Successor, nothing in this Agreement, express or implied, is intended or shall be construed to modify, expand or limit in any way the rights or obligations of the parties under, and the terms of, the Purchase Agreement.

Section 3.4 Severability. In the event any provisions of this Agreement shall be held invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 3.5 Survival of Obligations. Notwithstanding the resignation of the Resigning Trustee under the Governing Instruments, the Issuer shall remain obligated under the Governing Instruments to compensate, reimburse and indemnify the Resigning Trustee as provided in the Governing Instruments, and nothing contained in this Agreement shall in any way abrogate the obligations of the Issuer to the Resigning Trustee under the Governing Instruments or any lien created in favor of the Resigning Trustee thereunder.

Section 3.6 Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Resigning Trustee, the Successor and the Issuer and their respective successors and assigns.

Section 3.7 Amendments. This Agreement shall be amended only in a writing signed by the parties hereto.

000171

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto have executed this Agreement by their duly authorized corporate officers as of the date first above written.

ATTEST:

SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY
as Authority and Issuer

By _____
Tony R. Russell
Director, Corporate Services/Authority Clerk

By _____

(print name and title above)

DEUTSCHE BANK NATIONAL TRUST
COMPANY
as Resigning Trustee

U.S. BANK NATIONAL ASSOCIATION
as Successor

By *Dennis D. Gillespie*
Dennis D. Gillespie
Its Director

By *Terry McRoberts*
Terry McRoberts
Its Executive Vice President

DEUTSCHE BANK NATIONAL TRUST
COMPANY
as Resigning Trustee

By *John Robertson*
John Robertson
Its Vice President

APPROVED AS TO FORM:

By _____
Breton K. Lobner
General Counsel

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SCHEDULE 1

San Diego County Regional Airport Authority Subordinate Airport Revenue Bonds, Series 2010A

San Diego County Regional Airport Authority Subordinate Airport Revenue Bonds, Series 2010B

San Diego County Regional Airport Authority Subordinate Airport Revenue Bonds, Series 2010C

000173

August 22, 2013

San Diego County Regional Airport Authority
Attn: Geoff Bryant, Senior Financial Analyst
PO Box 82776
San Diego, CA 92138-2776

Re: Issuing and Paying Agent, under an Issuing and Paying Agency Agreements dated as of September 1, 2007 between the Issuer and Deutsche Bank National Trust Company (the "Governing Instruments") for the Issuer's Commercial Paper Program

Dear Sir/Madam:

As announced on March 18, 2013, Deutsche Bank National Trust Company ("Deutsche Bank") sold its Municipal Bond Trustee Business, including the agencies named above, to U.S. Bank National Association ("U.S. Bank"). In connection with the sale, Deutsche Bank wishes to resign as agent under the Governing Instruments and U.S. Bank wishes to be appointed as successor agent and assume all of the duties, obligations and responsibilities of the agent under the Governing Instruments. The enclosed Agreement of Resignation, Appointment and Acceptance provides for U.S. Bank, Deutsche Bank and the Issuer to agree to such resignation and appointment.

To allow time for a smooth transition, the effective date of such resignation, appointment and acceptance is scheduled for August 23, 2013, provided that a fully executed Agreement of Resignation, Appointment and Acceptance is received prior to the effective date. If all required signatures have not been received prior to the scheduled effective date of August 23, 2013, the effective date will then be the date upon which the final executed counterpart is received and recorded by U.S. Bank.

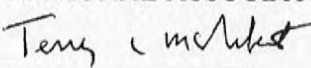
We request that you arrange for the Issuer to execute three copies of the enclosed Agreement of Resignation, Appointment and Acceptance. At your earliest convenience, please return two (2) original copies of the agreement to U.S. Bank in the enclosed envelope addressed to: U.S. Bank Global Corporate Trust Services, Attn: DenLin Associates, PO Box 960778, Boston, MA 02196-0778. You may retain the other copy for your files.

If you have any questions concerning the administration of your accounts, please contact your U.S. Bank Account Manager. If you have a question concerning the enclosed Agreement, please contact a member of our succession team at DenLin Associates, Inc. at 617-603-6725 and refer to the number in the footer below.

DEUTSCHE BANK

By: 
Kevin Plein
Its Managing Director

U.S. BANK NATIONAL ASSOCIATION

By: 
Terry McRoberts
Its Executive Vice President

AGREEMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE

THIS AGREEMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE (this "Agreement") dated as of August 22, 2013 by and among Deutsche Bank National Trust Company, a national banking association organized and existing under the laws of the United States of America (the "Resigning Agent"), San Diego County Regional Airport Authority (the "Issuer"), and U.S. Bank National Association, a national banking association organized and existing under the laws of the United States of America (the "Successor").

WHEREAS, the Resigning Agent, or its predecessor in interest, and the Issuer entered into an Issuing and Paying Agency Agreement dated as of September 1, 2007 between the Issuer and Deutsche Bank National Trust Company (the "Governing Instruments"), pursuant to which the Resigning Agent has been acting in the capacities of Issuing and Paying Agent, for the Issuer's Commercial Paper Program, assigned to it by the Governing Instruments (all such applicable roles being hereinafter included in the term the "Agent");

WHEREAS, the purchase agreement, dated as of March 14, 2013 as the same may be amended from time to time by and among Deutsche Bank Trust Company Americas, Deutsche Bank National Trust Company, Deutsche Bank AG and U.S. Bank National Association provides for the sale of the Resigning Agent's portfolio (the "Portfolio") of specified securities including the Governing Instruments to the Successor, subject to receipt of all required consents.

WHEREAS, pursuant to the Governing Instruments, the Resigning Agent desires to resign as the Agent, the Issuer desires to appoint the Successor as Agent and the Successor desires to accept appointment as Agent.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties hereto agree as follows:

ARTICLE I SUCCESSION

Section 1.1 *Resignation of Resigning Agent.* The Resigning Agent resigns as the Agent as of the close of business August 23, 2013 (the "Effective Date"). The Issuer accepts such resignation and waives any required notice thereof. The Issuer accepts such resignation and waives any required notice thereof.

Section 1.2 *Appointment of Successor.* The Issuer appoints the Successor to serve as Agent, with all the authority, rights, powers and immunities vested in, and all duties and obligations binding on, the Agent, on the Effective Date. All rights, powers, duties, immunities and obligations of the Agent shall be vested in and undertaken by the Successor on and from the Effective Date.

Section 1.3 *Acceptance of Appointment; Notice to Bondholders.* The Successor accepts its appointment as Agent by the Issuer with all the authority, rights, powers and immunities vested in the Agent and agrees to serve as Agent and to perform the duties and obligations of the Agent, on and from the Effective Date. The Successor agrees to notify the registered holders of the Bonds of the resignation of the Resigning Agent and its appointment as Agent to the extent, if any, and in the manner, if any, required by the relevant Governing Instruments. The Successor also agrees to notify the Issuer in the event of a change in the Effective Date.

Section 1.4 *Assignment of Powers and Property; Delivery of Documents.* The Resigning Agent, hereby confirms and assigns to the Successor, in trust under the Governing Instruments, all property, rights, powers, duties, trusts, immunities and obligations of the Resigning Agent as Agent. The Resigning Agent confirms that it has transferred to the Successor (a) all moneys, securities and other assets held under the relevant Governing Instruments, (b) all documents relating to the trust created by the relevant Governing Instruments.

Section 1.5 *Further Assurances.* The Resigning Agent agrees, upon reasonable request of the Successor, to execute, acknowledge and deliver such further instruments of transfer and further assurances and to do such other things as may reasonably be required for more fully and certainly vesting and confirming in Successor all the property, rights, powers, duties, trusts, immunities and obligations of the Resigning Agent as Agent.

ARTICLE II REPRESENTATIONS AND WARRANTIES

Section 2.1 *Representations and Warranties of the Issuer.* The Issuer hereby represents and warrants to the Successor, to the best of its knowledge, as follows:

(a) the relevant Governing Instruments and the Bonds were validly and lawfully executed by the Issuer and constitute obligations of the Issuer enforceable as provided therein by the Successor, subject to laws affecting creditors' rights and equitable principles;

(b) to the best of its knowledge, the Issuer has performed or fulfilled each material covenant, agreement and condition on its part to be performed or fulfilled under the Governing Instruments on or prior to the date hereof; and

(c) no event of default under the Governing Instruments has occurred and is continuing.

Section 2.2 *Representations and Warranties of Resigning Agent.* Resigning Agent hereby represents and warrants to Successor as follows:

(a) Resigning Agent is a national banking association, and is duly organized and existing under the laws of the United States of America;

(b) from March 14, 2013 until the date hereof, the Governing Instruments have not been amended or supplemented;

(c) from March 14, 2013 until the date hereof, Resigning Agent has received no written notice of any event of default under the terms of the Governing Instruments; and

(d) to the knowledge of the officer of the Resigning Agent who is responsible for the administration of the Governing Instruments, there is no suit, action, claim or proceeding pending or threatened against the Resigning Agent related to the Bonds, the relevant Governing Instruments, or Resigning Agent's administration of the trusts created under the Governing Instruments.

Section 2.3 *Representations of Successor.* The Successor hereby represents and warrants to Resigning Agent and the Issuer as follows:

(a) The Successor is a national banking association, and is duly organized and existing under the laws of the United States of America; and

(b) The Successor is qualified and eligible to serve as Agent under the Governing Instruments.

ARTICLE III MISCELLANEOUS

Section 3.1 *Applicable Law.* This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions; provided, however, that as between the Resigning Agent and the Successor, this Agreement shall be governed by the laws of the State of New York, without regard to its conflict of laws provisions, PROVIDED, FURTHER, THAT IN NO EVENT SHALL ANY CONTROVERSY, CLAIM OR DISPUTE ARISING OUT OF OR RELATING TO THIS AGREEMENT TO WHICH THE ISSUER IS MADE A PARTY BE ADJUDICATED OUTSIDE OF THE STATE OF CALIFORNIA, AND FOR THE PURPOSES OF SUCH CONTROVERSY, CLAIM OR DISPUTE TO WHICH THE ISSUER IS A PARTY, THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF CALIFORNIA.

Section 3.2 *Counterparts.* This Agreement may be executed in a number of counterparts, each of which shall constitute an original, but such counterparts shall together constitute but one and the same instrument.

Section 3.3 *Preservation of Rights.* Except as expressly provided herein, nothing contained in this Agreement shall in any way affect the obligations or rights of the Issuer, the Resigning Agent, the Successor or any holder of the Bonds under the Governing Instruments. As between the Resigning Agent and the Successor, nothing in this Agreement, express or implied, is intended or shall be construed to modify, expand or limit in any way the rights or obligations of the parties under, and the terms of, the Purchase Agreement.

Section 3.4 *Severability.* In the event any provisions of this Agreement shall be held invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 3.5 *Survival of Obligations.* Notwithstanding the resignation of the Resigning Agent under the Governing Instruments, the Issuer shall remain obligated under the Governing Instruments to compensate, reimburse and indemnify the Resigning Agent as provided in the Governing Instruments, and nothing contained in this Agreement shall in any way abrogate the obligations of the Issuer to the Resigning Agent under the Governing Instruments or any lien created in favor of the Resigning Agent thereunder.

Section 3.6 *Successors and Assigns.* This Agreement shall be binding upon and inure to the benefit of the Resigning Agent, the Successor, and the Issuer and their respective successors and assigns.

Section 3.7 *Amendments.* This Agreement shall be amended only in a writing signed by the parties hereto.

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto have executed this Agreement by their duly authorized corporate officers as of the date first above written.

ATTEST:

SAN DIEGO COUNTY REGIONAL
AIRPORT AUTHORITY
as Issuer

By _____
Tony R. Russell
Director, Corporate Services/Authority Clerk

By _____

(print name and title above)

DEUTSCHE BANK NATIONAL TRUST
COMPANY
as Resigning Agent

U.S. BANK NATIONAL ASSOCIATION
as Successor

By *Dennis D. Gillespie*
Dennis D. Gillespie
Its Director

By *Terry McRoberts*
Terry McRoberts
Its Executive Vice President

DEUTSCHE BANK NATIONAL TRUST
COMPANY
as Resigning Agent

By *John Robertson*
John Robertson
Its Vice President

APPROVED AS TO FORM:

By _____
Brenton K. Lobner
General Counsel

RESOLUTION NO. 2013-0095

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY RATIFYING AND APPROVING: (1) THE APPOINTMENT OF U.S. BANK NATIONAL ASSOCIATION TO SERVE AS SUCCESSOR TRUSTEE, PAYING AGENT AND REGISTRAR UNDER THE RESPECTIVE SUBORDINATE LIEN INDENTURES AND AS THE SUCCESSOR ISSUING AND PAYING AGENT UNDER THE ISSUING AND PAYING AGENT AGREEMENT, AND (2) THE AGREEMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE, AND CERTAIN RELATED MATTERS

WHEREAS, the San Diego County Regional Airport Authority ("Authority") is a local government entity of regional government, with jurisdiction extending throughout the County of San Diego ("County"), organized and existing pursuant to the provisions of the Constitution of the State of California ("State") and §170000 *et seq.* of the California Public Utilities Code ("Act"); and

WHEREAS, the Authority was formed for the purposes of: (a) operating the Airport System (as defined in the Master Subordinate Indenture), (b) planning and operating any future airport that could be developed as a supplement or replacement to San Diego International Airport (Lindbergh Field) ("Airport"), (c) developing a comprehensive land use plan, as it may relate to the Airport System, for the entire County, and (d) serving as the region's airport land use commission; and

WHEREAS, the Authority assumed exclusive use, management, operation, regulation, policing and control of the Airport System, as set forth in the Act, and other related facilities upon the transfer of such exclusive use, management, operation, regulation, policing and control from the San Diego Unified Port District in January 2003; and

WHEREAS, the Act provides that the Authority shall have the power to issue bonds, from time to time, payable from revenue of any facility or enterprise operated, acquired, or constructed by the Authority, for any of the purposes authorized under the Act in accordance with the Revenue Bond Law of 1941 Chapter 6 (commencing with § 54300) of Part 1 of Division 2 of Title 5 of the California Government Code, excluding Article 3 (commencing with § 54380) of Chapter 6 of Part 1 of Division 2 of Title 5 of the California Government Code and the limitations set forth in California Government Code § 54402(b), which shall not apply to the issuance and sale of bonds pursuant to the Act; and

WHEREAS, the Authority has previously determined that it was necessary and advisable to issue, from time to time, Subordinate Obligations (as defined in the Master Subordinate Indenture) for the purposes set forth in the Act and the Master Subordinate Trust Indenture, dated as of September 1, 2007 ("Master Subordinate Indenture"), by and between the Authority and Deutsche Bank National Trust Company, as trustee ("Subordinate Trustee"); and

WHEREAS, the Master Subordinate Indenture has been amended and supplemented by a First Supplemental Subordinate Trust Indenture, dated as of September 1, 2007 ("First Supplemental Subordinate Trust Indenture"), by and between the Authority and the Subordinate Trustee and a Second Supplemental Subordinate Trust Indenture, dated as of October 1, 2010 ("Second Supplemental Subordinate Indenture" and together with the Master Subordinate Indenture and the First Supplemental Subordinate Indenture, the "Subordinate Indentures"); and

WHEREAS, the Authority previously implemented a commercial paper program (the "Commercial Paper Program") through the issuance and reissuance from time to time, of subordinate airport revenue commercial paper notes ("Commercial Paper Notes"), pursuant to the terms of the First Supplemental Subordinate Indenture and an Issuing and Paying Agent Agreement, dated as of September 1, 2007 ("Issuing and Paying Agent Agreement") by and between the Authority and Deutsche Bank National Trust Company, as issuing and paying agent ("Issuing and Paying Agent"); and

WHEREAS, the Subordinate Trustee has notified the Authority that it has sold its municipal bond trust business to U.S. Bank National Association; and in connection with such sale the Subordinate Trustee resigned as trustee, paying agent and registrar under the respective Subordinate Indentures and as the issuing and paying agent under the Issuing and Paying Agent Agreement; and

WHEREAS, pursuant to Resolution No. 2007-0096, the Board authorized the Executive Director ("President/CEO") to execute all certificates and instruments on behalf of the Authority that may be required to implement and continue the Commercial Paper Program; and

WHEREAS, the President/CEO has executed an Agreement of Resignation, Appointment and Acceptance, dated as of August 22, 2013, by and among the Subordinate Trustee, U.S. Bank National Association ("Successor Trustee") and the Authority ("Resigning and Successor Trustee Agreement"), pursuant to which the Subordinate Trustee resigned as trustee, paying agent and registrar and the Successor Trustee agreed to serve as trustee paying agent and registrar under the Subordinate Indentures; and

WHEREAS, the President/CEO has executed an Agreement of Resignation, Appointment and Acceptance, dated as of August 22, 2013, by and among the Issuing and Paying Agent, U.S. Bank National Association ("Successor Issuing and Paying Agent") and the Authority (the "Resigning and Successor Agent Agreement"), pursuant to which the Issuing and Paying Agent resigned as issuing and paying agent and the Successor Issuing and Paying Agent agreed to serve as issuing and paying agent; and

WHEREAS, U.S. Bank National Association began serving as successor trustee, paying agent and registrar under the respective Subordinate Indentures and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement; and

WHEREAS, the Authority has determined that it is in its best interests to ratify the appointment of U.S. Bank National Association as the successor subordinate trustee, paying agent and registrar under the respective Subordinate Indentures ("Successor Subordinate Trustee") and as the successor issuing and paying agent under the Issuing and Paying Agent Agreement ("Successor Issuing and Paying Agent");

WHEREAS, the Board of Directors of the Authority ("Board") wants to ratify and approve the execution of the Agreement;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Trustees, Paying Agents and Registrars. The Board hereby ratifies and approves the appointment of U.S. Bank National Association, as trustee, paying agent and registrar under the Subordinate Lien Indentures.

Section 2. Issuing and Paying Agent. The Board hereby ratifies and approves the appointment of U.S. Bank National Association, as issuing and paying agent under the Issuing and Paying Agent Agreement.

Section 3. Agreements of Resignation, Appointment and Acceptance. The Board hereby ratifies and approves the execution of the Resigning and Successor Trustee Agreement and the Resigning and Successor Agent Agreement.

Section 4. Additional Authorization. The President/CEO of the Authority and the Vice President, Finance/CFO and Treasurer of the Authority, any one or more thereof, hereby are authorized to execute all papers, documents, certificates and other instruments that may be required in order to carry out the authority conferred by this Resolution.

Section 5. Severability. The provisions of this Resolution are hereby declared to be severable and, if any section, phrase or provisions shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions hereof.

Section 6. Governing Law. This resolution shall be construed and governed in accordance with the laws of the State of California.

Section 7. Repeal of Inconsistent Resolutions. All other resolutions of the Board, or parts of resolutions, inconsistent with this Resolution, are hereby repealed to the extent of such inconsistency.

Section 8. Effective Date of Resolution. This Resolution shall take effect from and after its passage and approval.

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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:
NOES: Board Members:
ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
28

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute an Agreement with Allied Waste Systems, Inc., DBA Republic Services to Provide Garbage Collection and Disposal and Recycling Collection and Diversion Services

Recommendation:

Adopt Resolution No. 2013-0096, awarding a service and consulting agreement to Allied Waste Systems, Inc., DBA Republic Services, for garbage collection and disposal and recycling collection and diversion services in an amount not to exceed \$3,000,000 for a term of three (3) years with two (2), one (1) year options, to be exercised at the discretion of the President/CEO, beginning on November 7, 2013 through November 6, 2018.

Background/Justification:

The Authority issued a Request for Proposals for Waste & Recycling Collection and Disposal Services on June 10, 2013. The notice of the business opportunity was advertised in the Daily Transcript and on the Authority's Website. Twenty three firms viewed this business opportunity. A pre-submittal meeting was held on June 20, 2013, and was attended by ten firms. Three proposals were received on July 8, 2013 from the following candidates:

1. Allied Waste Systems dba Republic Services
2. Waste Management
3. EDCO

The selected contractor will be required to perform services at the Airport twenty-four (24) hours a day, seven (7) days per week, including holidays in accordance and consistent with applicable industry standards and all Airport, City, State and Federal regulations. Contractor will service 15 on and off Airport locations on a daily, weekly and on-call basis. The contractor is required to supply all containers including compactors, roll-off bins and dumpsters.

Sustainability

The recommended contractor has proposed servicing the Airport with alternative fuel vehicles utilizing Compressed Natural Gas (CNG). CNG roll-off and front load trucks will service all compactors, roll-off bins and dumpsters. In addition, space saving compactors will be installed at four locations.

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The contractor will provide monthly, quarterly, and annual waste and recycling analysis and reports on waste diversion, recycling and reuse. Reports will provide identification and assessment of Authority's on-site waste material and waste stream performance. All material collected at the Airport will be documented in a monthly service report that includes date, time, location, tonnage reports on hauling costs, material processing, recycling revenues and fees, and tipping fees.

The contractor shall participate in the Authority's Waste Reduction Team. The team meets on a quarterly basis with the purpose of evaluating and improving the sustainability practices at the Airport. Contractor will assist the Authority with its annual comprehensive sustainability report and City of San Diego waste reduction and recycling award application.

Evaluation

The Evaluation Panel consisted of staff from the Operations Department, Flagship Airport Services, Environmental Affairs Department, and the Procurement Department. The panel found all proposals responsive. All firms were invited for interviews. The interviews were conducted on August 8, 2013.

The Evaluation Panel reviewed all the proposals and performed the interviews. Each respondent was allowed 45 minutes for the interview portion. The panel scored the three respondents on the following six categories.

- Company Experience and Qualifications Including Primary Staff 30%
- Cost / Fees 20%
- Transition Plan, Work Plan, Cleanliness Plan and Safety Plan 20%
- Equipment 20%
- Sustainability 10%
- Small Business Preference 5%

The Evaluation Panel scored Republic Services the highest. The panel found this firm's organization and approach to the requested services to be very competitive and determined its staff to be the most knowledgeable. Republic Service's presentation and interview were informative and insightful into new waste disposal practices. Its response to the services required as part of sustainability policy was the most detailed and complete.

Final Rankings

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Final Rank
Republic Services	1	1	1	1	1	5	1
EDCO Disposal	3	3	3	3	3	15	3
Waste Management	2	2	2	2	2	10	2

Final Combined Scoring

Combined Scores	SB Preference	Cost / Fees	Co. Exp & Qual, Staff	Transition, Work, Clean & Safety Plans	Equipment	Sustainability	Total
Republic Services	0	1000	1380	840	900	440	4560
EDCO Disposal	0	900	1230	780	700	360	3970
Waste Management	0	900	1200	800	840	430	4170

Fiscal Impact:OPERATING EXPENSE IMPACT

Adequate funding for the service and consulting agreement for the collection and removal of solid municipal waste and recyclables at SDIA is included in the adopted FY 2014 and conceptually approved FY 2015 Operating Expense Budgets within the Budget Line Item Services – Other.

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.

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project does not utilize federal funds; therefore, it will not be applied toward the Authority's over-all DBE goal.

Prepared by:

ANGELA SHAFER-PAYNE
VICE PRESIDENT, OPERATIONS

RESOLUTION NO. 2013-0096

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AWARDING A SERVICE AND CONSULTING AGREEMENT TO ALLIED WASTE SYSTEMS, INC., DBA REPUBLIC SERVICES, FOR GARBAGE COLLECTION AND DISPOSAL AND RECYCLING COLLECTION AND DIVERSION SERVICES IN AN AMOUNT NOT TO EXCEED \$3,000,000 FOR A TERM OF THREE (3) YEARS WITH TWO (2), ONE (1) YEAR OPTIONS, TO BE EXERCISED AT THE DISCRETION OF THE PRESIDENT/CEO, BEGINNING NOVEMBER 7, 2013 THROUGH NOVEMBER 6, 2018

WHEREAS, on June 10, 2013 the Authority released a Request for Proposals for Waste & Recycling Services ("RFP"); and

WHEREAS, the following firms submitted Proposals in response to the RFP: Allied Waste Systems, Inc. dba Republic Services, Waste Management, and EDCO; and

WHEREAS, each firm submitted written answers to questions set forth in the RFP regarding, among others fees, experience in waste and recycling collection and disposal; and

WHEREAS, each firm was granted an interview and evaluated using the same criteria; and

WHEREAS, Allied Waste Systems, Inc. dba Republic Services has extensive experience in the requisite areas to provide excellent waste and recycling collection, as well as, waste reduction service to the Authority and received the highest score in the evaluation; and

WHEREAS, the staff recommends that the Authority contract with Allied Waste Systems, Inc. dba Republic Services for the collection and removal of solid municipal waste and recyclables; and

WHEREAS, the Agreement shall have a term of three-years, with two (2), one (1) year extensions at the option of the President/CEO and the total amount payable under the agreement shall not exceed Three Million Dollars (\$3,000,000).

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the award of a service and consulting agreement to Allied Waste Systems, Inc. dba Republic Services for garbage collection and disposal and recycling collection and diversion services in an amount not to exceed \$3,000,000 for a term of three (3) years with two (2), one (1) year options, to be exercised at the discretion of the President/CEO, beginning on November 7, 2013 through November 6, 2018.

BE IT FURTHER RESOLVED by the Board that it finds that this Board 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
29

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Approve and Authorize the President/CEO to Execute an Agreement with Allied Waste Systems, Inc., DBA Republic Services to Provide Professional On-Call Non-Hazardous Municipal Solid Waste Disposal Services

Recommendation:

Adopt Resolution No. 2013-0097, approving and authorizing the President/CEO to execute an agreement with Allied Waste Systems, Inc., dba Republic Services to provide professional on-call non-hazardous municipal solid waste disposal services for contaminated soils, debris, and other waste for three (3) years, with two (2) one-year options exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$4,000,000.

Background/Justification:

The San Diego County Regional Airport Authority ("Authority") is required by statutes and regulations to properly manage solid waste, including soil, debris, and other waste contaminated at levels considered non-hazardous. Given the severity of penalties and fines potentially resulting from lack of adequate management, staff recommends that professional services be obtained for proper disposal of these wastes at permitted disposal facilities.

Development of the former General Dynamics property, the former Ryan Aeronautics property, and the former Naval Training Center Landfill for airport uses has and will require proper management of soil and other media that have been contaminated by the historic industrial uses of these properties. The Authority's Environmental Affairs Department has compiled information regarding the historic uses of these properties, which indicates that soils at these sites are to be characterized as non-hazardous municipal solid waste. Non-hazardous soil, debris, and other waste that may be removed from these sites must be disposed at a properly permitted Class III Municipal Solid Waste Landfill. There are a number of Class III Municipal Solid Waste Landfills in San Diego County able to accept such waste. Disposal outside San Diego County would have significant environmental impacts related to hauling truck vehicle greenhouse gas emissions.

On June 13, 2013, the Authority published a Request for Proposals ("RFP") to procure professional on-call non-hazardous municipal solid waste disposal services for contaminated soils, debris, and other waste. The RFP specifications required that: 1) the respondent must own the disposal site; 2) the disposal site must be within 50 miles of San Diego International Airport; 3) the disposal site must be open and currently operating; 4) the owner must hold a valid Solid Waste Facility Permit for a Solid Waste Landfill or Landfill Disposal Site issued by the

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City of San Diego Solid Waste Local Enforcement Agency with CalEPA/Cal Recycles concurrence; and 5) the owner must be operating under the valid Waste Discharge Requirements issued by the San Diego Regional Water Quality Control Board.

On July 12, 2013, one proposal in response to the RFP was received from Allied Waste Systems, Inc., dba Republic Services.

The Authority's Evaluation Panel ("Panel"), comprised of Authority staff from the Environmental Affairs Department and the Facilities Development Department, conducted a thorough review of the proposal. The Panel interviewed the one respondent and scored the respondent based on the following evaluation criteria:

- 1) organization experience, qualifications, and equipment;
 - 2) primary staff;
 - 3) sustainability;
 - 4) cost/fees; and eligibility for the Small Business Preference.
- The final rankings and scores are below.

Firms	Panelist 1	Panelist 2	Panelist 3	Total	Final Rank
Republic Services	1	1	1	3	1

Combined Scores	SB Preference	Cost/ Fees	Experience, Qualifications, Equipment	Primary Staff	Sustainability	Total
Republic Services	0	0	1015	725	300	2040

Based upon the ranking scores above, the Interview Panel made the determination that Allied Waste Systems, Inc., dba Republic Services is the best qualified respondent to provide services. Since there was only one respondent (and, therefore, no opportunity to compare the cost/fees proposed by multiple respondents), there were no points awarded for cost/fees. However, in developing the background for the RFP, Environmental Affairs compiled information that indicates the cost for waste disposal service provided by Allied Waste Systems, Inc., DBA Republic Services is one-third (1/3) the cost at other potentially qualifying facilities. The key deciding factors were the experience, qualifications, equipment, and primary staff offered by Allied Waste Systems, Inc., dba Republic Services.

Therefore, staff recommends that the Board approve and authorize the President/CEO to execute an agreement with Allied Waste Systems, Inc., dba Republic Services to provide professional on-call non-hazardous municipal solid waste disposal services for contaminated soils, debris, and other waste for three (3) years, with two (2) one-year options exercisable at the sole discretion of the President/CEO, in an amount not to exceed \$4,000,000.

Fiscal Impact:

Adequate funds for professional on-call non-hazardous municipal solid waste disposal service for contaminated soils, debris, and other waste are included within the Board approved FY2014-FY2018 Capital Program Budget. Sources of funding will depend on the project(s) utilizing the services and include, but are not limited to, Airport Revenue Bonds, Commercial Paper, Passenger Facility Charges, Customer Facility Charges, Airport Cash, Special Facility Bonds, and Federal Entitlement and Discretionary Grants.

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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.

Equal Opportunity Program:

The Authority's small business program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project does not utilize federal funds; therefore, it will not be applied toward the Authority's over-all DBE goal.

Prepared by:

PAUL MANASJAN
DIRECTOR, ENVIRONMENTAL AFFAIRS

WHEREAS, the Panel interviewed the one respondent and based its evaluation criteria on: 1) organization experience, qualifications, and equipment; 2) primary staff; 3) sustainability; 4) small business preference; and, 5) cost/fees; and

WHEREAS, based on the ranked score, the Panel made the determination that Allied Waste Systems, Inc., dba Republic Services is best qualified to provide the disposal services.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an agreement with Allied Waste Systems, Inc., dba Republic Services to provide professional on-call non-hazardous municipal solid waste disposal services for contaminated soils, debris, and other waste for three (3) years, with two (2) one-year options exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$4,000,000; and

BE IT FURTHER RESOLVED the Board finds 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 special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

Revised 9/10/13



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
30

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Award a Construction Contract to West Coast General Corporation/PK Mechanical Systems, Inc. , a Joint Venture, to Construct North Side Interior Road and Utilities Project, at San Diego International Airport

Recommendation:

Adopt Resolution No. 2013-0098, awarding a contract to West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, in the amount of \$9,323,838.44, for Project No. 104118, to Construct North Side Interior Road and Utilities, at San Diego International Airport.

Background/Justification:

The North Side Interior Road and Utilities Project (See Attachment A) is a key component of the development of the north side of San Diego International Airport (SDIA), providing access and utility connections in support of the new Rental Car Center, a relocated San Park Pacific Highway, the Fixed Base Operator, as well as existing tenants.

The scope of work for this project includes the construction of a two-way multi-lane road, traffic signals within SDIA, landscaping/irrigation and the installation of utilities to service the north side operations, some of which include: city water supply and sewer line service, storm water drainage, installation of duct banks to route cable and wires for electrical and fiber optic services, installation of natural gas lines, and a portion of the 12kV duct bank installation.

This contract was advertised on July 23, 2013, and sealed bids were opened on August 22, 2013. The following bids were received (see Attachment B):

Company	Total Bid
West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture	\$ 9,323,838.44
Marathon General, Inc.	\$ 9,670,348.32
Southland Paving, Inc.	\$ 9,966,738.83
Granite Construction Company	\$ 10,673,277.00
Hazard Construction Company	\$ 10,722,152.60
PAL General Engineering, Inc.	\$ 11,528,424.46

Engineer's estimate is \$10,200,000 (See Attachment B).

The requirements of Board Policy 5.14 ("Policy 5.14") entitled "Small Business, Local Business and Service Disabled Veteran Owned Small Business Goal and Preference

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Program" were applied to this bid solicitation. Under Policy 5.14, for purposes of determining the lowest responsible bidder, bid amounts are reduced by a maximum of \$100,000 for bidders that meet or exceed the goals established in the bid solicitation.

The lowest bidder, West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture ("Joint Venture"), submitted a bid in the amount of \$9,313,180.04. After evaluation of bids, two minor mathematical errors were found resulting in a correct bid amount of \$9,323,838.44. With the corrected bid amount, the Joint Venture is still considered the lowest bidder. The Joint Venture did not meet either the 3% Service Disabled Veteran Owned Small Business goal or the Small Business goal of 43% that was established for this Contract. Under Policy 5.14, the Joint Venture is not entitled to the full \$100,000 contract reduction for purposes of determining the lowest bidder; however, it remains the lowest bidder.

The low bid of \$9,323,838.44 is responsive, and West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture is considered responsible. Award to West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, is, therefore, recommended in the amount of \$9,323,838.44.

Fiscal Impact:

Adequate funds for the contract are included within the FY2014-FY2018 Capital Program Budget in the Project No. 104118, North Side Interior Road and Utilities. Sources of funding for this project includes Airport Revenue Bonds and Customer 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. The proposed North Side Interior Road and Utilities Project was evaluated pursuant to the California Environmental Quality Act, Pub. Res. Code § 21065, as a project component of the San Diego International Airport Master Plan Final Environmental Impact Report (SCH #2005091105; SDCRAA #EIR-06-01), certified on May 1, 2008, and the North Side Improvements Final Supplemental Environmental Impact Report (also SCH #2005091105; SDCRAA #EIR-10-01), certified on September 1, 2011.
- B. Cal. Coastal Act. The proposed North Side Interior Road and Utilities project requires review by the California Coastal Commission in accordance with the California Coastal Act. An application for a coastal development permit was submitted to the California Coastal Commission and was approved on August 14, 2013. The permit will be obtained prior to the commencement of construction of the proposed project.

Equal Opportunity Program:

The San Diego County Regional Airport Authority's Small Business Program promotes the utilization of small, local, disadvantaged, and other business enterprises, on all contracts, to provide equal opportunity for qualified firms. By providing education programs, making resources available, and communicating through effective outreach, the Authority strives for diversity in all contracting opportunities.

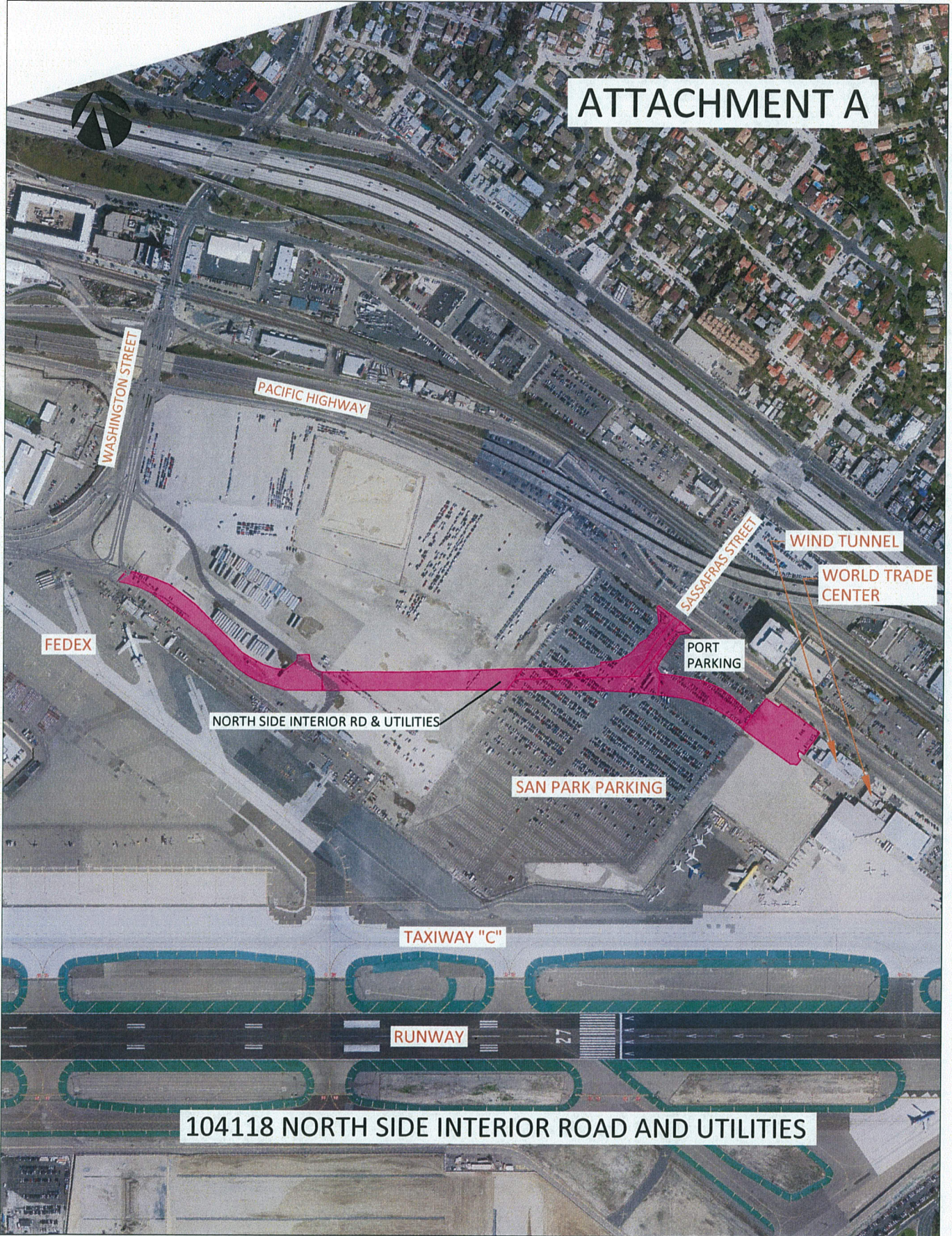
The Authority has a Disadvantaged Business Enterprise ("DBE") Plan as required by the Department of Transportation, 49 CFR Part 26. The DBE Plan calls for the Authority to submit an annual overall goal for DBE participation on all federally funded projects.

This project does not utilize federal funds; therefore, it will not be applied toward the Authority's overall DBE goal.

Prepared by:

KEITH WILSCHETZ
DIRECTOR, AIRPORT PLANNING

ATTACHMENT A



104118 NORTH SIDE INTERIOR ROAD AND UTILITIES

BID TABULATION
CIP 104118 North Side Interior Road and Utilities
BIDS OPENED: August 21, 2013 @ 11:00 AM
ENGINEER'S ESTIMATE: \$10.2 Million

Item	Unit	Title	ENGINEER'S ESTIMATE		1		2		3		4		5		6	
			Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures
1	DAY	Daily Overhead	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00
2	LS	Environmental Health Mitigation Plan	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00	\$ 566,552.00
3	EA	Soil Management Plan	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
4	EA	Stumps and Ties	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74	\$ 444.74
5	EA	Site Preparation	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00	\$ 111,815.00
6	EA	Site Preparation	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81	\$ 154,381.81
7	EA	Site Preparation	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78	\$ 48,264.78
8	EA	Site Preparation	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65	\$ 1,874.65
9	EA	Site Preparation	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77	\$ 152.77
10	EA	Site Preparation	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13	\$ 2,851.13
11	EA	Site Preparation	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31	\$ 1,114.31
12	EA	Site Preparation	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93	\$ 38.93
13	EA	Site Preparation	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44	\$ 83.44
14	EA	Site Preparation	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37	\$ 7.37
15	EA	Site Preparation	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63	\$ 5.63
16	EA	Site Preparation	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98
17	EA	Site Preparation	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74	\$ 33.74
18	EA	Site Preparation	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69
19	EA	Site Preparation	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49	\$ 11.49
20	EA	Site Preparation	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.83
21	EA	Site Preparation	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05	\$ 4.05
22	EA	Site Preparation	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25
23	EA	Site Preparation	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63	\$ 309.63
24	EA	Site Preparation	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44	\$ 1,622.44
25	EA	Site Preparation	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81	\$ 1,647.81
26	EA	Site Preparation	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05	\$ 269.05
27	EA	Site Preparation	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79	\$ 200.79
28	EA	Site Preparation	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95	\$ 114.95
29	EA	Site Preparation	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66	\$ 616.66
30	EA	Site Preparation	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37	\$ 11,210.37
31	EA	Site Preparation	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34
32	EA	Site Preparation	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45	\$ 44.45
33	EA	Site Preparation	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23	\$ 132.23
34	EA	Site Preparation	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99	\$ 887.99
35	EA	Site Preparation	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38	\$ 15,298.38
36	EA	Site Preparation	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13	\$ 47.13
37	EA	Site Preparation	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38	\$ 267,000.38
38	EA	Site Preparation	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68	\$ 6,519.68
39	EA	Site Preparation	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48	\$ 21,505.48
40	EA	Site Preparation	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47	\$ 3,488.47
41	EA	Site Preparation	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41	\$ 10,455.41
42	EA	Site Preparation	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00	\$ 4,280.00
43	EA	Site Preparation	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00	\$ 12,840.00

000190.4

RESOLUTION NO. 2013-0098

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AWARDED A CONSTRUCTION CONTRACT TO WEST COAST GENERAL CORPORATION/PK MECHANICAL SYSTEMS, INC., A JOINT VENTURE, IN THE AMOUNT OF \$9,323,838.44, FOR PROJECT NO. 104118, TO CONSTRUCT NORTH SIDE INTERIOR ROAD AND UTILITIES, AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the North Side Interior Road and Utilities Project is a key component of the development of the north side of San Diego International Airport (SDIA) providing access and utility connections in support of the Rental Car Center, relocated San Park Pacific Highway, the Fixed Base Operator, as well as existing tenants; and

WHEREAS, the scope of work for this project includes the construction of a two-way multi-lane road, traffic signals within ("SDIA"), landscaping/irrigation, and the installation of utilities to service the north side operations; and

WHEREAS, the San Diego County Regional Airport Authority ("Authority") issued a Bid Solicitation Package for this contract on July 23, 2013; and

WHEREAS, on August 22, 2013, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the requirements of Board Policy 5.14 ("Policy 5.14"), entitled ("Small Business, Local Business, and Service Disabled Veteran Owned Small Business Goal and Preference Program",) were applied to this bid solicitation; and

WHEREAS, the apparent low bidder, West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture ("Joint Venture"), submitted a bid in the amount of \$9,313,180.04; and

WHEREAS, after evaluation of bids, two minor mathematical errors were found resulting in a correct bid amount of \$9,323,838.44; and

WHEREAS, with the corrected bid amount, the Joint Venture is still considered the lowest bidder; and

WHEREAS, the Joint Venture did not meet the 3% Service Disabled Veteran Owned Small Business goal and did meet the requirements of the Small Business goal of 43% that was established for this Contract; and

WHEREAS, under Policy 5.14, the Joint Venture is not entitled to the full \$100,000 contract reduction for purposes of determining the lowest bidder; and

WHEREAS, the Joint Venture remains the lowest bidder; and

WHEREAS, the low bidder, West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, submitted a bid of \$ 9,323,838.44; and the Authority's staff has duly considered the bid and has determined West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, is responsible, and that its bid is responsive in all material respects; and

WHEREAS, the San Diego County Regional Airport Authority Board ("Board") DETERMINES that it is in the best interest of the Authority and the public that it serves for the Board to award West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, the contract for Project No. 104118, North Side Interior Road and Utilities upon the terms and conditions set forth on the Bid Solicitation Package and bid.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a construction contract to West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture, in the amount of \$ 9,323,838.44 for Project No. 104118, to Construct North Side Interior Road and Utilities at San Diego International Airport; and

BE IT FURTHER RESOLVED that the Board hereby Authorizes the Authority's President/CEO or designee to execute and deliver such contract to West Coast General Corporation/PK Mechanical Systems, Inc., a Joint Venture; and

BE IT FURTHER RESOLVED that the Board hereby Authorizes, Empowers and Directs the Authority and its officers, employees, and agents 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 the North Side Interior Road and Utilities was evaluated pursuant to the California Environmental Quality Act ("CEQA"), Pub. Res. Code § 21065, as a project component of the San Diego International Airport Master Plan Final Environmental Impact Report (SCH #2005091105; SDCRAA #EIR-06-01) certified May 1, 2008, and the North Side Improvements Final Supplemental Environmental Impact Report (also SCH #2005091105; SDCRAA #EIR-10-01) certified by the San Diego County Regional Airport Authority on September 1, 2011; and

BE IT FURTHER RESOLVED that the Board Determines that the California Coastal Commission approved CDP#6-13-0245 on August 14, 2013, but DIRECTS that no construction commence on this Project until such time as the permit is issued to the Authority.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



AWARD A CONSTRUCTION CONTRACT TO WEST COAST GENERAL CORPORATION/PK MECHANICAL SYSTEMS, INC. , A JOINT VENTURE, TO CONSTRUCT NORTH SIDE INTERIOR ROAD AND UTILITIES PROJECT, AT SAN DIEGO INTERNATIONAL AIRPORT

Prepared for:
San Diego County Regional Airport Authority Board

September 12, 2013



North Side Interior Road & Utilities (CIP #104118)





Interior Road and Utilities

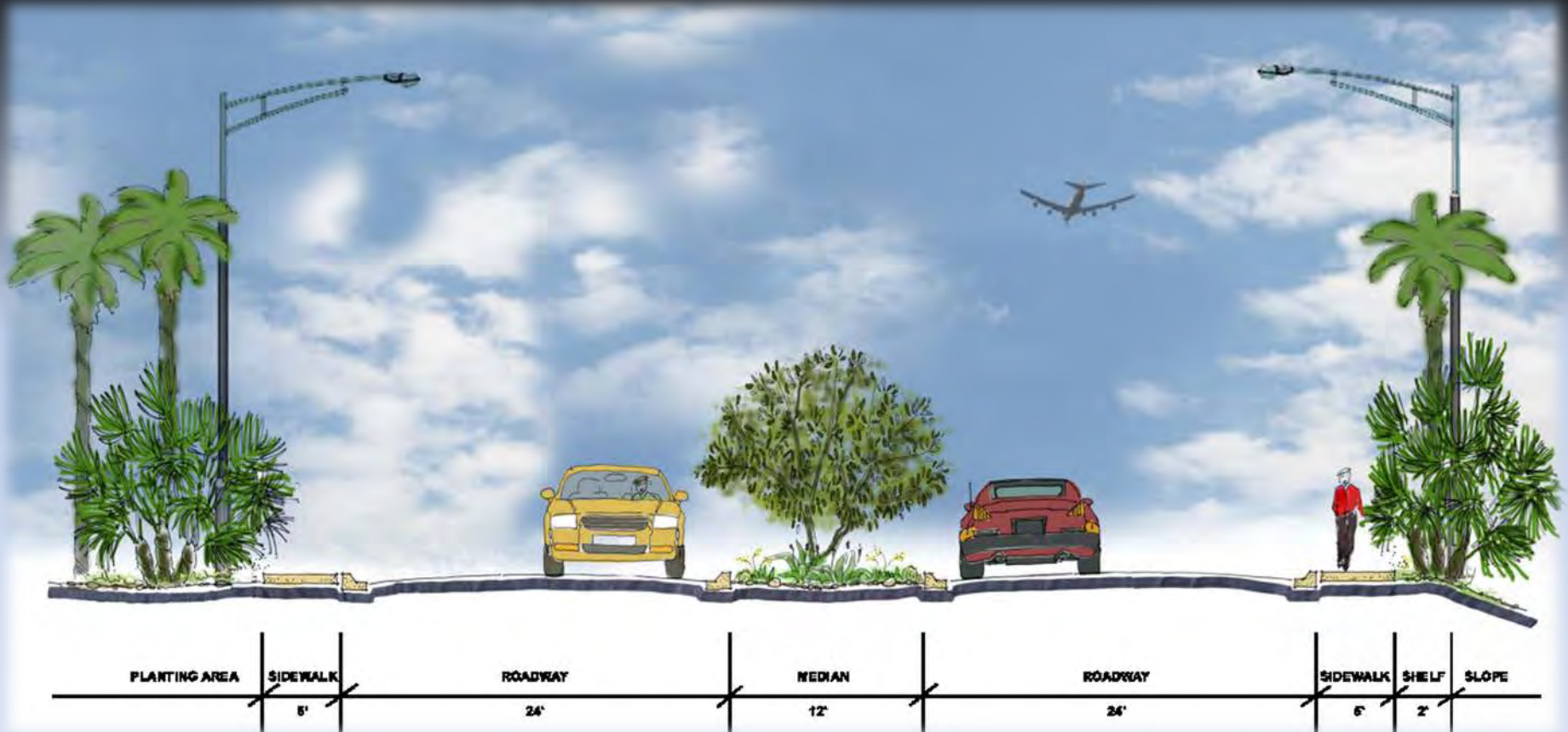


Project Summary

- Approximately 3,600 LF Street Improvement (6.3 Acres)
- Demolition, Grading, Paving, Marking, Signing & Traffic Signals
- Storm Water Conveyance System
- Domestic/Fire Water Distribution System
- Sewer System (Gravity, Force-main Lines and Lift Station)
- Electrical and Communications
- Natural Gas
- Landscape (Irrigation, Hardscape)
- Dewatering & Flow Control

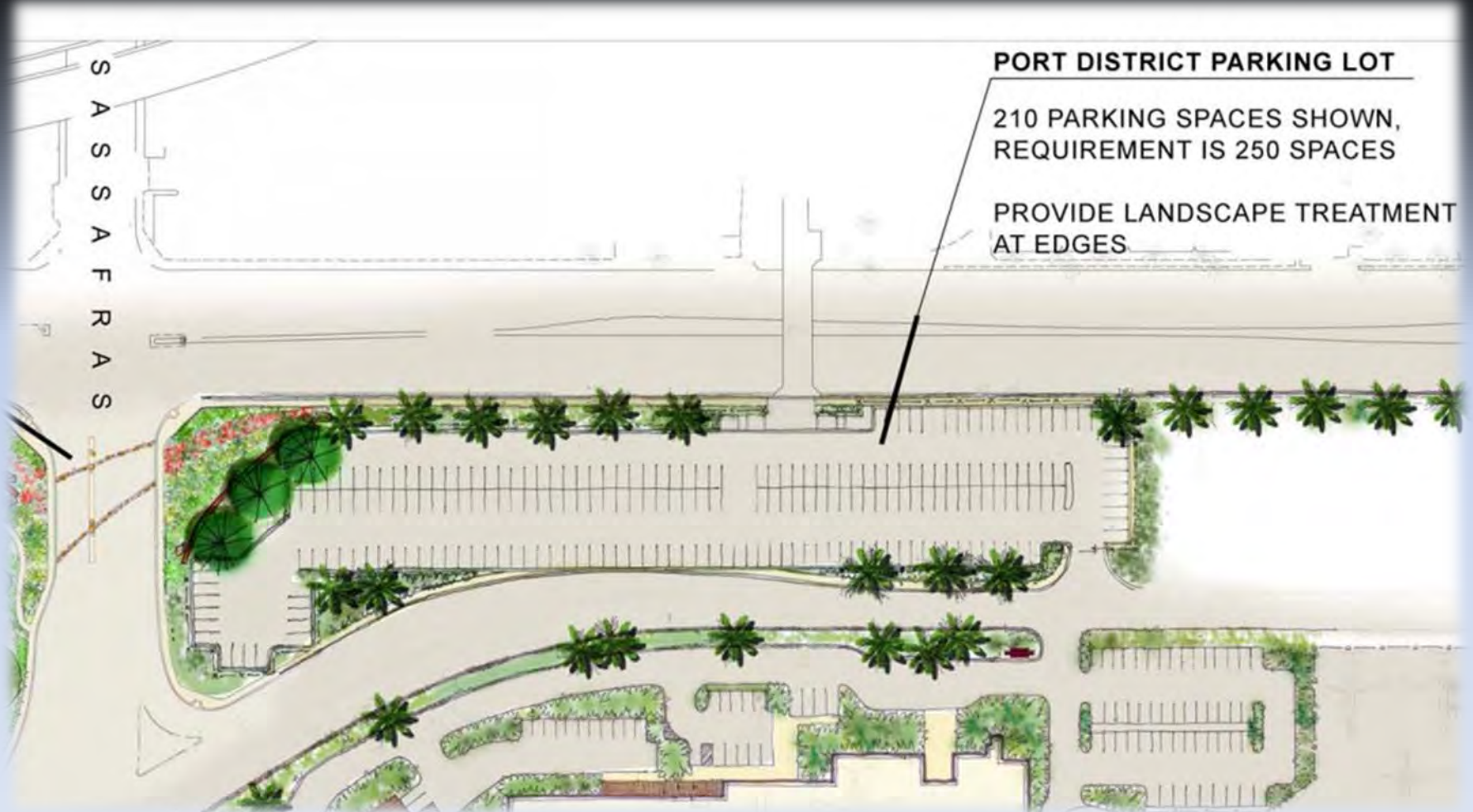


Typical Cross-Section





Port Parking Lot Improvements





CIP# 104118 – North Side Interior Road & Utilities Bid Results

Bid Advertisement Timeline

- | | |
|---|--------------------|
| <input type="checkbox"/> Bid Advertisement | July 23, 2013 |
| <input type="checkbox"/> Pre-Bid Conference | July 30, 2013 |
| <input type="checkbox"/> Last Day for Questions | August 13, 2013 |
| <input type="checkbox"/> Last Day for Addendum
(2 Addenda) | August 16, 2013 |
| <input type="checkbox"/> Bid Opening | August 22, 2013 |
| <input type="checkbox"/> Bid Protest Closed Date | September 06, 2013 |
| <input type="checkbox"/> Board Approval Date | September 12, 2013 |



CIP# 104118 – North Side Interior Road & Utilities Bid Results

Bid Amount *3% Service Disabled Veteran Owned Small Business* *43% Small Business Goal* *\$100,000 Maximum Contract Reduction (Bid Purposes)* *Adjusted Bid Amount for Award Purposes Only*

West Coast General Corporation/PK Mechanical Systems (a joint venture)	\$9,323,838.44	0%	17%	\$93,238.38	\$9,230,600.44
Marathon General, Inc.	\$9,670,348.32	0%	21%	\$93,238.38	\$9,577,109.94
Southland Paving Inc.	\$9,966,738.83	0%	15%	\$93,238.38	\$9,873,500.45
Pal General Engineering Inc.	\$11,528,424.46	0%	83%	\$100,000.00	\$11,428,424.46
Granite Construction Company	\$10,673,277.00	2%	25%	\$100,000.00	\$10,573,277.00
Hazard Construction Company	\$10,722,152.60	1%	1%	\$93,238.38	\$10,628,914.22

Sierra Pacific West – Turned in Bid After ‘Bid Time’

* Board Policy 5.14 Applied to this Project



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
31

Meeting Date: **SEPTEMBER 12, 2013**

Subject:

Authorization to Add Site Construction Work Elements to the List of Previously Approved Preliminary Activities/Work Elements for the Rental Car Center Under the Austin-Sundt Joint Venture Agreement

Recommendation:

Adopt Resolution No. 2013-0099, authorizing the addition of site construction work elements to the list of previously approved preliminary activities/work elements for the Rental Car Center under the Austin-Sundt Joint Venture Agreement.

Background/Justification:

The rental car industry plays an important role in the success of the San Diego International Airport ("SDIA") by providing customer service and non-airline revenue to the San Diego County Regional Airport Authority ("Authority"). The Authority's Rental Car Center ("RCC") program will provide a long-term facility for the rental car operation at SDIA. The RCC will support the Authority's goals for operational efficiency, commitment to environmental stewardship, regulatory compliance, and financial performance, by providing a single consolidated facility, located on the northerly portion of SDIA, from which all rental car companies serving SDIA will operate.

Previous Authority Board ("Board") Actions Relating to the RCC Construction Manager-At-Risk Contract:

- September 6, 2012 – Approved a Construction Manager-At-Risk (CMAR) contract with Austin-Sundt Joint Venture ("Austin-Sundt") for an amount not-to-exceed \$14,000,000 for design coordination and enabling project work to prepare for the construction of the RCC
- March 21, 2013 – Approved the first amendment to the Austin-Sundt agreement and authorized the President/CEO to negotiate and execute Task/Work Authorizations for an additional \$10,000,000 (for a total not-to-exceed amount of \$24,000,000) with Austin-Sundt to allow certain time-sensitive work elements to proceed
- July 11, 2013 – Approved the second amendment to the Austin-Sundt Agreement to revise the project description, construction budget, and completion date for the design and construction of the proposed RCC

000191

In September 2012, the Authority entered into CMAR agreement with Austin-Sundt for an amount not-to-exceed \$14,000,000 to provide pre-construction services for design coordination and enabling project work to prepare for the construction of the RCC. The authorized funds covered pre-construction fees, general conditions, and RCC-related preliminary activities/work elements.

On March 21, 2013, the Board approved a first amendment to the agreement with Austin-Sundt and authorized the President/CEO to negotiate and execute Task/Work Authorizations, in an additional not-to-exceed amount of \$10,000,000 to allow the following certain time-sensitive preliminary activities/work elements:

1. Relocation of an existing 42" storm water drain line that currently runs directly below the proposed RCC building footprint
2. Demolition of an abandoned pedestrian bridge, over Pacific Highway, to remove the structural footing that is within the RCC's building footprint
3. Management of on-site dirt stockpiles and environmental hazards associated with former site use
4. Additional General Conditions related to future construction
5. Development of shop drawings by subcontractors, e.g. tower crane, piling, grading, site utilities, concrete superstructure, electrical, plumbing, mechanical, fire protection, conveying system, and fuel system
6. Site preparation, e.g. demolition, fencing, temporary utilities, potholing, trailers and staging areas

Items 1 , 2 and 3 are complete and items 4, 5 and 6 are in progress. Staff anticipates that these six items will be completed for less cost than the authorized funding amount of \$10,000,000.

The following environmental approvals are required prior to the start of RCC construction:

1. Granting of a Coastal Development Permit by the California Coastal Commission in accordance with the California Coastal Act; and
2. Completion of Environmental Assessment for the Northside Improvements by the FAA pursuant to the requirements of the National Environmental Policy Act (NEPA).

On August 14, 2013, the California Coastal Commission granted the Authority a Coastal Development Permit for the RCC project. The final Coastal Development Permit is anticipated to be issued from the California Coastal Commission in mid-September.

Now that the required environmental approvals have been obtained, staff requests authorization to add site construction activities (mass excavation, grading, underground utilities, etc.) to the list of previously authorized preliminary activities/work elements. The not-to-exceed compensation amount of \$24,000,000 remains unchanged with the addition of the site construction activities.

Fiscal Impact:

Adequate funds for the Austin-Sundt Joint Venture are included within the Board approved FY2014-FY2018 Capital Program Budget in Project No. 104151 Rental Car Center (formerly ConRAC Development) San Diego International Airport (approved budget authorized June 2013: \$316,124,104). Sources of funding for this project include Customer Facility Charges and Airport Cash.

Board-released funding to date equals \$52 million for programming activities, preliminary pre-construction activities/work elements, design services, and construction activities.

This requested action does not require additional funding.

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. The proposed Rental Car Center facility project was evaluated subject to the CEQA, Pub. Res. Code Section 21065 as a project component of the San Diego International Airport Master Plan Final Environmental Impact Report (SCH #2005091105; SDCRAA #EIR-06-01) certified May 1, 2008 and the North Side Improvements Final Supplemental Environmental Impact Report (also SCH #2005091105; SDCRAA #EIR-10-01) certified by the San Diego County Regional Airport Authority on September 1, 2011.
- B. The proposed Rental Car Center facility project requires review by the California Coastal Commission in accordance with the California Coastal Act. An application for a coastal development permit was submitted to the California Coastal Commission and CDP#6-13-011 was approved on August 14, 2013. The permit will be issued prior to the construction of the proposed project.

Equal Opportunity Program:

Not applicable.

Prepared by:

BOB BOLTON
DIRECTOR, AIRPORT DESIGN & CONSTRUCTION

RESOLUTION NO. 2013-0099

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY AUTHORIZING THE ADDITION OF
SITE CONSTRUCTION WORK ELEMENTS TO THE
LIST OF PREVIOUSLY APPROVED PRELIMINARY
ACTIVITIES/WORK ELEMENTS FOR THE RENTAL
CAR CENTER UNDER THE AUSTIN SUNDT JOINT
VENTURE AGREEMENT

WHEREAS, the new Rental Car Center ("RCC") to be constructed on the north side of San Diego International Airport, on the site of the former General Dynamics facility, will consolidate current rental car operations into one location; and

WHEREAS, on September 6, 2012, the San Diego County Regional Airport Authority Board ("Board") approved and authorized the President/CEO to execute a Construction Manager-At-Risk ("CMAR") agreement with Austin-Sundt Joint Venture ("Austin-Sundt"), for an amount not-to-exceed \$14 million; and

WHEREAS, on March 21, 2013, the Board authorized the President/CEO to negotiate and execute Task/Work Authorizations for an additional \$10,000,000 (for a total not-to-exceed amount of \$24,000,000) with Austin-Sundt to allow certain time-sensitive work elements to proceed; and

WHEREAS, these time-sensitive preliminary activities/work elements include: (1) Relocation of an existing 42-inch storm water drain line that currently runs directly below the proposed RCC building footprint; (2) Demolition of an abandoned pedestrian bridge, over Pacific Highway, to remove the structural footing that is within the RCC's building footprint; (3) Management of on-site dirt stockpiles and environmental hazards associated with former site use; (4) Additional General Conditions related to future construction; (5) Development of shop drawings by subcontractors, e.g. tower crane, piling, grading, site utilities, concrete superstructure, electrical, plumbing, mechanical, fire protection, conveying system, and fuel system; and (6) Site preparation, e.g. demolition, fencing, temporary utilities, potholing, trailers and staging areas; and

WHEREAS items 1, 2, and 3 have been completed, with items 4, 5, and 6 of the previously approved preliminary activities/work elements still in progress; and

WHEREAS, staff anticipates that the six time sensitive preliminary activities/work elements will be completed for less cost than the previously authorized funding of \$10,000,000; and

WHEREAS, the California Coastal Commission's review of the Authority's application for a Coastal Development Permit to construct an RCC facility on the Northside site and completion of the Federal Aviation Administration's ("FAA") Environmental Assessment for Northside Improvements pursuant to the requirements of the National Environmental Policy Act ("NEPA"), are precedent to start of the RCC construction; and

WHEREAS, the California Coastal Commission approved a Coastal Development Permit for the RCC project on August 14, 2013, and the FAA completed its Environmental Assessment on September 6, 2013; and

WHEREAS, staff recommends that the Board authorize the President/CEO to execute Task/Work Authorizations with Austin-Sundt for site construction work elements (mass excavation, grading, underground utilities, etc.); and

WHEREAS, the previously approved not-to exceed amount of \$24,000,000 will remain unchanged with the authorized addition of the site construction work elements.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the addition of site construction work elements to the previously approved list of preliminary activities/work elements for the Rental Car Center under the Austin-Sundt Joint Venture Agreement; and

BE IT FURTHER RESOLVED that the Board finds that the Rental Car Center facility was evaluated subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code Section 21065, as a project component of the San Diego International Airport Master Plan Final Environmental Impact Report (SCH #2005091105; SDCRAA #EIR-06-01) certified May 1, 2008 and the North Side Improvements Final Supplemental Environmental Impact Report (also SCH #2005091105; SDCRAA #EIR-10-01) certified by the San Diego County Regional Airport Authority on September 1, 2011; and the California Coastal Commission approved CDP#6-13-011 on August 14, 2013; permit will be issued prior to construction.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 12th day of September, 2013, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **SEPTEMBER 12, 2013**

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 2013 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.

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

ROBERT GLEASON

**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 H. Gleason Dept: Board/02
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 7/31/13 PLANNED DATE OF DEPARTURE/RETURN: / 8/14/13
8/13/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Santa Cruz, CA Purpose: California Coastal Commission Hearing
Explanation: Attend the California Coastal Commission Hearing with Keith Wilschetz, Director of Airport Planning, re the Rental Car Center and the SAN Park Projects on the August 14 agenda.

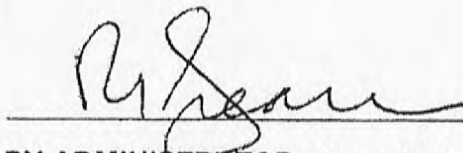
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 257.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
B. LODGING	\$ 279.00
C. MEALS	\$
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 536.00

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:



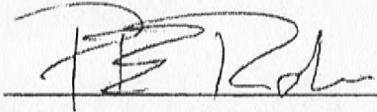
7.29.13

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:

7/30/13

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.)

THELLA F. BOWENS

**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: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 08/21/13 PLANNED DATE OF DEPARTURE/RETURN: 09/29/13 / 10/02/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):

Destination: Washington, DC Purpose: Attend San Diego Regional Chamber of Commerce One Region One Voice, Mission to Washington

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 600.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200.00

B. LODGING \$ 1300.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 1399.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 3799.00

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: Thella F. Bowens Date: 21 Aug 2013

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, _____, 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.)

**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: Thella F. Bowens Dept: 06/Exec Office
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/25/13 PLANNED DATE OF DEPARTURE/RETURN: 07/26/13 / 07/26/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Phoenix, Arizona Purpose: US Airways Meeting
Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	50.00
B. LODGING	\$	
C. MEALS	\$	50.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	650.00

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: Thella F. Bowens Date: 25 June 2013

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: R. Hean Date: 6.25.13

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.)

7/26/13 → corporate

**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: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/26/13 PLANNED DATE OF DEPARTURE/RETURN: 07/21/13 / 07/23/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Washington, DC

Purpose: Airport Legislative Alliance and American Association of Airport Executives Airport Policy Roundtable meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 850.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 700.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1900.00

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: Thella F. Bowens Date: _____

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: R. Reagan Date: 6-26-13

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.)

8114 → Corporate Services

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: Thella F. Bowens Dept: 06 Executive Office
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 07/10/13 PLANNED DATE OF DEPARTURE/RETURN: 09/20/13 / 09/25/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: San Jose, CA Purpose: ACI-NA Annual Conference and Exhibition and attend ACI-NA Executive Committee and Board meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 575.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 1300.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 795.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 3120.00

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: Thella F. Bowens Date: 11 July 2013

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: 7.11.13

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.)

**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: Thella F. Bowens Dept: Exec Office BU6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 07/31/13 PLANNED DATE OF DEPARTURE/RETURN: 01/06/14 / 01/11/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):

Destination: The Big Island, Hawaii

Purpose: Attend the Policy Review Committee meetings and the 28th Annual Aviation Issues Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 880.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100.00

B. LODGING \$ 2100.00

C. MEALS \$ 250.00

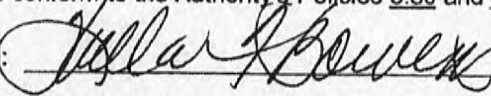
D. SEMINAR AND CONFERENCE FEES \$ 680.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 4110.00

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: 5 Aug 2013

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: 8.8.13

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.)

**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: Thella F. Bowens Dept: Exec Office BU6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 08/05/13 PLANNED DATE OF DEPARTURE/RETURN: 11/11/13 / 11/12/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip-- continue on extra sheets of paper as necessary):

Destination: Chicago, IL Purpose: Serving as a panlist during a session of the AAAE 6th Annual Airports Going Green Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 475.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100.00

B. LODGING \$ 300.00

C. MEALS \$ 75.00

D. SEMINAR AND CONFERENCE FEES \$ 0.00

E. ENTERTAINMENT (If applicable) \$ 0.00

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 1050.00

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: Thella F. Bowens Date: 5 Aug 2013

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, _____, 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.)

**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: Thella F. Bowens Dept: Exec Office BU6
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 08/05/13 PLANNED DATE OF DEPARTURE/RETURN: 10/31/13 / 11/05/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Montevideo, Uruguay Purpose: ACI World Governing Board and ACI-LAC Annual Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 4500.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 150.00

B. LODGING \$ 1975.00

C. MEALS \$ 250.00

D. SEMINAR AND CONFERENCE FEES \$ 350.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ 150.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 7375.00

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: Thella F. Bowens Date: 5 Aug 2013

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, _____, 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.)

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: Thella F. Bowens Dept: Exec Office BU6
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 08/14/13 PLANNED DATE OF DEPARTURE/RETURN: 10/20/13 / 10/21/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

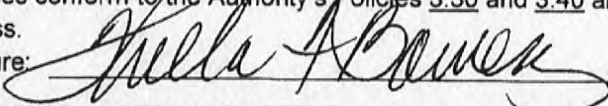
Destination: Washington, DC Purpose: Selection Committee for ACI-NA CEO
Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 850.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 700.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2000.00

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: 15 Aug 13

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, _____, 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.)

**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: Thella F. Bowens Dept: Exec Office BU6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 08/14/13 PLANNED DATE OF DEPARTURE/RETURN: 11/21/13 / 11/22/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Washington, DC

Purpose: [REDACTED]

Explanation:

Selection Committee for ACI-NA CEO

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	950.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	150.00
B. LODGING	\$	700.00
C. MEALS	\$	200.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	2000.00

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: *Thella F. Bowens* Date: 15 Aug 13

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, _____, 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.)

BRET LOBNER

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: Breton K. Lobner Dept: 15
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 8-13-13 PLANNED DATE OF DEPARTURE/RETURN: 9/21/2013 / 9/25/2013

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: San Jose, CA Purpose: 2013 ACI-NA Annual Conference & Exhb.
Explanation: 2013 ACI-NA Annual Conference & Exhibition

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 580.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 80.00

B. LODGING \$ 1,200.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 795.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 2,275.00

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: _____

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, _____, 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.)

EXPENSE REPORTS

THELLA F. BOWENS

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 6/1/2013 RETURN DATE: 6/6/2013 REPORT DUE: 7/6/13
 DESTINATION: Toyko and Yokohama, Japan

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		6/2/13	6/3/13	6/4/13	6/5/13	6/6/13		6/11/13	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	3,147.40								0.00
Conference Fees (provide copy of flyer/registration expenses)	3,550.00								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*									0.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*	1.10				4.20			5.30
	Lunch*		9.67		9.81				19.48
	Dinner*			18.02	30.17				48.19
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	6,697.40	1.10	9.67	18.02	39.98	4.20	0.00	0.00	72.97

Explanation:

- 1.) Conference Fee includes lodging and some meals
- 2.) There are no alcohol purchases for any of the included meal receipts.

Total Expenses Prepaid by Authority	6,697.40
Total Expenses Incurred by Employee (including cash advances)	72.97
Grand Trip Total	6,770.37
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	6,697.40
Due Traveler (positive amount) ²	
Due Authority (negative amount) ³	72.97

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

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.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext.: 2445
 Date: 22 Aug 2013
 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.

**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: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 01/18/13 PLANNED DATE OF DEPARTURE/RETURN: 06/01/13 / 06/06/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Tokyo/Yokohama, Japan Purpose: Attend World Trade Center Business Mission Event which includes meetings with JAL
 Explanation: Attending WTCSD business mission to strengthen ties between San Diego and Japan.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 3500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 400.00
B. LODGING	\$ 1800.00
C. MEALS	\$ 500.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 200.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 6400.00

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: *Thella F. Bowens* Date: 22 Jan 2013

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

- I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
- 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.
- 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, Tony L. Russell, 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 1/23/13 meeting.
 (Leave blank and we will insert the meeting date.)

31 MAY 2013 ▶ 01 JUN 2013 TRIP TO TOKYO NARITA, JAPAN

PREPARED FOR
BOWENS/THELLA

3D's Travel Inc.
858-569-4033
threedtrvl@aol.com

RESERVATION CODE LLIAT
AIRLINE RESERVATION CODE RMUEU7 (JL)



DEPARTURE: FRIDAY 31 MAY ▶ ARRIVAL: SATURDAY 01 JUN

Please verify flight times prior to departure

JAPAN AIRLINES
JL 0065

SAN
SAN DIEGO, CA

▶ **NRT**
TOKYO NARITA, JAPAN

Aircraft:
BOEING 777 JET

Duration:
11hr(s) :20min(s)

Departing At:
1:35pm
(Fri, May 31)

Arriving At:
4:55pm
(Sat, Jun 1)

Distance (in Miles): 5556
Stop(s): 0

Terminal:
TERMINAL 2

Terminal:
TERMINAL 2

Passenger Name:
» BOWENS/THELLA

Seats:
Check-In Required

Class:
Business

Status:
Confirmed

Meals:
Served

Notes
** 3147.40 **

3H

3D's Travel Inc.
858-569-4033
threedtrvl@aol.com



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 13-067

ISSUE CHECK TO THE ORDER OF

World Trade Center San Diego
2980 Pacific Highway
San Diego, CA 92101

DATE ISSUED

5/24/2013

ORIGINATING DEPARTMENT/BUSINESS UNIT

Executive Office BU6

PREPARED BY/EXT.

A. Caldera X2445

REVIEWED BY: ACCTG

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
2643	5/20/2013	WTCSO Registration for Japan Business Mission 2013	3,550.00

CHECK REQUEST TOTAL **3,550.00**

SPECIAL INSTRUCTIONS:

Please RUSH

Reason not processed as a Contract or P.O. Required field - please X one reason

- | | |
|---|---|
| <input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾ | <input type="checkbox"/> Insurance/Benefits ⁽⁷⁾ |
| <input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾ | <input type="checkbox"/> Contract in Process ⁽⁸⁾ |
| <input type="checkbox"/> Required quick timeframe ⁽³⁾ | <input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾ |
| <input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾ | <input type="checkbox"/> Common Practice ⁽¹⁰⁾ |
| <input checked="" type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾ | <input type="checkbox"/> Approved Exception ⁽¹¹⁾ |
| <input type="checkbox"/> Employee Reimbursement ⁽⁶⁾ | <input type="checkbox"/> OTHER: ⁽¹²⁾ |

I CERTIFY THE CLAIM IS TRUE AND CORRECT
INCLUDING ANY APPLICABLE TERMS AND
CONDITIONS HAVE BEEN FULFILLED

Matt Harris

Matt Harris, Senior Director, Exec Office

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	86280.110			3,550.00
Total amount distributed - must equal Check Request Total above				3,550.00

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. _____
INVOICE NO. _____
INVOICE DATE _____
PYMT DATE _____
RT TO BU _____ SEP CK _____

APPROVED FOR PROCESSING

ACCOUNTING DEPARTMENT



WORLD TRADE CENTER
SAN DIEGO

Invoice# 2643

5/20/13

SDCRAA

Attention: Thella Bowens

World Trade Center San Diego

Full payment – Japan Business Mission 2013
May 31st - June 7th, 2013

\$3,550.00

Total Now Due

\$3,550.00

A \$25.00 Service Charge will be assessed on all returned checks

Send Remittance to:

World Trade Center San Diego

Attention: Rey Lontok

Federal ID: 95-3294375

2980 Pacific Highway, San Diego, CA 92101

Tel: (619) 615-0868 Fax: (619) 615-0876 e-mail: rlontok@wtcsd.org

website: www.wtcsd.org

To use your MasterCard or Visa, please call us at (619) 615-0868 ext. 102

To pay by wire:

Bank Name: Union Bank, San Diego Main Priority, 1201 Fifth Avenue, San Diego, CA 92101

A/C Name: San Diego World Trade Center Credit A/C: 6010010312

Routing# 122000496

Swift Code: BOFCUS 33 MPK

66280.110
13-067

SAN DIEGO



WORLD TRADE CENTER
SAN DIEGO

Business Mission to

JAPAN

World Trade Center San Diego is organizing a business mission to Japan. Join us as we strengthen ties between San Diego and Japan, with visits to leading Japanese companies in Tokyo, Yokohama, Osaka & Kyoto.

Industry-focused Cooperators will arrange tracks including: Life Sciences, IT, & Communications, Software, Electronics, Tourism and Leisure, and may have separate meetings during the day, with a focus on increasing exports to Japan, with networking events in the evening for all.

San Diego companies and business development associations with an interest in commerce, trade, and investment with Japan are invited together to present opportunities with our region.

Trip Information

For more information please e-mail Ethan Devine: edevine@wtcsd.org

Land Price: \$3,950 (single occupancy); \$3,300 (double occupancy)

Flight: For discounted airfare, contact Doug Ojiri at 3D's Travel:

threedtrvl@aol.com or (858) 569-4033 M-F 9-6pm

\$1,000 Reimbursement for STEP-Qualified SMEs

Dates & Cities

June 1 (Saturday): Depart from SD

June 2 (Sunday): Arrive in Tokyo (evening)

June 3 (Monday): Tokyo

June 4 (Tuesday): Tokyo

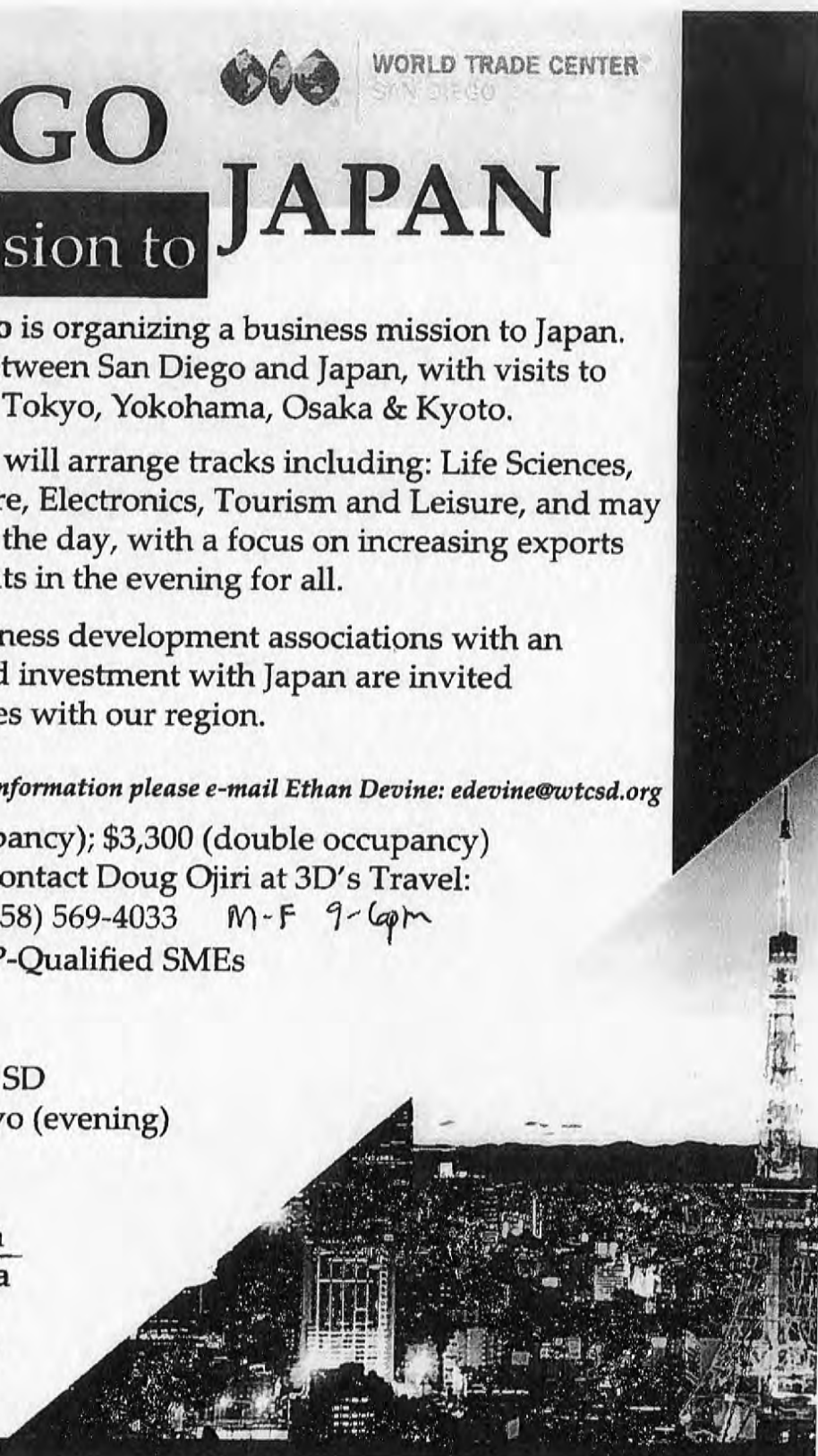
June 5 (Wednesday): Yokohama

June 6 (Thursday): Kyoto/Osaka

June 7 (Friday): Kyoto/Osaka

June 8 (Saturday): Return to SD

**itinerary subject to change*



San Diego's Voice for
Bicultural Business

BIOCOM



CONVENTION &
VISITORS BUREAU



SAN DIEGO
REGIONAL
EDC



JAPAN
SOCIETY



U.S. Small Business Administration



California STEP
Exporting made easier for California small businesses



SAN DIEGO™
REGIONAL
CHAMBER OF
COMMERCE



SAN DIEGO NORTH
Economic Development Council

PROSPERITY™ PURPOSE

RECEIPTS FROM TRAVEL TO TOYKO, JAPAN
June 1 - 6, 2013—THELLA F. BOWENS



原宿店
TEL: 03-5775-9641
レジ: 003 担: チェッカー1

領収証

2013年06月02日 12:03
ボルヴィック 計 1点 ¥105
合計 (内消費税等 5%) ¥105 ✓
現金 ¥105
お預り ¥110
お釣り ¥5

ご来店ありがとうございました。



6/2
coffee



すべっついえ

すべっついえ
都 品川 品川区東品川2-2-20
天王ビル2F
TEL: 03-5462-1225

2013年 6月 3日 12:00 * 7

内ガリトー 100
小計 920

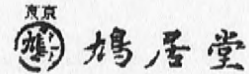
(内税額 44)
合計 920 ✓

点数 2
現計 920
人数 1名
担当者 1 000049 12:41

またの御来店を従業員一同
心よりお待ちしております

6/3 Lunch

領収証



東京都中央区銀座 -7-
TEL 03-3571 1429

2013年 6月 4日 (火) 16:30

扇子 x1 1,800

小計 1点 1,800

外税金額
合計 ¥ 1,800

お預り
お釣り ¥177

◆通常営業時間のご案内◆
月曜日~土曜日 10:00~17:00
日曜日・祝祭日 11:00~19:00
◇新商品のお知らせ◇
鳩居堂監修の書籍『鳩居堂の日本のしきたり 豆知識』が発売されました。日本の伝統行事やしきたりを、美しい写真と共に、わかりやすく解説。新生活を始める方へのご進物にも最適
No.0500111

6/4 dinner

RECEIPTS FROM TRAVEL TO TOYKO, JAPAN
June 1 - 6, 2013—THELLA F. BOWENS

領 収 書

現・チ・ク・割引 No.1052
 日付 '13年06月05日 ✓
 車番 001559 00
 基本運賃 ¥980円

合計 ¥980円 ✓

上記の通り領収致しました
 御乗車有難うございました

タクシーの御用命は
 樽美タクシー

お忘れ物やお気付きの点は
 横浜個人タクシー
 協同組合
 045-712-0393
 神奈川県個人タクシー協会

6/5 Lunch

24 ENA Y

Chk 105
 05'

DINING	
1 ICED TEA	580
1 BURGER	1480
1 SHAKE	680
CASH	3015

Subtotal	2740
10% SVC CHG	274
Payment	3014 ✓
Change Due	1

5% Inc Tax 143

-----1054 Check Closed-----
 05'13 07:23PM-----

Thank you for your stay
 LOVE ALL SEASONS ALL
 !!!
 Purchase Code:0002206EBBA186B
 Being a Rock Star Has its
 Privileges! Sign Up Now for
 Hard Rock Rewards It's Free!
 hardrockrewards.com
 Use the above purchase code to
 get credit for this purchase
 It's only good for 45 days
 !!!

6/5 dinner

RECEIPTS FROM TRAVEL TO TOYKO, JAPAN
June 1 - 6, 2013—THELLA F. BOWENS



STARBUCKS®

横浜スカイビル店
#1082 TEL 045-440-3280

1 トール トリップ コーヒー	340
1 パナ	80
合計(2点)	420
(内消費税)	20)
現金	500
(内消費税等)	20)
お釣り	80

010122685501 212512 2013/06/06 17:45:07



発行日:06/06

One More Coffeeのご案内

<スターバックスのコーヒーの世界を1日お楽しみ下さい!>
トリップコーヒーご購入時のレシートをご提示頂いた
お客様は当日内であれば、2杯目の
トリップコーヒー(ホット/アイスどちらでも可)を
他店舗でも100円(税込)でお楽しみ頂けます。



本日営業終了まで有効
/一部店舗除く
対象商品はトリップコーヒーのみです。
同一サイズでの提供となります。

毎月20日はフェアトレードの日

6/6 coffee / breakfast

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Exec Office BU6
 DEPARTURE DATE: 6/6/2013 RETURN DATE: 6/12/2013 REPORT DUE: 7/12/13
 DESTINATION: Istanbul, Turkey

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		6/9/13	6/10/13	6/11/13	6/12/13	6/6/13	6/7/13	6/8/13	
Air Fare, Railroad, Bus (attach copy of Itinerary w/charges)	5,839.60								0.00
Conference Fees (provide copy of flyer/registration expenses)	1,239.00								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.)*			13.30			29.25			42.55
Hotel*		503.63	503.63	503.63	503.63	503.63	503.63	503.63	3,525.41
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*			36.00	17.02				53.02
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	7,078.60	503.63	516.93	539.63	520.65	532.88	503.63	503.63	3,620.98

Explanation:
 Due to a fare difference caused by an earlier return date - the original fare \$6002.80 was reduced by \$421.10 for a final fare of \$55839.60.
(including service fees)

Total Expenses Prepaid by Authority	7,078.60
Total Expenses Incurred by Employee (including cash advances)	3,620.98
Grand Trip Total	10,699.58
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	7,078.60
Due Traveler (positive amount)²	
Due Authority (negative amount)³	3,620.98

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

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.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext.: 2445
 Date: 22 Aug 2013
 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.

**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: Thella F. Bowens Dept: Executive Office
BU6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 01/18/13 PLANNED DATE OF DEPARTURE/RETURN: 06/06/13 / 06/13/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Istanbul, Turkey

Purpose: Participate in ACI World Governing Board/ACI-NA Board/ACI Fund Board Meetings and attend the ACI Europe World Annual Congress and Exhibition

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 6300.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 250.00

B. LODGING \$ 2700.00

C. MEALS \$ 500.00

D. SEMINAR AND CONFERENCE FEES \$ 1239.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 200.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 11189.00

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: *Thella F. Bowens* Date: 22 Jan 2013

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

Tony R. Russell, Authority Clerk hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

1/22/13
NEW Out of Town Travel Request (eff. 2-9-10)



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

Ref: **DEPT 6**

SALES PERSON	PE
INVOICE NUMBER	1204738
INVOICE ISSUE DATE	13 Jun 2013
RECORD LOCATOR	GYNLQP
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR CONFIRMATION ON TURKISH AIR ** R N 3 8 S L **
 YOUR CONFIRMATION ON UNITED ** O 9 7 D K R **

-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****

THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

*****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

FOR TRAVEL TO TURKEY
 A US CITIZEN MUST HAVE A VALID PASSPORT AND VISA
 YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.
 PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

FOR EMERGENCY AFTERHOURS SERVICE
 WHILE IN TURKEY
 PLEASE CALL COLLECT 682-647-0061/DIRECT 682-233-1914
 THERE IS A MINIMUM 25USD CHARGE PER CALL
 IF INTL AFTERHOUR NUMBER DOES NOT WORK
 DIAL DIRECT OR COLLECT 201-221-4462

YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
 PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS

DATE: Thu, Jun 06

Flight: TURKISH AIRLINES 51

From	TOKYO NARITA, JAPAN	Departs	11:55am
To	ISTANBUL, TURKEY	Arrives	6:00pm
Duration	12hr(s) :05min(s)	Class	Business
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58
Notes	SEAT ASSIGNMENT 2D AISLE		

DATE: Thu, Jun 13

Flight: UNITED AIRLINES 5477

From	ISTANBUL, TURKEY	Departs	12:45pm
To	LOS ANGELES, CA	Arrives	4:30pm
Departure Terminal	I	Arrival Terminal	B
Duration	13hr(s) :45min(s)	Class	Business
Type	BOEING 777-300ER JET	Meal	Served
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

DATE: Thu, Jun 13

Flight: UNITED AIRLINES 5477

From	LOS ANGELES, CA	Departs	9:05pm
To	SAN DIEGO CARLSBD, CA	Arrives	9:52pm
Departure Terminal	8		
Duration	0hr(s) :47min(s)	Class	United Economy
Type	EMBRAER 120 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

DATE: Fri, Dec 13

Others

RESERVATION
RETAINED FOR
180 DAYS

DATE: Mon, Dec 30

Others

**CCRA
HOLD*****

Ticket Information

Ticket Number	TK 7227550143	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX [REDACTED]	USD	* 5,581.70 ←
Service Fee	XD 0590236344	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX [REDACTED]	USD	* 40.00
Refunded	TK 7210981605	Passenger	BOWENS THELLA FAY		
Ticket Refund Original Invoice	123				
Ticket Refund Original Invoice	123	Refunded	AX XXXXXXXXXXXX [REDACTED] Refunded to Credit Card	USD	- 6,002.80 ←
Service Fee	XD 0590997564	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX [REDACTED]	USD	* 25.00
Ticket Number	UA 7233753416	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX [REDACTED]	USD	* 192.90

* Original trip was booked through Sat, June 16.
change in return resulted in a credit.

SubTotal	USD 5,839.60
Less Refund Amount	USD - 6,002.80
Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER

Caldera Amy

From: ACI EUROPE Events <events@aci-europe-events.com>
Sent: Tuesday, February 26, 2013 3:15 PM
To: Bowens Thella
Subject: Your ACI EUROPE/WORLD Annual Congress & Exhibition 2013 Invoice - ASSEMBLY-8-3495



ACI EUROPE → WORLD

ANNUAL CONGRESS & EXHIBITION 2013



10-12 JUNE 2013 | ISTANBUL CONGRESS CENTRE | ISTANBUL TURKEY

ACI EUROPE/WORLD Annual Congress & Exhibition 2013 Invoice

Thella Bowens
San Diego County Regional Airport
Authority
3225 North Harbor Drive
San Diego
CA
92101
United States

Invoice: ASSEMBLY-8-3495

Invoice Date: 26-02-2013

PPS Publications Ltd
3a Gatwick Metro Centre
Horley
Surrey
RH6 9GA
UNITED KINGDOM

Description	Amount
Registration fee for 1 delegate	\$1239.00
Total:	\$1239.00

Thank you, payment has been successfully taken by Credit Card.

Contact Telephone: +44 (1293) 783 851 Fax: +44 (1293) 782 959

Company Registration No: 2752801

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ACI EUROPEWORLD Annual Congress & Exhibition 2013 is organised by PPS Publications Ltd on behalf of ACI

PPS Publications Ltd, 3a Gatwick Metro Centre, Balcombe Road, Horley, Surrey, RH6 9GA UK, Registered number 2752801

66 280.120

RECEIPTS FROM TRAVEL TO ISTANBUL, TURKEY
June 6 - 12, 2013—THELLA F. BOWENS

SERİ A
SIRA NO: 020044



HILTON INTERNATIONAL
MERKEZİ A.B.D.
TÜRKİYE - İSTANBUL ŞUBESİ

Cumhuriyet Cad. No: 50 34367 Harbiye-Beyoğlu, İstanbul
BOĞAZIÇI KURUMLAR VERGİ DAİRESİ 481009472
hilton.com



Tarih :

İL KODU : 34

ADISYON

Bosphorus Terrace

Bar & Grill
Veranda

LOUNGE
& BAR

Pool Cafe



al bushra

İSTANBUL HILTON
BOSPHORUS TERAS
218 ERDOĞAN TAŞCI

TBL 9/1 CHK 5301 GST 1
12JUN' 13 21:29 ✓

1 HILTON BURGER	25,00
1 SİRMA SU .33	7,00
TOPLAM	32,00
H907 H907/Micros	
NAKİT CASH FIS	32,00
4,88 %18KDV	32,00
NET TTL	27,12
0,00 %8 KDV	0,00
NET TTL	0,00
-----218 CLOSED 12JUN 22:18-----	

*Same as
Bosphorus
Page
Terrace*

ODA NO:
ROOM NO:

--	--	--	--

MÜŞTERİ İSMİ :
GUEST NAME :

--	--	--	--	--	--	--	--	--	--

İMZA :
SIGNATURE :

YOKSA Mediasoft, Bilgisayar Form Kâğıt San. İç. ve Dış Tic. Ltd. Şti.
Muh. Yolda Bulvarı Yolda Ticaret Merkezi C. Cad. No:111-120-121 Ataşehir-İstanbul
07 45-46 An.Tel.No: 0297/2012-2106 E.Ya:2013 Kuruluşu V.D. 6310219428

Transaction Date:	06/13/2013 Thu
Transaction Description:	HILTON INTERNATIONALISTANBUL AD LODGING SIGN & TRAVEL® / EXTENDED PAYMENT OPTION
Amount \$:	3,572.45
Foreign Spend Amount:	6.666,20New Turkish Liras
Doing Business As:	H\$LTON INTERNATIONAL \$STANBUL FRONT OF
Merchant Address:	CUMHUR\$YET CAD. HARBIYE \$STANBUL 34367 TURKEY
Reference Number:	320131640004882168
Category:	Travel- Lodging

Exchange rate .5359
3525.41 hotel

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 6/11/2013

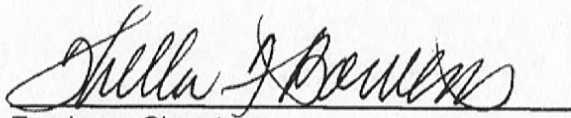
Description of Item/Event: Lunch

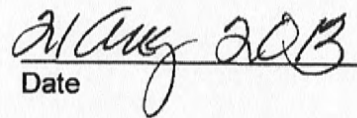
Vendor/Event Name: HAMDJ Restaurant

Dollar Amount: \$36.00

Reason for Missing Receipt: Missing receipt, but a copy of the expenditure from the credit card statement is attached. Any alcohol beverage was not included in the reimbursement total.

I hereby certify that the original receipt in question was lost or none was issued to me.


Employee Signature


Date

Department Head Signature

Date

Transaction Date:	06/11/2013 Tue
Transaction Description:	HAMDİ RESTAURANT İSTANBUL AD RESTAURANT SIGN & TRAVEL® / EXTENDED PAYMENT OPTION
Amount \$:	108.22 108.22 \$36
Foreign Spend Amount:	204,00New Turkish Liras
Doing Business As:	HAMDİ RESTAURANT
Merchant Address:	TAHMŞS CAD. KALIN SOK. NO:12 İSTANBUL 34116 TURKEY
Reference Number:	320131630490576261
Category:	Restaurant- Restaurant

.531 exchange rate
Missing receipt \$108.22 -
only requesting reimbursement
of \$36⁰⁰



MS THELLA FAYE BOWENS

3225 North Harbor Drive

San Diego ,CA 92101
United States of America

Room Number 735 /K1EF
Arrival Date 06/06/2013
Departure Date 13/06/2013
RECEIPT-Number of Adults and Children 1/0
Room Rate 870.00 TRY
Rate Plan GTAVA
Frequent Flyer

*** INFORMATION BILL ***
Confirmation Number 3512152590

Folio No./Check No. 386044 A
Cashier ID OZGU/OZLEM

HILTON ISTANBUL 12/06/2013 2:31 AM

Date	Transaction Description	Cashier ID	Transaction ID	Debit	Credit	Balance
06/06/2013	HISA GUEST ROOMS	LIN TR	4018775	100.00		
08/06/2013	HISA GUEST ROOMS	LIN TR	4018807	100.00		
08/06/2013	HISA GUEST ROOMS	ERGOELK	4018775	100.00		
08/06/2013	HISA GUEST ROOMS	ERGOELK	4018807	100.00		
06/06/2013	PACKAGE RATE	OZKA1	4019647	870.00	1	939.60 TL
06/06/2013	TAXES	OZKA1	4019647	69.60		
07/06/2013	PACKAGE RATE	OZKA1	4022526	870.00	2	939.60 TL
07/06/2013	TAXES	OZKA1	4022526	69.60		
<hr/>						
08/06/2013	PACKAGE RATE	BUBE	4024731	870.00	3	939.60 TL
08/06/2013	TAXES	BUBE	4024731	69.60		
09/06/2013	PACKAGE RATE	OZKA1	4026548	870.00	4	939.60 TL
09/06/2013	TAXES	OZKA1	4026548	69.60		
10/06/2013	PACKAGE RATE	OZKA1	4028502	870.00	5	939.60 TL
10/06/2013	TAXES	OZKA1	4028502	69.60		
11/06/2013	PACKAGE RATE	OZKA1	4030476	870.00	6	939.60 TL
11/06/2013	TAXES	OZKA1	4030476	69.60		
12/06/2013	PACKAGE RATE	OZKA1	4032442	870.00	7	939.60 TL
12/06/2013	TAXES	OZKA1	4032442	69.60		
				Debit and Credit Totals	6,866.20	-200.00

Balance 6,666.20 TL
6,577.20



	Total Excluding VAT	VAT	TOTAL
VAT at 18%	75.42	13.58	89.00 TL
VAT at 8%	6,090.00	487.20	6,577.20 TL
Non Taxable Amount	0.00	0.00	0.00 TL
Total Invoice Amount			6,666.20 TL

Guest Signature _____

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU 6
 DEPARTURE DATE: 6/23/2013 RETURN DATE: 6/24/2013 REPORT DUE: 7/24/13
 DESTINATION: Dallas, Texas

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
		SUNDAY 6/23/13	MONDAY 6/24/13	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	762.60								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*		189.28							189.28
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*	3.02							3.02
	Lunch*								0.00
	Dinner*		20.32						20.32
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	762.60	192.30	20.32	0.00	0.00	0.00	0.00	0.00	212.62

Explanation:	Total Expenses Prepaid by Authority	762.60
	Total Expenses Incurred by Employee (including cash advances)	212.62
	Grand Trip Total	975.22
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	762.60
	Due Traveler (positive amount)²	212.62
Due Authority (negative amount)³	212.62	

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

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: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext.: 2445
 Date: 15 Aug 13
 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.

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

5/20 → L. Bennett
et al

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: Thella F. Bowens Dept: 06 Exec Office
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/20/13 PLANNED DATE OF DEPARTURE/RETURN: 06/23/13 / 06/25/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Dallas, TX

Purpose: Attend Special Joint Executive Committee Meetings of Airports Council International - North America and American Association of Airport Executives

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100.00
B. LODGING	\$	400.00
C. MEALS	\$	100.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	1300.00

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: Thella F. Bowens Date: 20 May 2013

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, Tony R. Russell, 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 5/28/2013 meeting.
(Leave blank and we will insert the meeting date.)



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

Ref: **DEPT 6**

SALES PERSON	E4
INVOICE NUMBER	1204488
INVOICE ISSUE DATE	05 Jun 2013
RECORD LOCATOR	PXKRUS
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR UNITED ETICKET CONFIRMATION IS ** A10JN0 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

DATE: Sun, Jun 23

Flight: UNITED AIRLINES 657

From	SAN DIEGO, CA	Departs	6:15am
To	HOUSTON GEO BUSH, TX	Arrives	11:44am
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :29min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 12C	UA - XXXXXX 58

DATE: Sun, Jun 23

Flight: UNITED AIRLINES 5266

From	HOUSTON GEO BUSH, TX	Departs	1:42pm
To	DALLAS FT WORTH, TX	Arrives	2:53pm
Departure Terminal	B	Arrival Terminal	E
Duration	01hr(s) :11min(s)	Class	United Economy
Type	CRJ-CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 02B	UA - XXXXXX 58

DATE: Mon, Jun 24

Flight: UNITED AIRLINES 6069

From	DALLAS FT WORTH, TX	Departs	5:11pm
To	HOUSTON GEO BUSH, TX	Arrives	6:23pm
Departure Terminal	E	Arrival Terminal	B
Duration	01hr(s) :12min(s)	Class	United Economy
Type	ERJ-145 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 02A	UA - XXXXXX 58

DATE: Mon, Jun 24

Flight: UNITED AIRLINES 643

From	HOUSTON GEO BUSH, TX	Departs	9:14pm
To	SAN DIEGO, CA	Arrives	10:31pm
Departure Terminal	C	Arrival Terminal	2
Duration	03hr(s) :17min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 10F	UA - XXXXXX 58

DATE: Sat, Dec 21

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	UA 7230553732	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX1012	USD	* 732.60
Service Fee	XD 0590858131	Passenger	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXXX1012	USD	* 30.00
				SubTotal	USD 762.60
				Net Credit Card Billing	* USD 762.60
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



Grand Hyatt DFW
 2337 South International Parkway
 DFW Airport, TX 75261
 Tel: 972.973.1234
 Fax: 972.973.1299
www.granddfw.hyatt.com

INFORMATION INVOICE

Payee Thella Bowens
 3225 N Harbor Dr
 San Diego CA 92101
 United States

Room No. 0215
 Arrival 06-23-13
 Departure 06-24-13
 Page No. 1 of 1
 Folio Window 1
 Folio No. 323072

Confirmation No. 2387130101
 Group Name Airports Coun Intl N Ame [REDACTED]
 Booking No. 32744LVR

Date	Description	Charges	Credits
06-23-13	Group Room	169.00	
06-23-13	City Occupancy Tax 6%	10.14	
06-23-13	State Occupancy Tax 6%	10.14	
06-24-13	American Express [REDACTED]		189.28

Total 189.28 189.28
Balance 0.00

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

It is our endeavor to exceed your expectations. We welcome your feedback and comments. Simply e-mail Hyatt Consumer Affairs at: QualityDFWGH@Hyatt.com

Hyatt Gold Passport Summary

Membership: [REDACTED]
 Bonus Codes: [REDACTED]
 Qualifying Nights: 1
 Eligible Spend: 169.00
 Redemption Eligible: 0.00

Thank you for choosing the Grand Hyatt DFW.
 For future stays, please use SKYLINK to travel to Terminal D.

Please remit payment to:
 Grand Hyatt Dallas Fort Worth
 PO Box 974413
 DFW Airport, TX 75397

Summary Invoice, please see front desk for eligibility details.

For inquiries concerning your bill please call 888-587-4589 or email NA.CustomerService@Hyatt.com

For best rates available, please visit us at www.granddfw.hyatt.com

**RECEIPTS FROM TRAVEL TO DALLAS, TEXAS
June 23 & 24, 2013—THELLA F. BOWENS**

SSP America
Einstein's Bagel ✓
IAH Bush International
281-233-7621

422 Tunicha

435 ✓ Jun23'13 11:21A Gst 0

TO GO*

bagel w/PB Hny Whole Wht	2.79
sh ✓	5.02
Food	2.79
x	0.23
Payment	3.02 ✓
Change Due	2.00

Feedback:
Show Up Your Experience.

We appreciate feedback
Thank you for your visit.

Please call us 1 877 325 8777
or email
feedback@foodtravelxperts.com

Cat Cora
Houston George Bush
Intercontinental Airport

4021 Jon T

Tbl 12/1 Chk 2096 Gst 1
Jun24'13 08:49PM ✓
*** Reprint *** →

Dine In	
1 Fish Sandwich	16.00
Subtotal	16.00
Tax	1.32
08:59PM Total	17.32 ✓

Cat Cora
Houston George Bush
Intercontinental Airport
Date: Jun 24'13 09:01
Card Type:
Acct #:
Card Entr: I ED
Trans Type: PURCHASE
Trans Key: 8278645554
Auth Code: 522110
Clerk: 2013
Table: 12/1
Server: 4021 Jon T

Subtotal: 17.32
Tip: 3.00
Total: 20.32 ✓

Keep for your records
CUSTOMER COPY

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 7/21/2013 RETURN DATE: 7/23/2013 REPORT DUE: 8/22/13
 DESTINATION: Washington DC

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		7/21/13	7/22/13	7/23/13					
Air Fare, Railroad, Bus (attach copy of Itinerary w/charges)	889.60								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.)*		18.00		18.00					36.00
Hotel*		342.36	342.36						684.72
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*	14.67							14.67
	Lunch*								0.00
	Dinner*	61.70							61.70
	Other Meals*								0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	889.60	436.73	342.36	18.00	0.00	0.00	0.00	0.00	797.09

Explanation:	Total Expenses Prepaid by Authority	889.60
	Total Expenses Incurred by Employee (including cash advances)	797.09
	Grand Trip Total	1,686.69
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	889.60
	Due Traveler (positive amount)²	
Due Authority (negative amount)³	797.09	

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

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.

¹ Travel and Lodging Expense Reimbursement Policy 3.40

² Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext.: 2445
 Date: 15 Aug 13
 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.

7/2013 → corporate

**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: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/26/13 PLANNED DATE OF DEPARTURE/RETURN: 07/21/13 / 07/23/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Washington, DC Purpose: Airport Legislative Alliance and American Association of Airport Executives Airport Policy Roundtable meeting
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 850.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 700.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1900.00

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: Thella F. Bowens Date: _____

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: 6-26-13

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.)



**ALA Airport Policy Roundtable Meeting
July 22, 2013 - W Washington DC Hotel**
(The meeting will take place in the Great Room, located on the lower level.)

Monday, July 22

1:00 p.m. - 1:15 p.m.

Welcome and Introductions

1:15 p.m. - 2:00 p.m.

Will Smith
Staff Director, Committee on Appropriations
U.S. House of Representatives

2:00 p.m. - 2:15 p.m.

Break

2:15 p.m. - 3:00 p.m.

The Interests of Airports and Aviation Reform
Stephen D. Van Beek, Ph.D.
Executive Director, Policy and Strategy, Leigh Fisher
Member, FAA Management Advisory Council

3:00 p.m. - 5:00 p.m.

Roundtable Policy Discussion
Sequestration/FY 2014 Appropriations
Airport Financing/PFCs
CBP-Facilitation
Exit Lanes
Technology Update

5:30 p.m. - 6:30 p.m.

AAAE/ALA Summer Legislative Issues Conference Reception
(All Roundtable attendees welcome)

7:00 p.m.

Roundtable Dinner Sponsored by

smiths detection
bringing technology to life



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

SALES PERSON	E4
INVOICE NUMBER	1205098
INVOICE ISSUE DATE	27 Jun 2013
RECORD LOCATOR	PFMTFV
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR UNITED ETICKET CONFIRMATION IS ** GDDSXX **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

DATE: Sun, Jul 21

Flight: UNITED AIRLINES 484

From	SAN DIEGO, CA	Departs	6:18am
To	DENVER, CO	Arrives	9:42am
Departure Terminal	1		
Duration	02hr(s) :24min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 11C	UA - XXXXXX 58

DATE: Sun, Jul 21

Flight: UNITED AIRLINES 484

From	DENVER, CO	Departs	10:37am
To	WASHINGTON REAGAN, DC	Arrives	3:56pm
		Arrival Terminal	B
Duration	03hr(s) :19min(s)	Class	United Economy
Type	BOEING 757 200 SERIES JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 09A	UA - XXXXXX 58

DATE: Tue, Jul 23

Flight: UNITED AIRLINES 605

From	WASHINGTON REAGAN, DC	Departs	7:45am
To	CHICAGO OHARE, IL	Arrives	8:41am
Departure Terminal	B	Arrival Terminal	1
Duration	01hr(s) :56min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 08A	UA - XXXXXX 58

DATE: Tue, Jul 23

Flight: UNITED AIRLINES 1131

From	CHICAGO OHARE, IL	Departs	9:38am
To	SAN DIEGO, CA	Arrives	11:58am
Departure Terminal	1	Arrival Terminal	1
Duration	04hr(s) :20min(s)	Class	United Economy
Type	BOEING 737-700 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 11C	UA - XXXXXX 58

DATE: Sun, Jan 19

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	UA 7288745546	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 859.60
Service Fee	XD 0591571548	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 30.00
			SubTotal		USD 889.60
			Net Credit Card Billing		* USD 889.60
			Total Amount Due		USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERTHOUS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

W Washington DC
 515 15th Street, NW
 Washington, DC 20004
 202-661-2400
<http://www.whothels.com/>



Bowens, Thella	Page Number	1	Invoice Nbr	1000115362
Po Box 82776	Guest Number	328716	Arrive Date	07-21-2013
San Diego, CA 92138-2776	Folio ID	A	Depart Date	07-23-2013
	No. Of Guest	1		
	Room Number	601		
	Time	07-27-2013 00:26		

Duplicate Invoice

Date	Reference	Description	Charges	Credits
07-21-2013	RT601	Room Charge	\$299.00	} 342.36
07-21-2013	RT601	Occupancy/Tourism	\$43.36	
<hr/>				
07-22-2013	RT601	Room Charge	\$299.00	} 342.36
07-22-2013	RT601	Occupancy/Tourism	\$43.36	
<hr/>				
07-23-2013	AX	American Express		\$-697.86
		** Total	684.72	\$697.86
		** Balance	\$0.00	\$-697.86

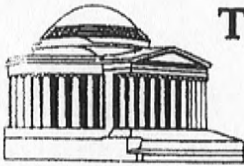
For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

0.00
 0.00
 0.00
 0.00
 0.00

Tell us about your stay. www.whothels.com/reviews

Signature _____

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC
July 21-23, 2013—THELLA F. BOWENS**



TAXICAB RECEIPT

Time: _____

Date: 7/21

Origin of trip: airport

Destination: hotel

Fare: \$16 + tip (18) Sign: _____

Coffee Roasters
Ronald Reagan National Airport
Terminal B/ C Space 35
Phone: (703) 417-0652

10017 Samgresh

Order: 1607 Guests: 1
07/23/2013 07:04AM

101. House Blend	2.15
101.00	2.70
101.00	20.00

Sub-Total	4.85
Tax	0.48
Payment	5.33

Change Due \$14.67

Check Closed
07/23/2013 07:04:46AM



TAXI CAB RECEIPT

Time: _____

Date: 7/23

Origin of trip: hotel

Destination: airport

Fare: \$16 + 2 tip (18) Sign: _____

J&G Steakhouse
Washington, DC

11039 STEPHANE

TBL 14/1 CHK 3090 GST 1
JUL21'13 7:52PM

1 S-DC Greens	10.00
1 Halibut	28.00
1 Chocolate Cake	9.00
Food	47.00

TAX	4.70
TOTAL DUE	\$71.50
	\$51.70

+ 10.00 tip

61.70

RECEIPTS FROM TRAVEL TO WASHINGTON, DC
July 21-23, 2013—THELLA F. BOWENS

J&G Steakhouse
W Washington, DC
515 15th Street NW
Washington, DC 20004
CHECK: 3090
TABLE: 14 / 1
SERVER: 11039 STEPHANE
DATE: JUL21'13 8:49PM
CARD TYPE: ~~XXXXXXXXXX~~
ACCT #: ~~XXXXXXXXXX~~
EXP DATE: XX/XX
AUTH CODE: 565704
THELLA F BOWENS

SUBTOTAL: 51.70 ~~71.50~~
Tip: ~~tip~~ 10.00 ~~14.00~~

TOTAL: 61.70

Signature: _____

I agree to pay above total
amount according to cardholder
agreement.

Gratuity Not Included

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 7/25/2013 RETURN DATE: 7/25/2013 REPORT DUE: 8/24/13
 DESTINATION: Phoenix, AZ

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	460.80					7/25/13			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*									0.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*					17.16			17.16
	Lunch*					28.10			28.10
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	460.80	0.00	0.00	0.00	0.00	45.26	0.00	0.00	45.26

Explanation:	Total Expenses Prepaid by Authority	460.80
	Total Expenses Incurred by Employee (including cash advances)	45.26
	Grand Trip Total	506.06
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	460.80
	Due Traveler (positive amount) ²	
	Due Authority (negative amount)³	45.26

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

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.

¹ Travel and Lodging Expense Reimbursement Policy 3.40 ² Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 15 Aug 13
 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.

4/25/13 sent to Corporate Serv
@ 4:17pm

**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: Thella F. Bowens Dept: 06/Exec Office
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/25/13 PLANNED DATE OF DEPARTURE/RETURN: 07/26/13 / 07/26/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Phoenix, Arizona Purpose: US Airways Meeting
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 450.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 50.00

B. LODGING

\$ _____

C. MEALS

\$ 50.00

D. SEMINAR AND CONFERENCE FEES

\$ _____

E. ENTERTAINMENT (If applicable)

\$ _____

F. OTHER INCIDENTAL EXPENSES

\$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE

\$ 650.00

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: Thella Bowens Date: 25 June 2013

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: 6.25.13

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.)



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

SALES PERSON	E4
INVOICE NUMBER	1205214
INVOICE ISSUE DATE	03 Jul 2013
RECORD LOCATOR	IFOOP
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR USAIRWAYS ETICKET CONFIRMATION IS ** AZJN4 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

** Initial booking*

*****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

DATE: Fri, Jul 26

Flight: US AIRWAYS 567

From	SAN DIEGO, CA	Departs	6:30am
To	PHOENIX, AZ	Arrives	7:55am
Departure Terminal	2	Arrival Terminal	4
Duration	01hr(s) :25min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A321 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 06C	UA - XXXXXX 58

DATE: Fri, Jul 26

Flight: US AIRWAYS 186

From	PHOENIX, AZ	Departs	5:00pm
To	SAN DIEGO, CA	Arrives	6:07pm
Departure Terminal	4	Arrival Terminal	2
Duration	01hr(s) :07min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 05D	UA - XXXXXX 58

DATE: Wed, Jan 22

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	US 7288745647	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 405.80
Service Fee	XD 0591778323	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 30.00
				SubTotal	USD 435.80
				Net Credit Card Billing	* USD 435.80
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

SALES PERSON	E4
INVOICE NUMBER	1205386
INVOICE ISSUE DATE	09 Jul 2013
RECORD LOCATOR	IFOOP
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
PO BOX 82776
SAN DIEGO CA 92138-2776

Notes

YOUR USAIRWAYS ETICKET CONFIRMATION IS ** AZJN4 **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
*****TICKETLESS TRAVEL INSTRUCTIONS*****
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

*****TSA GUIDANCE FOR PASSENGERS*****
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

** Originally mtg was scheduled
for Friday, July 26. Later it
was rescheduled to July 25
resulting in a change fee.*

DATE: Thu, Jul 25

Flight: US AIRWAYS 567

From	SAN DIEGO, CA	Departs	6:30am
To	PHOENIX, AZ	Arrives	7:55am
Departure Terminal	2	Arrival Terminal	4
Duration	01hr(s) :25min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A321 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 08C	UA - XXXXXX 58

DATE: Thu, Jul 25

Flight: US AIRWAYS 186

From	PHOENIX, AZ	Departs	5:00pm
To	SAN DIEGO, CA	Arrives	6:07pm
Departure Terminal	4	Arrival Terminal	2
Duration	01hr(s) :07min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A320 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 09C	UA - XXXXXX 58

DATE: Wed, Jan 22

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	US 7291385527	Passenger	BOWENS THELLA		
		Exchange	[REDACTED]	USD	0.00
Service Fee	XD 0591933233	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 25.00
				SubTotal	USD 25.00
				Net Credit Card Billing	* USD 25.00 ✓
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

**RECEIPTS FROM TRAVEL TO PHOENIX, AZ
July 25, 2013—THELLA F. BOWENS**

Caffe Boa
398 S. Mill Avenue
Tempe, AZ 85281
(480) 968-9112

Emp: 44 Gsts: 6 Srvr: Rachel G
Date: 07-25-2013 1:18pm 1.0025.00007

1 Beet Salad 10.25
1 Chocolate Budino 9.00
1 Americano 3.00
Sub-Total: 22.25
Tax: 1.85

Total Due: 24.10

For Your Convenience: 4.00 tp
15%=\$3.33 17.5%=\$3.89 20%=\$4.45
Have you tried our Peka yet?
Hundreds of years tradition
Exclusive to the USA only at Boa on Mill

NCOUNTER

310 SOUTH MILL AVENUE
TEMPE, AZ 85281
480.968.9288

www.ncounter.com
Date: Jul 25 '13 08:59AM ✓
Card Type: Amex
Acct #: [REDACTED]
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: CIC008478053740
Auth Code: 582399
Check: 3447
Table: BL/1
Server: 304 Marc L

Subtotal: 15.16
Tip: 2.00
Total: 17.16

I agree to pay above total
according to my card issuer
agreement. Maria-

*** Customer Copy ***

Caffe Boa
398 S. Mill Avenue
Tempe, AZ 85281
(480) 968-9112

Emp: Rachel G AMEX
07-25 1:24pm Tbl# 44
Swiped 04990

SALE

Card Number: [REDACTED]
Exp Date: ** / ** BOWENS/THELLA F

Approval Code: 505001

AMOUNT: 24.10
TIP: 4.00
TOTAL: 28.10

For Your Convenience:
15%=\$3.33 17.5%=\$3.89 20%=\$4.45

X _____
Cardmember agrees to pay total in
accordance with agreement governing
use of such card.

** GUEST COPY **

Lunch ↑

Breakfast
(See itemized next page)

**RECEIPTS FROM TRAVEL TO PHOENIX, AZ
July 25, 2013—THELLA F. BOWENS**

Tbl BL/1 Chk 3447 Gst 1
304 Lomeli WS4_03
CE: 304 CC: 3 TC: 3
Trn 9622 Jul25'13 08:58AM

DINE IN
Date: Jul25'13 08:58AM
Card Type: Master Card
Acct #: XXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: EIE008482198903
Auth Code: 130427
Check: 3447
Table: BL/1
Server: 304 Marc L

Subtotal: 9.21

Tbl BL/1 Chk 3447 Gst 3
304 Lomeli WS4_03
CE: 304 CC: 3 TC: 3
Trn 9623 Jul25'13 08:59AM

DINE IN
Date: Jul25'13 08:59AM
Card Type: Amex
Acct #: XXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: CIC008478053740
Auth Code: 582399
Check: 3447
Table: BL/1
Server: 304 Marc L

Subtotal: 15.16

Tbl BL/1 Chk 3447 Gst 3
304 Lomeli WS4_03
CE: 304 CC: 3 TC: 3
Trn 9624 Jul25'13 09:00AM

DINE IN
~~1 French Toast 5.50~~
~~1 Plain 3.00~~
~~1 S-Bacon 3.00~~
~~1 S-Fruit 2.50~~
~~1 Lg Coffee 20.00~~
~~Cash~~
~~XXXXXXXXXXXX~~
~~Master Card 9.21~~
~~Charge Tip 2.00~~
~~XXXXXXXXXXXX~~
 Amex 17.16
 Subtotal 33.50
 Tax 2.78
 Service Chrg 2.00
 Payment 38.28

14 subtotal
1.16 tax
15.16 + \$2 tip = 17.16

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 5/17/2013 RETURN DATE: 5/19/2013 REPORT DUE: 6/18/13
 DESTINATION: Reno, NV

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
		5/19/13					5/17/13	5/18/13		
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	531.80								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.)*		17.00					17.00		34.00	
Hotel*							157.07	157.07	314.14	
Telephone, Internet and Fax*									0.00	
Laundry*									0.00	
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00	
Meals (include tips pd.)	Breakfast*	20.72							20.72	
	Lunch*								0.00	
	Dinner*							41.32	41.32	
	Other Meals*								0.00	
<i>Alcohol is a non-reimbursable expense</i>										
Hospitality ¹ *									0.00	
Miscellaneous: Baggage Fees									0.00	
									0.00	
*Provide detailed receipts									0.00	
Total Expenses prepaid by Authority	531.80	37.72	0.00	0.00	0.00	0.00	174.07	198.39	410.18	

Explanation:	Total Expenses Prepaid by Authority	531.80
	Total Expenses Incurred by Employee (including cash advances)	410.18
	Grand Trip Total	941.98
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	531.80
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	410.18
<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.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext.: 2445
 Date: 21 Aug 2013
 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.

**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: Thella F. Bowens Dept: _____
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 04/19/13 PLANNED DATE OF DEPARTURE/RETURN: 05/18/13 / 05/19/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Reno, NV Purpose: Attend AAAE Board of Directors/Policy Review Committee Meeting
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 550.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 75.00
B. LODGING	\$ 150.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 975.00

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: *Jeffrey Woodson* ^{on behalf of} *Thella F. Bowens* Date: 4/19/13

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

Tony R. Russell, 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 4/22/13 meeting.
 (Leave blank and we will insert the meeting date.)



TRAVELTRUST SCRIPPS RANCH
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1203386
INVOICE ISSUE DATE	25 Apr 2013
RECORD LOCATOR	PEFSZP
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
PO BOX 82776
SAN DIEGO CA 92138-2776

Notes

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** A4J78B **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
*****TICKETLESS TRAVEL INSTRUCTIONS*****

THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

*****TSA GUIDANCE FOR PASSENGERS*****
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

DATE: Fri, May 17

Flight: SOUTHWEST AIRLINES 1615

From	SAN DIEGO, CA	Departs	5:15pm
To	RENO/TAHOE INTL, NV	Arrives	6:40pm
Departure Terminal	1		
Duration	01hr(s) :25min(s)	Class	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		

DATE: Sun, May 19

Flight: SOUTHWEST AIRLINES 1710

From	RENO/TAHOE INTL, NV	Departs	3:25pm
To	SAN DIEGO, CA	Arrives	4:50pm
		Arrival Terminal	1
Duration	01hr(s) :25min(s)	Class	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		

DATE: Fri, Nov 15

Others

RESERVATION
RETAINED FOR
180 DAYS
XD 0589454860

Billed to: BOWENS THELLA
AX [REDACTED] USD * 30.00

Ticket Information

Ticket Number	WN 2124919471	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 501.80
				SubTotal	USD 531.80
				Net Credit Card Billing	* USD 531.80
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

**RECEIPTS FROM TRAVEL TO RENO, NV
May 17 - 19, 2013—THELLA F. BOWENS**

CAB RIDE RECEIPT

DATE 5/17 AMNT 15 + 2 = \$17
FROM airport
TO hotel
SIGNATURE _____

CAB RIDE RECEIPT

DATE 5/19 AMNT 15 + 2 = \$17
FROM hotel
TO airport
SIGNATURE _____

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 5/19/2013

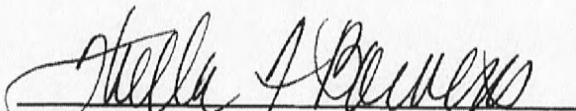
Description of Item/Event: Breakfast

Vendor/Event Name: Peppermill Coffee

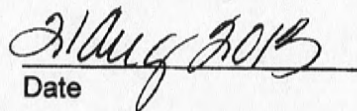
Dollar Amount: 20.72

Reason for Missing Receipt: Missing receipt, but a copy of the expenditure from the credit card statement is attached. No alcohol was purchased for this meal.

I hereby certify that the original receipt in question was lost or none was issued to me.



Employee Signature



Date

Department Head Signature

Date

Transaction Date:	05/19/2013 Sun
Transaction Description:	PEPPERMILL COFFEE SH00001 NV 7756897210 FOOD/BEVERAGE \$20.72 SIGN & TRAVEL® / EXTENDED PAYMENT OPTION
Amount \$:	20.72
Doing Business As:	PEPPERMILL HTL & CASINO
Merchant Address:	2707 S VIRGINIA ST RENO NV 89502-4213 UNITED STATES
Reference Number:	320131400177288843
Category:	Travel- Lodging

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 5/17/2013

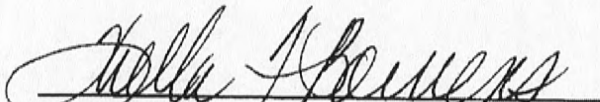
Description of Item/Event: Dinner

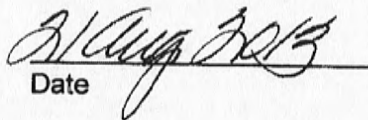
Vendor/Event Name: Ramanza

Dollar Amount: 41.32

Reason for Missing Receipt: Missing receipt, but a copy of the expenditure from the credit card statement is attached. Any alcohol beverage was not included in the reimbursement total.

I hereby certify that the original receipt in question was lost or none was issued to me.


Employee Signature


Date

Department Head Signature

Date

Transaction Date:	05/17/2013 Fri
Transaction Description:	PEPPERMILL ROMANZA 00001 NV 7756897210 FOOD/BEVERAGE \$56.32 SIGN & TRAVEL® / EXTENDED PAYMENT OPTION
Amount \$:	56.32
Doing Business As:	PEPPERMILL HTL & CASINO
Merchant Address:	2707 S VIRGINIA ST RENO NV 89502-4213 UNITED STATES
Reference Number:	320131380151999660
Category:	Travel- Lodging

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 7/18/2013 RETURN DATE: 7/19/2013 REPORT DUE: 8/18/13
 DESTINATION: Burbank, CA

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)						7/18/13	7/19/13		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*						26.00			26.00
Taxi and/or Shuttle Fare (include tips pd.)*						75.71	75.71		151.42
Hotel*						122.20			122.20
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*									0.00
Dinner*									0.00
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	0.00	0.00	0.00	0.00	0.00	223.91	75.71	0.00	299.62

Explanation:	Total Expenses Prepaid by Authority	0.00
	Total Expenses Incurred by Employee (including cash advances)	299.62
	Grand Trip Total	299.62
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	0.00
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	299.62

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

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.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy G. Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 21 Aug 13
 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.

**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: Thella F. Bowens Dept: 06
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/02/13 PLANNED DATE OF DEPARTURE/RETURN: 07/18/13 / 07/19/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Burbank, CA Purpose: California Airports Council Board of Directors meeting
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ _____
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 185.00
C. MEALS	\$ 75.00
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ 410.00

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: _____

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: Thella F. Bowers Date: 3 May 2013

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, 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 5/28/2013 meeting.
 (Leave blank and we will insert the meeting date.)

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2013

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME Thella F. Bowens			PERIOD COVERED July-13	
DEPARTMENT/DIVISION Executive Office				
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
7/18/13	134.00	Burbank, CA - CAC BOD Mtg		
7/19/13	134.00	San Diego, CA		
SUBTOTAL	268.00		SUBTOTAL	-

Computation of Reimbursement

REIMBURSEMENT RATE: (see below) *	Rate as of January 2013	268.00
TOTAL MILEAGE REIMBURSEMENT	X	0.565
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)		151.42
TOTAL REIMBURSEMENT REQUESTED		\$ 151.42

I acknowledge that I have read, understand and agree to *Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

Business Expense Reimbursement Policy 3.30

Thella F. Bowens

SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL



Directions to Bob Hope Airport
 2627 N Hollywood Way, Burbank, CA 91505
 134 mi – about 2 hours 12 mins

San Diego, CA

-
- | | | |
|--|---|-----------------------------|
| | 1. Head north | go 39 ft
total 39 ft |
| | 2. Turn left toward 8th Ave | go 66 ft
total 105 ft |
| | 3. Turn left onto 8th Ave | go 272 ft
total 377 ft |
| | 4. Take the 1st left onto E St
About 1 min | go 0.2 mi
total 0.2 mi |
| | 5. Turn left onto 11th Ave
About 2 mins | go 0.3 mi
total 0.6 mi |
| | 6. Continue onto CA-163 N
About 6 mins | go 6.2 mi
total 6.7 mi |
| | 7. Take the exit onto I-805 N toward Los Angeles
About 8 mins | go 8.8 mi
total 15.5 mi |
| | 8. Merge onto I-5 N
About 57 mins | go 62.1 mi
total 77.6 mi |
| | 9. Keep left to stay on I-5 N , follow signs for Santa Ana
About 37 mins | go 39.4 mi
total 117 mi |
| | 10. Keep right to stay on I-5 N , follow signs for I-10 W/Santa Monica/Interstate 5 N/ Sacramento
About 3 mins | go 2.3 mi
total 119 mi |
| | 11. Keep left to stay on I-5 N
About 12 mins | go 12.4 mi
total 132 mi |
| | 12. Take the exit toward Lincoln St | go 0.1 mi
total 132 mi |
| | 13. Merge onto N San Fernando Blvd
About 2 mins | go 0.7 mi
total 133 mi |
| | 14. Slight left onto Winona Ave
About 1 min | go 0.5 mi
total 133 mi |
| | 15. Turn left onto N Hollywood Way
About 58 secs | go 0.3 mi
total 133 mi |
| | 16. Take the 1st right
About 1 min | go 0.3 mi
total 134 mi |

Bob Hope Airport
 2627 N Hollywood Way, Burbank, CA 91505

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.



HOTEL INFORMATION

**California Airports Council
Board of Directors Meeting
July 18-19, 2013**

Marriott Hotel Burbank Airport
2500 N. Hollywood Way
Burbank, CA 91505
818.843.6000
<http://www.marriottburbankairport.com/>

The deadline to make a hotel reservation at the \$110.00 group rate is Wednesday, June 19, 2013.

Please make your reservations online [here](#). Or, call 818.843.6000 and reference the California Airports Council rate of \$110.00 for the night of Thursday, July 18, 2013.

Please make your reservations with the hotel early should you wish to extend your stay. There are a limited number of rooms available at the \$110 rate if you wish to check in on Wednesday, July 17, or check out on Saturday, July 20.

Please note that the Marriott Hotel's cancellation policy is 6 P.M. on the day of arrival, otherwise one night's room and tax will be charged to your credit card.

- Check-in time: 3:00 PM
- Check-out time: 12:00 PM

The Marriott offers complimentary shuttle service to and from the Burbank Airport. The shuttle stop is located next to the taxi stand outside of baggage claim, and runs every 10 to 15 minutes from 5 A.M. to 11 P.M. Look for the red and white Marriott shuttle bus.

Discounted parking at the hotel for members is \$10 per day.

BURBANK AIRPORT MARRIOTT

401 BOWENS/THELLA/MS 110.00 07/19/13 12:00 10193 8715
Room Name Rate Depart Time ACCT# GROUP
 GD Type SDCRAA 07/18/13 18:02
Arrive Time
 25

Room Clerk	Address	Payment	MRW#:	
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
07/18	VALETPRK 970	26.00		
07/18	ROOM 401, 1	110.00		
07/18	OCC TAX 401, 1	11.00	\$122.20	
07/18	CTA FEE 401, 1	.10		
07/18	TOUR TAX 401, 1	1.10		
07/19	AX CARD			\$161.15

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
 TBOWENS@SAN.ORG
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

BURBANK AIRPORT MARRIOTT
 2500 N HOLLYWOOD WAY
 BURBANK, CA 91505
 PH# 818-843-6000 FAX# 818-842-9720

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 amount shown in the credits 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 checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X _____

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 7/18/2013 RETURN DATE: 7/19/2013 REPORT DUE: 8/18/13
 DESTINATION: Burbank, CA

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
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)						7/18/13	7/19/13		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*						75.71	75.71		151.42
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*					110.00				110.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	0.00	0.00	0.00	0.00	0.00	185.71	75.71	0.00	261.42

Explanation:	Total Expenses Prepaid by Authority	0.00
	Total Expenses Incurred by Employee (including cash advances)	261.42
	Grand Trip Total	261.42
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	0.00
	Due Authority (negative amount)³	261.42

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

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.

¹ Travel and Lodging Expense Reimbursement Policy 3.40 ⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy G. Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 15 Aug 13
 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.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2013

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME Thella F. Bowers			PERIOD COVERED July-13	
DEPARTMENT/DIVISION Executive Office				
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
7/18/13	134.00	Burbank, CA - CAC BOD Mtg		
7/19/13	134.00	San Diego, CA		
SUBTOTAL	268.00		SUBTOTAL	-

Computation of Reimbursement

REIMBURSEMENT RATE: (see below) *	Rate as of January 2013	268.00
TOTAL MILEAGE REIMBURSEMENT	X	0.565
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)		151.42
TOTAL REIMBURSEMENT REQUESTED		\$ 151.42

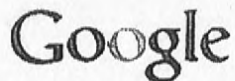
I acknowledge that I have read, understand and agree to *Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

Business Expense Reimbursement Policy 3.30

Thella F. Bowers

SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL



Directions to Bob Hope Airport
2627 N Hollywood Way, Burbank, CA 91505
134 mi – about 2 hours 12 mins

San Diego, CA

- 1. Head north go 39 ft
total 39 ft
- 2. Turn left toward **8th Ave** go 66 ft
total 105 ft
- 3. Turn left onto **8th Ave** go 272 ft
total 377 ft
- 4. Take the 1st left onto **E St**
About 1 min go 0.2 mi
total 0.2 mi
- 5. Turn left onto **11th Ave**
About 2 mins go 0.3 mi
total 0.6 mi
- 6. Continue onto **CA-163 N**
About 6 mins go 6.2 mi
total 6.7 mi
- 7. Take the exit onto **I-805 N toward Los Angeles**
About 8 mins go 8.8 mi
total 15.5 mi
- 8. Merge onto **I-5 N**
About 57 mins go 62.1 mi
total 77.6 mi
- 9. Keep left to stay on **I-5 N**, follow signs for **Santa Ana**
About 37 mins go 39.4 mi
total 117 mi
- 10. Keep right to stay on **I-5 N**, follow signs for **I-10 W/Santa Monica/Interstate 5 N/ Sacramento**
About 3 mins go 2.3 mi
total 119 mi
- 11. Keep left to stay on **I-5 N**
About 12 mins go 12.4 mi
total 132 mi
- 12. Take the exit toward **Lincoln St** go 0.1 mi
total 132 mi
- 13. Merge onto **N San Fernando Blvd**
About 2 mins go 0.7 mi
total 133 mi
- 14. Slight left onto **Winona Ave**
About 1 min go 0.5 mi
total 133 mi
- 15. Turn left onto **N Hollywood Way**
About 58 secs go 0.3 mi
total 133 mi
- 16. Take the 1st right
About 1 min go 0.3 mi
total 134 mi

Bob Hope Airport
2627 N Hollywood Way, Burbank, CA 91505

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Map data ©2013 Google

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HOTEL INFORMATION

California Airports Council Board of Directors Meeting July 18-19, 2013

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Burbank, CA 91505
818.843.6000
<http://www.marriottburbankairport.com/>

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Please note that the Marriott Hotel's cancellation policy is 6 P.M. on the day of arrival, otherwise one night's room and tax will be charged to your credit card.

- Check-in time: 3:00 PM
- Check-out time: 12:00 PM

The Marriott offers complimentary shuttle service to and from the Burbank Airport. The shuttle stop is located next to the taxi stand outside of baggage claim, and runs every 10 to 15 minutes from 5 A.M. to 11 P.M. Look for the red and white Marriott shuttle bus.

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