

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY



## BOARD MEMBERS

DAVID ALVAREZ  
LAURIE BERMAN\*  
BRUCE R. BOLAND  
GREG COX  
JIM DESMOND  
COL. JOHN FARNHAM\*  
ROBERT H. GLEASON  
LLOYD B. HUBBS  
ERAINA ORTEGA\*  
PAUL ROBINSON  
MARY SESSOM  
TOM SHISEK

\* EX OFFICIO BOARD MEMBERS

PRESIDENT/CEO  
THELLA F. BOWENS

## **BOARD** **AGENDA**

Thursday, September 4, 2014  
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/sdcraa/leadership/board\\_meetings.aspx](http://www.san.org/sdcraa/leadership/board_meetings.aspx)***

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 & Information Governance 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 & Information Governance/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 & Information Governance/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:**

**TRIBUTE TO BRUCE R. BOLAND, BOARD MEMBER AND RETIRED REAR ADMIRAL,  
U.S. NAVY:**

***RECOMMENDATION:*** *The Board is requested to adopt a resolution recognizing Rear Admiral Bruce R. Boland for his service on the San Diego County Regional Airport Authority Board and directing that the Northside Terminal Link Road be named in his honor.*

**PRESENTATION:**

**A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
JUNE 30, 2014:**

Presented by Scott Brickner, Vice President, Finance & Asset Management/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, Robinson

• **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: Cox, Gleason (Primary), Robinson

## ***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 1-21):**

The consent agenda contains items that are routine in nature and non-controversial. Some items may be referred by a standing Board Committee or approved as part of the budget process. The matters listed under 'Consent Agenda' may be approved by one motion. Any Board Member may remove an item for separate consideration. Items so removed will be heard before the scheduled New Business Items, unless otherwise directed by the Chair.

**1. APPROVAL OF MINUTES:**

The Board is requested to approve minutes of prior meetings.

RECOMMENDATION: Approve the minutes of the July 7, 2014 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 & Information Governance: Tony Russell, Director/Authority Clerk)**

**3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM JUNE 9, 2014 THROUGH AUGUST 10, 2014 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JUNE 9, 2014 THROUGH AUGUST 10, 2014:**

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

**(Procurement: Jana Vargas, Director)**

**4. SEPTEMBER 2014 LEGISLATIVE REPORT:**

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2014-0082, approving the September 2014 Legislative Report.

**(Inter-Governmental Relations: Michael Kulis, Director)**

**5. BIENNIAL REVIEW AND AMENDMENT OF AUTHORITY CODE SECTION 2.30 – CONFLICT OF INTEREST CODE:**

The Board is requested to amend the code.

RECOMMENDATION: Adopt Resolution No. 2014-0083, amending Authority Code Section 2.30 – Conflict of Interest Code.

**(Corporate & Information Governance: Tony Russell, Director/Authority Clerk)**



**6. APPOINTMENTS TO BOARD COMMITTEES, LIAISON POSITIONS, OTHER REPRESENTATIVE AND ALTERNATE POSITIONS:**

The Board is requested to make appointments.

RECOMMENDATION: Adopt Resolution No. 2014-0084, making appointments to Board committees and liaison positions.

**(Corporate & Information Governance: Tony Russell, Director/Authority Clerk)**

***CLAIMS***

**7. REJECT THE CLAIM OF KAYE LONDON:**

The Board is requested to reject the claim.

RECOMMENDATION: Adopt Resolution No. 2014-0085, rejecting the claim of Kaye London.

**(Legal: Breton Lobner, General Counsel)**

**8. REJECT THE CLAIM OF CHAUNCI KING:**

The Board is requested to reject the claim.

RECOMMENDATION: Adopt Resolution No. 2014-0086, rejecting the claim of Chaunci King.

**(Legal: Breton Lobner, General Counsel)**

**9. REJECT THE CLAIM OF MARIANNA SPINELLI:**

The Board is requested to reject the claim.

RECOMMENDATION: Adopt Resolution No. 2014-0087, rejecting the claim of Marianna Spinelli.

**(Legal: Breton Lobner, General Counsel)**

**10. REJECT THE CLAIM OF CLAIM OF STANLEY JOHN MAIDA:**

The Board is requested to reject the claim.

RECOMMENDATION: Adopt Resolution No. 2014-0088, rejecting the claim of Stanley John Maida.

**(Legal: Breton Lobner, General Counsel)**

***COMMITTEE RECOMMENDATIONS***

**11. ACCEPT THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2014:**

The Board is requested to accept the report.

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

**(Finance & Asset Management: Scott Brickner, Vice President/Treasurer)**

**12. ACCEPT THE AUTHORITY'S INVESTMENT REPORT AS OF JULY 31, 2014:**

The Board is requested to accept the report.

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

**(Finance & Asset Management: Scott Brickner, Vice President/Treasurer)**

**13. FISCAL YEAR 2014 – ANNUAL REPORT FROM THE AUDIT COMMITTEE:**

The Board is requested to accept the report.

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

**(Audit: Mark Burchyett, Chief Auditor)**

**14. FISCAL YEAR 2014 – ANNUAL AUDIT ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS FROM THE OFFICE OF THE CHIEF AUDITOR:**

The Board is requested to accept the report.

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

**(Audit: Mark Burchyett, Chief Auditor)**

**15. REVISION TO THE CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR:**

The Board is requested to approve the revision.

RECOMMENDATION: The Audit Committee recommends that the Board Adopt Resolution No. 2014-0089, approving the revision to the Charter for the Office of the Chief Auditor.

**(Audit: Mark Burchyett, Chief Auditor)**

**16. REVISION TO THE FISCAL YEAR 2015 AUDIT PLAN:**

The Board is requested to accept the information.

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

**(Audit: Mark Burchyett, Chief Auditor)**

***CONTRACTS AND AGREEMENTS***

**17. AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A COST-SHARE AGREEMENT WITH THE SAN DIEGO UNIFIED PORT DISTRICT (PORT) AND GENERAL DYNAMICS TO CONDUCT THE LAUREL HAWTHORNE CENTRAL EMBAYMENT SEDIMENT CHEMISTRY SAMPLING AND ANALYSIS TO COMPLY WITH INVESTIGATIVE ORDER NO. R9-2014-0007 ISSUED BY THE SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD TO THE AUTHORITY, THE PORT, AND GENERAL DYNAMICS:**

The Board is requested to authorize the President/CEO to execute an agreement.

RECOMMENDATION: Adopt Resolution No. 2014-0090, authorizing the President/CEO to execute a Cost-Share Agreement with the San Diego Unified Port District (Port) and General Dynamics to conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis to comply with Investigative Order No. R9-2014-0007 issued by San Diego Regional Water Quality Control Board to the Authority, the Port, and General Dynamics.

**(Environmental Affairs: Paul Manasjan, Director)**

**18. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AMENDED AND RESTATED LICENSE AGREEMENT WITH THE WORLD TRADE CENTERS ASSOCIATION AND SUCH OTHER RELATED ACTIONS AS ARE NECESSARY:**

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2014-0091, approving and authorizing the President/CEO to execute an amended and restated license agreement with the World Trade Centers Association and to take such other related actions as are necessary regarding the non-profit corporation owned by the Authority, the San Diego Unified Port District and the City of San Diego.

**(Legal: Breton Lobner, General Counsel)**

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

**19. AWARD A CONTRACT TO S&L SPECIALTY CONTRACTING, INC., FOR QUIETER HOME PROGRAM PHASE 7, GROUP 12, PROJECT NO. 380712 (38 HISTORIC AND NON-HISTORIC SINGLE AND MULTI-FAMILY UNITS ON 26 RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT):**

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2014-0092, awarding a contract to S&L Specialty Contracting, Inc., in the amount of \$1,463,050, for Phase 7, Group 12, Project No. 380712, of the San Diego County Regional Airport Authority's Quieter Home Program.

**(Airport Planning: Keith Wilschetz, Director)**

**20. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE 12KV ELECTRICAL DISTRIBUTION SYSTEM OPERATIONS, MAINTENANCE, AND REPAIR SERVICE AGREEMENT WITH CHULA VISTA ELECTRIC COMPANY:**

The Board is requested to approve an agreement.

RECOMMENDATION: Adopt Resolution No. 2014-0093, approving and authorizing the President/CEO to execute 12kV Electrical Distribution System Operations, Maintenance, and Repair service agreement with Chula Vista Electric Company, for a term of three years, for a total not-to-exceed amount of \$5,000,000, to provide 12kV electrical distribution system operations, maintenance, and repair services at San Diego International Airport ("SDIA").

**(Facilities Management: Murray J. Bauer, Director)**

**21. AWARD A CONTRACT TO GRANITE CONSTRUCTION COMPANY FOR NORTH SIDE BYPASS TAXIWAY AT SAN DIEGO INTERNATIONAL AIRPORT:**

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2014-0094, awarding a contract to Granite Construction Company, in the amount of \$5,698,868, for Project No. 104176, North Side Bypass Taxiway at San Diego International Airport.

**(Facilities Development: Iraj Ghaemi, Director)**

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**22. APPROVE AND AUTHORIZE AMENDMENT NO. 1 TO THE AMENDED AND RESTATED SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY RETIREMENT PLAN AND TRUST OF 2013:**

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2014-0095, approving and authorizing the President/CEO to execute Amendment No. 1 to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013.

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

**23. OVERVIEW OF RENTAL CAR CENTER RESTAURANT OPPORTUNITY AND MARKETING PLAN:**

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

**(Aviation & Commercial Business: Troy Ann Leech, Sr. Manager)**

**24. RENEWAL OF THE EMPLOYEE BENEFIT PROGRAM(S) FOR 2015:**

The Board is requested to approve the employee benefit program.

RECOMMENDATION: The Executive Personnel and Compensation Committee recommends that the Board Adopt Resolution No. 2014-0096, approving the renewal of the Employee Benefit Program(s) for 2015.

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

**CLOSED SESSION:**

**25. 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: Scott Brickner, Finance & Asset Management, Vice President/Treasurer.

Negotiating Parties: San Diego Gas & Electric, United States Fish and Wildlife Service, GGTW, LLC (current tenant) and/or other interested parties.

Under Negotiation: Sale – terms and conditions.

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

(Cal. Gov. Code § 54956.9(a) and (d)(1).)

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

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

(Cal. Gov. Code § 54956.9(a) and (d)(1).)

Dryden Oaks, LLC v. San Diego County Regional Airport Authority, et al.,

San Diego Superior Court, North County, Case No. 37-2014-00004077-CU-EI-NC

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

(Cal. Gov. Code § 54956.9(a) and (d)(1).)

Donna Wilson; John Wilson v. San Diego Port Authority; San Diego International Airport;  
San Diego County Regional Airport Authority

San Diego Superior Court Case No. 37-2014-00015326-CU-PO-CTL (Meyer)

**29. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

(Initiation of litigation pursuant to Cal. Government Code § 54956.9(d).)

Number of cases: 1

**30. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION AND EXISTING LITIGATION:**

(Significant exposure to litigation pursuant to Cal. Gov. Code §§ 54956.9(a) and 54956.9(b).)

Jay A. Bass, et al/v. San Diego City Employees' Retirement System, et al.,

San Diego Superior Court Case No. 37-2013-00077566-CU-OE-CTL

**31. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

(Significant exposure to litigation pursuant to Cal. Gov. Code §§ 54956.9 (b) and 54954.5.)

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.

Number of potential cases: 1

**32. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

(Initiation of litigation pursuant to Cal. Government Code § 54956.9(d).)

Number of cases: 2

**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](http://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 2	Thursday	9:00 a.m.	Regular	Board Room
November 6	Thursday	9:00 a.m.	Regular	Board Room



**ITEM A**

**San Diego County Regional  
Airport Authority**

**Review of the Unaudited  
Financial Statements for the  
Year Ended June 30, 2014**

Presented by:  
Scott Brickner, CPA  
Vice President, Finance & Asset Management/Treasurer  
Kathy Kiefer  
Senior Director, Finance & Asset Management

**September 4, 2014**

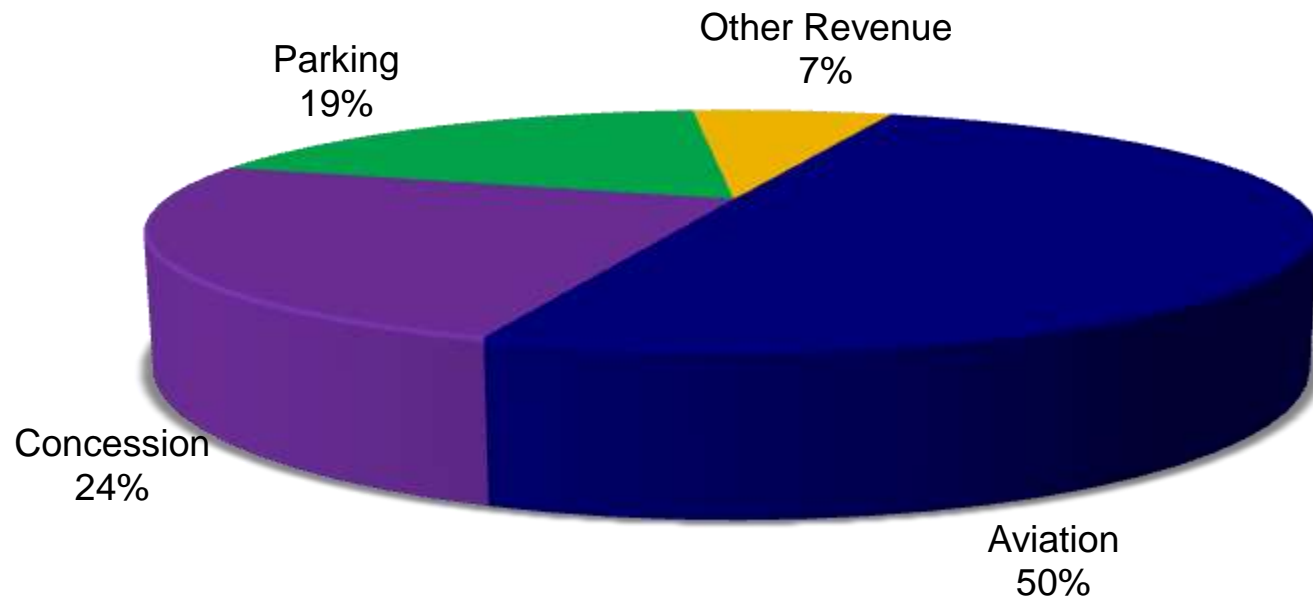




**Revenues & Expenses (Unaudited)  
For the Year Ended  
June 30, 2014**

# Operating Revenues by Percentage for Year Ended June 30, 2014 (Unaudited) (\$ in thousands)

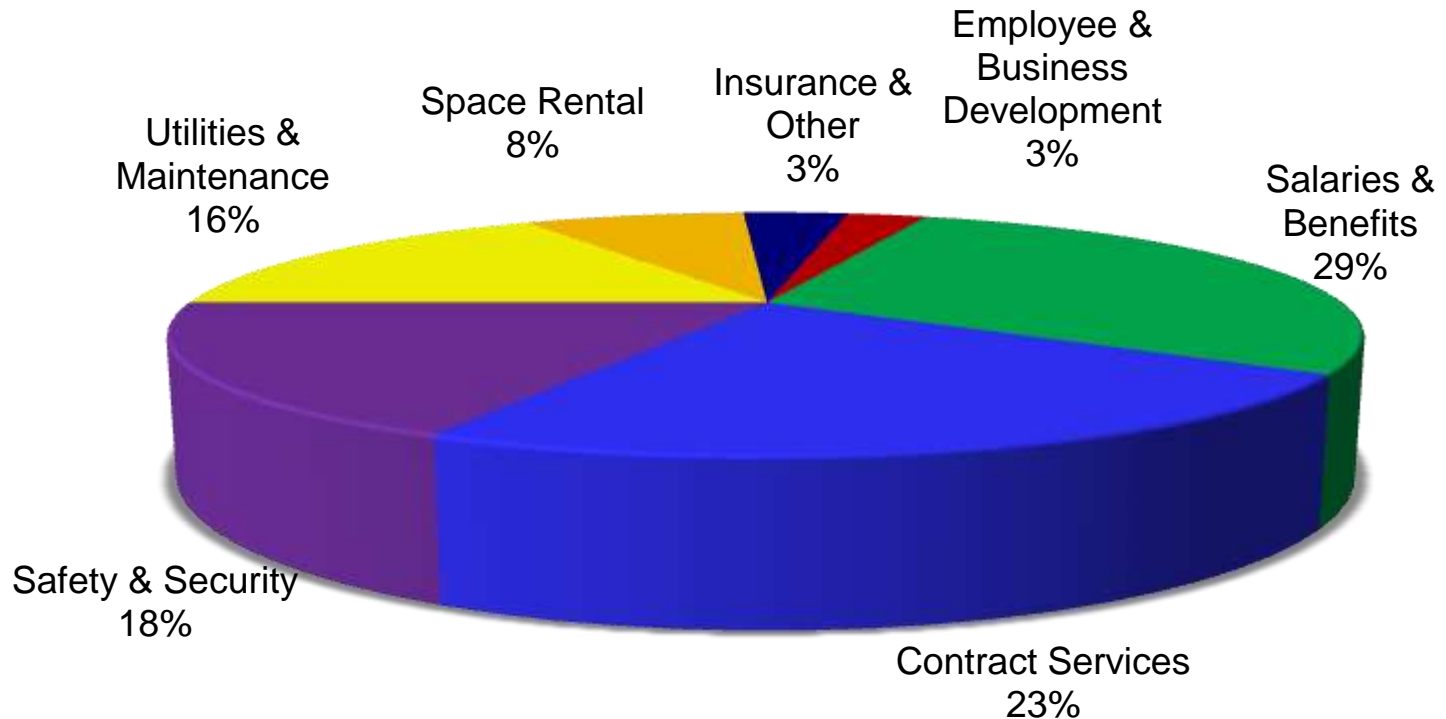
## Actual Operating Revenues by Percentage



	Aviation Revenue	Concession Revenue	Parking Revenue	Other Revenue	Total Revenue
Prior Year	\$ 89,640	\$ 42,040	\$33,884	\$ 11,934	\$ 177,498
Budget	97,923	45,554	34,291	12,143	189,911
Actual	97,401	47,771	36,425	13,666	195,263
Variance	(522)	2,217	2,134	1,523	5,352

# Operating Expenses by Percentage for Year Ended June 30, 2014 (Unaudited) (\$ in thousands)

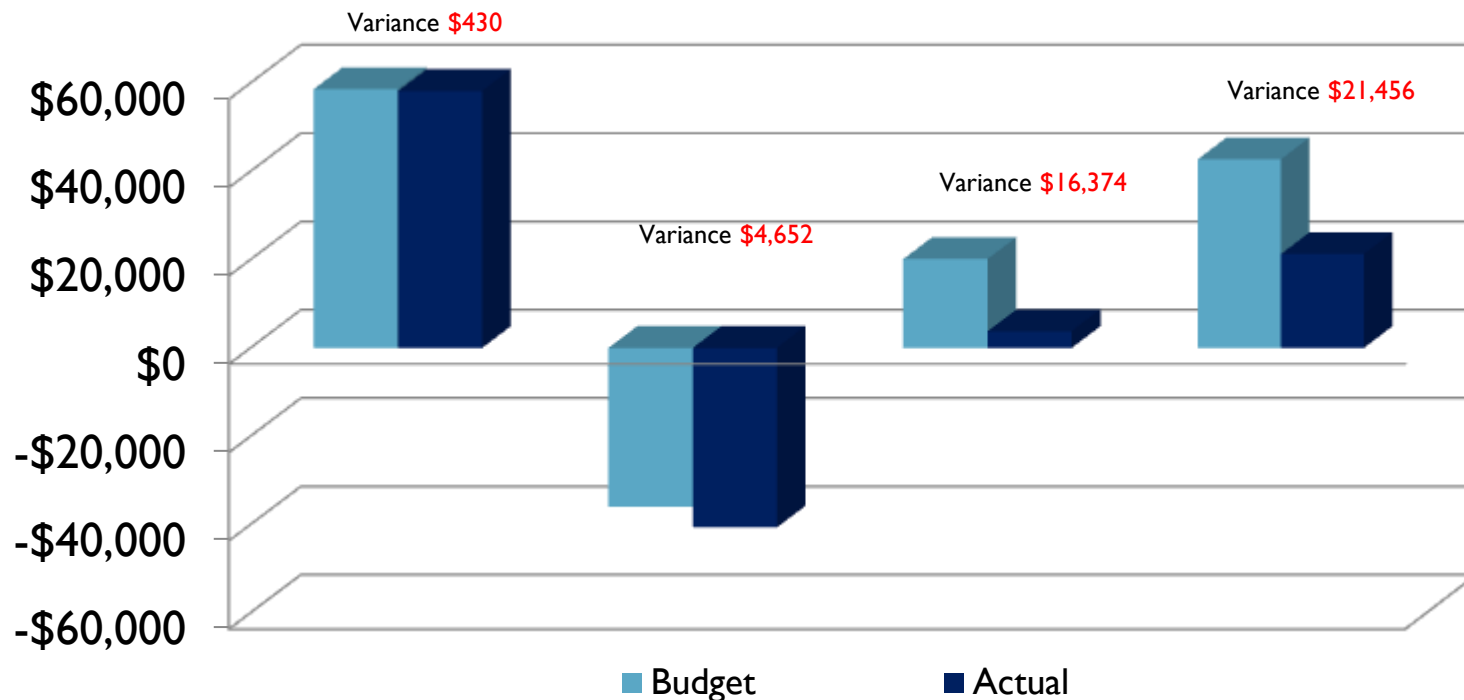
## Actual Operating Expenses by Percentage



	Salaries & Benefits	Contract Services	Safety & Security	Utilities & Maintenance	Space Rental	Insurance & Other	Employee & Business Dev	Total Operating Expenses
Prior Year	\$ 38,092	\$ 29,284	\$ 23,994	\$ 17,863	\$ 10,897	\$ 2,987	\$ 3,679	\$ 126,796
Budget	41,904	33,265	24,975	20,228	10,378	4,890	4,204	139,844
Actual	39,130	31,502	24,158	22,528	10,478	4,976	3,719	136,491
Variance	2,774	1,763	817	(2,300)	(100)	(86)	485	3,353

# Non-operating Revenue & Expenses (Unaudited) (\$in thousands)

## For Year Ended June 30, 2014

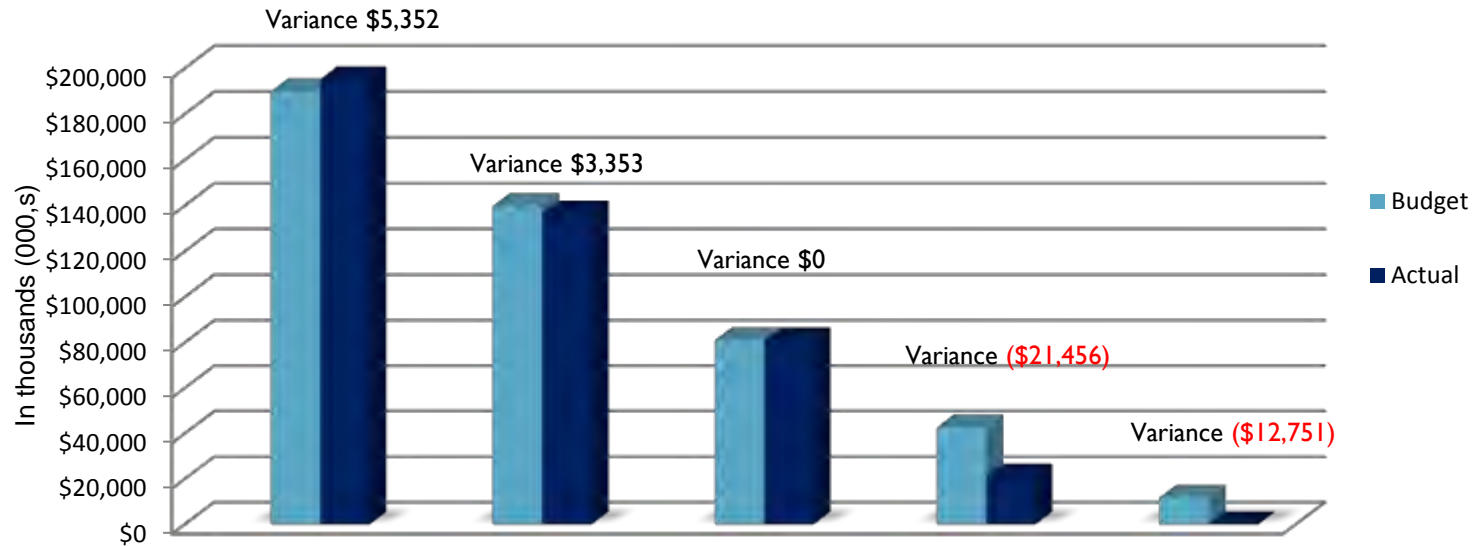


	Passenger Facility Charge, Customer Facility Charge, & Quieter Home Program	Interest expense, interest income, capitalized interest (net)	Capital grant contributions & other	Total non-operating revenue, (net)
Prior Year	\$ 52,910	\$ (13,781)	\$ 16,077	\$ 55,206
Budget	58,577	(36,010)	20,108	42,675
Actual	58,147	(40,662)	3,734	21,219
Variance	(430)	(4,652)	(16,374)	(21,456)



# Financial Summary

For the Year Months Ended June 30, 2014 (unaudited)

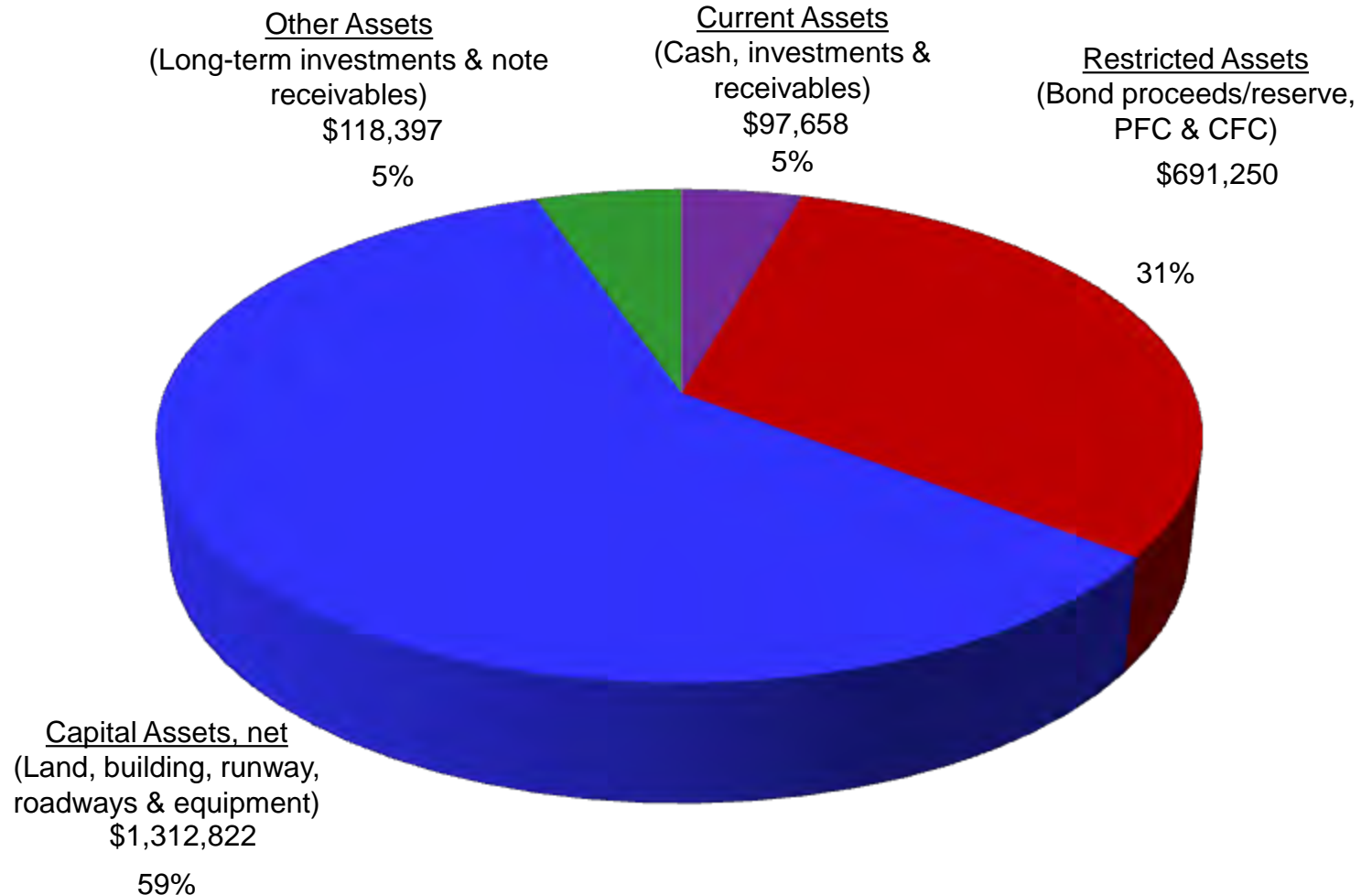


	Total operating revenues	Total operating expenses	Depreciation	Total non-operating revenues, (net)	Net Position
Prior Year	\$ 177,498	\$ 126,796	44,389	\$ 55,206	\$ 61,519
Budget	189,911	139,844	81,046	42,675	11,696
Actual	195,263	136,491	81,046	21,219	(1,055)
Variance	5,352	3,353	0	(21,456)	(12,751)

# Statement of Net Position, as of June 30, 2014 (Unaudited) (\$ in thousands)

## Assets

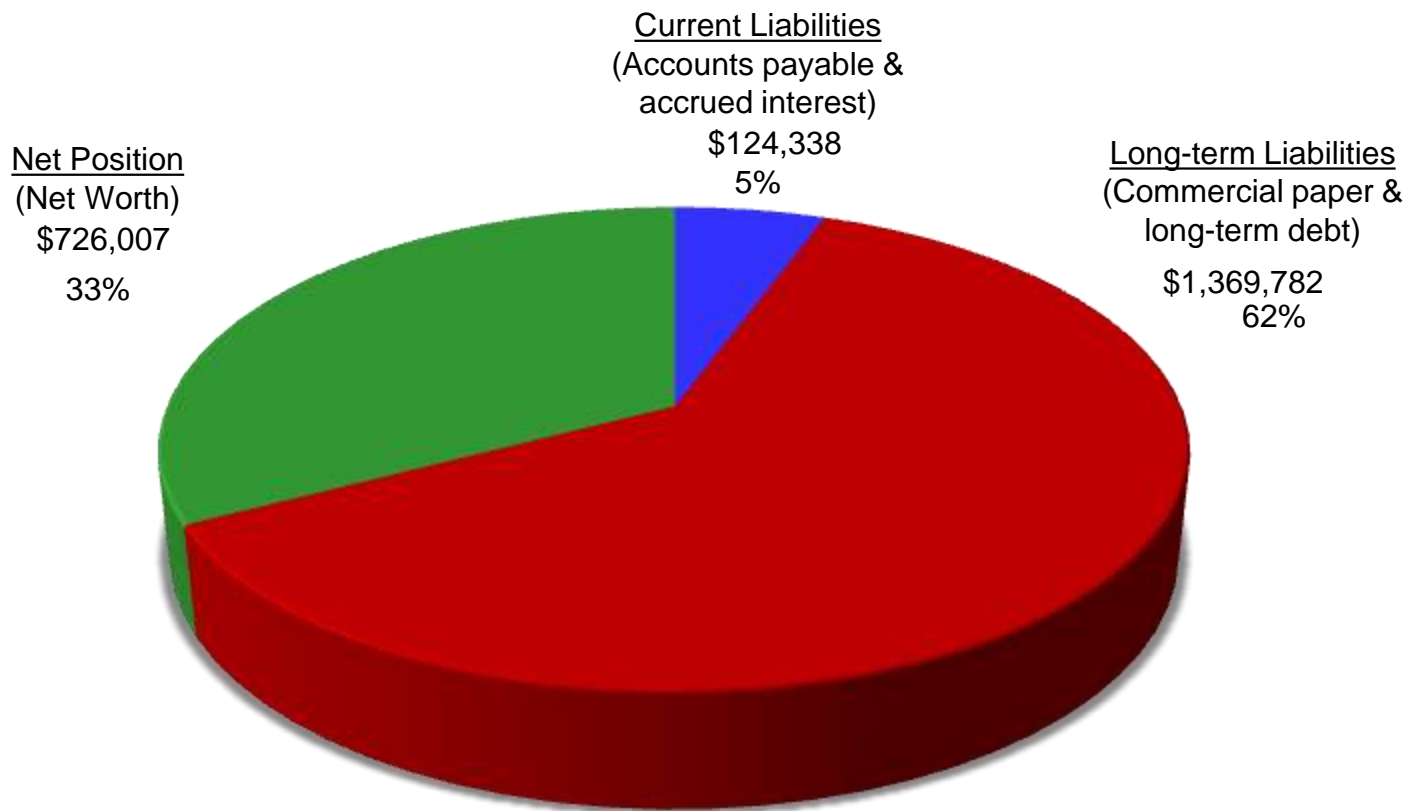
Total: \$2,220,127



# Statement of Net Position, as of June 30, 2014 (Unaudited) (\$ in thousands)

## Liabilities & Net Position

Total: \$2,220,127





Questions?



**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MINUTES**  
**MONDAY, JULY 7, 2014**  
**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 Monday, July 7, 2014, in the Board Room at the San Diego International Airport, Commuter Terminal, 3225 North Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Board Member Farnam (Ex Officio) led the Pledge of Allegiance.

**ROLL CALL:**

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

**ABSENT:** Board Members: Berman (Ex Officio), Boland, Ortega (Ex Officio)

**ALSO PRESENT:** Thella F. Bowens, President/CEO; Amy Gonzalez, Senior Director, General Counsel; Tony R. Russell, Director, Corporate and Information Governance/Authority Clerk; Lorraine Bennett, Assistant Authority Clerk II

*Board Member Sessom arrived during the course of the meeting.*

**PRESENTATION:**

**A. PRESENTATION OF AWARD TO THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY FROM THE AMERICAN PUBLIC WORKS ASSOCIATION:**

Roya Golchoobian, representing the American Public Works Association, presented the "2014 Public Works Project of the Year" award for the Green Build expansion project, to Chair Gleason and Bob Bolton, Director, Airport Design and Construction.

*The Board recessed at 9:09 a.m. and reconvened at 9:11 a.m.*

Chair Gleason announced that Non-Agenda Public Comment would be heard at this time.

**NON-AGENDA PUBLIC COMMENT:**

DANNY RAMOS, SAN DIEGO, spoke about issues related to the high cost of health care for employees at SSP America.

MARISOL ESCAMILLA, SAN DIEGO, spoke regarding the need for her employer to provide its employees with better wages, and respect.

LISA MALDONADO, SAN DIEGO, representing the Interfaith Center for Worker Justice, San Diego County, requested assistance from the Board, regarding contract negotiations between SSP America and High Flying Foods and their employees.

BRIGETTE BROWNING, SAN DIEGO, informed the Board of the issues associated with the cost of health care for employees at SSP America and High Flying Foods.

Chair Gleason referred this issue to staff.

Chair Gleason announced that the Consent Agenda would be heard at this time.

**CONSENT AGENDA (Items 1-14):**

**ACTION: Moved by Board Member Smisek, and seconded by Board Member Robinson to approve the Consent Agenda. Motion carried by the following vote: YES – Alvarez, Cox, Desmond, Gleason, Hubbs, Robinson, Smisek; NO - None; ABSENT – Boland, Sessom. (Weighted Vote Points: YES - 79; NO - 0; ABSENT- 21).**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the May 22, 2014, special meeting, and the June 5, 2014, 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 12, 2014, THROUGH JUNE 8, 2014, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM MAY 12, 2014, THROUGH JUNE 8, 2014:**

RECOMMENDATION: Receive the report.

4. **JULY 2014 LEGISLATIVE REPORT:**  
RECOMMENDATION: Adopt Resolution No. 2014-0061, approving the July 2014 Legislative Report.
5. **APPROVE APPOINTMENTS TO THE ART ADVISORY COMMITTEE:**  
RECOMMENDATION: Adopt Resolution No. 2014-0062, approving the appointment of Ben Fyffe and Deborah L. Van Huis to the Art Advisory Committee.

#### **CLAIMS**

6. **REJECT THE CLAIM OF LLOYD LEE CHAPMAN:**  
RECOMMENDATION: Adopt Resolution No. 2014-0063, rejecting the claim of Lloyd Lee Chapman.

#### **COMMITTEE RECOMMENDATIONS**

#### **CONTRACTS AND AGREEMENTS**

7. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE SECOND AMENDMENTS TO THE ON-CALL HEATING, VENTILATION, AND AIR CONDITIONING SERVICES AGREEMENTS WITH (1) HELIX MECHANICAL, INC.; (2) ENDLESS SUMMER HEATING & AIR CONDITIONING, INC.; AND (3) DUWRIGHT CONSTRUCTION, INC.:**  
RECOMMENDATION: Adopt Resolution No. 2014-0064, approving and authorizing the President/CEO to execute Second Amendments to the agreements with (1) Helix Mechanical, Inc.; (2) Endless Summer Heating & Air Conditioning, Inc.; and (3) DuWright Construction, Inc., increasing the total amount payable by \$900,000 for an aggregate total not-to-exceed compensation amount of \$1,890,000 for all three firms.
8. **AUTHORIZE THE AUTHORITY TO SUBMIT A GRANT PROPOSAL TO THE CALIFORNIA OCEAN PROTECTION COUNCIL TO FUND ADVANCED HYDRODYNAMIC SEA LEVEL RISE MODELING IN COORDINATION WITH SCRIPPS INSTITUTION OF OCEANOGRAPHY AND IN PARTNERSHIP WITH THE SAN DIEGO UNIFIED PORT DISTRICT:**  
RECOMMENDATION: Adopt Resolution No. 2014-0065, authorizing the Authority to submit a grant proposal to the California Ocean Protection Council to fund advanced hydrodynamic and sea level rise modeling in coordination with the Scripps Institution of Oceanography and in partnership with the San Diego Unified Port District.

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

- 9. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC., FOR QUIETER HOME PROGRAM PHASE 7, GROUP 11 (32 HISTORIC AND NON-HISTORIC SINGLE AND MULTI-FAMILY UNITS ON 19 RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT):**  
RECOMMENDATION: Adopt Resolution No. 2014-0066, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,462,824, for Phase 7, Group 11, Project No. 380711, of the San Diego County Regional Airport Authority's Quieter Home Program.
- 10. AWARD A CONTRACT TO THYSSENKRUPP AIRPORT SYSTEMS, INC., TO REPLACE PASSENGER BOARDING BRIDGES IN TERMINAL 1 AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2014-0068, awarding a contract to Thyssenkrupp Airport Systems, Inc., in the amount of \$1,929,571, for Project No. 104178, Replace Passenger Boarding Bridges in Terminal 1 at San Diego International Airport.
- 11. AWARD A CONTRACT TO HEARNE CORPORATION TO RECONFIGURE SECURITY CHECKPOINT 2/REFURBISH TERMINAL 1 ROTUNDAS & BAGGAGE CLAIM AREA AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2014-0069, awarding a contract to Hearne Corporation in the amount of \$3,829,623, for Project No. 104179, Reconfigure Security Checkpoint 2/Refurbish Terminal 1 Rotundas & Baggage Claim Area at San Diego International Airport.
- 12. AWARD A CONTRACT TO VASQUEZ CONSTRUCTION COMPANY FOR TERMINAL FLIGHT INFORMATION DISPLAY SYSTEM (FIDS) UPGRADE AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2014-0070, awarding a contract to Vasquez Construction Company in the amount of \$246,612, for Project No. 104180, Terminal Flight Information Display Systems (FIDS) Upgrade at San Diego International Airport.
- 13. AWARD OF A CONSTRUCTION CONTRACT TO HAZARD CONSTRUCTION COMPANY FOR TERMINAL LINK ROAD:**  
RECOMMENDATION: Adopt Resolution No. 2014-0071, awarding a construction contract to Hazard Construction Company in the amount of \$8,889,727.75, for Project No. 104134, Terminal Link Road at San Diego International Airport.

- 14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE AGREEMENT WITH SIEMENS INDUSTRY, INC., FOR OPERATION AND MAINTENANCE OF TERMINAL 2 WEST IN-LINE BAGGAGE HANDLING SYSTEM:**  
RECOMMENDATION: Adopt Resolution No. 2014-0077, approving and authorizing the President/CEO to execute a Second Amendment to the agreement with Siemens Industry, Inc., for operation and maintenance of Terminal 2 West in-line baggage handling system ("BHS"), increasing compensation by \$643,430.10 for a total not-to-exceed amount of \$2,032,121.10 and extending the term to expire December 31, 2014.

**PUBLIC HEARINGS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

Chair Gleason announced that the New Business items would be taken out of order starting with Item 17.

- 17. APPROVAL OF AMENDMENTS TO AUTHORITY CODE §9.11 THROUGH CODE §9.15 AND CODE §9.19, CODE §9.21, CODE §9.24, CODE §9.33 AND CODE §9.34 REGARDING TRANSPORTATION NETWORK COMPANIES:**

Chair Gleason disclosed ex-parte communications with Adrian Kwiatkowski, representing Transportation Alliance Group (TAG).

Board Member Robinson disclosed ex-parte communications with Adrian Kwiatkowski, representing Transportation Alliance Group (TAG).

*Board Member Sessom arrived at 9:21 a.m.*

David Boenitz, Director, Ground Transportation, provided a presentation on the Amendments to the Authority Codes, which included the inclusion of Transportation Network Companies (TNC's) in the Codes, Current Situation, Recommendations, and Next steps.

Board Member Hubbs requested that staff provide information about what the CPUC penalties are for TNC's who are operating illegally.

000005

Tony Russell, Director, Corporate and Information Governance/Authority Clerk, stated for the record that the following members of the public submitted speaker slips in opposition to Staff's recommendation on Item 17, but did not wish to speak:

BERHE TEKLAI, LEMON GROVE  
SAEAA SALEH, SAN DIEGO  
AKLILU FRAY, SAN DIEGO  
MICHAEL GHEBRETINSAE, SAN DIEGO  
ASFAHA MEHANZEL, SAN DIEGO  
NEGUS GEBREMURLUM, SAN DIEGO  
ALEX TELEGNE, SAN DIEGO  
BEMNET HAILENEDURAD, SAN DIEGO  
SEMERE TEKLE, CHULA VISTA  
STAS DAVYDOV, SAN DIEGO  
HAILE R. DEBAS, LEMON GROVE  
OMAR ALABO, SAN DIEGO  
MOSES WOLDEMARIAM, SAN DIEGO  
YURIY BADALOU, SAN DIEGO  
ABDORRAZZAGH NIAKISHARGT, SAN DIEGO  
JOSEPH GOITOM, BONITA, CA  
ASTER MUSSIE, SAN DIEGO  
NIGUGE BERHANE, SAN DIEGO

ANTHONY PALMERI, EL CAJON, provided handouts regarding newspaper articles relating to issues associated with TNC operators at LAX and Seattle Airports. He requested a continuance of Item 17 for review and feedback by the taxicab and shuttle industries.

MICHAEL ANDERSON, SAN DIEGO, representing San Diego Transportation Association, provided a handout regarding a Union Tribune article, *Ridesharing Services Angle For Lindbergh Field Pickups*, dated June 30, 2014, and asked that Item 17 be delayed for 90-120 days for further discussion by the stakeholders.

ADRIAN KWIATKOWSKI, SAN DIEGO, spoke in opposition to the item, and requested an opportunity for stakeholders to provide input on TNC operations.

CARELYN REYNOLDS, SAN DIEGO, representing San Diego County Airport Shuttle Association, spoke in opposition to policy changes at this time, and suggested exploring opportunities to collaborate with Harbor Police, and mechanisms to discourage operators on an individual level.

TONY HUESO, SAN DIEGO, representing USA Cab, spoke in opposition to the item, and stated the need to take steps to enforce illegal activity by the TNC's.

000006

LISA MCGHEE, encouraged taking a step back and thoroughly reviewing this issue.

CHRIS AGOH, SAN DIEGO, spoke regarding the unfairness associated with the ability of TNC's to operate illegally at the Airport, and he stated that there is no enforcement by the Authority against TNC's.

FILMON SEMERE, SAN DIEGO, spoke in opposition to the staff recommendation.

Board Member Sessom suggested delaying the item for 60-90 days, and to have staff communicate with the Metropolitan Transit System (MTS) on the matter. She expressed concern that Uber and Lyft have not communicated with the Authority. She requested staff to bring back a report on what other airports are doing regarding enforcement of TNC's, particularly in California. She also requested staff to develop a list of what can be done to those ground transportation operators who violate Authority codes, and to enforce maximum penalties.

Angela Shafer-Payne, Vice President, Operations stated that staff has engaged in multiple conversations with Uber and Lyft about rules associated with commercial operators doing business at the Airport. She also stated that the Authority is enforcing fines and working closely with MTS and Harbor Police. She further stated that it is the Authority's responsibility to ensure a level playing field for all commercial operators doing business at the Airport.

Board Member Cox suggested continuing the item for 60-90 days, and to look at ways of establishing a basic set of standards for everyone. He stated that there needs to be a level playing field and that he does not know if he has all of the information regarding this issue.

Board Member Desmond made a motion to approve staff's recommendation. The motion was seconded by Board Member Smisek.

Board Member Robinson spoke in favor of raising the fines as quickly as possible, and he requested that the permitting process for TNC's be brought back to the Board for approval.

Chair Gleason requested that the language in the codes be tightened up to define TNC's and identify that there is no Authority permit for this mode of transportation. He stated that he can support the motion with the clarification that the Authority is not issuing permits to TNC's. He stated that it is the Authority's obligation to provide for the safety of its passengers and, that he would like to see more investigation regarding the safety of our customers using TNC's.

In response to Chair Gleason regarding issuance of a cease and desist order, Amy Gonzalez, Senior Director, General Counsel, stated that a cease and desist order could be issued that cite the appropriate PUC code sections, and that it would be up the Board to file an injunction.

Board Member Cox questioned if it was possible to impose a moratorium on TNC operations at the Airport.

Chair Gleason suggested that the motion be amended to raise the fines to \$250 for the first offense for unauthorized commercial airport parking stopping or standing, direct the General Counsel to send letters to the TNC's to discontinue operating at the airport, that staff come back with a conceptual framework of a permit for TNC's before it is authorized for issuance, and that staff work with all interested parties.

**RECOMMENDATION:** Adopt Resolution No. 2014-0073, approving amendments to Authority Code §9.11 – Transportation Service Regulations; Code §9.12 – Ground Transportation Service Permits; Code §9.13 – Driver's Permits; Code §9.14 – Insurance; Code §9.15 – Vehicle Registration; Code §9.19 – Insurance and Transfer; Code §9.21 – Vehicle Condition; Code §9.24 – Violations; Code §9.33 – Parking Regulations – Enforcement; and Code §9.34 – Parking Restrictions, regarding permit requirements and regulations applicable to Transportation Network Companies.

**ACTION:** Moved by Board Member Desmond and seconded by Board Member Smisek, to approve staff recommendation as amended to direct staff to increase the penalty for unauthorized commercial airport parking stopping or standing to \$250 for the first offense; that any conceptual framework for a Transportation Network Company (TNC) permit be presented to the Board before it is issued; direct the General Counsel to send letters to the TNC's to discontinue their operations at the airport; and direct staff to work with all interested parties and report back to the Board at its September meeting. Motion carried by the following vote: YES – Alvarez, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO - None; ABSENT – Boland. (Weighted Vote Points: YES - 87; NO - 0; ABSENT- 13).

*The Board recessed at 10:31 and reconvened at 10:44 a.m.*



**16. REVIEW AND APPROVAL OF GROUND TRANSPORTATION STANDARDS FOR TAXICAB AND VEHICLE FOR HIRE MEMORANDUMS OF AGREEMENT:**

David Boenitz, Director, Ground Transportation, provided a presentation on Ground Transportation Standards For Taxicab and Vehicle For Hire Memorandums Of Agreement (MOA), which included MOA Responsibilities, Vehicle Safety and Appearance, Driver Professionalism and Customer Service, Taxi Cab and Shuttle Availability, Passenger Wait Times, Vehicle Modernization – Conversion, ADA Services and Compliance, Evaluation of MOA Responsibilities and Key Performance Measures, and Next Steps.

ADRIAN KWIATKOWSKI, SAN DIEGO, spoke in support of staff's recommendation.

CARELYN REYNOLDS, SAN DIEGO, spoke in support of staff's recommendation.

TONY HUESO, SAN DIEGO, spoke in support of staff's recommendation. He also pointed out that Americans with Disability Act (ADA) services have not been defined in terms of need.

IAN SERUELO, SAN DIEGO, expressed concern that there is no venue being provided to drivers operating at the Airport, for their input regarding MOU rules associated with driver professionalism and operational standards.

Chair Gleason suggested looking at ways to strengthen the involvement and participation by taxi cab drivers for input regarding driver professionalism. He requested staff to come back in September with more specificity about the rules and standards of the MOA, and a discussion regarding consolidating the two separate Community Service Representatives (CSR's) for shuttles. He also spoke regarding the need for the Authority to adhere to our standards and to ensure that we are in compliance.

Board Member Desmond suggested that any infractions by the Authority on a lease driver at the Airport, be extended to the permit holder **FOR** the lease driver as well.

Board Member Hubbs spoke regarding control and regulation of TNC's, and how the Authority plan to pass that equality on to the TNC's. He stated that while the Authority has a very detailed distribution of the cost of Ground Transportation operations, he questioned how the TNC's fit into the process, and what control mechanisms exist to set the number of TNC's that operate at the Airport. He also questioned how the Authority is going to enforce its standards on TNC's.

**RECOMMENDATION:** Adopt Resolution No. 2014-0072, approving the revised Taxicab and Vehicle for Hire Responsibilities, Associated Standards and Requirements relating to Memorandums of Agreement with Ground Transportation Consortiums and Providers.

**ACTION:** Moved by Board Member Desmond, and seconded by Board Member Robinson to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO - None; ABSENT – Boland. (Weighted Vote Points: YES - 87; NO - 0; ABSENT- 13).

**15. CONSTRUCTION OF A TERMINAL 2 PARKING PLAZA:**

Keith Wilschetz, Director, Airport Planning, Scott Brickner, Vice President, Finance and Asset Management/Treasurer, and Diana Lucero, Director, Vision, Voice and Engagement, provided a presentation on the Construction of a Terminal 2 Parking Plaza and Approval of the Addendum to the 2008 Final Environmental Impact Report, which included Summary of the May 2, 2013 Board Meeting, Traffic Impacts of a Parking Plaza, Passenger Survey Results Regarding Parking, Addendum to FEIR, Financial Analysis, Ongoing Outreach Efforts, and Next Steps.

KEITH JONES, SAN DIEGO, spoke in support of staff's recommendations.

DANIEL REEVES, SAN DIEGO, spoke in support of staff's recommendations.

MARK CAFFERTY, SAN DIEGO, spoke in support of staff's recommendations.

RICHARD ABDALA, SAN DIEGO, spoke in opposition to staff's recommendations, stating his concern that construction of a Parking Plaza would create additional impacts to the existing traffic congestion on Harbor Drive.

ADRIAN KWIATKOWSKI, SAN DIEGO, representing the Transportation Alliance Group (TAG), stated that TAG was not included in discussions about the proposed parking structure, and he requested that they be included in future discussions on the matter.

LISA MCGHEE, SAN DIEGO, spoke in opposition to staff's recommendation, stating that ground transportation operators were not included in discussions regarding the item.

LAURA SHINGLES, SAN DIEGO, representing the San Diego Chamber of Commerce, spoke in support of staff's recommendations.

CARELYN REYNOLDS, SAN DIEGO, representing TAG, stated that they need to be a part of the conversation regarding this project.

Board Member Sessom requested staff to provide a report on the impacts of greenhouse gas emissions for the Parking Plaza project. She also requested staff to come back with additional information about how much mitigation is dependent upon agencies that are outside of the Authority's control.

Board Member Robinson requested that staff look into what the Port is doing with Ace Parking in regards to cost-sharing opportunities.

Board Member Alvarez requested to see financing alternatives and stated that the most important thing to keep in mind, is that the design of the structure be aesthetically pleasing.

Chair Gleason stated that this is a larger decision regarding accessing the airport. He requested staff to provide additional information about the Palm Street trolley station and fly-away analysis. He also requested that staff provide the various decision points that staff presented to the Board, the project plan, delivery mechanism, contract, and financing options for the Parking Plaza.

**RECOMMENDATION:** Adopt Resolution No. 2014-0078, providing direction to staff for construction of a Terminal 2 Parking Plaza, and approving the Addendum to the 2008 Final Environmental Impact Report.

**ACTION:** Moved by Board Member Robinson, and seconded by Board Member Desmond to approve staff's recommendation. Motion carried by the following vote: YES – Alvarez, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO - None; ABSENT – Boland. (Weighted Vote Points: YES - 87; NO - 0; ABSENT- 13).

**CLOSED SESSION:** The Board recessed in to Closed Session at 12:40 p.m. to discuss Items 24, 29, 30, 31 and 32.

**21. 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: Scott Brickner, Finance & Asset Management, Vice President/Treasurer.

Negotiating Parties: San Diego Gas & Electric, United States Fish and Wildlife Service, GGTW, LLC (current tenant) and/or other interested parties.

Under Negotiation: Sale – terms and conditions.

22. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**  
(Cal. Gov. Code § 54956.9(a) and (d)(1).)  
Diego Concession Group, Inc. v. San Diego County Regional Airport Authority,  
San Diego Superior Court Case No. 37-2012-00088083-CU-BT-CTL
23. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**  
(Cal. Gov. Code § 54956.9(a) and (d)(1).)  
Dryden Oaks, LLC v. San Diego County Regional Airport Authority, et al.,  
San Diego Superior Court, North County, Case No. 37-2014-00004077-CU-EI-NC
24. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Cal. Gov. Code § 54956.9(a) and (d)(1).)  
Cornelius White v. San Diego County Regional Airport Authority,  
San Diego Superior Court Case No. 37-2013-00057745-CU-WT-CTL.
25. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Cal. Gov. Code § 54956.9(a) and (d)(1).)  
Donna Wilson; John Wilson v. San Diego Port Authority; San Diego International Airport; San Diego County Regional Airport Authority  
San Diego Superior Court Case No. 37-2014-00015326-CU-PO-CTL  
(Meyer)
26. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to Cal. Government Code § 54956.9(d).)  
Number of cases: 1
27. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION AND EXISTING LITIGATION:**  
(Significant exposure to litigation pursuant to Cal. Gov. Code §§ 54956.9(a) and 54956.9(b).)  
Jay A. Bass, et al v. San Diego City Employees' Retirement System, et al.,  
San Diego Superior Court Case No. 37-2013-00077566-CU-OE-CTL
28. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to Cal. Gov. Code §§ 54956.9(b) and 54954.5.)  
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.  
Number of potential cases: 1
29. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to Cal. Government Code § 54956.9(d).)  
Number of cases: 2

**30. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION:**

Cal. Gov. Code §54957  
Title: President/Chief Executive Officer

**31. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Cal. Gov. Code §54957  
Title: General Counsel

**32. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Cal. Gov. Code §54957  
Title: Chief Auditor

**REPORT ON CLOSED SESSION:** The Board reconvened into Open Session at 1:30 p.m.

In regards to Item 29, Amy Gonzalez, Senior Director, General Counsel, reported that the following action was taken in Closed Session:

**ACTION: Moved by Board Member Alvarez and seconded by Board Member Sessom to authorize a settlement for two claims in the amounts of \$10,530.36 and \$45,048.91, respectively. Motion carried by the following vote: YES – Alvarez, Cox, Desmond, Gleason, Hubbs, Robinson, Sessom, Smisek; NO – None; ABSENT – Boland (Weighted Vote Points: YES – 87; NO – 0; ABSENT – 13).**

In regards to Items 30-32, the following action was taken:

Board Member Desmond reported that the Board conducted the performance evaluations for the President/CEO, General Counsel, and the Chief Auditor, and that they met their goals.

**ACTION: Moved by Board Member Desmond and seconded by Board Member Smisek to approve a salary increase of 3% for the President/CEO, General Counsel, and Chief Auditor. Motion carried by the following vote: YES –Cox, Desmond, Gleason, Hubbs, Smisek; NO – None; ABSENT – Alvarez, Boland, Robinson, Sessom (Weighted Vote Points: YES – 58; NO – 0; ABSENT – 42).**

Chair Gleason announced that the following item would be heard at this time:

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

***STANDING BOARD COMMITTEES***

- **AUDIT COMMITTEE:** None

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
Board Member Hubbs announced that a tour of the Rental Car Center construction is scheduled on July 9, 2014 from 3:00 p.m. to 5:00 p.m.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Board Member Desmond reported that the Committee will meet on August 20, 2014.
- **FINANCE COMMITTEE:** None

#### **ADVISORY COMMITTEES**

- **AUTHORITY ADVISORY COMMITTEE:** None
- **ART ADVISORY COMMITTEE:**  
Chair Gleason announced that a public discussion by artist Miki Iwasaki is scheduled on July 24, 2014, from 3:00 p.m. to 5:00 p.m. at the Terminal 1 Food Court. He also announced the recent opening of the Reflection Room in Terminal 1.

#### **LIAISONS**

- **AIRPORT LAND USE COMPATIBILITY PLAN FOR SAN DIEGO INTERNATIONAL AIRPORT:** None
- **CALTRANS:** None
- **INTER-GOVERNMENTAL AFFAIRS:**  
Board Member Cox reported that during the past month, Authority staff provided an airfield and Terminal 2 tour for Assembly member Marie Waldron's staff, and an airport briefing and airfield tour for San Diego City Councilmember Ed Harris. He also reported that Chair Gleason provided an airport update to the San Diego City Council Economic Development and Inter-Governmental Relations Committee on July 2, 2014.
- **MILITARY AFFAIRS:** None
- **PORT:**  
Chair Gleason reported that at the last bi-monthly meeting with the Port, there was discussion about the Port's planning efforts and other topics of interest.

## **BOARD REPRESENTATIVES (EXTERNAL)**

- **SANDAG TRANSPORTATION COMMITTEE:**  
Board Member Smisek reported that the Committee met on June 20, 2014, and approved balanced budgets for NCTD and MTS that were forwarded to the Board. The Committee also discussed the San Ysidro Intermodal Transportation Center study, and the call box program to see whether they are still pertinent.
- **WORLD TRADE CENTER:** None

## **CHAIR'S REPORT:**

Chair Gleason reported that the Green Build expansion project at San Diego International Airport has earned the San Diego County Regional Airport Authority a Golden Watchdog Award from the San Diego County Taxpayers Association for efficient use of tax dollars.

## **PRESIDENT/CEO'S REPORT:**

Thella F. Bowens, President/CEO reported that the Authority was the recent recipient of the 2014 Environmental Achievement Award for Environmental Management from Airports Council International – North America. She also reported on the recent kick-off of the new marketing program to promote the Airport concessions program. She announced new air Service by Seaport Airlines.

## **NEW BUSINESS, Continued**

### **19. AUTHORIZATION OF A REVOLVING LINE OF CREDIT FOR AN AMOUNT UP TO \$125,000,000:**

Scott Brickner, Vice President, Finance and Asset Management/Treasurer, provided a presentation on the Authorization of a Revolving Line of Credit for an Amount up to \$125,000,000, which included Rationale for a Short-term Variable Rate Debt Program, Comparison of Revolving Line of Credit and Commercial Paper Program, Authority's Existing Commercial Paper Program, Intended Uses, and Principal Documents for Board Approval.

**RECOMMENDATION:** The Finance Committee recommends that the Board adopt Resolution No. 2014-0076, (1) authorizing the issuance and/or incurrence of San Diego County Regional Airport Authority subordinate airport revenue revolving obligations from time to time in the form of a revolving line of credit in an aggregate principal amount not-to-exceed \$125,000,000; (2) revoking the authorization to issue commercial paper notes; and (3) approving a Third Supplemental Subordinate Trust Indenture, a Revolving Credit Agreement, a Fourth Supplemental Senior Trust Indenture and certain related matters.

**ACTION: Moved by Board Member Cox, and seconded by Board Member Smisek to approve staff's recommendation. Motion carried by the following vote: YES – Cox, Desmond, Gleason, Hubbs, Smisek; NO - None; ABSENT – Alvarez, Boland, Robinson, Sessom (Weighted Vote Points: YES - 58; NO - 0; ABSENT- 42).**

**20. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH PORTER NOVELLI, INC. FOR PUBLIC OUTREACH SERVICES IN SUPPORT OF THE RENTAL CAR CENTER DEVELOPMENT PROJECT, AIRPORT DEVELOPMENT PLAN AND OTHER AUTHORITY PROGRAMS AND INITIATIVES OF SAN DIEGO INTERNATIONAL AIRPORT:**

Diana Lucero, Director, Vision, Voice and Engagement, provided an overview of the Request for Proposal process.

Board Member Desmond requested in the future, that staff provide more specificity in staff reports regarding the scope of work for the programs.

**RECOMMENDATION:** Adopt Resolution No. 2014-0067, authorizing the President/CEO to execute an agreement with Porter Novelli, Inc. for public outreach services for a three-year term with two one-year options exercisable at the sole discretion of the President/CEO for a total not-to-exceed amount of \$3,100,000 should both option years be exercised.

**ACTION: Moved by Board Member Hubbs, and seconded by Board Member Smisek to approve staff's recommendations. Motion carried by the following vote: YES – Cox, Desmond, Gleason, Hubbs, Smisek; NO - None; ABSENT – Alvarez, Boland, Robinson, Sessom (Weighted Vote Points: YES - 58; NO - 0; ABSENT- 42).**

**18. APPROVAL OF A BUSINESS PERFORMANCE INCENTIVE (AN EMPLOYEE PERFORMANCE COMPENSATION PROGRAM):**

Kurt Gering, Director, Talent, Culture & Capability, provided a presentation on the Business Performance Incentive, which included an Overview of the Proposed Incentive Approach, Industry Performance Incentive Models, Summary of how the Plan would have performed based on historical financials, and Summary of Key Incentive Attributes.

**RECOMMENDATION:** The Executive Committee recommends that the Board adopt Resolution No. 2014-0074, approving the Business Performance Incentive (an Employee Performance Compensation Program).



**ACTION:** Moved by Board Member Desmond, and seconded by Board Member Smisek to approve staff's recommendations. Motion carried by the following vote: YES – Cox, Desmond, Gleason, Hubbs, Smisek; NO - None; ABSENT – Alvarez, Boland, Robinson, Sessom (Weighted Vote Points: YES - 58; NO - 0; ABSENT- 42).

**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:**

Chair Gleason announced that the July 28, 2014 Executive Finance Committee Meeting, and the August 7<sup>th</sup> Board Meeting, are cancelled.

**ADJOURNMENT:** The meeting was adjourned at 1:54p.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 4<sup>th</sup> DAY OF SEPTEMBER, 2014.

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

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SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**2**

Meeting Date: **SEPTEMBER 4, 2014**

**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 2015 Budget.

**Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. Section 15378. This Board action is not a "project" subject to CEQA. Pub. Res. Code Section 21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act, Pub. Res. Code Section 30106.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

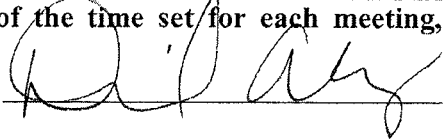
**DAVID ALVAREZ**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: June 2014

**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		July 2, 2014
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: June 5, 2014 Time: 9 a.m. Location: SDCRAA	Board Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: June 23, 2014 Time: 9 a.m. Location: SDCRAA	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:	

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

Signature: 

SDCRAA  
 AUG 25 2014  
 Corporate & Information Governance

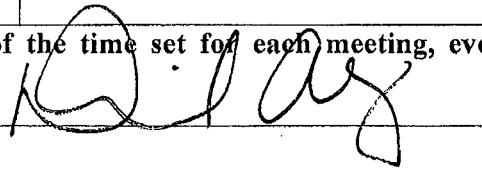
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
 Board Member Event/Meeting/Training Report Summary**

Period Covered: August 2014

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		8/25/14
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: 8/25/14 Time: 9AM Location: SOCAA	Airport 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:	

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**

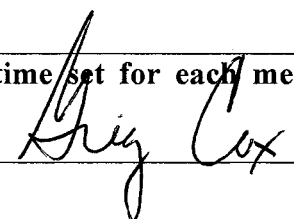
Period Covered: JULY 1-30, 2014

SDCRAA JUL 28 2014 Corporate & Information Governance
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**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:
GRGG COX		JULY 28, 2014
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>JUNE 30, 2014</u> Time: <u>8:30am</u> Location: <u>SDUPD</u>	<u>SDUPD/SDCRAA JOINT RELATIONS COMMITTEE MEETING</u>
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>JULY 7, 2014</u> Time: <u>9:00am</u> Location: <u>SDIA</u>	<u>SDCRAA BOARD MEETING ALUC MEETING</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:	

**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: AUG 1-31, 2014

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>GREG COX</i>		<i>AUG. 25, 2014</i>
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: <i>AUG. 20, 2014</i> Time: <i>10:00 am</i> Location: <i>SDIA</i>	<i>SPECIAL EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE MEETING            SPECIAL BOARD MEETING</i>
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <i>AUG 25, 2014</i> Time: <i>9 am</i> Location: <i>SDIA</i>	<i>SDCRAA EXECUTIVE COMMITTEE &amp; FINANCE COMMITTEE MEETING</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:	

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*

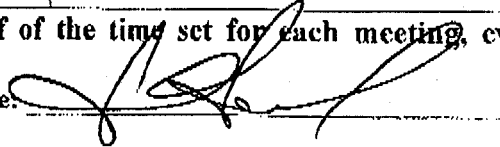
**JIM DESMOND**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
Period Covered: JUNE 2014

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		JULY 7 2014
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: 6/19/14 Time: 9 AM Location: SDA	BOARD Meeting
<input checked="" type="checkbox"/> Brown Act Pre-approved Res. 2009-0149R	Date: 6/19/14 Time: 10 AM Location: SDA	EPCC meeting
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: 

SDCRAA  
AUG 25 2014  
Corporate & Information Governance

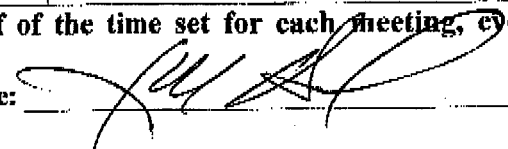
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
Period Covered: July 2014

**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		8/25/14
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: 7/7/14 Time: 9 AM Location: SDRA	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:	

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

Signature: \_\_\_\_\_

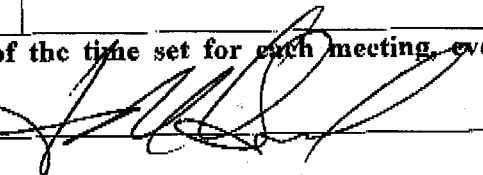


**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: Aug 2014

**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		8/25/2014
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: 8/20/14 Time: 10am Location: SDIA	EPCC 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: 

**ROBERT H. GLEASON**

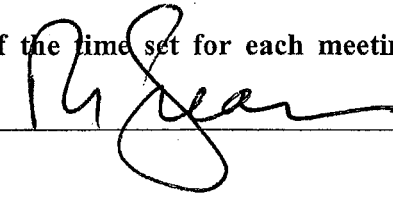
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: JULY 2014

SDCRAA <b>AUG 25 2014</b> <small>Corporate &amp; Information Governance                  quality for day of</small>
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**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 21, 2014
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 2, 2014 Time: 9:00 am Location: City Hall	Airport presentation to Economic Development & Intergovernmental Relations committee with Mike Kulis; spoke on behalf of Airport Authority
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2009-0149R	Date: July 3, 2014 Time: 4:30 pm Location: Poway City Hall	Meeting with Poway Mayor Don Higginson regarding SDIA planning efforts
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 7, 2014 Time: 9:00 am Location: SDCRAA offices	ALUC / Board meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 10, 2014 Time: 1:00 pm Location: SDCRAA offices	Meeting with delegation from Port of Seattle (Port Commissioner John Creighton & Chief of Staff Larry Ehl)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 15, 2014 Time: 9:00 am Location: SDCRAA offices	Capital Improvement Program Oversight Committee meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<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: 

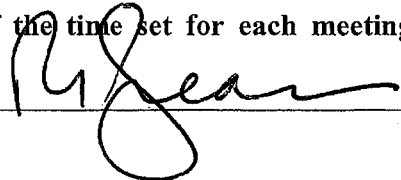
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: AUGUST 2014

SDCRAA AUG 25 2014 Corporate & Information Governance
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**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 22, 2014
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: August 8, 2014 Time: 9:00 am Location: SDCRAA offices	Art Advisory Committee meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2009-0149R	Date: August 15, 2014 Time: 3:00 pm Location: SDCRAA offices	Meeting San Diego Diplomacy Council
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 18, 2014 Time: 10:00 am Location: SDCRAA offices	Audit Committee meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 20, 2014 Time: 10:00 am Location: SDCRAA offices	Executive Personal and Compensation Committee meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: August 25, 2014 Time: 9:00 am Location: SDCRAA offices	Executive / Finance Committee meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<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: 



**LLOYD HUBBS**

SDCRAA

AUG 25 2014

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

Corporate &amp; Information Governance

Period Covered: July & August 2014

**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		8-25-14
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: 7-7-14 Time: 9:00 AM - 12:00 AM Location: AUTHORITY BD.	BOARD/ALUC Mtg.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-15-14 Time: 9:00 - 10:00 AM Location: AUTHORITY BD.	CIP OVERSIGHT COMM.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-18-14 Time: 9:00 AM - 11:00 Location: SANDAG BD	TRANSPORTATION COMM.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8-1-14 Time: 9:00 - 11:00 AM Location: SANDAG BD.	TRANS. COMM
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8-18-14 Time: 10:00 - 11:00 AM Location: AUTHORITY BD	AUDIT COMM.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8-20-14 Time: 10:00 - 11:00 AM Location: AUTHORITY BD.	EXEC. PERSONEL COMM.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8-25-14 Time: 9:00 - 12:00 Location: AUTHORITY BD.	EXEC/FINANCE COMM
<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**


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

Period Covered: 7/3/14

**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 E. Robinson		
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: 7/2/14 Time: 10:00 - 12:30 Location: Salinas Beach City Hall	Mtg w/ Dep. Mayor Heehner City Mgr - OTK
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/7/14 Time: 9:00 - 12:30 p.m. Location: SDCRAA Bd Rm	SDCRAA Board /ALUC Mtgs
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/14/14 Time: 3:30 p.m. Location: S.D. Regional Chamber Offices	Mtg w/ Chair of S.D. Port Dist. Jerry Sanders Robert Gleason
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/15/14 Time: 9:00 - 11:00 a.m. Location: SDCRAA Bd Rm	CIPOC Mtg
<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: 8/31/14

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 E. Robinson		8/25/14
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: 7/30/14 Time: 3:15 p.m. - 4:15 p.m. Location: County Admin Bldg.	Mts w/ Chair of Bd of Supervisors
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8/25/14 Time: 9:00 a.m. Location: SDCRAA Bd Rm	EXEC. / FINANCIAL COMM. MTGS.
<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: 

**MARY SESSOM**

JUL 24 2014

Corporate &amp; Information Governance

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

Period Covered: June 2014

**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		7/17/2014
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: 6/15 Time: 9:00am Location: Board Room	Board meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/15 Time: 0900 Location: Board Room	Capital Improvement Committee
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/18 Time: 0900 Location: Board Room	Personnel Performance
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/6 Time: 1800 Location: USD	American Lung Assn awards SDCRAA award winner
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/9 Time: 1800 Location: Marriott	Taxpayers Golden Watchdog SDCRAA award winner
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/23 Time: 0900 Location: Board Room	Executive/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:	

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

SDCRAA  
 AUG 20 2014  
 Corporate & Information Governance

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: July 2014

**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 Sessom		8/18/2014
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: 7/7 Time: 9:00 Location: Board Room	Board Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/15 Time: 9:00 Location: Board Room	Capital Improvement 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:	

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

Signature: Mary A Sessom



**TOM SMISEK**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: July 1-31, 2014

SDCRAA  
 AUG 25 2014  
 Corporate & Information Governance

**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 25, 2014
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: 7-7-2014 Time: 9:00 AM Location: SDIA	SDCRAA SPECIAL BOARD MTG.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-15-2014 Time: 9:00 AM Location: SDIA	SDCRAA CAPITAL IMPROVEMENTS OVERSIGHT COMM/SPECIAL BOARD MTG
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-18-2014 Time: 9:00 AM Location: SANDAG	SANDAG TRANSPORTATION COMMITTEE MTG. SDCRAA REPRESENTATIVE.
<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: *Tom Smisek*

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: August 1-31, 2014

SDCRAA AUG 25 2014 Corporate & Information Governance
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**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 25, 2014
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>AUGUST 1, 2014</u> Time: <u>9:00 AM</u> Location: <u>SANDAG</u>	<u>SANDAG TRANSPORTATION COMMITTEE MTG. SDCRAA REPRESENTATIVE</u>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>AUGUST 18, 2014</u> Time: <u>10:00 AM</u> Location: <u>SDIA</u>	<u>SDCRAA AUDIT COMMITTEE MTG.</u>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>AUGUST 19, 2014</u> Time: <u>4:00 PM</u> Location: <u>CORONADO CITY HALL</u>	<u>CORONADO CITY COUNCIL MTG SDCRAA REPRESENTATIVE QUARTERLY REPORT</u>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>AUGUST 20, 2014</u> Time: <u>10:00 AM</u> Location: <u>SDIA</u>	<u>SDCRAA EXECUTIVE COMPENSATION AND PERSONNEL COMMITTEE MTG</u>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>AUGUST 25, 2014</u> Time: <u>9:00 AM</u> Location: <u>SDIA</u>	<u>SDCRAA EXECUTIVE AND FINANCE COMMITTEES MTGS.</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:	

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  
**STAFF REPORT**

Item No.  
**3**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Awarded Contracts, Approved Change Orders from June 9, 2014 through August 10, 2014 and Real Property Agreements Granted and Accepted from June 9, 2014 through August 10, 2014**

**Recommendation:**

Receive the report.

**Background/Justification:**

Policy Section Nos. 5.01, Procurement of Services, Consulting, Materials, and Equipment, 5.02, Procurement of Contracts for Public Works, and 6.01, Leasing Policy, require staff to provide a list of contracts, change orders, and real property agreements that were awarded and approved by the President/CEO or her designee. Staff has compiled a list of all contracts, change orders (Attachment A) and real property agreements (Attachment B) that were awarded, granted, accepted, or approved by the President/CEO or her designee since the previous Board meeting.

**Fiscal Impact:**

The fiscal impact of these contracts and change orders are reflected in the individual program budget for the execution year and on the next fiscal year budget submission. Amount to vary depending upon the following factors:

1. Contracts issued on a multi-year basis; and
2. Contracts issued on a Not-to-Exceed basis.
3. General fiscal impact of lease agreements reflects market conditions.

The fiscal impact of each reported real property agreement is identified for consideration on Attachment B.

**Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

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**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Inclusionary Policy requirements were included during the solicitation process prior to the contract award.

**Prepared by:**

JANA VARGAS  
DIRECTOR, PROCUREMENT

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 9, 2014 - August 10, 2014**



**New Contracts**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description</b>	<b>Solicitation Method</b>	<b>Owner</b>	<b>Contract Value</b>	<b>End Date</b>
06/20/14	N/A	Traveler's Aid Society of San Diego	The Contractor will manage the Airport Ambassador Program at San Diego International Airport.	RFP	C. Marmion	\$ 413,820.00	06/30/15
07/03/14	N/A	C & M Transfer of San Diego dba C & M Relocation Systems	The Contractor will relocate administrative offices at San Diego County Regional Airport Authority.	RFB	I. Ghaemi	\$ 12,000.00	09/30/14
12/17/13	N/A	USDA- Animal and Plant Health Inspection Service (APHIS), Wildlife Services	The Contractor will perform wildlife damage management services during the California least tern nesting season at both the San Diego International Airport and the Chula Vista Wildlife Refuge site. APHIS Wildlife Services is authorized by the United States Fish & Wildlife and has provided service at these sites for over 19 years, and therefore is uniquely qualified to continue wildlife damage management services during the California least tern nesting season.	Sole Source	P. Manasjan	\$ 250,000.00	12/31/18
07/21/14	N/A	PMWeb, Inc.	The Contractor will provide and install a fully functional web based e-construction project management solution software system designed to automate the construction management process at San Diego County Regional Airport Authority.	RFP	I. Ghaemi	\$ 600,000.00	04/30/17
08/01/14	N/A	Steve Alexander dba The Steve Alexander Group	The Contractor will provide facilitation services for meetings between the San Diego County Regional Airport Authority and World Trade Center stakeholders.	Informal RFP	H. Brown	\$ 10,000.00	07/17/15
07/31/14	N/A	Project Team Solutions, Inc. (PTSI)	The Contractor will provide managed hosting services and help desk support for licensed software programs used for construction project data. PTSI is the current software provider, and will continue to provide services during the transition to a new project management software to ensure continuity.	Sole Source	I. Ghaemi	\$ 504,000.00	03/31/15
06/30/14	N/A	Meltwater News US, Inc.	The Contractor will provide news media monitoring services for San Diego International Airport.	Informal RFP	D. Lucero	\$ 34,200.00	06/30/17
07/02/14	N/A	CBS Outdoor	The Contractor will provide outdoor advertising for San Diego International Airport throughout San Diego County.	Informal RFP	D. Lucero	\$ 30,700.00	09/28/14

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**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 9, 2014 - August 10, 2014**



**New Contracts Approved by the Board**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description</b>	<b>Solicitation Method</b>	<b>Owner</b>	<b>Contract Value</b>	<b>End Date</b>
06/19/14	N/A	BKD, LLP	This contract was approved by the Board at the May 1, 2014 Board Meeting. The Contractor will provide financial audit services for San Diego County Regional Airport Authority.	RFP	K. Kiefer	\$ 950,000.00	05/05/17
07/09/14	380710	S & L Specialty Contracting, Inc.	This contract was approved by the Board at the June 5, 2014 Board Meeting. The Contractor will provide sound attenuation treatment to residences included in Phase 7, Group 10 of the Quieter Home Program.	RFB	S. Knack	\$ 1,691,450.00	06/02/15
07/09/14	104134	Marcon Engineering, Inc.	This contract was approved by the Board at the June 5, 2014 Board Meeting. The Contractor will construct a new Triturator for the Terminal Link Road at San Diego International Airport.	RFB	K. Wilschetz	\$ 1,718,428.35	01/07/15
07/24/14	104134	Hazard Construction Company	This contract was approved by the Board at the July 7, 2014 Board Meeting. The Contractor will provide construction services for the Terminal Link Road project at San Diego International Airport.	RFB	K. Wilschetz	\$ 8,889,727.75	08/13/15
07/17/14	380711	G & G Specialty Contractors, Inc.	This contract was approved by the Board at the July 7, 2014 Board Meeting. The Contractor will provide sound attenuation treatment to residences included in Phase 7, Group 11 of the Quieter Home Program.	RFB	S. Knack	\$ 1,462,824.00	05/17/15

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**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 9, 2014 - August 10, 2014**



**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
06/23/14	N/A	JRM Consultants and Investigations Company	The First Amendment increases the maximum amount of compensation by \$50,000.00 to perform background investigative services for individuals employed at San Diego International Airport. Additional funds are required to compensate for the increase of subcontractors processed to work on large construction projects at San Diego International Airport.	\$ 650,000.00	\$ 50,000.00	8%	\$ 700,000.00	9/30/2014
07/02/14	N/A	Rosa Lowinger & Associates, Inc.	The First Amendment extends the term of the contract one year to provide professional cleaning, maintenance, conservation, and restoration services for the Authority's public art collection located throughout San Diego International Airport. There is no increase in compensation.	\$ 45,000.00	\$ -	0%	\$ 45,000.00	6/30/2015
07/03/14	N/A	Siemen's Industry, Inc.	The First Amendment extends the term of the contract 19 days and increases the maximum amount of compensation by \$78,000.00 to provide operation and maintenance support for the Terminal 2 baggage handling system at San Diego International Airport.	\$ 1,310,691.00	\$ 78,000.00	6%	\$ 1,388,691.00	7/19/2014
07/03/14	N/A	DuWright Construction, Inc.	The First Amendment increases the maximum amount of compensation by \$90,000.00 for the pool of pre- approved on-call HVAC contractors to complete pending projects at San Diego International Airport.	\$ 900,000.00	\$ 90,000.00	10%	\$ 990,000.00	12/31/2015
07/03/14	N/A	Helix Mechanical, Inc.	The First Amendment increases the maximum amount of compensation by \$90,000.00 for the pool of pre- approved on-call HVAC contractors to complete pending projects at San Diego International Airport.	\$ 900,000.00	\$ 90,000.00	10%	\$ 990,000.00	12/31/2015
07/03/14	N/A	Endless Summer Heating & Air Conditioning Inc.	The First Amendment increases the maximum amount of compensation by \$90,000.00 for the pool of pre- approved on-call HVAC contractors to complete pending projects at San Diego International Airport.	\$ 900,000.00	\$ 90,000.00	10%	\$ 990,000.00	12/31/2015
07/06/14	N/A	Porter Novelli, Inc.	The First Amendment extends the term of the contract 90 days for public outreach services for San Diego County Regional Airport Authority. There is no increase in compensation.	\$ 2,325,000.00	\$ -	0%	\$ 2,325,000.00	9/28/2014
07/06/14	N/A	Porter Novelli, Inc.	The Second Amendment increases the maximum amount of compensation by \$139,000.00 for public outreach services for San Diego County Regional Airport Authority.	\$ 2,325,000.00	\$ 139,000.00	6%	\$ 2,464,000.00	9/28/2014
07/16/14	N/A	Gatekeeper Systems, Inc.	The First Amendment revises Exhibit B, "Compensation & Payment Schedule" to correct the quarterly compensation paid for maintenance of the Commercial Vehicle Management Software System at San Diego County Regional Airport Authority. There is no increase in compensation.	\$ 108,550.00	\$ -	0%	\$ 108,550.00	6/30/2015
07/17/14	N/A	Reynold's Business Forms, Inc.	The First Amendment extends the term of the contract 90 days for on-call reprographics services for San Diego County Regional Airport Authority. There is no increase in compensation.	\$ 25,000.00	\$ -	0%	\$ 25,000.00	9/28/2014
07/18/14	N/A	Crisp Enterprises, Inc. dba C2 Reprographics, Inc.	The First Amendment extends the term of the contract 90 days for on-call reprographics services for San Diego County Regional Airport Authority. There is no increase in compensation.	\$ 25,000.00	\$ -	0%	\$ 25,000.00	9/28/2014

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### Amendments and Change Orders - Approved by the Board

06/06/14	N/A	Jason Bruges Studio Limited	The Second Amendment was approved by the Board at the April 3, 2014 Board Meeting. The Second Amendment extends the term of the contract by 45 days to complete the Public Art Project located in the New Media/Multi-Media Lounge in Terminal 2 West. There is no increase in compensation.	\$ 400,000.00	\$ -	0%	\$ 400,000.00	5/15/2014
06/06/14	N/A	AGBW Corporation dba BPI Plumbing	The Second Amendment was approved by the Board at the May 1, 2014 Board Meeting. The Second Amendment extends the term of the contract by 120 days for on-call plumbing services at San Diego International Airport. There is no increase in compensation.	\$ 3,000,000.00	\$ -	0%	\$ 3,000,000.00	9/26/2014
07/23/14	N/A	Lindberg Field Solar 1, LLC	The Consent to Assignment agreement was approved by the Board at the June 5, 2014 Board Meeting. The Consent to Assignment assigns the Power Purchase Agreement and Site Lease from Borrego Solar Systems, Inc. to Lindberg Field Solar 1, LLC for the photovoltaic system at San Diego International Airport. There is no increase in compensation.	\$ 15,000,000.00	\$ -	0%	\$ 15,000,000.00	5/15/2034

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## Attachment "B"

## REAL PROPERTY AGREEMENTS EXECUTED FROM JUNE 9, 2014 TO AUGUST 10, 2014



## Real Property Agreements

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f.)	Consideration	Comments
8/1/14 to 12/31/17	LE-0815	Ground Services International, Inc.	License Agreement for Ground Handling & Support Services	SDIA	Provides ground handling and support services to airlines	N/A	\$250 monthly minimum or 8% of monthly gross income	
5/1/14 to 12/31/15	LE-0812	Airport Van Rental Inc.	Non-exclusive Airport Car Rental License Agreement	SDIA	Allows access to SDIA for shuttling airport passengers to its off-airport car rental business	N/A	\$100 monthly minimum or 10% of monthly gross revenues	
5/1/14 to 10/31/16	LE-0816	Aircraft Service International, Inc.	Use and Occupancy Permit	2340 Stillwater Road	Maintenance, service, repair and rental of ground service equipment	32,999 sq.ft. of land area (within which includes 28,282 sq.ft. paved area and 6,245 sq.ft. building area) ; 4,301 sq.ft. of joint use land area, and 213 sq.ft. of joint use building area	\$15,187 per month subject to annual CPI increase	
6/15/13 to 12/31/15	LE-0818	Pneuma Enterprises, Inc. d/b/a TravCar Car Rental	Use and Occupancy Permit	No formal address established; Property located north of Harbor Drive; South of Runway and East of Employee Parking Lot.	Overflow rental car parking	2,000 square feet	\$602 per month subject to annual CPI increase	Replaces prior agreement that was in holdover status pending resolution of conditions that would allow execution of a new agreement. Parties agreed that this replacement agreement, when executed in 7/2014, would have new rent effective June 15, 2013.
6/15/13 to 12/31/15	LE-0813	Nevada Lease & Rental Inc. d/b/a Payless Car Rental System	Use and Occupancy Permit	No formal address established; Property located north of Harbor Drive; South of Runway and East of Employee Parking Lot.	Overflow rental car parking	4,500 square feet	\$1,354 per month subject to annual CPI increase	Replaces prior agreement that was in holdover status pending resolution of conditions that would allow execution of a new agreement. Parties agreed that this replacement agreement, when executed in 7/2014, would have new rent effective June 15, 2013.
6/15/13 to 12/31/15	LE-0814	BW-Budget-SDA, LLC	Use and Occupancy Permit	No formal address established; Property located north of Harbor Drive; South of Runway and East of Employee Parking Lot.	Overflow rental car parking	21,780 square feet	\$6,552 per month subject to annual CPI increase	Replaces prior agreement that was in holdover status pending resolution of conditions that would allow execution of a new agreement. Parties agreed that this replacement agreement, when executed in 7/2014, would have new rent effective June 15, 2013.
6/15/13 to 12/31/15	LE-0817	Avis Budget Car Rental, LLC	Use and Occupancy Permit	No formal address established; Property located north of Harbor Drive; South of Runway and East of Employee Parking Lot.	Overflow rental car parking	117,612 square feet	\$35,382 per month subject to annual CPI increase	Replaces prior agreement that was in holdover status pending resolution of conditions that would allow execution of a new agreement. Parties agreed that this replacement agreement, when executed in 7/2014, would have new rent effective June 15, 2013.

7/1/13 to 6/30/18	LE-0819	Frontier Airlines	Airline Operating and Lease Agreement	SDIA	Scheduled air carrier service	3,298 SF of exclusive use space and joint use holdrooms and bag claim in Terminal 1	Estimated \$1,579,000 in annual rent and security surcharge fees and \$404,000 in landing fees.	N/A
7/1/13-6/30/18	LE-0820	Frontier Airlines, Inc. and Republic Airline, Inc.	Affiliate Airline Operating Agreement	SDIA	Scheduled air carrier service	N/A	No rent; landing fees included in Frontier, above.	N/A



**Real Property Agreement Amendments and Assignments**

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
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No Real Property Amendments or Assignments

000027



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**4**

Meeting Date: **SEPTEMBER 4, 2014**

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**Subject:**

**September 2014 Legislative Report**

**Recommendation:**

Adopt Resolution No. 2014-0082, approving the September 2014 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 federal and state legislation with potential impact to the Authority. The September 2014 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.

**State Legislative Action:**

Pursuant to the Authority's Legislative Advocacy Program Policy, staff obtained authorization from the Board Chair to change the Authority's Support position on AB 2293 to a position of Oppose Unless Amended. Although this legislation would establish insurance and notification requirements for Transportation Network Companies (TNC) operations, August 26th amendments to this bill significantly reduced the level of required coverage when TNC drivers are utilizing an on-line enabled application or platform but not carrying a passenger.

In an effort to address ongoing drought conditions, on August 13th, the Governor signed into law AB 1471, legislation placing a state-wide \$7.5 billion water bond measure before California voters in November 2014.

The California State Legislature adjourned for the year on August 31, 2014.

**Federal Legislative Action:**

Congress will reconvene from its summer legislative recess on September 8, 2014. They are expected to adjourn on October 2nd for the fall elections.

On August 8th, the President signed into law H.R. 5021. The legislation provides an extension of federal funding authorization for highway, transit, and other surface transportation programs funded by the Highway Trust Fund, through May 31, 2015.

000028

**Fiscal Impact:**

Not applicable

**Authority Strategies:**

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

Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code § 30106.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

MICHAEL KULIS  
DIRECTOR, INTER-GOVERNMENTAL RELATIONS

RESOLUTION NO. 2014-0082

A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
APPROVING THE SEPTEMBER 2014 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 2014 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") (California Public Resources Code § 21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

000031

## Attachment A

### September 2014 Legislative Report

#### State Legislation

##### Legislation/Topic

##### **AB 612 (Nazarian) – Transportation Network Companies**

##### **Background/Summary**

This legislation would add to the definition of charter-party carriers individuals using on-line enabled applications or platforms to connect passengers with hired drivers. The bill would also require charter-party carriers to participate in the Department of Motor Vehicle's Employee Pull Notice Program, used to regularly check driver records. In addition, drivers transporting passengers for compensation would be required to submit fingerprints to the Department of Justice for criminal history checks and forward the results to the Public Utilities Commission. The Public Utilities Commission would also be required to develop a standard disclosure agreement that would inform drivers about the limits of liability and personal automobile insurance policy coverage.

##### **Anticipated Impact/Discussion**

Although TNC activity at San Diego International Airport continues to be managed by Authority staff, the level of TNC activity at other California airports suggests that it is likely to increase at SDIA. It is anticipated that the enactment of AB 612 would benefit the Authority by improving safety and security for airport passengers utilizing TNCs.

**Status:** 08/18/14 – Passed by Committee on Appropriations on a vote of 5 to 0

**Position:** Support (06/05/14)

##### Legislation/Topic

##### **AB 1598 (Rodriguez) – Emergency Response Services: active shooter incidents**

##### **Background/Summary**

This bill would require first responders to take several actions to improve collaboration between agencies responsible for responding to active shooter incidents. It would specifically require the Curriculum Development Advisory Committee (CDAC) to consult with the Commission on Peace Officer Standards and Training (POST). The bill would also require that the Emergency Medical Services Authority (EMSA) training standards include criteria for coordinating between different responding entities. In addition it would require the Interdepartmental Committee on Emergency Medical Services (ICEMS) to consult with POST regarding emergency medical services integration and coordination with peace officer training, and require POST's guidelines and training standards to address tactical casualty care and coordination with emergency medical services providers.

- *Shaded text represents new or updated legislative information.*



**Anticipated Impact/Discussion**

The Authority regularly conducts active shooter related training exercises and coordination efforts with its first responder partners to optimize our capacity to respond effectively in an active shooter situation. Although this bill could increase costs to cover additional agency training mandates, the Authority is prepared to undertake additional coordination with responders if required.

**Status:** 08/18/14 – Passed and ordered to the Assembly

**Position:** Watch (06/05/14)

**Legislation/Topic**

**AB 2471 (Frazier) – Public Contracts: change orders**

**Background/Summary**

This bill would require a public entity, when authorized to order changes or additions in a public works contract awarded to the lowest bidder, to issue a change order promptly, and no later than 60 days after the change or additions are required. If this requirement is not met, the public entity would be liable to the original contractor for the work that has been performed. The bill would also authorize a contractor to present to the public entity a request for a change order for extra work performed by subcontractors.

**Anticipated Impact/Discussion**

This bill would possibly result in increased costs to the Authority.

**Status:** 08/05/14 – In Committee on Appropriations.

**Position:** Oppose (05/01/14)

**Legislation/Topic**

**SB 1204 (Lara/Pavley) – California Clean Truck, Bus and Off-Road Vehicle and Equipment Program**

**Background/Summary**

This bill would create the California Clean Truck, Bus and Off-Road Vehicle and Equipment Technology Program. It will be funded from cap-and trade revenues, to fund zero- and near-zero emissions related truck, bus, off-road vehicle and equipment projects, with preference given to projects in disadvantaged communities.

**Anticipated Impact/Discussion**

This legislation will be monitored by Authority staff for any future impact to SDIA. If approved, this program could provide the Authority with opportunities to compete for funding for alternative vehicle conversions.

**Status:** 08/18/14 – Passed by Committee on Appropriations on a vote of 14 to 4

**Position:** Watch (05/01/14)

- *Shaded text represents new or updated legislative information.*

**Legislation/Topic**

**AB 2045 (Rendon) – Energy Improvements: financing**

**Background/Summary**

This bill would create a statewide financing program to support nonresidential property owners desiring to retrofit their properties with energy efficient or renewable energy technology. The program would be administered by the California Energy Commission and would provide financial assistance to owners of eligible real properties for implementing energy improvements.

**Anticipated Impact/Discussion**

If approved, this bill could provide the Authority with opportunities to obtain funding for energy-efficient programs at San Diego International Airport.

**Status:** 05/23/14 - In Committee on Appropriations

**Position:** Watch (05/01/14)

**Legislation/Topic**

**SB 1121 (De Leon) – The California Green Bank**

**Background/Summary**

This bill would establish until January 1, 2036, the California Green Bank to serve as a provider of bond guarantees, loans, loan guarantees, the warehousing of loans, securitization, insurance, portfolio insurance, credit enhancements, and other forms of financing support and risk management for clean energy projects and innovative energy technology projects. The bank would be governed by an eleven member board of directors to be appointed by the Governor, the Legislature, and various heads of executive branch entities.

**Anticipated Impact/Discussion**

If approved, this bill could provide entities with funding for clean energy projects and innovative energy technology projects.

**Status:** 08/18/14 – Passed by Committee on Appropriations on a vote of 12 to 5

**Position:** Watch (05/01/14)

- *Shaded text represents new or updated legislative information.*

**Legislation/Topic**

**AB 2293 (Bonilla) – Transportation Network Companies: insurance coverage**

**Background/Summary**

This bill would require Transportation Network Companies (TNC) to disclose in writing to their drivers the insurance coverage and limits of liability provided by the TNC. AB 2293 would also require a TNC's insurance policy to apply as primary coverage in the event of loss or injury when a driver is logged on to the TNC's application program and require the TNC's insurer to defend and indemnify participating drivers and vehicle owners.

**Anticipated Impact/Discussion**

This legislation creates three distinct periods that comprise transportation network company services: when a driver logs onto the application program and has not yet accepted a match, the time when a driver accepts a match and is en route to pick-up, and last, the time when a passenger is in the vehicle. Each period has an accompanying level of insurance requirement imposed by the CPUC. These additional levels of coverage are in accord with internal guidelines set forth by Risk Management and Ground Transportation.

**Status:** 8/26/14 – Amended in the Senate

**Position:** Oppose Unless Amended (8/27/14)

**Legislation/Topic**

**AB 1787 (Lowenthal) – Airports: Lactation Accommodation**

**Background/Summary**

This bill would require managers of commercial airports with more than one million annual enplanements to provide the use of a post-security room or other location, other than a toilet stall, at each airport terminal for use by nursing mothers. As amended on April 10, 2014, the bill would require the Airport Authority to provide space for nursing mothers in Terminal One that is pre-security, until renovation or terminal replacement occurs.

**Anticipated Impact/Discussion**

This legislation would require that the Airport Authority establish private, post-security locations in each terminal for use by nursing mothers, resulting in additional costs to the Authority. The Authority's legislative team and California Airports Council have worked with the author to allow an exemption for SDIA's Commuter Terminal.

**Status:** 08/12/14 – Read second time and amended

**Position:** Support (06/05/14)

- *Shaded text represents new or updated legislative information.*

**Legislation/Topic**

**SB 1350 (Lara) – Baby Changing Accommodation**

**Background/Summary**

As amended on May 5, 2014, this bill would require the California Building Standards Commission to mandate that any place of public accommodation that provides restroom facilities, and installs new, or substantially renovated facilities (requiring a building permit and costing \$10,000 or more), to install and maintain at least one baby diaper changing accommodation in the new or renovated restroom that is accessible to women, men, or both.

**Anticipated Impact/Discussion**

The requirement of including baby diaper changing stations into future restroom renovations or new restroom construction may result in increased costs to the Authority.

**Status:** 08/07/14 – Passed by Committee on Appropriations on a vote of 13 to 4

**Position:** Watch (04/03/14)

**Legislation/Topic**

**SB 1156 (Steinberg) – California Carbon Tax Law of 2014**

**Background/Summary**

This bill, effective January 1, 2015, would impose a carbon tax of an unspecified amount per ton of carbon dioxide equivalent emissions on suppliers of fossil fuels. The State Board of Equalization would be required to administer and implement the carbon tax, depositing revenues into the Carbon Tax Revenue Special Fund in the State Treasury. The bill would state the intent of the Legislature that revenues from the carbon tax be rebated to taxpayers, particularly low- and medium-income taxpayers.

**Anticipated Impact/Discussion**

This legislation will be monitored by Authority staff for any future impact to SDIA.

**Status:** 04/02/14 – Set, first hearing. Hearing canceled at the request of author.

**Position:** Watch (04/03/14)

- *Shaded text represents new or updated legislative information.*

**Legislation/Topic**

**AB 2516 (Gordon) – Sea Level Rise Planning Database**

**Background/Summary**

This bill would require, on or before January 1, 2016, the Natural Resources Agency (NRA) and the Ocean Protection Council, to create, update monthly, and post on the internet a Planning for Sea Level Rise Database describing actions being taken statewide to prepare for, and adapt to sea level rise. The bill specifically requires airports within the California Coastal Zone to provide the NRA with sea level rise-related project information on a monthly basis.

**Anticipated Impact/Discussion**

This legislation will be monitored by Authority staff for any future impact to SDIA.

**Status:** 08/14/14 – Passed by Committee on Appropriations on a vote of 5 to 0

**Position:** Watch (04/03/14)

**Legislation/Topic**

**SB 1430 (Hill) – Malicious Mischief: Airport Property Transportation Services**

**Background/Summary**

Under this bill, any person who offers for sale transportation services at an airport to members of the public without written consent of the Airport's governing board would be guilty of a misdemeanor.

**Anticipated Impact/Discussion**

This bill could prevent drivers of transportation network companies (TNC) from soliciting business from SDIA passengers. This legislation was requested by San Francisco International Airport (SFO), and is supported by the California Airports Council.

**Status:** 06/24/14 – Passed 11 votes to 0 in Committee on Transportation.  
08/07/14 – Passed 14 votes to 3 in Committee on Appropriations.

**Position:** Support (04/03/14)

**Legislation/Topic**

**AJR 34 (Cooley) – Terrorism risk insurance**

**Background/Summary**

This joint resolution would urge the President and United States Congress to support reauthorization of the Terrorism Risk Insurance Act, scheduled to expire December 31, 2014.

- *Shaded text represents new or updated legislative information.*

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**Anticipated Impact/Discussion**

This bill would encourage Congress and the President to continue an important risk management tool of the Authority. The loss of the federal government subsidy on our terrorism insurance policy would result in higher policy costs to the Authority.

**Status:** 05/05/14 – Chaptered by Secretary of State

**Position:** Support (04/03/14)

**Legislation/Topic**

**AB 2390 (Muratsuchi) – Low Carbon Fuel Standard: Green Credit Reserve**

**Background/Summary**

This bill would require the Governor, by June 30, 2015, to designate a state agency to establish and administer a Low Carbon and Renewable Fuels Credit Reserve (Green Credit Reserve or Reserve) to facilitate and encourage the development of renewable and low carbon transportation fuel projects in California.

**Anticipated Impact/Discussion**

Under this bill, the Green Credit Reserve would enter into specified contracts with developers of projects intended to produce renewable fuels that qualify for state and federal low carbon/renewable fuel credits.

**Status:** 05/29/14 – Read third time

**Position:** Watch (04/03/14)

**Legislation/Topic**

**SB 616 (Wright) – Aeronautics Account: California Aid to Airports Program**

**Background/Summary**

This bill would allow Caltrans, until July 1, 2015, to provide matching funds to secure federal Airport Improvement Program funding from the State Aeronautics Account for airport improvement projects. Specifically, the bill would suspend a regulation prohibiting airports from receiving funds for a project that has been started or completed after January 1, 2014.

**Anticipated Impact/Discussion**

The Airport Improvement Program (AIP) provides grants to large and medium hub airports covering 75% of eligible project costs and to small primary, reliever, and general aviation airports covering 90-95% of eligible costs. To supplement AIP, Caltrans administers a State AIP Matching Grant Program. Due to a 2009-2010 transfer of funds from the Aeronautics Account that funds the Matching Grant Program, Caltrans has been prevented from providing grants to most projects. As a result, approximately \$80 million in potential federal funding to airports has been delayed.

- *Shaded text represents new or updated legislative information.*

Approval of SB 616 will allow Caltrans to provide matching funds for AIP-funded airport projects.

**Status:** 08/18/14 – Assembly amendments concurred in 33 to 0 and enrolled

**Position:** Support (03/06/14)

**Legislation/Topic**

**SB 969 (DeSaulnier) – Public Works Project Overview Improvement Act**

**Background/Summary**

This bill would define a “megaproject” as a transportation project with total estimated development and construction costs exceeding \$1,000,000,000. The bill would require the agency administering a megaproject to establish a peer review group and to take specified actions to manage the risks associated with a megaproject, including establishing a comprehensive risk management plan, and regularly reassessing its reserves for potential claims and unknown risks.

**Anticipated Impact/Discussion**

Although the bill has not yet clearly outlined the protocol for establishment of a peer review group, the Authority already establishes peer review groups for major construction projects.

**Status:** 08/14/14 – Passed by Committee on Appropriations on a vote of 17 to 0

**Position:** Watch (03/06/14)

**Legislation/Topic**

**SB 985 (Pavley) – Stormwater Resource Planning**

**Background/Summary**

This bill would require jurisdictions opting to develop a stormwater resource plan to identify opportunities to use existing publicly owned lands to capture and reuse stormwater.

**Anticipated Impact/Discussion**

The Authority is currently working on its own Stormwater Master Plan and will monitor this legislation for any future impact to SDIA.

**Status:** 8/14/14 – Passed by Committee on Appropriations on a vote of 12 to 5

**Position:** Watch (3/6/14)

- *Shaded text represents new or updated legislative information.*

000032.7

## Federal Legislation

### Legislation/Topic

**Fiscal Year 2015 Transportation, Housing and Urban Development Appropriations**

### Background/Summary

This bill would provide annual funding for the Department of Transportation and Federal Aviation Administration. It would fund the Airport Improvement Program at its fully authorized level of \$3.35 billion. The bill would provide full funding for 14,800 air traffic controllers, 7,300 safety inspectors, and operational support personnel.

### Anticipated Impact/Discussion

This legislation would benefit the Airport Authority by ensuring that the Federal Aviation Administration personnel and programs are adequately funded for Fiscal Year 2015.

**Status:** 05/06/14 – Approved by the House Appropriations Committee

**Position:** Support

### Legislation/Topic

**S. 2290 (Menendez) – Real Transparency in Airfares Act of 2014**

### Background/Summary

This bill would maintain a federal rule requiring sellers of airline tickets to disclose upfront full airfare costs. This bill would also increase penalties for violators of this rule, establishing a fine of \$55,000 or, if the violator is an individual or small business, \$2,500.

### Anticipated Impact/Discussion

Although this legislation would not directly impact SDIA operations, it may assist passengers in more easily understanding the full cost of their airfare.

**Status:** 05/05/14 – Introduced and referred to the Senate Committee on Commerce, Science, and Transportation

**Position:** Watch

### Legislation/Topic

**H.R. 4156 (Shuster) – Transparent Airfares Act of 2014**

### Background/Summary

This bill would overturn a Department of Transportation regulation that requires air carriers to display the full ticket price in published fares. Under H.R. 4156, Air Carriers would be allowed to advertise only base airfares and separately disclose government imposed taxes and fees as well as total airfare costs.

- *Shaded text represents new or updated legislative information.*



**Anticipated Impact/Discussion**

Although this legislation would not directly impact SDIA operations, total airfare costs may not be as easily understood by passengers purchasing airline tickets.

**Status:** 07/29/14 – Referred to Senate Committee. Read twice and referred to Committee on Commerce, Science, and Transportation.

**Position:** Watch (05/01/14)

**Legislation/Topic**

**H.R. 3676 (Shuster/DeFazio) – Prohibiting In-Flight Voice Communications on Mobile Wireless Devices Act of 2013**

**Background/Summary**

This bill would prohibit voice communications on mobile devices during the in-flight portion of any scheduled domestic commercial flight. The bill contains exemptions from the ban for on-duty members of flight and cabin crew, and federal law enforcement personnel acting in an official capacity

**Anticipated Impact/Discussion**

This legislation will be monitored by Authority staff for any future impact to SDIA.

**Status:** 05/30/14 – Reported by the Committee of Transportation and Infrastructure.  
Placed on Union Calendar.

**Position:** Watch (03/06/14)

- *Shaded text represents new or updated legislative information.*



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**5**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Biennial Review and Amendment of Authority Code Section 2.30 – Conflict Of Interest Code**

**Recommendation:**

Adopt Resolution No. 2014-0083, amending Authority Code Section 2.30 – Conflict of Interest Code.

**Background/Justification:**

Government Code Section 81000 *et.seq.*, of the California Political Reform Act ("Act") requires state and local government agencies to adopt and promulgate Conflict of Interest Codes for their agencies.

Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or if the Code should be amended. In fulfilling this mandate, staff has reviewed Authority Code Section 2.30 and is recommending that the Code be amended to update the list of designated employees and definition of disclosure categories as defined by the Act, and as outlined in Attachment A.

**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

000033

**Environmental Review:**

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. Section 15378. This Board action is not a "project" subject to CEQA. Pub. Res. Code Section 21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act Pub. Res. Code Section 30106.

**Application of Inclusionary Policies:**

Not Applicable.

**Prepared by:**

TONY R. RUSSELL, DIRECTOR  
CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

RESOLUTION NO. 2014-0083

A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
AMENDING AUTHORITY CODE SECTION 2.30 -  
CONFLICT OF INTEREST CODE

WHEREAS, San Diego County Regional Airport Authority Code 2.30 established the Authority's Conflict of Interest Code;

WHEREAS, Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code biennially to determine if the Code is accurate or if the Code must be amended; and

WHEREAS, Government Code Section 87302(a) requires that each agency amend its code to designate or include the employee positions within the agency "which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the employee; and

WHEREAS, the Authority has reviewed its Conflict of Interest Code as required and the Board wishes to amend the Code to update and designate certain employee positions which are subject to disclosure of certain economic interests, and to more clearly define the disclosure categories as defined by the Political Reform Act.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the amendment to Authority Code Section 2.30, Conflict of Interest Code (Attachment A), updating the list of designated employees and definition of disclosure categories.

BE IT FURTHER RESOLVED that the Director, Corporate & Information Governance/Authority Clerk or designee is hereby directed to forward the amended Conflict of Interest Code to the San Diego County Board of Supervisors for approval; and

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that this Board 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 regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

### CODES

- ARTICLE 2** - **ETHICS**  
**PART 2.3** - **CONFLICTS OF INTEREST**  
**SECTION 2.30** - **CONFLICTS OF INTEREST**

(a) The California Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the California Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the San Diego County Regional Airport Authority (the “**Authority**”).

(b) Designated employees shall file Sstatements of Economic Interests with the Clerk of the Authority (the “**Clerk**”), which will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the Sstatements of Economic Interest filed by designated employees, the Clerk shall date stamp and retain the original statements and forward a copy to the Clerk of the San Diego County Board of Supervisors.

(c) Appendices

(1) Appendix A - Designated Employee Positions

LIST OF DESIGNATED POSITIONS	*ASSIGNED DISCLOSURE CATEGORY
Accounting Manager	4,6
Airport Art Program Manager	4,6
Airport Planner I/ II (Flex)	4,6
Assistant Authority Clerk II	4,6
Associate Engineer	2,4,4,5
Associate Real Estate Manager	2,4
Attorney	1
Auditor	3,4,5,2,3,4
Board Member	1
Capital Project Manager	4,6,2,4
Chief Auditor	1

\*See page 5 for definitions

Construction Inspector	3,4
Construction Inspector/ Quieter Home Program	3,4,3
Construction Manager	4,6,2,4
Construction Manager, Quieter Home Program	4,6,2,4
Construction Safety Program Manager	4,5,6,2,4
Consultant*	1**
Contract Manager	4,5
Database Administrator	4,6
Deputy Director, Marketing	6
Deputy Director, Public & Customer Relations	4,6
Director, Accounting	4,5
Director, Air Service Development	4,5
Director, Airport Noise Mitigation	4,5
Director, Airport Planning	2,4,5
Director, Airside Operations/Public Safety & Security	4,5
Director, Aviation Operations & Public Safety	4,5
Director, Aviation & Commercial Business	2,3,4,5
Director, Business Development	4
Director, Business Planning	5
Director, Corporate & Information Governance Services	4,5
Director, Counsel Services	1
Director, Environmental Affairs	3,4,5
Director, Facilities Development	2,4,4,5
Director, Facilities Management	4,5,2,4
Director, Financial Planning and Budget Management	4,5
Director, Ground Transportation	4
Director, Human Resources	4
Director, Information & Technology Services	4,5
Director, Inter-Governmental Relations	4,5
Director, Landside Operations	3,4,5
Director, Marketing Vision, Voice & Engagement	4,5
Director, Procurement	3,4,5
Director, Public, Community & Customer Relations	5
Director, Small Business Development	3,5
Director, Terminal Development Program Airport Design & Construction	2,4,4,5
Director, Training & Organizational Development	5
Ethics Compliance Coordinator/Auditor	3,4,5
General Counsel	1
Management Analyst	3
Manager, Geographic Information System & Computer Aided Design-Manager	4,6
Manager, Aviation and Landside Property	4,6

Manager, Airport Finance	4 6
Manager, Airport Planning	4,6 2,4
Manager, Airside Operations	4 6
Manager, Audit Services	2,3,4,5
Manager, Aviation Security & Law Enforcement	4 6
Manager, Concession Development	4 5
Manager, Emergency Preparedness & Public Safety	4 6
Manager, Environmental Affairs	4 6
Manager, Ground Transportation	4 6
Manager, Human Resources	6
Manager, Landside Operations	3,6
Manager, Procurement & Contract Services	4 6
Manager, Quieter Home Program	6
Manager, Regional Planning	2,4
Manager, Risk Management	5
Manager, Talent Strategy & Analytics	5
Manager, Talent & Rewards	4
Manager, Technical Services	4 6
Manager, Tenant Improvement	4 5
Manager, Terminal Operations	4 6
President/CEO (Executive Director)	1
Procurement Analyst	4 5
Program Manager, Facilities Development	4 6
Project Architect	4 6
Project Engineer	2,4 4,6
Public Audit, and Art Advisory Committee Members)	1
Quality Assurance/Quality Control Manager	4 5,6
Quieter Home Program Coordinator	6 4
Real Estate Manager	6 4
Records & Information Manager	4
Records Management Coordinator	6
Senior Airport Traffic Supervisor	3
Senior Attorney	1
Senior Auditor	2,3,4,5
Senior Construction Inspector /Quieter Home Program	3 3,4
Senior Director, Assets & Alliances	4
Senior Director, Finance & Asset Management	4
Senior Director (Executive Office)	5



Senior Director, Counsel Services	1
Senior Director, Organizational Performance & Development	4,5
Senior Engineer	4,6,2,4
Senior Maintenance Project Inspector	3,4,2,3
Senior Management Analyst	3
Senior Manager, Accounting	4
Senior Manager, Aviation & Commercial Business	2,3,4
Senior Manager, Facilities Management	4,6
Senior Manager, Organizational Development	4
Senior Marketing Specialist	4,6
Senior Procurement-Purchasing Analyst	4,5
Senior Program Manager	4,6,2,4
Senior Project Architect	2,4,6
Senior Project Engineer	4,6,2,4
Senior Risk Management Analyst	4
Small Business Development Program Coordinator	4,5
Small Business Development Program Manager	4,5,6,2,4
Vice President, Administration	1
Vice President, Development	1
Vice President, Finance & Asset Management/Treasurer	1
Vice President, Marketing & Communications	1
Vice President, Planning-Operations	1

\* Consultants are persons who meet the definition found in 2 Cal. Code of Regs. Section 18701(a)(2).

\*\* Consultants shall disclose pursuant to Category 1, the broadest disclosure category in this Conflict of Interest Code, unless the ~~President/CEO~~Executive Director determines in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Appendix. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the ~~President/CEO~~Executive Director is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

(2) Appendix B - Disclosure Categories

General Provisions. The San Diego County Regional Airport Authority has jurisdiction throughout the County of San Diego. Accordingly, when a designated employee or individual is required to disclose investments, business positions, and sources of income, he or she need only disclose investments in business entities and sources of income that do business in the County of

San Diego, plan to do business in the County of San Diego, or have done business in the County of San Diego within the past two years. In addition to other activities, a business entity is doing business within the County of San Diego if it owns real property within the County of San Diego. When a designated employee or individual is required to disclose real property, he or she need only disclose that which is located in whole or in part within or not more than two miles outside the boundaries of the County of San Diego or within two miles of any land owned or used by the San Diego County Regional Airport Authority.

Definition of Disclosure Categories

Category 1 - Officials and employees whose duties are broad and indefinable:

Investments and sources of income that are either located in or doing business in the County, are planning to do business in the County, or have done business in the County in the past two (2) years.

Interests in real property in the County of San Diego, including real property within two miles of the boundaries of the County of San Diego.

Category 2 - Officials and employees whose decisions may affect real property interests:

Investments and business positions in business entities, and income from sources that engage in land development, construction, or the acquisition or sale of real property.

Interests in real property in the County of San Diego, including real property within two miles of the boundaries of the County of San Diego, or, property located within a two mile radius of any property owned or used by the San Diego County Regional Airport Authority.

Category 3 - Officials and employees with regulatory powers:

All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the San Diego County Regional Airport Authority.

Category 4 - Officials and employees whose duties involve contracting or purchasing:

Investments and business positions in business entities and sources of income including those that provide services, supplies, materials, machinery or equipment of the type utilized by the San Diego County Regional Airport Authority or any individual department of the San Diego County Regional Airport Authority.

Category 1. All investments, business positions, interests in real property and sources of income.

Category 2. All interests in real property.

Category 3. All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the San Diego County Regional Airport Authority.

~~Category 4. Investments in business entities and sources of income that engage in land development, construction, or the acquisition of real property.~~

~~Category 5. Investments in business entities and sources of income of the type that contracts with the San Diego County Regional Airport Authority to provide services, supplies, materials, machinery or equipment to any department of the San Diego County Regional Airport Authority.~~

~~Category 6. Investments in business entities and sources of income of the type that contracts with the San Diego County Regional Airport Authority to provide to the designated employee's department services, supplies, materials, machinery or equipment.~~

[Amended by Resolution No. 2012-0089 dated September 6, 2012]

[Amended by Resolution No. 2010-0090 dated September 2, 2010]

[Amended by Resolution No. 2008-0107 dated September 4, 2008]

[Amended by Resolution No. 2006-0133 dated November 13, 2006]

[Amended by Resolution No. 2004-0097 dated October 4, 2004.]

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



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**6**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Appointments to Board Committees, and Liaison Positions, Other Representative and Alternate Positions**

**Recommendation:**

Adopt Resolution No. 2014-0084, making appointments to Board committees and liaison positions.

**Background/Justification:**

Additional appointments to Board Committee and Liaison assignments are needed due to the passing of Board Member Bruce Boland.

Authority Policy 1.20 establishes a policy for the formation of committees of and for the Board. Authority Policy 1.50 (5)(c), "Standing Board Committees", establishes four Board standing committees.

Pursuant to California Code Regulation Section 18705.5, *Materiality Standard: Economic Interest in Personal Finances*, the Authority is now required to post on its website, an F.P.P.C. Form 806 (See Exhibit A), listing all paid appointed positions on boards, committees, or commissions of a public agency, prior to the appointments being made.

**Fiscal Impact:**

Legislation limits compensation for Board Members to \$200 per day of service, with a maximum of eight (8) days per month. Adequate funds for Board Member compensation are included in the Authority Board Department adopted FY 2015 and conceptually approved FY 2016 Operating Expense Budgets.

**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. 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.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not Applicable.

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

**Agency Report of:  
Public Official Appointments**

**Exhibit A  
A Public Document**

<b>1. Agency Name</b> San Diego County Regional Airport Authority		<b>California Form 806</b> For Official Use Only
Division, Department, or Region (If Applicable)		
Designated Agency Contact (Name, Title) Tony R. Russell, Director, Corporate & Info. Governance /Authority Clerk		
Area Code/Phone Number (619)400-2550	E-mail trussell@san.org	Page <u>1</u> of <u>2</u>
		Date Posted: 8/29/14 <small>(Month, Day, Year)</small>

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	▶ Name <u>Cox, Greg</u> <small>(Last, First)</small>  Alternate, if any <u>See Attached</u> <small>(Last, First)</small>	▶ <u>02 / 06 / 14</u> <small>Appt Date</small>  ▶ <u>1 Year</u> <small>Length of Term</small>	<b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input checked="" type="checkbox"/> <u>\$19,200</u> <small>Other</small>
	▶ Name <u>Desmond, Jim</u> <small>(Last, First)</small>  Alternate, if any <u>See Attached</u> <small>(Last, First)</small>	▶ <u>02 / 06 / 14</u> <small>Appt Date</small>  ▶ <u>1 Year</u> <small>Length of Term</small>	<b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input checked="" type="checkbox"/> <u>\$19,200</u> <small>Other</small>
	▶ Name <u>Gleason, Robert H.</u> <small>(Last, First)</small>  Alternate, if any <u>See Attached</u> <small>(Last, First)</small>	▶ <u>02 / 06 / 14</u> <small>Appt Date</small>  ▶ <u>1 Year</u> <small>Length of Term</small>	<b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input checked="" type="checkbox"/> <u>\$19,200</u> <small>Other</small>
	▶ Name <u>Hubbs, Lloyd</u> <small>(Last, First)</small>  Alternate, if any <u>See Attached</u> <small>(Last, First)</small>	▶ <u>02 / 06 / 14</u> <small>Appt Date</small>  ▶ <u>1 Year</u> <small>Length of Term</small>	<b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input checked="" type="checkbox"/> <u>\$19,200</u> <small>Other</small>

**3. Verification**

I have read and understand FPPC Regulation 18705.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Tony R Russell    Tony R Russell    Authority Clerk    8/28/14  
Signature of Agency Head or Designee    Print Name    Title    (Month, Day, Year)

Comment: \_\_\_\_\_

**Agency Report of:  
Public Official Appointments  
Continuation Sheet**

**1. Agency Name**  
San Diego County Regional Airport Authority

**Date Posted:** 8/29/14  
(Month, Day, Year)

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	<p>▶ Name <u>Robinson, Paul</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>See Attached</u> <small>(Last, First)</small></p>	<p>▶ <u>02 / 06 / 14</u> <small>Appt Date</small></p> <p>▶ <u>1 Year</u> <small>Length of Term</small></p>	<p><b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u></p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input checked="" type="checkbox"/> <u>\$19,200</u>  <small>Other</small></p>
	<p>▶ Name <u>Smisek, Tom</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>See Attached</u> <small>(Last, First)</small></p>	<p>▶ <u>02 / 06 / 14</u> <small>Appt Date</small></p> <p>▶ <u>1 Year</u> <small>Length of Term</small></p>	<p><b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u></p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input checked="" type="checkbox"/> <u>\$19,200</u>  <small>Other</small></p>
	<p>▶ Name <u>Alvarez, David</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>See Attached</u> <small>(Last, First)</small></p>	<p>▶ <u>02 / 06 / 14</u> <small>Appt Date</small></p> <p>▶ <u>1 Year</u> <small>Length of Term</small></p>	<p><b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u></p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input checked="" type="checkbox"/> <u>                    </u>  <small>Other</small></p>
	<p>▶ Name <u>Sessom, Mary</u> <small>(Last, First)</small></p> <p>Alternate, if any <u>See Attached</u> <small>(Last, First)</small></p>	<p>▶ <u>02 / 06 / 14</u> <small>Appt Date</small></p> <p>▶ <u>1 Year</u> <small>Length of Term</small></p>	<p><b>Per Day of Service</b> ▶ Per Meeting: \$ <u>\$200.00</u></p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input checked="" type="checkbox"/> <u>\$19,200</u>  <small>Other</small></p>
	<p>▶ Name _____ <small>(Last, First)</small></p> <p>Alternate, if any _____ <small>(Last, First)</small></p>	<p>▶ <u> / / </u> <small>Appt Date</small></p> <p>▶ _____ <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input type="checkbox"/> _____  <small>Other</small></p>
	<p>▶ Name _____ <small>(Last, First)</small></p> <p>Alternate, if any _____ <small>(Last, First)</small></p>	<p>▶ <u> / / </u> <small>Appt Date</small></p> <p>▶ _____ <small>Length of Term</small></p>	<p>▶ Per Meeting: \$ _____</p> <p>▶ Estimated Annual:  <input type="checkbox"/> \$0-\$1,000    <input type="checkbox"/> \$2,001-\$3,000  <input type="checkbox"/> \$1,001-\$2,000    <input type="checkbox"/> _____  <small>Other</small></p>



RESOLUTION NO. 2014-0084

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY MAKING APPOINTMENTS TO BOARD  
COMMITTEES AND LIAISON POSITIONS

WHEREAS, Authority Policy Section 1.20 establishes a policy for the formation of committees of and for the Board and Authority Policy Section 1.50 (5)(c) establishes certain Board committees; and

WHEREAS, the Board wishes to appoint Members to Board committees, and liaison positions, due to the passing of Board Member Boland, for the remainder of his term expiring in February, 2015; and

WHEREAS, pursuant to California Code Regulation Section 18705.5, *Materiality Standard: Economic Interest in Personal Finances*, the Authority is now required to post on its website F.P.P.C. Form 806, listing all the paid appointed positions on boards, committees, or commissions of a public agency; and

WHEREAS, in accordance with the requirements of the California Code of Regulations §18705.5, F.P.P.C. Form 806 outlining the appointments to boards, commissions, and committees, was posted on the Authority website with the staff report; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the appointments listed in "Attachment A" to the Board's standing committees, and liaison positions.

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 regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:  
NOES: Board Members:  
ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

000049

## San Diego County Regional Airport Authority Board Committee, Liaison and Representative Appointments

### STANDING COMMITTEES

<b>Executive Committee</b>		
<i>Hold Monthly Meetings</i>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Robert H. Gleason (Chair)</b>	February 2012	
Paul Robinson	February 2014	February 2016
Tom Smisek (Vice Chair)	February 2014	February 2016
<b>Finance Committee</b>		
<b>Greg Cox (Chair)</b>	February 2014	February 2015
Paul Robinson (Vice Chair)	February 2014	February 2015
David Alvarez	February 2014	February 2015
Lloyd Hubbs	February 2014	February 2015
Mary Sessom	February 2014	February 2015
<b>Audit Committee</b>		
<i>Hold Quarterly Meetings</i>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Tom Smisek (Chair)</b>	February 2014	February 2015
Lloyd Hubbs (Vice Chair)	February 2014	February 2015
Robert H. Gleason	February 2014	February 2015
Mary Sessom	February 2014	February 2015
Andrew Hollingworth*	July 2013	June 2016
Jack Van Sambeek*	July 2012	June 2015
Don Tartre*	July 2014	June 2017
<small>*Public Members Added Pursuant to SB 10</small>		
<b>Executive Personnel and Compensation Committee</b>		
<i>Hold Quarterly Meetings</i>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Jim Desmond (Chair)</b>	February 2014	February 2015
(Vice Chair)	February 2014	February 2015
Greg Cox	February 2014	February 2015
Lloyd Hubbs	February 2014	February 2015
Tom Smisek	February 2014	February 2015
<b>Capital Improvement Program Oversight Committee</b>		
<i>Hold Quarterly Meetings</i>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Lloyd Hubbs (Chair)</b>	February 2014	February 2015
Greg Cox (Vice Chair)	September 2014	February 2015
David Alvarez	February 2014	February 2015
Robert Gleason	February 2014	February 2015
Paul Robinson	February 2014	February 2015

## REPRESENTATIVES (EXTERNAL)

<b>SANDAG Transportation Committee</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Tom Smisek (Primary)</b>	February 2014	February 2015
Lloyd Hubbs (Alternate)	February 2014	February 2015
<b>World Trade Center</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Robert Gleason (Primary)</b>	February 2014	February 2015
David Alvarez (Alternate)	February 2014	February 2015

## REPRESENTATIVES (INTERNAL)

<b>Authority Advisory Committee</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
Tom Smisek	February 2014	February 2015
Paul Robinson	February 2014	February 2015
<b>Art Advisory Committee</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
Robert Gleason	February 2014	February 2015

## LIAISONS

<b>Military Affairs</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>(Primary)</b>	February 2014	February 2015
<b>Port</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
<b>Robert Gleason</b>	February 2014	February 2015
Greg Cox	February 2014	February 2015
Paul Robinson	February 2014	February 2015
<b>Caltrans</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
Laurie Berman		
<b>Inter-Governmental Affairs</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
Greg Cox	February 2014	February 2015
<b>Airport Land Use Compatibility Plan for San Diego International Airport</b>		
<u>Name</u>	<u>Appointed</u>	<u>Term Expiration</u>
Paul Robinson	February 2014	February 2015



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**7**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Reject the Claim of Kaye London**

**Recommendation:**

Adopt Resolution No. 2014-0085, rejecting the claim of Kaye London.

**Background/Justification:**

On July 21, 2014, Kaye London ("London") filed a claim (Attachment A) with the San Diego County Regional Airport Authority ("Authority") alleging that on June 17, 2014, she sustained injuries to her foot as she transited the Transportation Security Administration ("TSA") checkpoint in Terminal Two at San Diego International Airport. London claims damages in an unknown amount exceeding \$10,000 to include restriction of her normal activities, inability to walk comfortably, pain, swelling, and inability to perform normal job duties.

London alleges in her claim that she was at San Diego International Airport to pick up 3 unaccompanied minors arriving at Terminal Two. As she approached the TSA document checker, she claims she asked to use the expedited security line for "known travelers" but was directed by the document checker to use the normal security lines. While in one of several normal security screening lines, after removing her belt and shoes, the passenger behind her dropped his laptop computer onto her foot. Airport medics were called to assist and they wrapped her foot with some ice.

London's claim should be denied. An investigation into the incident revealed no dangerous condition nor any notice of a dangerous condition. The incident occurred in the TSA checkpoint area which is not under the care, control and custody of the Authority.

**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

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**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

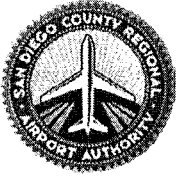
**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

SUZIE JOHNSON  
PARALEGAL, GENERAL COUNSEL

ATTACHMENT A



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
ACCIDENT OR DAMAGE CLAIM FORM

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

FOR AUTHORITY CLERK USE ONLY

Document No.: CL-228

Filed: 7-21-14

SDCRAA

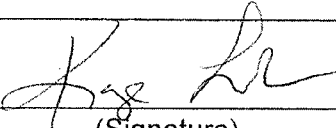
JUL 21 2014

Corporate & Information Governance

1) Claimant Name: <u>Kaye London</u>	
2) Address to which correspondence regarding this claim should be sent: <u>1010 University Ave #721</u> <u>San Diego, CA 92103</u>	
Telephone No.: <u>(619) 230-8555</u>	Date: <u>10 July 2014</u>
3) Date and time of incident: <u>17 June 2014 @ 1800</u>	
4) Location of incident: <u>TSA Security line 2<sup>nd</sup> Terminal 2</u>	
5) Description of incident resulting in claim: <u>I was at the airport to pick up 3 children flying alone on Delta 1967. I was directed through the security line and I asked if I could go through the TSA pre-screened line since I am a "known traveler" registered with TSA and I wasn't even flying. I was told that I had to go through normal security. I proceeded through the line, removed my belt, shoes and other items for the screening process. As I was waiting to advance, the person behind me dropped his laptop - landing corner down on top of my right foot. The pain was unbearable and an obvious hematoma formed instantly. The TSA staff called the airport medics who wrapped it with an ice pack. I was unable to take an ambulance because I had 3 children getting off a plane.</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>Brad McCarter</u>	Physician(s): <u>Dr Benjamin Clark</u>
Name: <u>Brad McCarter</u>	Name: <u>Kaiser Permanente</u>
Address: <u>630 5th Ave, NY NY 10111</u>	Address: <u>3250 Fordham St</u>
	<u>San Diego, CA 92110-5339</u>
Phone: <u>(212) 332-6262</u>	Phone:
<u>brad.mccarter@alpinvest.com</u>	

ATTACHMENT A

8) Describe property damage or personal injury claimed:
The injury is restricting my normal activities. I am unable to walk comfortably. I must keep my foot elevated. It is painful and still swollen. I cannot conduct my normal job duties until my foot heals.
9) Owner and location of damaged property or name/address of person injured:
Kaye London (Paula Kaye London)
1010 University Ave #721
San Diego, CA 92103
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.

Dated: 2 July 2014      Claimant:   
(Signature)

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

Return completed form to:  
San Diego County Regional Airport Authority  
Tony Russell, Director, Corporate & Information Governance/Authority Clerk  
Corporate & Information Governance  
P.O. Box 82776  
San Diego, CA 92138-2776



RESOLUTION NO. 2014-0085

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY REJECTING THE CLAIM OF KAYE  
LONDON

WHEREAS, on July 21, 2014, Kaye London filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of another passenger's laptop computer falling on her foot while she transited the Transportation Security Administration checkpoint in Terminal Two at San Diego International Airport on June 17, 2014; and

WHEREAS, at its regular meeting on September 4, 2014, the Board considered the claim filed by Kaye London and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Kaye London; 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 its regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

---

BRETON K. LOBNER  
GENERAL COUNSEL

000055



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**8**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Reject the Claim of Chaunci King**

**Recommendation:**

Adopt Resolution No. 2014-0086, rejecting the claim of Chaunci King.

**Background/Justification:**

On July 22, 2014, Chaunci King ("King") filed a claim (Attachment A) with the San Diego County Regional Airport Authority ("Authority") alleging that on July 20, 2014, she fell as she transited the concourse to her departure gate when she slipped on a liquid substance in Terminal Two at San Diego International Airport. King claims damages in the amount of \$1,000 to cover the cost of her embarrassment and damaged shoe.

King alleges in her claim that she slipped and and fell on a liquid substance as she walked through Terminal 2 towards her departure gate. King states her designer shoe was torn in the fall and that she stubbed her toe but claims no other injuries nor any medical costs.

King's claim should be denied. An investigation into the incident revealed no notice of a dangerous condition. No Harbor Police report was taken at the time nor were they contacted.

**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

000056

**Environmental Review:**

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

SUZIE JOHNSON  
PARALEGAL, GENERAL COUNSEL

ATTACHMENT A



SDCRAA  
 JUL 22 2014  
 Corporate & Information Governance

FOR AUTHORITY CLERK USE ONLY	
Document No.:	CL-229
Filed:	7-22-2014

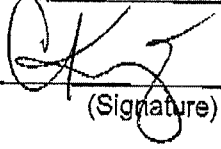
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
 ACCIDENT OR DAMAGE CLAIM FORM

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

1) Claimant Name: <u>Chaunai King</u>	
2) Address to which correspondence regarding this claim should be sent: <u>3439 NE Sandy Blvd Ste. 649</u> <u>PHX, OR 97232</u>	
Telephone No.: <u>503-929-2700</u>	Date: <u>7/22/14</u>
3) Date and time of incident: <u>7/20/14 6:00 PM</u>	
4) Location of incident: <u>In front of Sharper Image headed towards Spirit</u>	
5) Description of incident resulting in claim: <u>Walking thru the airport</u> <u>towards gate 30 Spirit airline. Slipped on liquid</u> <u>substance in front of Sharper Image. Jerrell, Sharper</u> <u>Image employee partially cleaned spill until</u> <u>Janitors arrived. In the process I broke my shoes</u> <u>and stumped my TOE. (left)</u>	
<u>I do have several pictures.</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)	Physician(s):
Name: <u>Jerrell Davis</u>	Name:
Address: <u>Sharper Image employe</u>	Address:
Phone: <u>WOMCS at airport</u>	Phone:

ATTACHMENT A

8) Describe property damage or personal injury claimed:
DESIGNER SHOE torn: Injured TOE embarrassment of being in public with a broken shoe that I could barely walk in.
9) Owner and location of damaged property or name/address of person injured:
Chance King 3439 NE Sandy Blvd STE. C49 Portland, OR 97232
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.
\$1,000

Dated: 7/22/14      Claimant:  (Signature)

**Notice to Claimant:**

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

Return completed form to:

San Diego County Regional Airport Authority  
Tony Russell, Director, Corporate & Information Governance/Authority Clerk  
Corporate & Information Governance  
P.O. Box 82776  
San Diego, CA 92138-2776

RESOLUTION NO. 2014-0086

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY REJECTING THE CLAIM OF CHAUNCI  
KING

WHEREAS, on July 22, 2014, Chaunci King filed a claim with the San Diego County Regional Airport Authority for damages she alleges were the result of falling on a liquid substance while walking through Terminal Two at San Diego International Airport on July 20, 2014; and

WHEREAS, at its regular meeting on September 4, 2014, the Board considered the claim filed by Chaunci King and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Chaunci King; 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 its regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

000060



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**9**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Reject the Claim of Marianna Spinelli**

**Recommendation:**

Adopt Resolution No. 2014-0087, rejecting the claim of Marianna Spinelli.

**Background/Justification:**

On July 29, 2014, Marianna Spinelli ("Spinelli") filed a claim (Attachment A) with the San Diego County Regional Airport Authority ("Authority") alleging that on July 22, 2014, she sustained damage to her luggage as its front flap got stuck on a baggage carousel in Terminal Two at San Diego International Airport. Spinelli claims damages in the amount of \$130 to cover the cost of the luggage.

Spinelli alleges in her claim that her luggage became stuck on the carousel when the unsecured front flap was wedged somehow and she was unable to free it. According to her claim, the carousel had to be stopped in order for airport personnel to release it.

Spinelli's claim should be denied. An investigation into the incident revealed no dangerous condition of the baggage carousel and no notice to the Authority of an unsafe condition of the baggage carousel. Further, it appears the claimant's luggage had a large, wide flap originally secured by only two small pieces of Velcro. It remains unclear whether the flap was damaged because it was unsecured or whether damage occurred while releasing the luggage from the carousel. Further, baggage carousels are under the care and control of the airlines and their contracted ground handling servicers.

**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

000061

**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended, 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not Applicable.

**Prepared by:**

SUZIE JOHNSON  
PARALEGAL, GENERAL COUNSEL



ATTACHMENT A



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
ACCIDENT OR DAMAGE CLAIM FORM

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

FOR AUTHORITY CLERK USE ONLY	
Document No.:	CC-230
Filed:	7-29-14
SDCRAA JUL 29 2014	
Corporate & Information Governance	

1) Claimant Name: SPinelli Mariana	
2) Address to which correspondence regarding this claim should be sent: 4974 Saratoga Avenue San Diego, CA 92107	
Telephone No.:	619 997 4367
Date:	7/25/2014
3) Date and time of incident: 7/22/2014 at 8:04 p.m	
4) Location of incident: Terminal 2 - Baggage claim #8	
5) Description of incident resulting in claim: When the bag arrived on the carousel, the front part of the bag got stuck in <del>the</del> it. The bag could not be removed, instead requiring airport personnel to stop the carousel in order to free the bag (see attached pictures)	
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) Delta Employee	Physician(s):
Name: Yolanda Arjona	Name:
Address: San Diego Airport	Address:
Terminal 2 - Baggage claim #8	
Phone:	Phone:

ATTACHMENT A

8) Describe property damage or personal injury claimed:

The top of the luggage was ripped apart,  
and the bag got destroyed  
front part of the

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

Giuseppe Spinelli - Terminal 2 - Baggage claim #8

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.

Roncato luggage \$130.00

Dated: 7/25/2014

Claimant:

*M. Spinelli*  
(Signature)

**Notice to Claimant:**

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

Return completed form to:

San Diego County Regional Airport Authority  
Tony Russell, Director, Corporate & Information Governance/Authority Clerk  
Corporate & Information Governance  
P.O. Box 82776  
San Diego, CA 92138-2776

ATTACHMENT A

↪ carousel





RESOLUTION NO. 2014-0087

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY REJECTING THE CLAIM OF  
MARIANNA SPINELLI

WHEREAS, on July 29, 2014, Marianna Spinelli filed a claim with the San Diego County Regional Airport Authority for damage to her luggage she alleges was the result of it becoming stuck on a baggage carousel in Terminal Two at San Diego International Airport on July 22, 2014; and

WHEREAS, at its regular meeting on September 4, 2014, the Board considered the claim filed by Marianna Spinelli and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Marianna Spinelli; 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 its regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

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SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**10**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Reject the Claim of Stanley Maida**

**Recommendation:**

Adopt Resolution No. 2014-0088, rejecting the claim of Stanley Maida.

**Background/Justification:**

On August 15, 2014, Stanley Maida ("Maida") filed a claim (Attachment A) with the San Diego County Regional Airport Authority ("Authority") alleging that on April 23, 2014, he sustained injuries shoulders, neck, right knee and left middle finger as he transited the Transportation Security Administration ("TSA") checkpoint in Terminal One at San Diego International Airport. Maida claims damages in the amount of \$1,954.33 that includes medical treatment cost of \$454.33 and \$1,500 in order to 'close' the case.

Maida alleges in his claim that he was at San Diego International Airport to fly to Santa Rosa. As he proceeded through the scanning device at the TSA checkpoint, he tripped on a guitar case set down by a passenger preceding him through the security scanner. Maida claims adrenaline and embarrassment caused him to immediately get up after falling and did not feel pain until he landed at his destination.

Maida's claim should be denied. An investigation into the incident revealed no dangerous condition nor any notice of a dangerous condition. The incident occurred in the TSA checkpoint area which is not under the care, control and custody of the Authority.

**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

000067

**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

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 a typewriter or print in ink.

FOR AUTHORITY CLERK USE ONLY	
Document No.:	CL-232
Filed:	8-15-14
SDCRAA AUG 15 2014 Corporate & Information Governance	

1) Claimant Name: STANLEY JOHN MAIDA	
2) Address to which correspondence regarding this claim should be sent: 11 W. BARHAM AV, SANTA ROSA, CA 95407	
Telephone No.:	707-494-3798
Date:	May 21, 2014
3) Date and time of incident: APRIL 23 8:20-8:40 AM	
4) Location of incident: SAN DIEGO AIRPORT JUST LEAVING SECURITY CHK	
5) Description of incident resulting in claim: A PASSENGER TWO PEOPLE AHEAD SET HIS GUITAR CASE WITH NECK IN WALK AREA.  NEVER SAWS IT DUE TO LARGE MANS IN FRONT OF ME WHO SIDE STEPPED IT & MY BAGS IN MY HANDS DUE TO APPRENSALIN & EMBARRASSMENT I POPPED UP LIKE ALL WAS GOOD. BY THE TIME I LANDED IN SANTA ROSA I FELT LIKE I'D BEEN HIT BY A TRUCK. I REPORTED IT TO TSA <sup>AGENT</sup> IN S. ROSA.	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: ALL EMPLOYEES IN UNITY INC. MNGR/LEAD OF TSA	
7) Persons having firsthand knowledge of incident:	
Witness (es) I DIDNT GET	Physician(s):
Name: ANYONES NAME	Name: JILL RASHIDN-MILLER
Address: PLEASE SEE VIDED EVIDENCE	Address: 4700 HOEN AV,
Phone:	Phone: 707-525-5734

ATTACHMENT A

8) Describe property damage or personal injury claimed:

- 1) RT. KNEE CAP BADLY BRUISED
- 2) NECK TWEAKED
- 3) SHOULDERS BOTH TWEAKED
- 4) STRAINED LEFT MIDDLE FINGER
- 5) CUT ON LEFT " "

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

STAN MAIDA  
11 W. BANHAM AV.  
SANTA ROSA, CA 95407

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.

DR. & EXRAY COSTS \$459.33

AS OF 8/12/14 STILL MAY NEED TO SEE DR. or CHIRO... NECK  
STILL NOT RIGHT !! plus \$1500<sup>00</sup> to close case. #195433

Dated:

8/12/14

Claimant:

Stan Maida

(Signature)

**Notice to Claimant:**

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

Return completed form to:

San Diego County Regional Airport Authority  
Tony Russell, Director, Corporate & Information Governance/Authority Clerk  
Corporate & Information Governance  
P.O. Box 82776  
San Diego, CA 92138-2776

000070



RESOLUTION NO. 2014-0088

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY REJECTING THE CLAIM OF STANLEY  
MAIDA

WHEREAS, on August 15, 2014, Stanley Maida filed a claim with the San Diego County Regional Airport Authority for damages he alleges were the result of tripping over another passenger's guitar case when he transited the Transportation Security Administration checkpoint in Terminal One at San Diego International Airport on April 23; and

WHEREAS, at its regular meeting on September 4, 2014, the Board considered the claim filed by Stanley Maida and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Stanley Maida; 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 its regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

000071



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY

**Board Communication**

**Date:** September 4, 2014

**To:** Board Members

**Via:** Thella F. Bowens, President/CEO

**From:** Scott M. Brickner, Vice President, Finance & Asset  
Management/Treasurer

**Subject:** Accept the Unaudited Financial Statements for the Year  
Ended June 30, 2014 and 2013:

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

**San Diego County Regional  
Airport Authority**

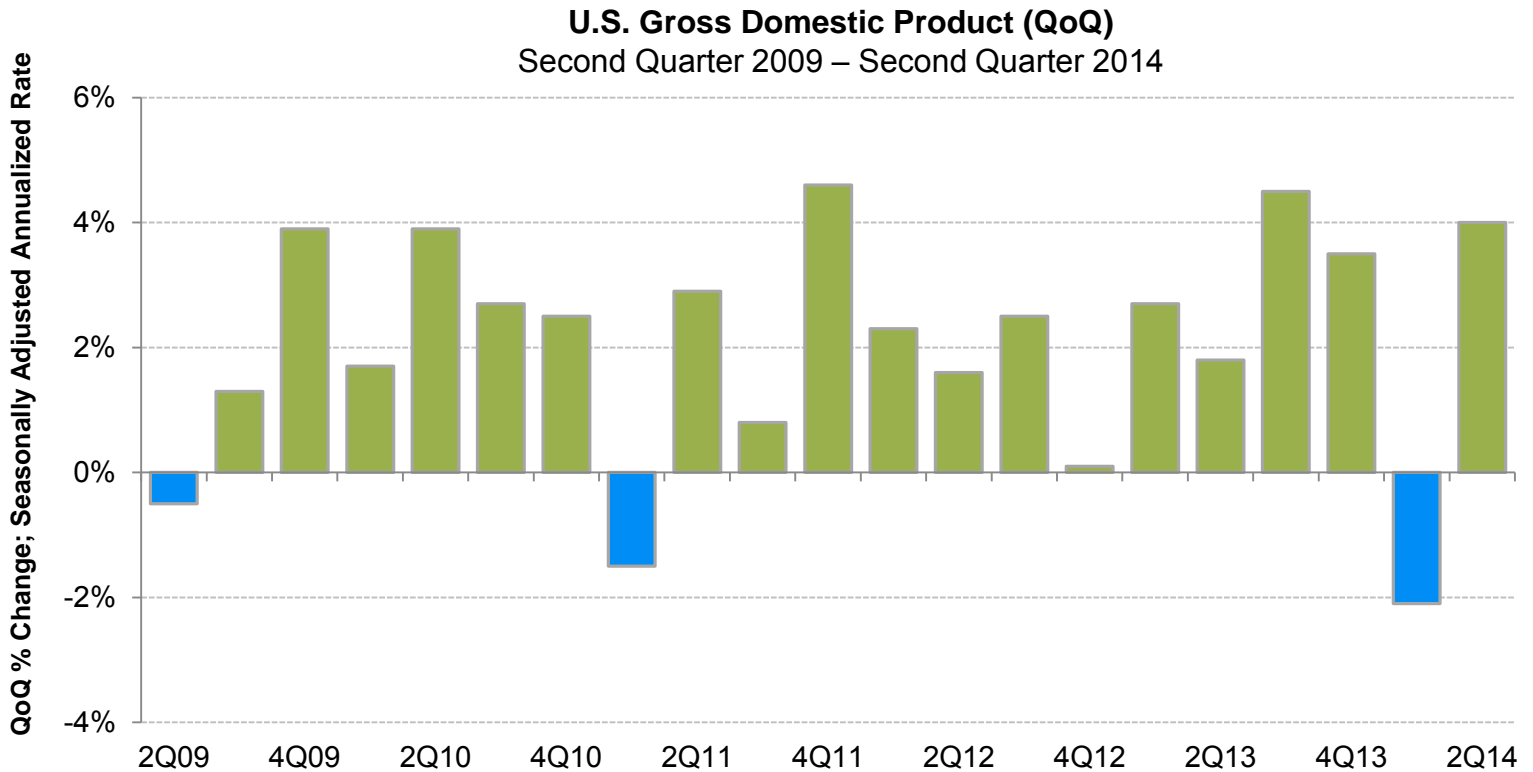
**Review of the Unaudited  
Financial Statements for the  
Year Ended  
June 30, 2014 and 2013**

Presented by:  
Scott Brickner, CPA  
Vice President, Finance & Asset Management/Treasurer  
Kathy Kiefer  
Senior Director, Finance & Asset Management

**September 4, 2014**

# The Economy Rebounds in the Second Quarter

- Second quarter 2014 GDP (advance estimate) came in at much stronger than expected 4.0%, and first quarter GDP was revised upward slightly to -2.1%.
- The data reflects the market sentiment is that the first quarter retraction was a sign a temporary weakness.



# Unemployment Claims Trending Down

- Initial claims for unemployment (seasonally adjusted) rose by 23,000 for week ending July 26<sup>th</sup> to 302,000. However, the 4-week moving average, which helps smooth out some of the weekly volatility, continued to downward decreasing by 3,500 to 297,250.
- Although up slightly in the most recent week, initial claims for unemployment remain near their post-recession lows reflecting a generally health job market.

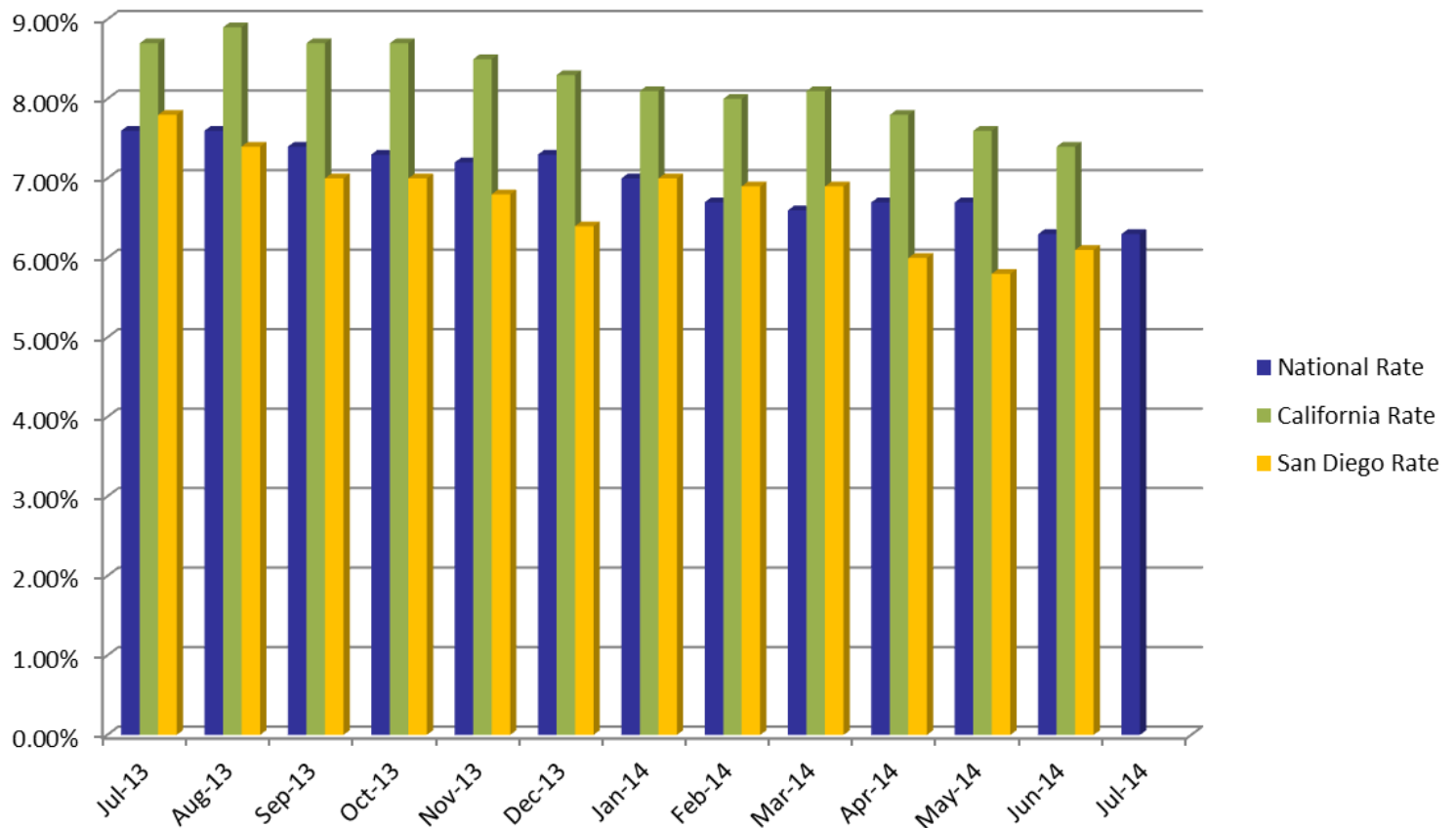
**Initial Jobless Claims and 4-Week Moving Average**  
June 2009 – June 2014



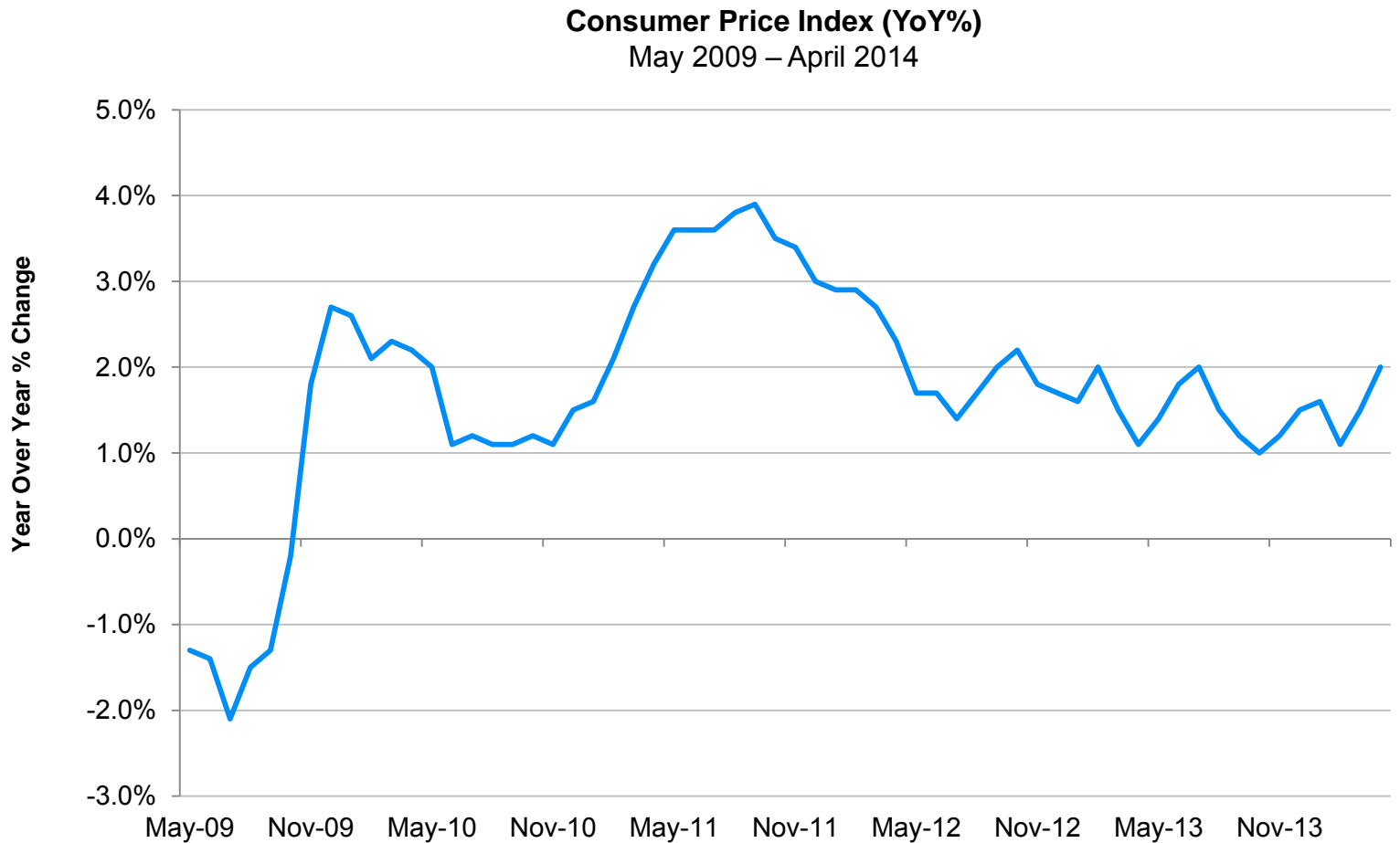
# July Unemployment Rate Was Little Changes at 6.2 Percent TO BE UPDATED...CA data for July Available 8/15/14

The Federal unemployment rate in July 2014 increased slightly from 6.1 percent to 6.2 percent. The National U-6 rate went up slightly to 12.1 percent from 12.2 percent.

## Unemployment Rates



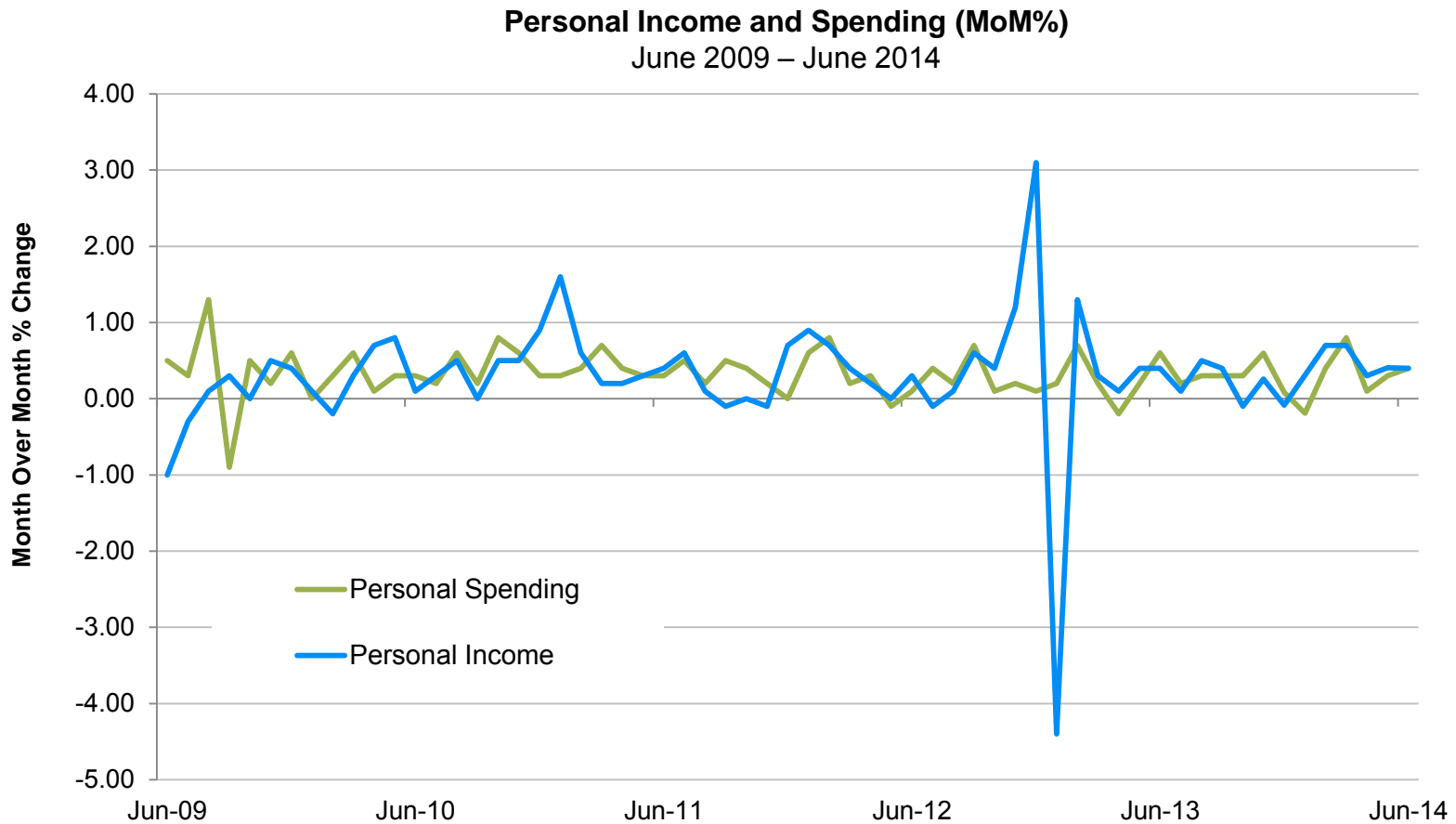
# Consumer Price Increases Remain Moderate





# Personal Income and Spending Up in June

- Personal income and spending were both up by 0.4% in June, which was inline with expectations. Continued growth in personal income should help support continued GDP growth.





# Consumer Confidence Up Sharply

- The Consumer Confidence Index rose by a better than expected 4.5 points to 90.9 points in July. It is now at its highest level since December 2007. While consumers' assessment of current conditions grew slightly more favorable, the gain in consumer confidence was driven by a sharp increase in consumers' future expectations.

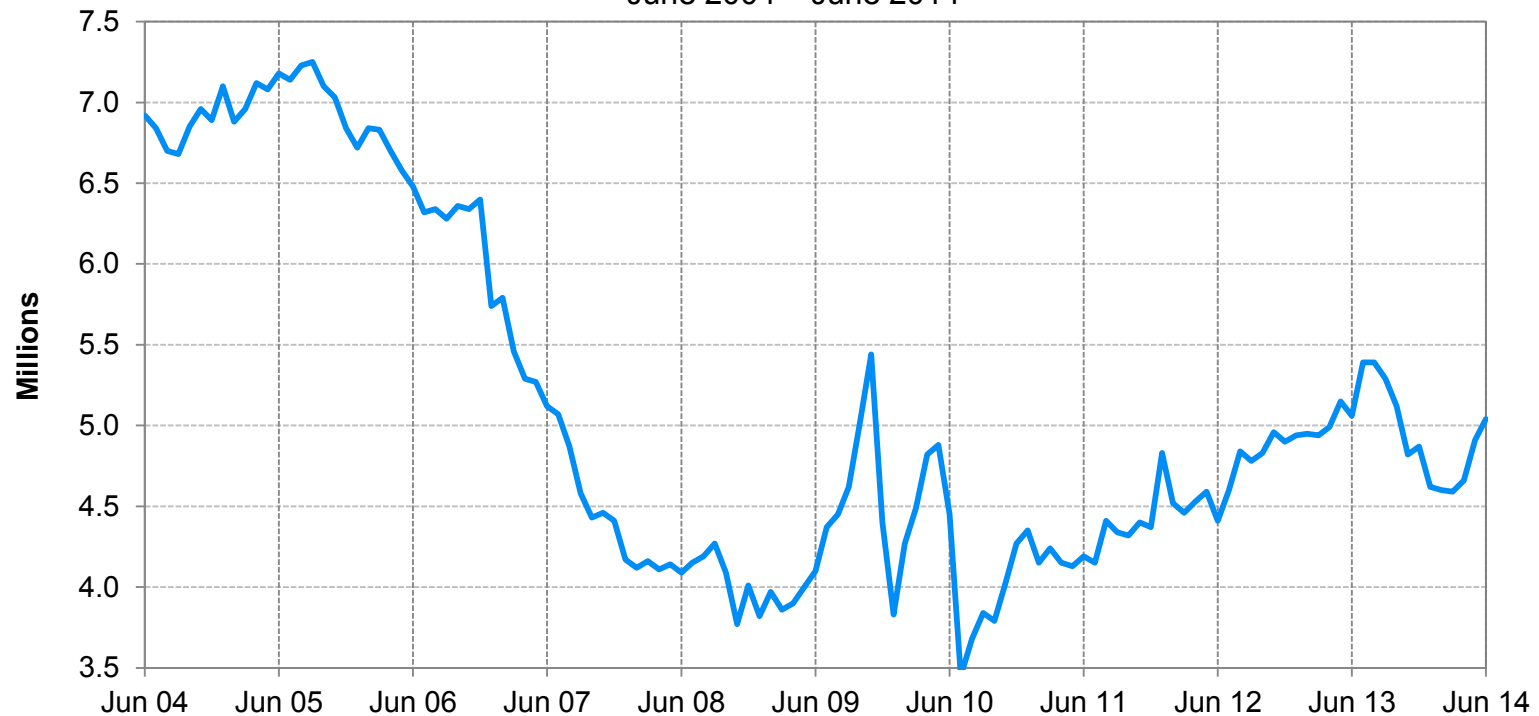
**Consumer Confidence Index**  
July 2009 – July 2014



# Existing Home Sales Trending Higher

- After falling sharply in the latter half of 2013, existing home sales rose for the third straight month in June. Existing home sales for were up by 2.6% compared to May to a seasonally adjusted annualized rate of 5.04 million units, but they are still down by 2.3% compared to June 2013. The report indicated that the inventory of homes for sale was up and that price increases had moderated during the month, which helped the housing market.

**U.S. Existing Home Sales (MoM)**  
June 2004 – June 2014



# New Home Sales Fall in June

- The new home market remains weak with no strong direction. After rising in May, new home sales fell by 8.6% in June to a seasonally adjusted annualized rate of 406,000 units. Year-over-year sales were down by 11.5% from June 2013.

**U.S. New Home Sales (MoM)**  
June 2004 – June 2014



# Oil Prices Trending Higher During 2014

- Oil (WTI spot) closed at \$105.68 July 28, 2014, which is down slightly from its most recent high of \$107.95 on June 20<sup>th</sup>. The fighting in Gaza along with improved economic conditions in the United States and Asia have helped move oil prices \$7.51 higher since the beginning of the year.

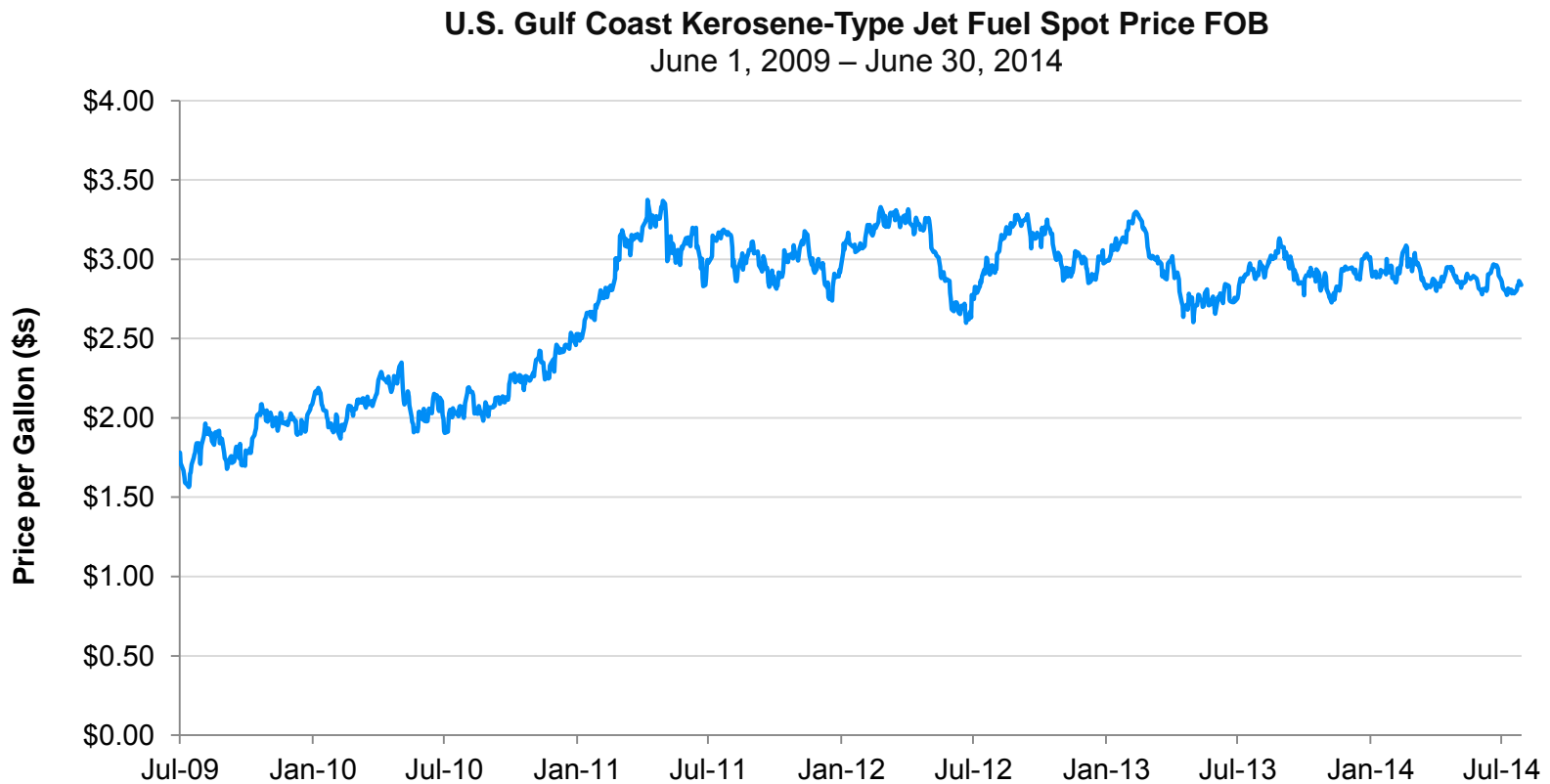
## West Texas Intermediate Oil Price Per Barrel (WTI Spot)

July 1, 2009 – July 28, 2014



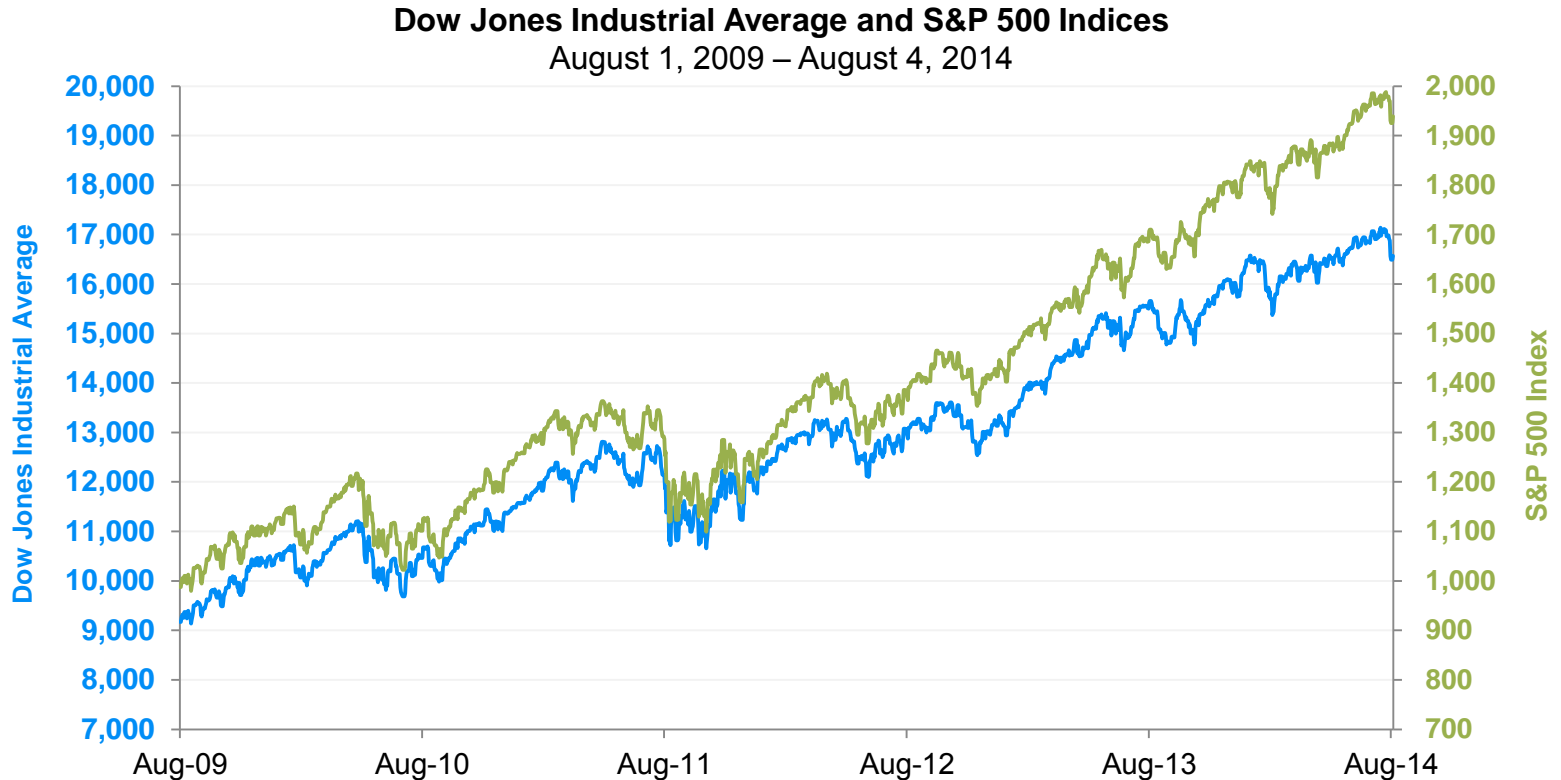
# Jet Fuel Prices Remain Range Bound

- Despite higher crude oil prices, Jet fuel prices have been relatively range bound. Jet fuel (U.S. Gulf Coast Spot) closed at \$2.84 on July 28<sup>th</sup>. Since the beginning of the year, jet fuel has averaged \$2.89.



# Equity Markets Off All-Time Highs

- After hitting new all-time highs in mid-July, the equity markets fell sharply at the end of July on geopolitical concerns and weaker than expected corporate earnings releases. Year to date, the DJIA is down 0.04% and the S&P 500 is up 4.90%.

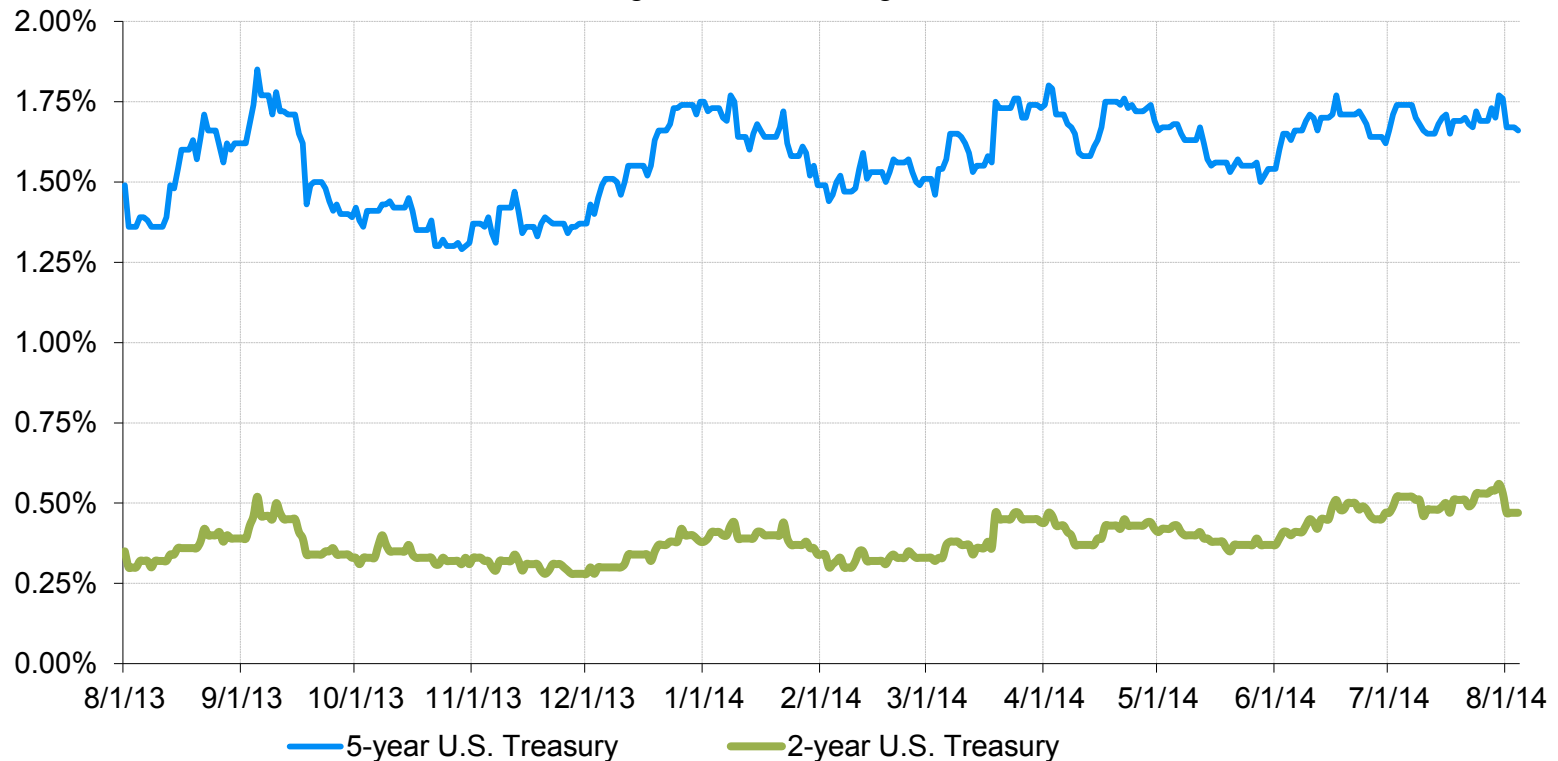




# Treasury Yields Remain Range Bound

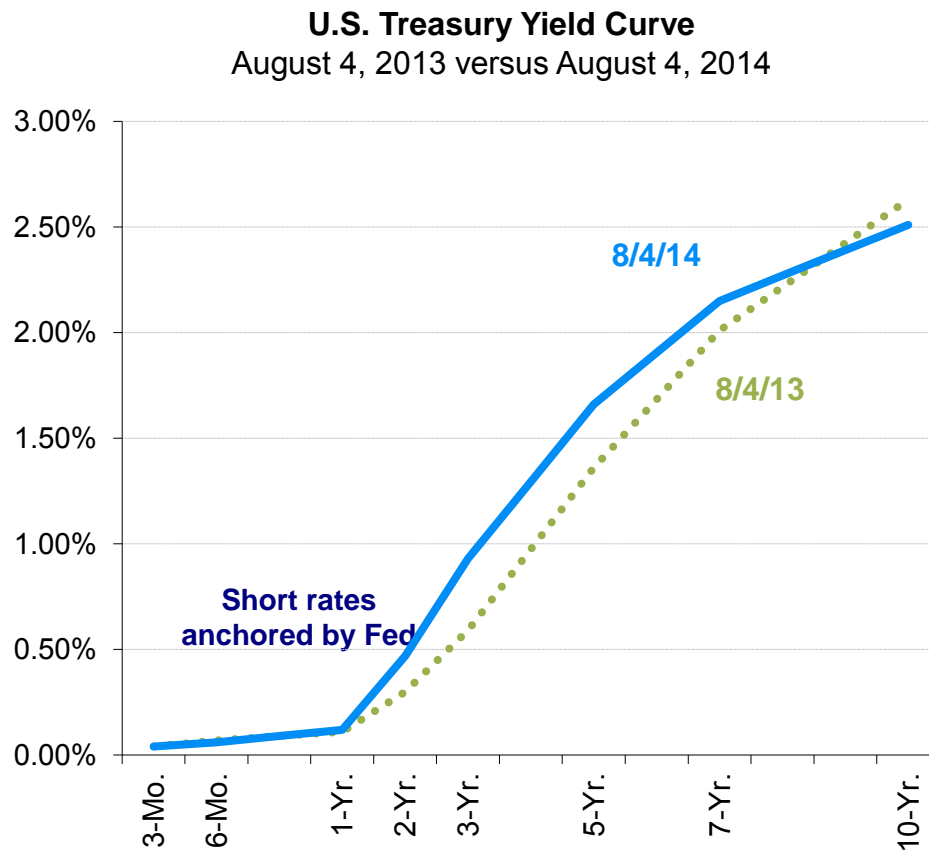
- Treasury yields have been largely range bound during 2014 due to mixed economic news and geopolitical uncertainty. Interest rates fell at the beginning of August on geopolitical concerns and a flight to quality. Longer-term yields are expected to move higher if the economy improves during the year and the FOMC ends its asset purchase program as expected. Shorter-term yields are likely to stay low until it is clear that the FOMC is ready to start increasing the Federal Funds target rate.

**2- and 5-year U.S. Treasury Yields**  
August 1, 2013 – August 4, 2014



# U.S. Treasury Yield Curve Steepens

- The middle part of the Treasury yield curve has steepened over the past year.



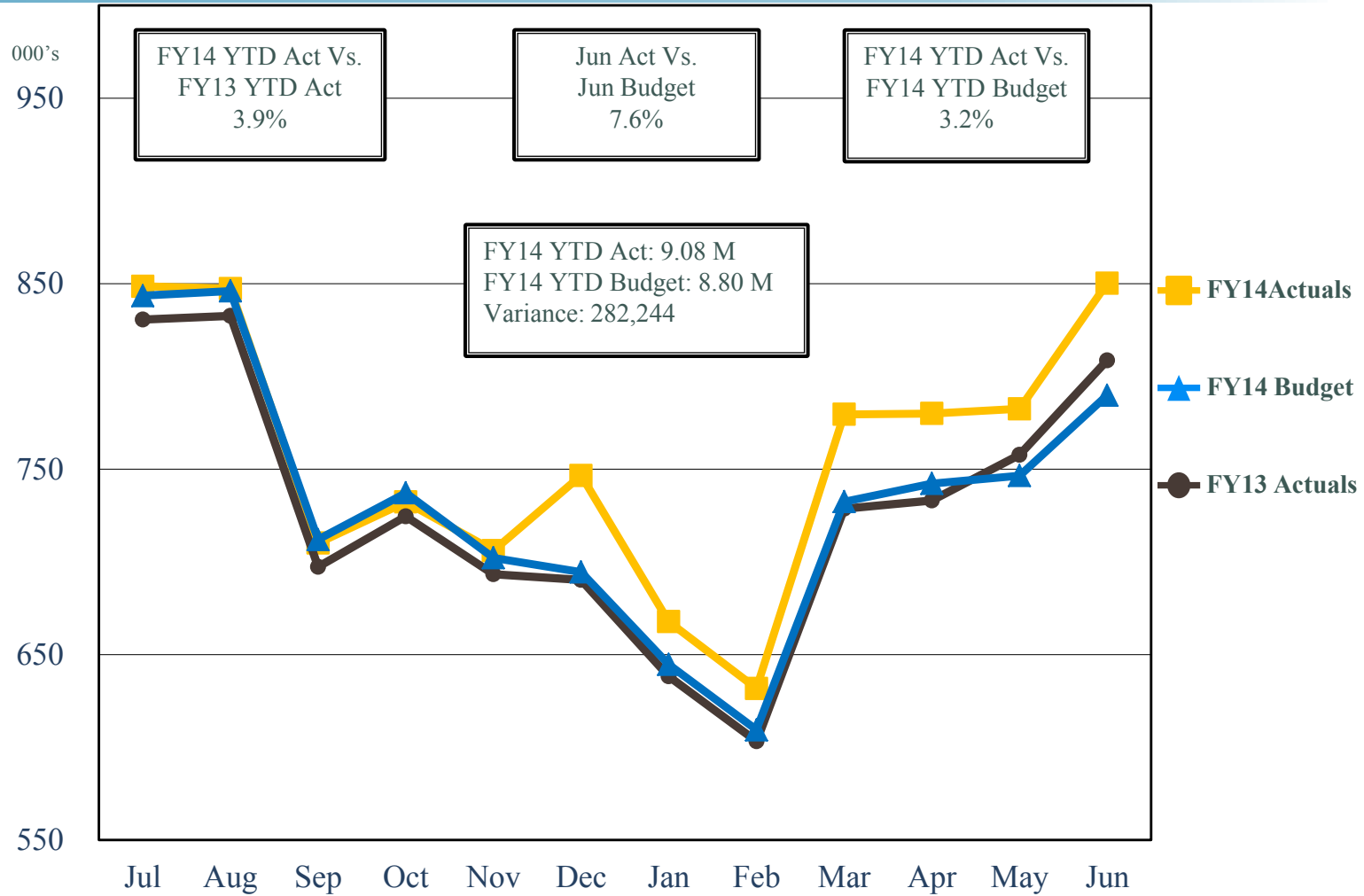
	8/4/13	8/4/14	Change
<b>3-Mo.</b>	0.04%	0.04%	0.00%
<b>6-Mo.</b>	0.07%	0.06%	(0.01%)
<b>1-Yr.</b>	0.11%	0.12%	0.01%
<b>2-Yr.</b>	0.30%	0.47%	0.17%
<b>3-Yr.</b>	0.59%	0.93%	0.34%
<b>5-Yr.</b>	1.36%	1.66%	0.30%
<b>10-Yr.</b>	2.63%	2.51%	(0.12%)
<b>20-Yr.</b>	3.39%	3.04%	(0.35%)
<b>30-Yr.</b>	3.69%	3.30%	(0.39%)





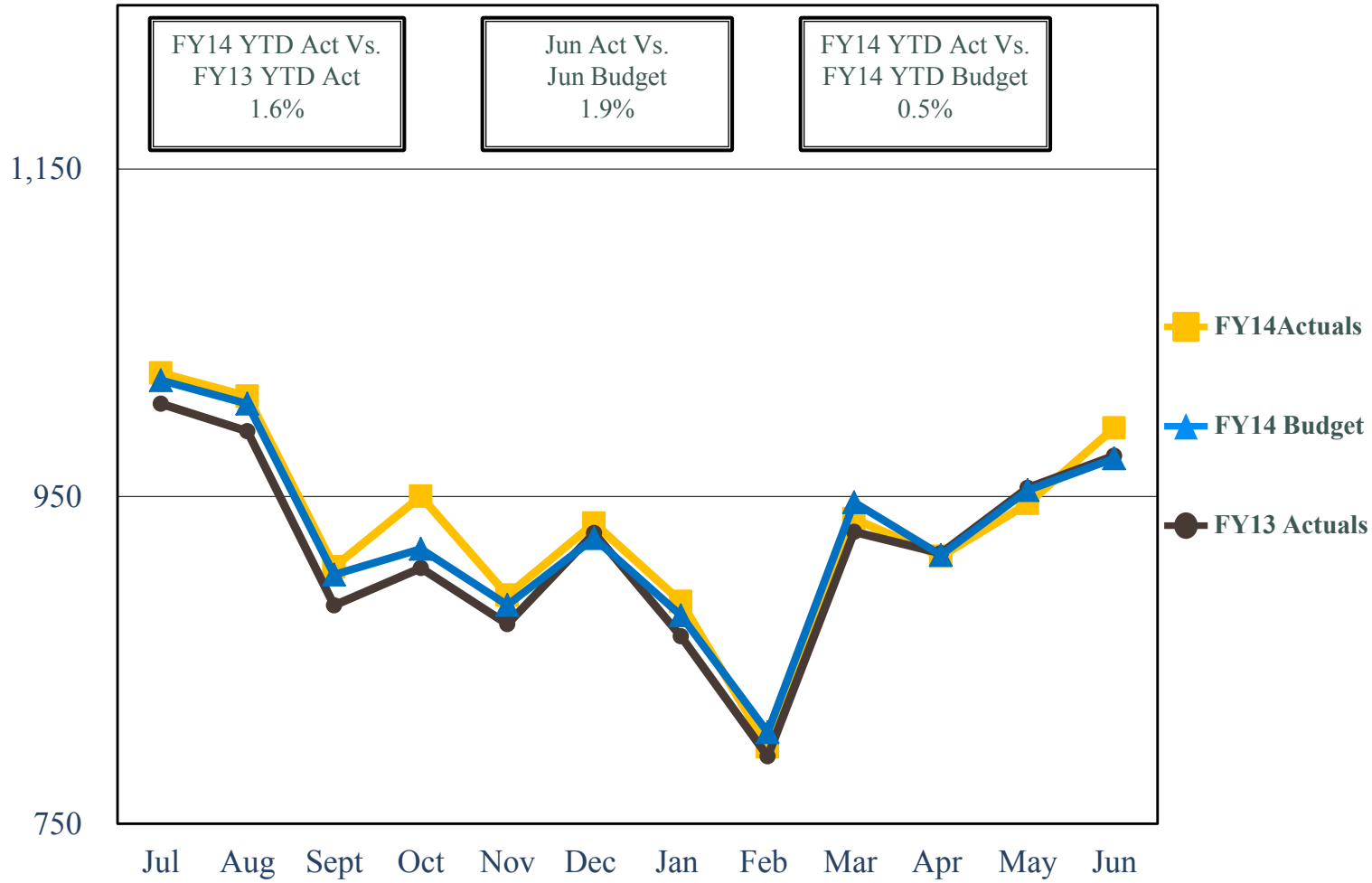
**Revenue & Expenses (Unaudited)  
For the Year Ended  
June 30, 2014 and 2013**

# Enplanements



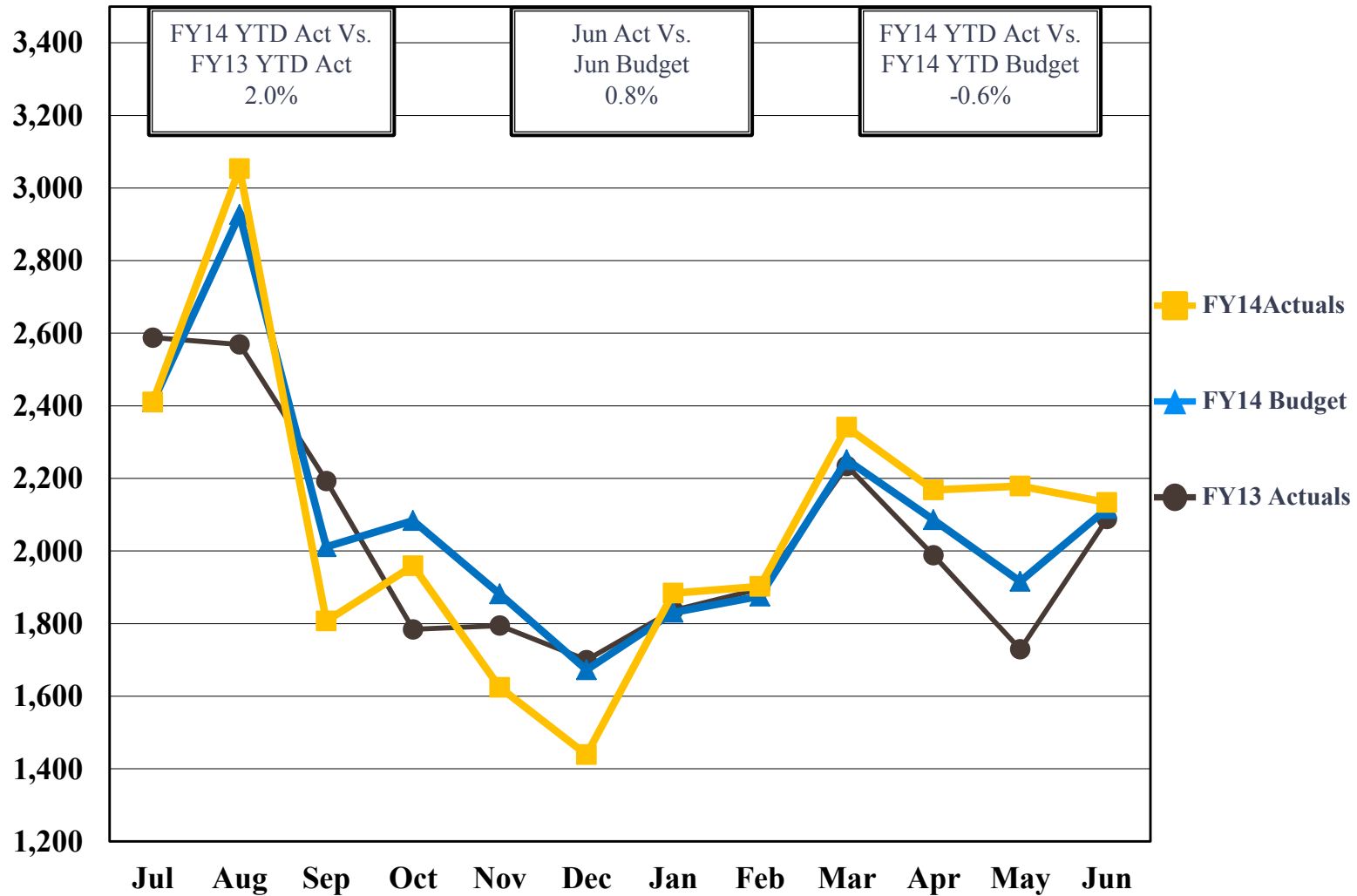
# Gross Landing Weight Units (000 lbs)

000's

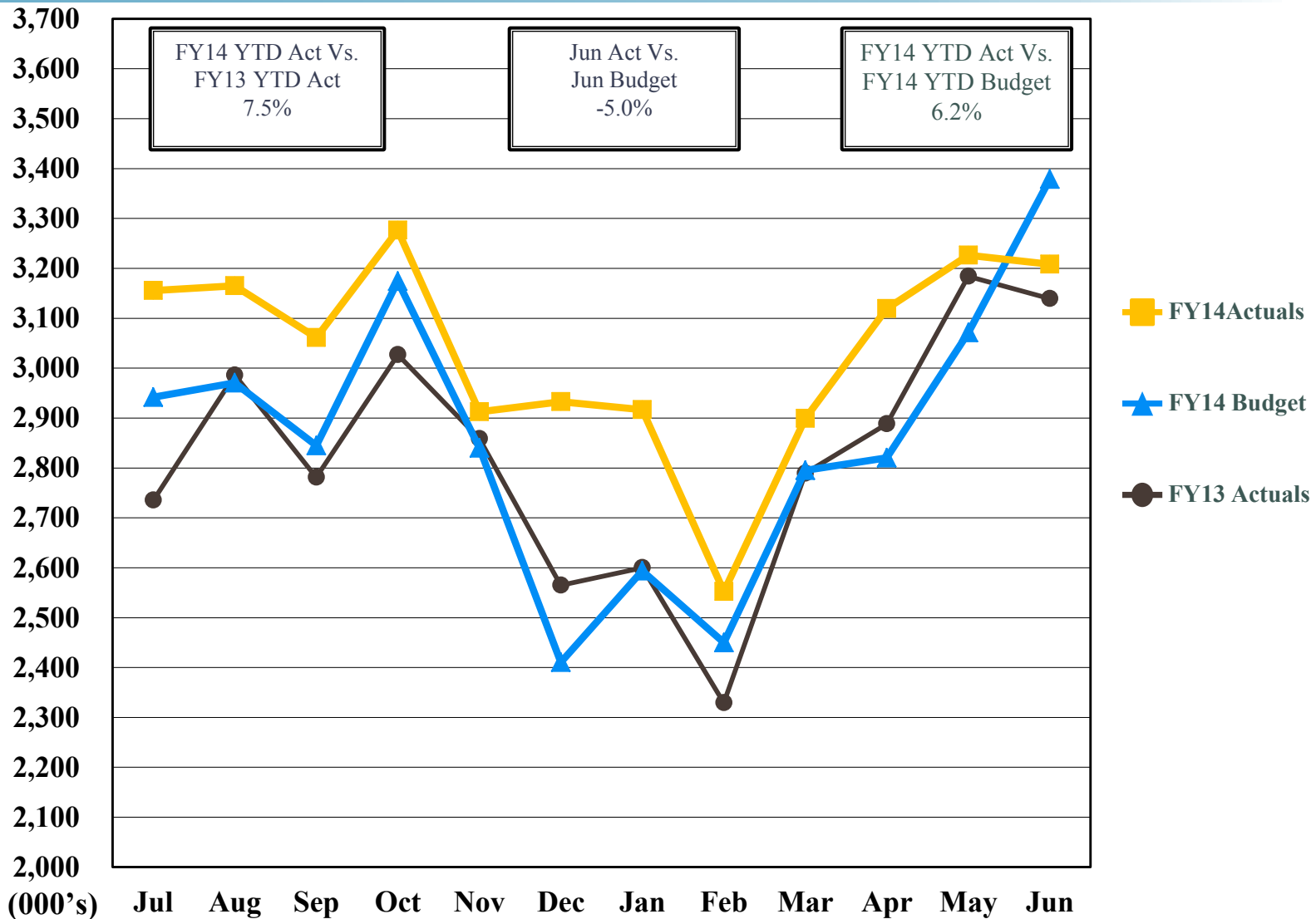


# Car Rental License Fees

(000's)

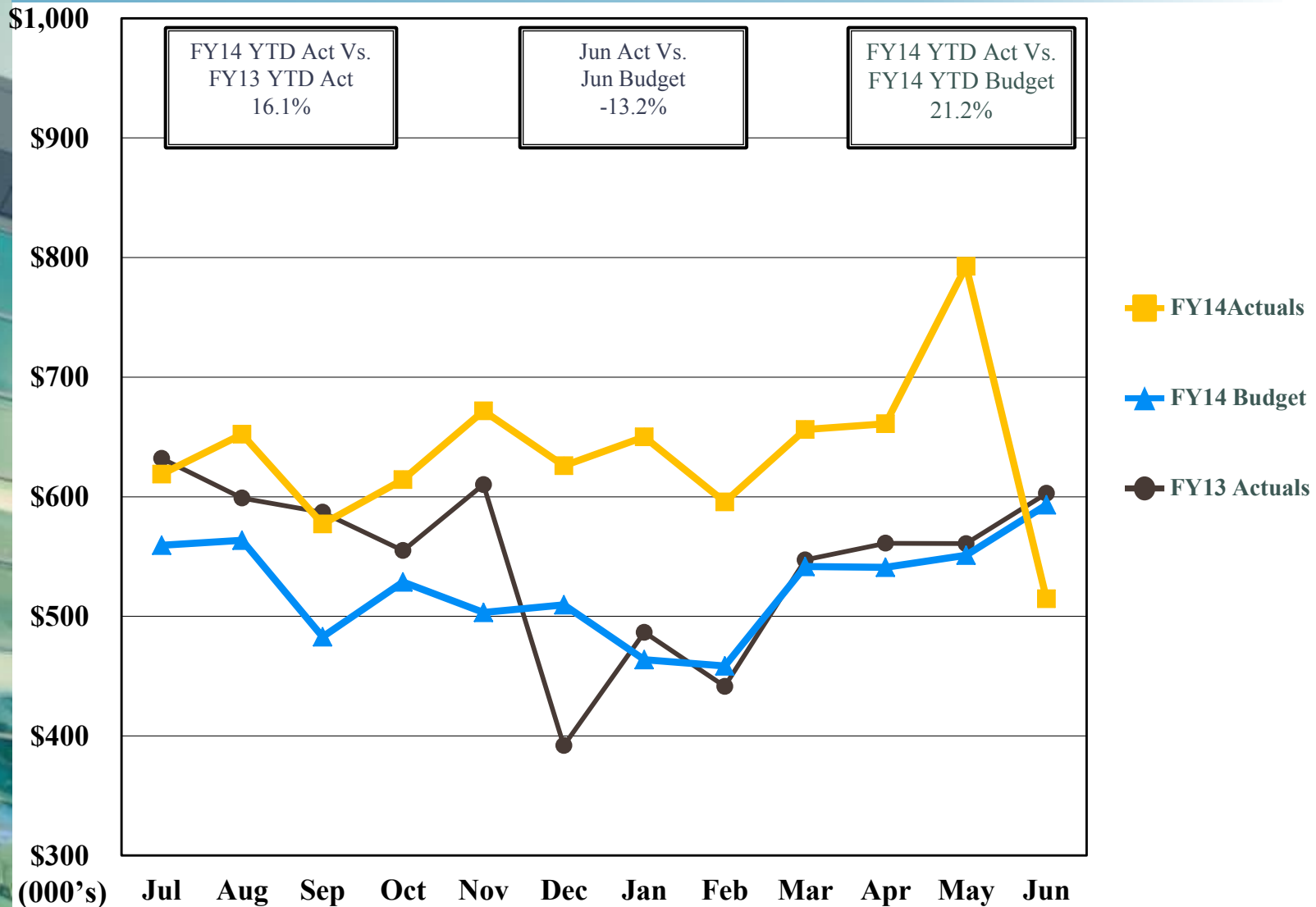


# Parking Revenue

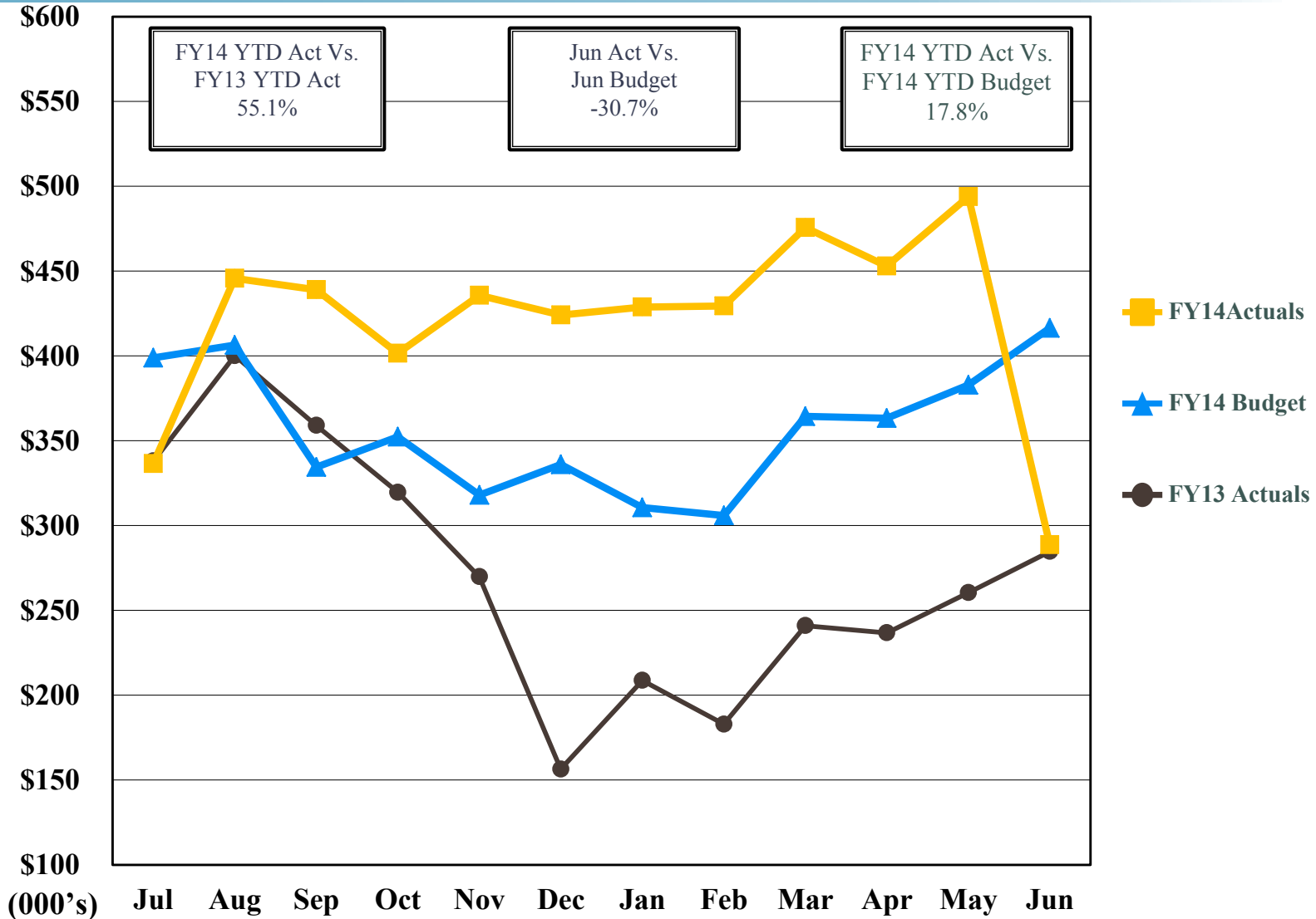




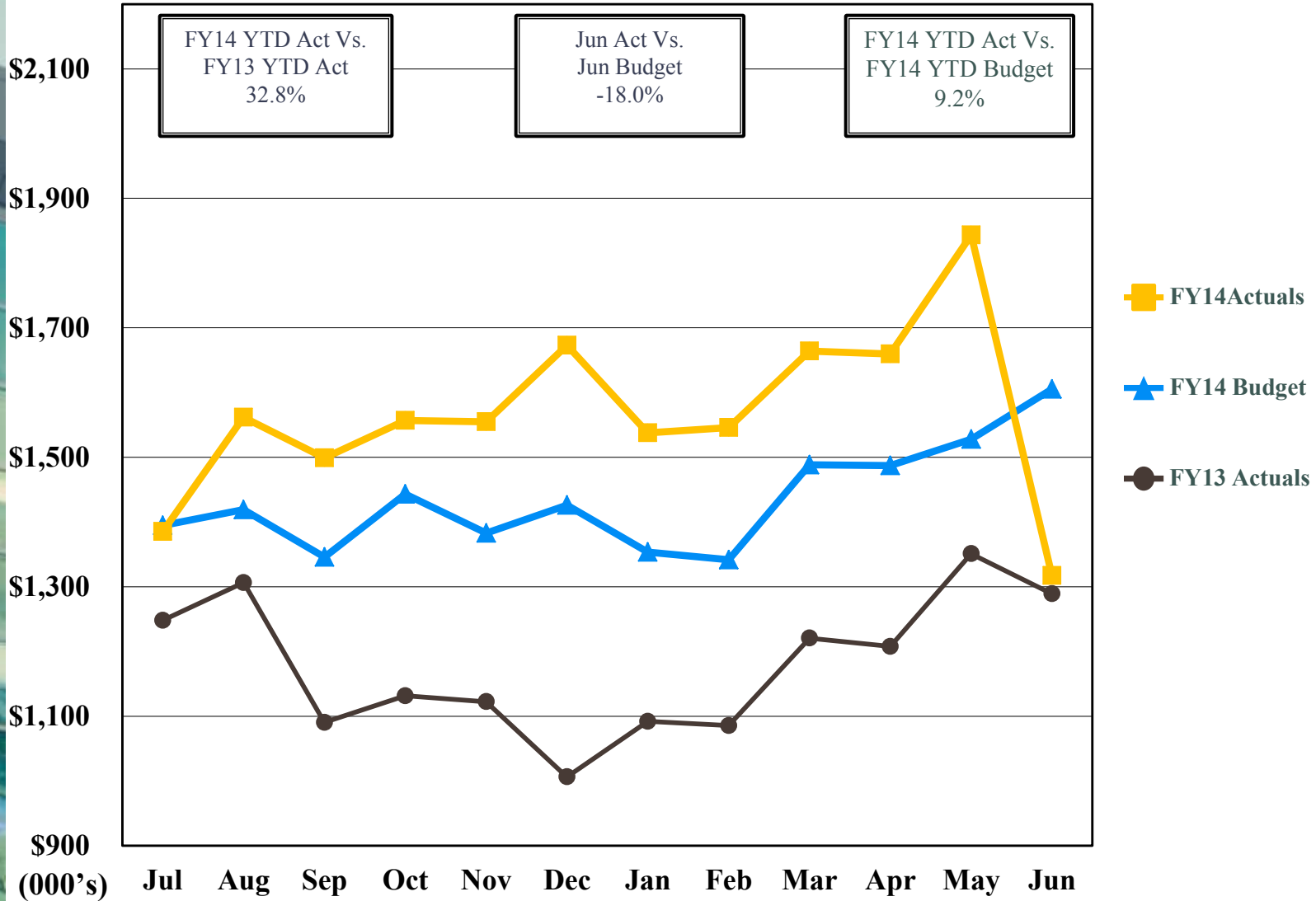
# Food and Beverage Concessions Revenue



# Retail Concessions Revenue

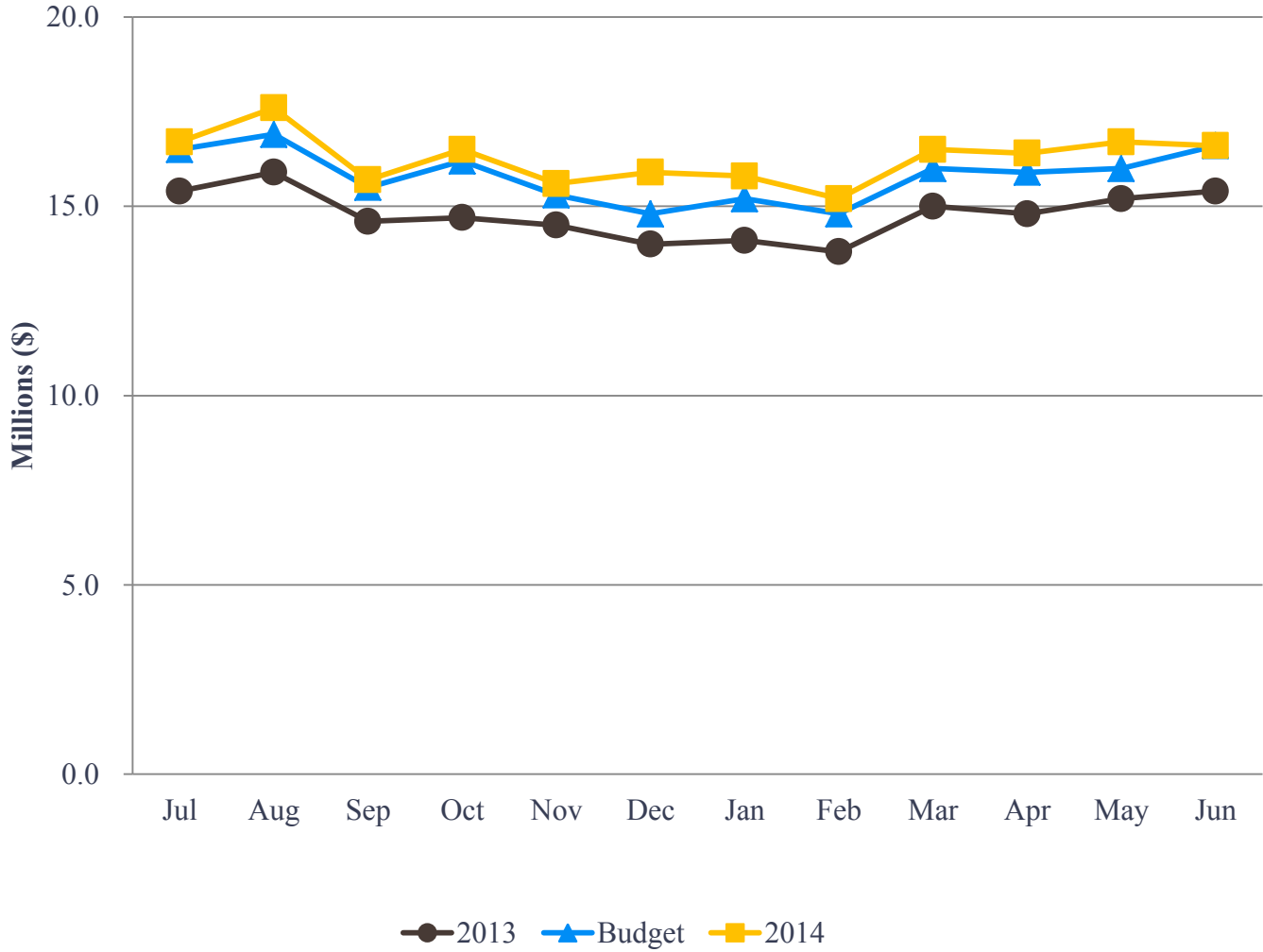


# Total Terminal Concessions





# Monthly Operating Revenue, FY 2014 (Unaudited)



# Operating Revenues for the Year Ended June 30, 2014 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Aviation revenue:</b>					
Landing fees	\$ 21,815	\$ 21,712	\$ (103)	(0)%	\$ 19,658
Aircraft parking fees	2,559	2,503	(56)	(2)%	3,191
Building rentals	45,870	45,506	(364)	(1)%	41,840
Security surcharge	24,970	24,969	(1)	-	23,360
CUPPS Support Charges	1,117	1,117	0	-	0
Other aviation revenue	1,592	1,594	2	-	1,591
<b>Total aviation revenue</b>	<b>\$ 97,923</b>	<b>\$ 97,401</b>	<b>\$ (522)</b>	<b>(1)%</b>	<b>\$ 89,640</b>

# Operating Revenues for the Year Ended June 30, 2014 (Unaudited)

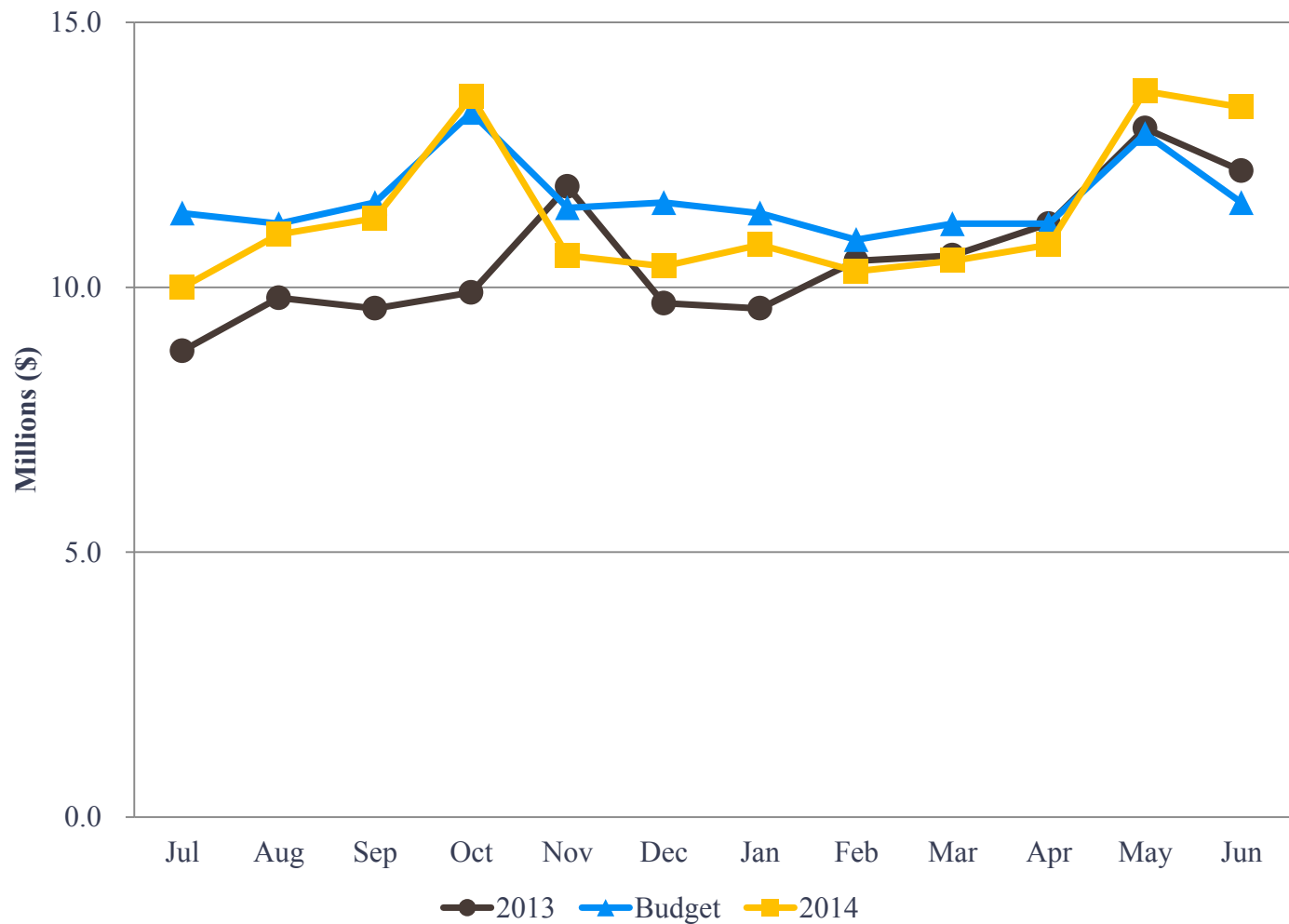
(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Terminal rent non-airline</b>	\$ 1,024	\$ 1,158	\$ 134	13%	\$ 972
<b>Concession revenue:</b>					
<b>Terminal concession revenue:</b>					
Food and beverage	6,296	7,632	1,336	21%	6,575
Retail	4,290	5,052	762	18%	3,258
Space storage	750	806	56	7%	395
Cost recovery	2,815	2,127	(688)	(24)%	946
Other (Primarily advertising)	3,065	3,182	117	4%	2,977
<b>Total terminal concession revenue</b>	<b>17,216</b>	<b>18,799</b>	<b>1,583</b>	<b>9%</b>	<b>14,151</b>
<b>Car rental and license fee revenue:</b>					
Rental car license fees	25,061	24,901	(160)	(1)%	24,401
License fees-other	3,277	4,071	794	24%	3,488
<b>Total rental car and license fees</b>	<b>28,338</b>	<b>28,972</b>	<b>634</b>	<b>2%</b>	<b>27,889</b>
<b>Total concession revenue</b>	<b>\$ 45,554</b>	<b>\$ 47,771</b>	<b>\$ 2,217</b>	<b>5%</b>	<b>\$ 42,040</b>

# Operating Revenues

## for the Year Ended June 30, 2014 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Parking revenue:</b>					
Short-term parking revenue	\$ 22,313	\$ 23,044	\$ 731	3%	\$ 18,314
Long-term parking revenue	11,978	13,381	1,403	12%	15,570
<b>Total parking revenue</b>	<b>34,291</b>	<b>36,425</b>	<b>2,134</b>	<b>6%</b>	<b>33,884</b>
Ground transportation permits and citations	2,261	2,534	273	12%	1,867
Ground rentals	8,193	8,445	252	3%	8,190
Grant reimbursements	223	368	145	65%	189
Other operating revenue	442	1,161	719	163%	716
<b>Subtotal</b>	<b>45,410</b>	<b>48,933</b>	<b>3,523</b>	<b>8%</b>	<b>44,846</b>
<b>Total operating revenues</b>	<b>\$ 189,911</b>	<b>\$ 195,263</b>	<b>\$ 5,352</b>	<b>3%</b>	<b>\$ 177,498</b>

# Monthly Operating Expenses, FY 2014 (Unaudited)



# Operating Expenses for the Year Ended June 30, 2014 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Operating expenses:</b>					
Salaries and benefits	\$ 41,904	\$ 39,130	\$ 2,774	7%	\$ 38,092
Contractual services	33,265	31,502	1,763	5%	29,284
Safety and security	24,975	24,158	817	3%	23,994
Space rental	10,378	10,478	(100)	(1)%	10,897
Utilities	8,567	8,680	(113)	(1)%	6,659
Maintenance	11,661	13,848	(2,187)	(19)%	11,204
Equipment and systems	457	643	(186)	(41)%	469
Materials and supplies	374	440	(66)	(18)%	406
Insurance	1,254	988	266	21%	795
Employee development and support	1,260	1,143	117	9%	1,235
Business development	2,944	2,576	368	13%	2,444
Equipment rental and repairs	2,806	2,905	(100)	(4)%	1,317
<b>Total operating expenses</b>	<b>\$ 139,844</b>	<b>\$ 136,491</b>	<b>\$ 3,353</b>	<b>2%</b>	<b>\$ 126,796</b>



# Financial Summary

## for the Year Ended June 30, 2014 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Total operating revenues	\$ 189,911	\$ 195,263	\$ 5,352	3%	\$ 177,498
Total operating expenses	139,844	136,491	3,353	2%	126,796
<b>Income from operations</b>	<b>50,067</b>	<b>58,772</b>	<b>8,705</b>	<b>17%</b>	<b>50,702</b>
Depreciation	81,046	81,046	0	-	44,389
<b>Operating income (loss)</b>	<b>\$ (30,979)</b>	<b>\$ (22,274)</b>	<b>\$ 8,705</b>	<b>28%</b>	<b>\$ 6,313</b>

## Nonoperating Revenues & Expenses for the Year Ended June 30, 2014 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Nonoperating revenues (expenses):</b>					
Passenger facility charges	\$ 35,155	\$ 35,770	\$ 614	2%	\$ 35,437
Customer facility charges (Rental Car Center)	26,529	27,545	1,016	4%	19,117
Quieter Home Program, net	(3,107)	(5,168)	(2,061)	(66)%	(1,644)
Interest income	5,290	4,954	(336)	(6)%	4,140
BAB interest rebate	4,741	4,636	(105)	(2)%	4,779
Interest expense & debt issuance costs	(50,025)	(56,376)	(6,351)	(13)%	(21,186)
Bond amortization	4,004	4,393	389	10%	2,765
Other nonoperating revenue (expenses)	(20)	1,731	1,751	-	(4,279)
<b>Nonoperating revenue, net</b>	<b>22,567</b>	<b>17,485</b>	<b>(5,082)</b>	<b>(23)%</b>	<b>39,129</b>
<b>Change in Net Position before grant contributions</b>	<b>(8,412)</b>	<b>(4,789)</b>	<b>3,623</b>	<b>43%</b>	<b>45,442</b>
Capital grant contributions	20,108	3,734	(16,374)	(81)%	16,077
<b>Change in Net Position</b>	<b>\$ 11,696</b>	<b>\$ (1,055)</b>	<b>\$ (12,751)</b>	<b>(109)%</b>	<b>\$ 61,519</b>





**Statements of Net Position (Unaudited)  
June 30, 2014 and 2013**

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<b>2014</b>	<b>2013</b>
<b>Current assets:</b>		
Cash and investments	\$ 80,141	\$ 105,850
Tenant lease receivable, net of allowance of 2014: (\$81,326) and 2013: (\$55,959)	8,323	8,038
Grants receivable	3,481	3,829
Notes receivable-current portion	1,447	1,447
Prepaid expenses and other current assets	4,266	6,279
<b>Total current assets</b>	<b>97,658</b>	<b>125,443</b>
 <b>Cash designated for capital projects and other</b>	 <b>\$ 17,145</b>	 <b>\$ 9,566</b>

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<u>2014</u>	<u>2013</u>
<b>Restricted assets:</b>		
Cash and investments:		
Bonds reserve	\$ 52,007	\$ 52,007
Passenger facility charges and interest unapplied	60,772	53,856
Customer facility charges and interest applied*	41,627	41,009
Commercial paper reserve	4	18
SBD bond guarantee	4,000	4,000
Bond proceeds held by trustee	503,001	364,417
Commercial paper interest held by trustee	13	13
Passenger facility charges receivable	4,066	5,546
Customer facility charges receivable*	3,706	2,301
OCIP insurance reserve	4,909	5,381
<b>Total restricted assets</b>	<b>\$ 674,105</b>	<b>\$ 528,548</b>

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<b>2014</b>	<b>2013</b>
<b>Noncurrent assets:</b>		
<b>Capital assets:</b>		
Land and land improvements	\$ 71,082	\$ 65,426
Runways, roads and parking lots	568,936	526,062
Buildings and structures	1,025,880	713,578
Machinery and equipment	14,115	13,621
Vehicles	5,520	5,585
Office furniture and equipment	31,983	31,511
Works of art	2,469	2,284
Construction-in-progress	250,103	401,825
<b>Total capital assets</b>	<b>1,970,088</b>	<b>1,759,892</b>
Less: accumulated depreciation	(657,266)	(581,748)
<b>Total capital assets, net</b>	<b>\$ 1,312,822</b>	<b>\$ 1,178,144</b>

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<b>2014</b>	<b>2013</b>
<b>Other assets:</b>		
Notes receivable - long-term portion	\$ 38,440	\$ 39,887
Investments - long-term portion	72,537	41,931
Net pension asset	6,920	6,648
Security deposit	500	616
<b>Total other assets</b>	<b>118,397</b>	<b>89,082</b>
<b>Total noncurrent assets</b>	<b>1,431,219</b>	<b>1,267,226</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,220,127</b>	<b>\$ 1,930,783</b>



# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<u>2014</u>	<u>2013</u>
<b>Current liabilities:</b>		
Accounts payable and accrued liabilities	\$ 78,727	\$ 93,761
Deposits and other current liabilities	2,578	2,476
<b>Total current liabilities</b>	<b>81,305</b>	<b>96,237</b>
 <b>Current liabilities - payable from restricted assets:</b>		
Current portion of long-term debt	11,944	1,000
Accrued interest on bonds and commercial paper	31,089	23,624
<b>Total liabilities payable from restricted assets</b>	<b>\$ 43,033</b>	<b>\$ 24,624</b>

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<b>2014</b>	<b>2013</b>
<b>Long-term liabilities - other:</b>		
Commercial paper notes payable	\$ 38,725	\$ 50,969
Other long-term liabilities	9,703	9,874
Long-term debt - bonds net of amortized premium	1,321,354	1,022,015
<b>Total long-term liabilities</b>	<b>1,369,782</b>	<b>1,082,858</b>
<b>Total liabilities</b>	<b>\$ 1,494,120</b>	<b>\$ 1,203,719</b>

# Statements of Net Position (Unaudited)

	(In thousands)	
	<b>June</b>	
	<u>2014</u>	<u>2013</u>
<b>Net Position:</b>		
Invested in capital assets, net of related debt	\$ 435,988	\$ 460,424
Other restricted	170,543	164,132
Unrestricted:		
Designated	23,237	16,214
Undesignated	96,239	86,294
<b>Total net position</b>	<u><b>726,007</b></u>	<u><b>727,064</b></u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><b>\$ 2,220,127</b></u>	<u><b>\$ 1,930,783</b></u>





Questions?



# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Communication

**Date:** September 4, 2014

**To:** Board Members

**Via:** Thella F. Bowens, President/CEO

**From:** Scott M. Brickner, Vice President, Finance & Asset  
Management/Treasurer

**Subject:** Accept the Authority's Investment Report as of July 31,  
2014:

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





**ITEM 12**

**San Diego County Regional  
Airport Authority**

**Investment Report  
As of July 31, 2014**

Presented by: Scott M. Brickner, CPA  
Vice President, Finance & Asset Management/Treasurer

**September 4, 2014**

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 was compiled 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.



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Scott Brickner, C.P.A.

V.P. Finance & Asset Management / Treasurer  
San Diego County Regional Airport Authority

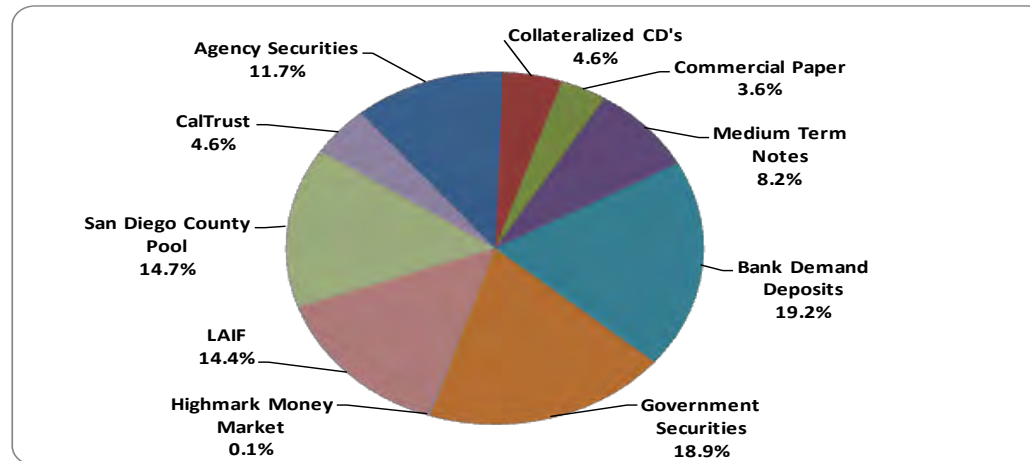


# Total Portfolio Summary

	Current Period July 31, 2014	Prior Period June 30, 2014	Change From Prior
Book Value	\$329,781,000	\$330,269,000	(\$488,000)
Market Value	\$329,516,000	\$330,182,000	(\$666,000)
Market Value%	99.92%	99.97%	(0.05%)
Unrealized Gain / (Loss)	(\$265,000)	(\$87,000)	(\$178,000)
Weighted Average Maturity (Days)	304 days	297 days	7
Weighted Average Yield as of Period End	0.44%	0.43%	0.01%
Cash Interest Received- Current Month	\$243,000	\$89,000	\$154,000
Accrued Interest	\$184,000	\$294,000	(\$110,000)

# Portfolio Composition by Security Type

	July 31, 2014		June 30, 2014		Permitted by Policy
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio	
Agency Securities	\$ 38,404,000	11.7%	\$ 38,443,000	11.6%	100%
Collateralized CD's	15,208,000	4.6%	15,193,000	4.6%	30%
Commercial Paper	11,992,000	3.6%	15,495,000	4.7%	25%
Medium Term Notes	26,942,000	8.2%	22,019,000	6.7%	15%
Bank Demand Deposits	63,154,000	19.2%	63,854,000	19.3%	100%
Government Securities	62,389,000	18.9%	64,083,000	19.4%	100%
Highmark Money Market	309,000	0.1%	56,000	0.0%	20%
LAIF	47,561,000	14.4%	47,535,000	14.4%	\$50 million <sup>(1)</sup>
San Diego County Pool	48,524,000	14.7%	48,476,000	14.7%	\$50 million <sup>(2)</sup>
CalTrust	15,033,000	4.6%	15,028,000	4.6%	\$50 million <sup>(3)</sup>
<b>Total:</b>	<b>\$ 329,516,000</b>	<b>100.0%</b>	<b>\$ 330,182,000</b>	<b>100.0%</b>	

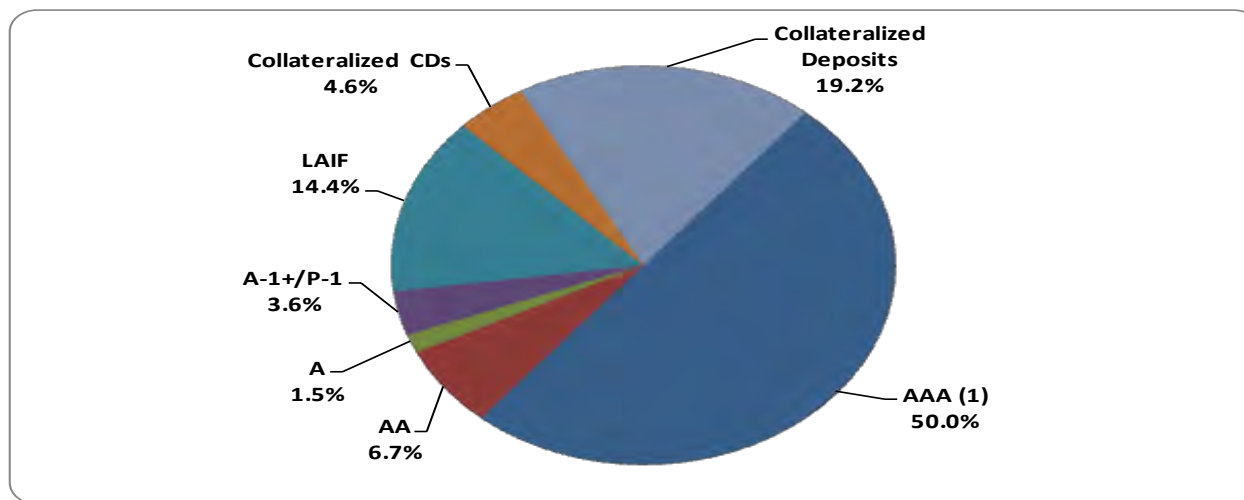


**Notes:**

- 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

	July 31, 2014		June 30, 2014	
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio
AAA <sup>(1)</sup>	\$ 164,659,000	50.0%	\$ 166,084,000	50.3%
AA	21,936,000	6.7%	\$ 17,012,000	5.2%
A	5,006,000	1.5%	\$ 5,007,000	1.5%
A-1+/P-1	11,992,000	3.6%	15,495,000	4.7%
LAIF	47,561,000	14.4%	47,535,000	14.4%
Collateralized CDs	15,208,000	4.6%	15,193,000	4.6%
Collateralized Deposits	63,154,000	19.2%	63,856,000	19.3%
<b>Total:</b>	<b>\$ 329,516,000</b>	<b>100.0%</b>	<b>\$ 330,182,000</b>	<b>100.0%</b>

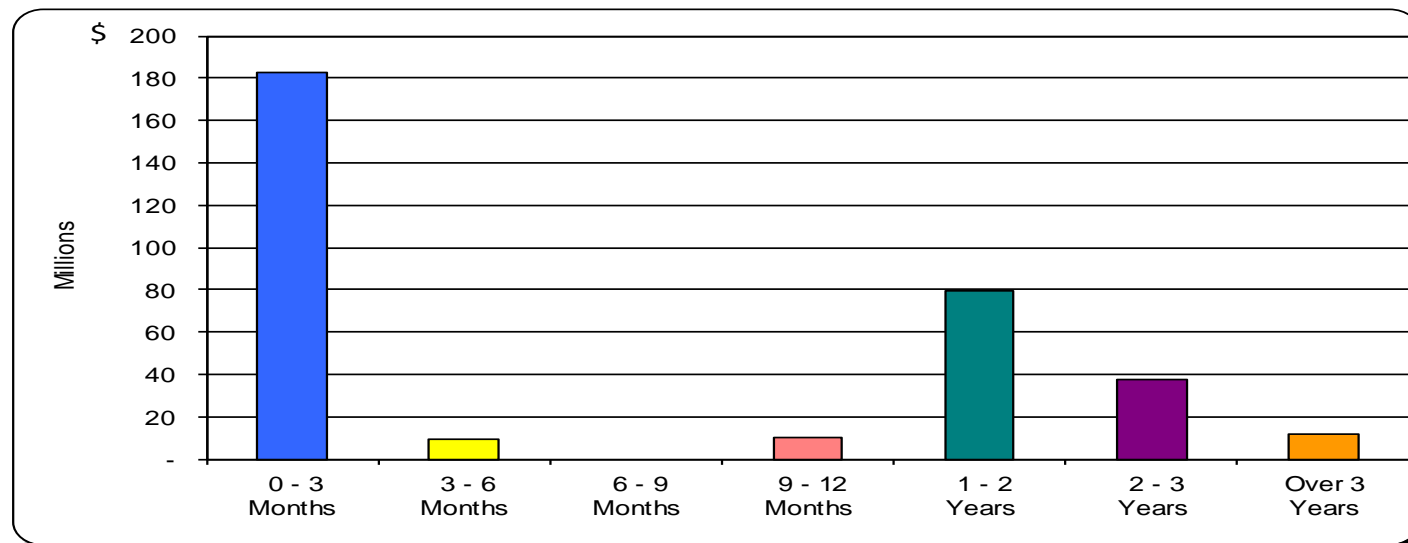


**Notes:**

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

# Portfolio Composition by Maturity Distribution<sup>(1)</sup>

	July 31, 2014		June 30, 2014	
	Market Value	Percent of Portfolio	Market Value	Percent of Portfolio
0 - 3 Months	\$ 182,601,000	55.4%	\$ 200,643,000	60.8%
3 - 6 Month	8,992,000	2.7%	4,996,000	1.5%
6 - 9 Months	-	0.0%	-	0.0%
9 - 12 Months	10,187,000	3.1%	-	0.0%
1 - 2 Years	79,048,000	24.0%	75,745,000	22.9%
2 - 3 Years	37,257,000	11.3%	37,350,000	11.3%
Over 3 Years	11,431,000	3.5%	11,448,000	3.5%
<b>Total:</b>	<b>\$ 329,516,000</b>	<b>100.0%</b>	<b>\$ 330,182,000</b>	<b>100.0%</b>

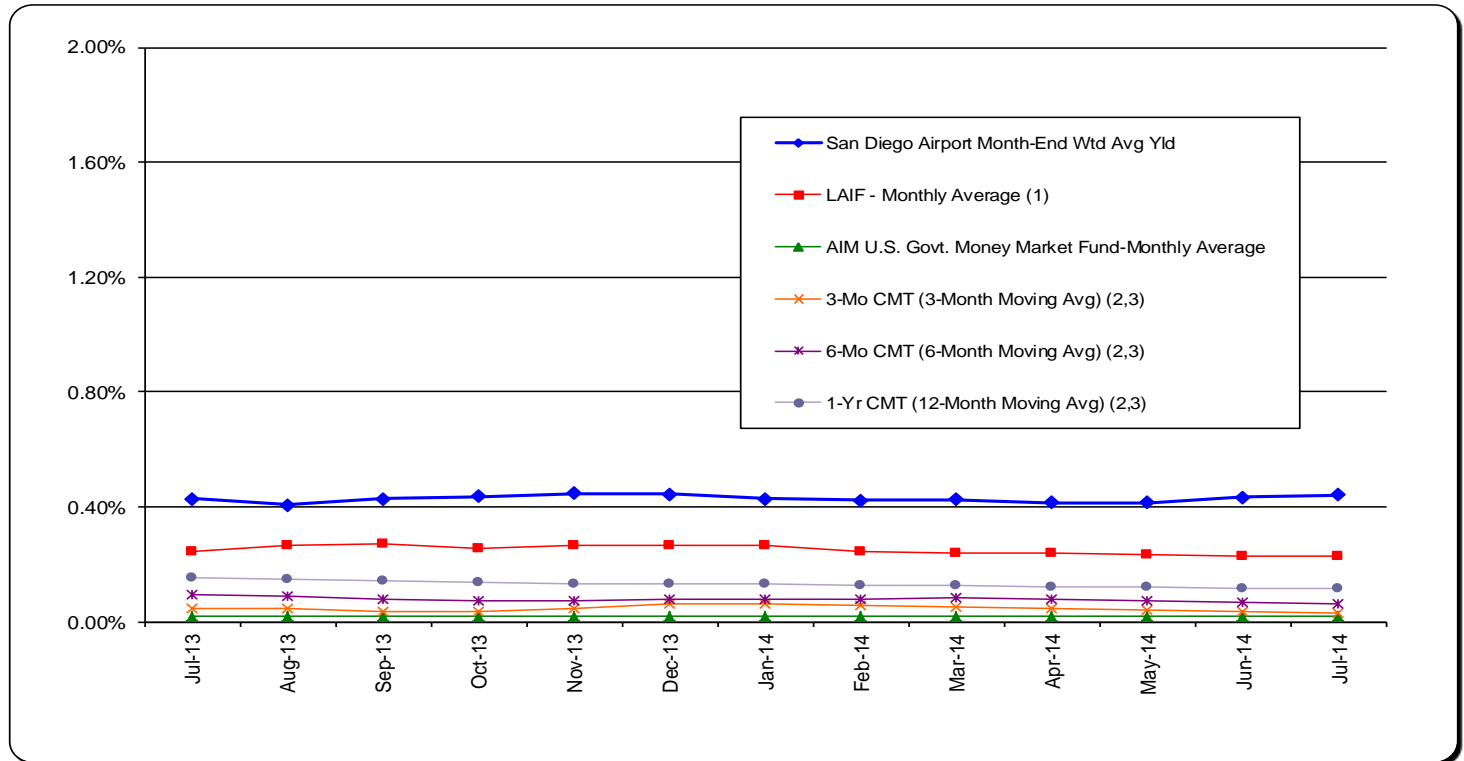


**Notes:**

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 previous 12-months.

# Detail of Security Holdings As of July 31, 2014

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
12/28/12	FNMA	0.006	06/27/16	09/27/14	5,000,000	99.875	4,993,750	99.938	4,996,900	697	0.596
09/21/12	FHLMC	1.000	09/12/17	09/12/14	3,000,000	99.975	2,999,250	99.732	2,991,960	139	1.000
01/16/13	FHLMC	1.050	01/16/18	10/16/14	3,000,000	99.970	2,999,100	99.451	2,983,530	1265	1.056
01/09/13	FHLMC	1.375	01/09/18	01/09/15	2,000,000	101.440	2,028,800	100.150	2,003,000	1258	1.080
01/30/13	FNMA	1.030	01/30/18	10/30/14	3,500,000	99.990	3,499,650	98.639	3,452,365	1279	1.032
06/13/13	FHLB	0.375	06/24/16	06/24/16	5,000,000	99.023	4,951,150	99.634	4,981,700	694	0.701
10/10/13	FHLMC	0.875	10/14/16	10/14/16	4,000,000	100.180	4,007,200	100.374	4,014,960	806	0.814
12/10/13	FHLB	0.625	12/28/16	12/28/16	5,000,000	99.816	4,990,800	99.754	4,987,700	881	0.438
06/12/13	FHLMC	0.500	05/13/16	05/13/16	8,000,000	99.707	7,976,568	99.895	7,991,600	652	0.601
<b>Agency Total</b>					<b>38,500,000</b>		<b>38,446,268</b>		<b>38,403,715</b>	<b>884</b>	<b>0.745</b>
07/02/14	East West Bk CD	0.500	07/02/15		10,187,061	100.000	10,187,061	100.000	10,187,061	336	0.500
09/05/13	Torrey Pines Bank CD	0.500	09/04/14		5,000,000	100.000	5,020,796	100.416	5,020,796	35	0.500
<b>CD's Total</b>					<b>15,187,061</b>		<b>15,207,858</b>		<b>15,207,858</b>	<b>237</b>	<b>0.500</b>
07/17/14	UBS FINANCE CP	0.210	01/16/15		4,000,000	99.893	3,995,730	99.869	3,994,760	169	0.210
02/06/14	BANK OF TOKYO-MITSUBISHI CP	0.240	08/06/14		3,000,000	99.879	2,996,380	99.998	2,999,940	6	0.240
05/12/14	RABUSA CP	0.210	11/12/14		5,000,000	99.893	4,994,633	99.937	4,996,850	104	0.210
<b>Commercial Paper Total</b>					<b>12,000,000</b>		<b>11,986,743</b>		<b>11,991,550</b>	<b>101</b>	<b>0.217</b>
05/09/13	Apple Inc Notes	0.450	05/03/16		4,000,000	99.944	3,997,760	99.838	3,993,520	642	0.469
07/18/14	WELLS FARGO CO Notes	3.678	06/15/16		4,700,000	105.559	4,961,273	105.192	4,944,024	685	0.737
06/03/13	Toyota Motor Corp Notes	2.800	01/11/16		4,000,000	105.114	4,204,560	103.247	4,129,880	529	0.812
08/30/13	Caterpillar Financial	0.409	08/28/15		5,000,000	100.000	5,000,000	100.129	5,006,450	393	0.409
10/10/13	GE CAP CORP	0.896	01/08/16		5,000,000	100.452	5,022,600	100.637	5,031,850	526	0.695
11/01/13	COCA COLA CORP NOTE	0.750	11/01/16		800,000	100.080	799,080	99.716	797,728	824	0.789
07/08/13	WAL MART STORES INC	1.500	10/25/15		3,000,000	102.028	3,060,836	101.305	3,039,150	451	0.617
<b>Medium Term Notes</b>					<b>26,500,000</b>		<b>27,046,109</b>		<b>26,942,602</b>	<b>549</b>	<b>0.629</b>

# Detail of Security Holdings As of July 31, 2014

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
02/13/13	U.S. Treasury	0.375	01/15/16		5,900,000	99.926	5,896,598	100.133	5,907,847	533	0.401
02/10/14	U.S. Treasury	0.375	02/10/16		3,000,000	100.144	3,004,336	100.121	3,003,630	559	0.375
02/24/14	U.S. Treasury	0.750	01/15/17		3,000,000	100.230	3,006,914	99.898	2,996,940	899	0.669
06/03/13	U.S. Treasury	0.250	05/15/16		6,850,000	99.234	6,797,555	99.648	6,825,888	654	0.512
03/31/14	U.S. Treasury	1.000	03/31/17		3,000,000	100.175	3,005,273	100.289	3,008,670	974	0.940
03/05/14	U.S. Treasury	1.000	08/31/16		8,890,000	101.203	8,996,958	100.844	8,965,032	762	0.512
04/15/14	U.S. Treasury	0.375	03/31/16		5,000,000	100.016	5,000,781	99.996	4,999,800	609	0.367
05/01/14	U.S. Treasury	0.375	04/30/16		8,000,000	99.910	7,992,812	99.934	7,994,720	639	0.420
06/13/14	U.S. Treasury	0.875	01/31/17		5,000,000	100.199	5,009,961	100.180	5,009,000	915	0.798
06/13/14	U.S. Treasury	0.875	06/15/17		7,500,000	99.967	7,475,391	99.688	7,476,600	1050	0.987
07/08/13	U.S. Treasury	0.500	06/15/16		6,197,856	99.602	6,175,297	100.051	6,200,992	685	0.637
<b>Government Total</b>					<b>62,337,856</b>		<b>62,361,876</b>		<b>62,389,119</b>	<b>747</b>	<b>0.592</b>
US Bank General Acct					22,520,707	100.000	22,520,707	100.000	22,520,707	1	0.035
<b>US Bank Accounts Total</b>					<b>22,520,707</b>		<b>22,520,707</b>		<b>22,520,707</b>	<b>1</b>	<b>0.035</b>
Reich & Tang Daily Inc US Gvt Fund					309,274	100.000	309,274	100.000	309,274	1	0.000
<b>Reich &amp; Tang Daily Inc US Gvt Fund</b>					<b>309,274</b>		<b>309,274</b>		<b>309,274</b>	<b>1</b>	<b>0.000</b>
Torrey Pines Bank MM					5,022,245	100.000	5,022,245	100.000	5,022,245	1	0.500
Local Agency Invstmnt Fd					47,547,130	100.000	47,547,130	100.030	47,561,327	1	0.228
San Diego County Inv Pool					48,689,133	100.000	48,689,133	99.661	48,523,885	1	0.430
CalTrust					15,032,743	100.000	15,032,743	100.000	15,032,743	1	0.390
Wells Fargo Bank					4,045,428	100.000	4,045,428	100.000	4,045,428	1	0.250
East West Bank					103,366	100.000	103,366	100.000	103,366	1	0.350
East West Bank					31,461,943	100.000	31,461,943	100.000	31,461,943	1	0.350
<b>East West Bank Total</b>					<b>31,565,308</b>		<b>31,565,308</b>	<b>100.000</b>	<b>31,565,308</b>	<b>1</b>	<b>0.350</b>
<b>Grand Total</b>					<b>\$ 329,256,886</b>	<b>98.64</b>	<b>\$ 329,780,822</b>	<b>99.92</b>	<b>\$ 329,515,761</b>	<b>304</b>	<b>0.442</b>

# Portfolio Investment Transactions

## From July 1<sup>st</sup>, 2014 – July 31<sup>st</sup>, 2014

Settle Date	Security Description	Security Type	CUSIP	Coupon	Mature Date	Call Date	Unit Price	Amount
<b>PURCHASES</b>								
07/17/14	UBS FINANCE CP	CP - DISC	90262DNG6	0.20	01/15/15	--	99.893	\$ 3,995,730
07/18/14	WELLS FARGO NOTE	MTN	949746QU8	3.676	06/15/16	--	105.559	4,961,273
								<b>\$ 8,957,003</b>
<b>CALLS</b>								
								<b>\$ -</b>
<b>MATURITIES</b>								
07/15/14	BANK OF TOKYO MITS CP	CP - DISC	06538CGF2	0.240	07/15/14	--	99.879	\$ 3,499,825
07/16/14	UBS FINANCE CP	CP - DISC	90262DGG4	0.215	07/15/14	--	99.893	3,999,760
								<b>\$ 7,499,585</b>
<b>DEPOSITS</b>								
								<b>\$ -</b>
<b>WITHDRAWALS/SALES</b>								
07/02/14	BANK OF THE WEST	BANK DEMAND DEPOSIT	--	0.240	--	--	100.000	\$ 3,122
07/17/14	USTREAS NTS	U.S. Treasury	912828UG3	0.375	01/15/16	--	99.926	1,602,438
								<b>\$ 1,605,560</b>

# Bond Proceeds Summary

As of: July 31, 2014

(in thousands)

	Series 2010	Series 2013	Series 2014	Total	Yield	Rating
<b>Project Fund</b>						
LAIF <sup>(1)</sup>	\$ -	\$ -	\$ 123,321	\$ 123,321	0.23%	N/R
SDCIP <sup>(2)</sup>	-	90,233	92,510	182,743	0.43%	AAAf
	\$ -	\$ 90,233	\$ 215,831	\$ 306,064		
<b>Capitalized Interest</b>						
SDCIP <sup>(2)</sup>	\$ -	\$ 453	\$ 24,440	\$ 24,893	0.43%	AAAf
	\$ -	\$ 453	\$ 24,440	\$ 24,893		
<b>Debt Service Reserve &amp; Coverage Funds</b>						
SDCIP <sup>(2)</sup>	\$ 14,215	\$ 32,993	\$ 13,458	\$ 60,666	0.43%	AAAf
East West Bank CD	20,616	-	-	20,616	0.75%	N/R
Bank of the West DDA	16,161	-	-	16,161	0.24%	N/R
Torrey Pines DDA	-	-	15,032	15,032	0.50%	N/R
	\$ 50,992	\$ 32,993	\$ 28,490	\$ 112,475		
	\$ 50,992	\$ 123,679	\$ 268,761	\$ 443,432	0.38%	

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

(1) LAIF Yield as of 6/30/2014

(2) SDCIP Yield as of 6/30/2014

# Bond Proceeds Investment Transactions

## From July 1<sup>st</sup>, 2014 – July 31<sup>st</sup>, 2014

Settle Date	Security Description	Security Type	CUSIP	Coupon	Mature Date	Call Date	Unit Price	Amount
<b>PURCHASES</b>								
							\$	-
<b>CALLS</b>								
							\$	-
<b>MATURITIES</b>								
							\$	-
<b>DEPOSITS</b>								
							\$	-
<b>WITHDRAWALS / SALES</b>								
7/1/2014	SDCIP (2013 Bonds)	SDCIP		0.43			1.000	\$ 10,266,972
7/1/2014	First American Govt Oblig Fund (2014 Bonds)	Govt Oblig Fund		0.01			1.000	5,991,777
7/1/2014	SDCIP (2013 Bonds)	SDCIP		0.43			1.000	299,322
7/23/2014	LAIF (2014 Bonds)	LAIF		0.23			1.000	12,437,509
							\$	28,995,580





Questions?



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**13**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Fiscal Year 2014 – Annual Report from the Audit Committee**

**Recommendation:**

The Audit Committee recommends that the Board accept the report.

**Background/Justification:**

On November 25, 2002, Authority Policy Article 1, adopted by the Board per Resolution No. 2002-2, established the administration and governance of the San Diego County Regional 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 (formerly Audit and Performance Monitoring Committee).

In accordance with the Audit Committee Charter and the oversight responsibilities outlined in Authority Policy Section No. 1.50 (5)(c)(ii), the Committee shall annually provide a report to the Board covering the discharge of its duties and the responsibilities carried out during the previous year.

During the August 18, 2014, Audit Committee Meeting, the Chair presented its 2014 Annual Report and the Committee voted unanimously to forward the item to the Board. The 2014 Annual Report of the Audit Committee highlights activities performed for the period July 1, 2013, through June 30, 2014 (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

000126



**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
  
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

MARK A. BURCHYETT  
CHIEF AUDITOR



# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Communication

**Date:** August 18, 2014  
**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 2014

---

A report on the accomplishments of the Audit Committee is submitted for Fiscal Year 2014 for the period July 1, 2013, through June 30, 2014.

The Audit Committee convened five times during FY14. 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 19, 2013
- November 18, 2013
- February 10, 2014
- April 21, 2014
- May 12, 2014

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, 2013, were reviewed and approved by the Audit Committee during its November 18, 2013, 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
- 2013 Comprehensive Annual Financial Report (CAFR)

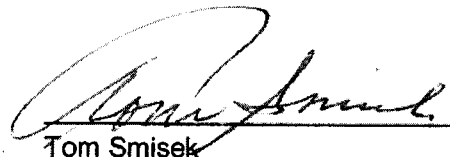
The Audit Committee reviewed, approved, or received as information, the following reports and presentations submitted by the Office of the Chief Auditor (OCA), as well as monitored the progress of internal activities of the OCA.

- Fiscal Year 2013 Annual Report of the Office of the Chief Auditor
- Fiscal Year 2014 Quarterly Reports and corresponding audit recommendations
- Audit Reports issued by the Office of the Chief Auditor during FY14, totaling 37

- Recommendations issued by the Office of the Chief Auditor during FY14, totaling 37
- FY15 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 Updates
- Ethics Program and Confidential Hotline Status
- Public Employee Performance Evaluation Goal Setting for Chief Auditor – FY14

In addition, during Fiscal Year 2014, the Authority issued a Request for Proposals (RFP) for Financial Audit Services to hire a new external auditor. A Special Audit Committee Meeting was held on April 21, 2014, whereby the Committee reviewed, discussed, and forwarded a recommendation to the Board for the engagement of a new external auditor, BKD, LLP for a three-year term.

On May 12, 2014, the Audit Committee was presented the results of a peer review that evaluated the Office of the Chief Auditor's internal quality control system. The outside assessment, or External Quality Control Review, performed by the Association of Local Government Auditors (ALGA) stated that the Office of the Chief Auditor passed satisfactorily.

  
Tom Smisek  
Audit Committee Chair

8/20/2014  
Date



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**14**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Fiscal Year 2014 – Annual Audit Activities Report and Audit Recommendations from the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board accept 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 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.

In accordance with the Charter of the Office of the Chief Auditor, the Fiscal Year 2014 Annual Report was submitted to the Audit Committee by the Office of the Chief Auditor on August 18, 2014. The Annual Report provides an account of activities and accomplishments for Fiscal Year 2014 and features details on all recommendations issued and their implementation status.

The OCA Fiscal Year 2014 Annual Report is provided 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

0000130

**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
  
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

MARK A BURCHYETT  
CHIEF AUDITOR



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
OFFICE OF THE CHIEF AUDITOR

FISCAL YEAR 2014 ANNUAL REPORT



# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

August 7, 2014

Fiscal Year 2014 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 2014. The report details the audit and administrative activities of the Office, the resolution of past audit findings, and highlights the Fiscal Year 2015 Audit Plan.

Fiscal Year 2014 was another productive year for the OCA that included:

- Issuance of 37 audit reports
- Creation of a Concession audit program
- Continued audit activities on the construction of the Green Build
- Supervision of the Ethics Program

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 black ink, appearing to read "Mark A. Burchyett", written over a horizontal line.

Mark A. Burchyett  
Chief Auditor

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*Audit Activities*

The Office of the Chief Auditor's (OCA) Fiscal Year 2014 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 2014 (see Appendix A) included 33 planned audits. Also incorporated within the Fiscal Year 2014 plan were seven (7) audits carried over from the Fiscal Year 2013 audit plan that were not completed during that fiscal year. Furthermore, during the 2014 fiscal year, two (2) unplanned audits were added to the audit schedule as "Special Requests" and two planned audits were replaced with other projects due to management requests concerning time constraints.

In total during fiscal year 2014, the OCA issued 37 audit reports, including eleven (11) during the fourth quarter. Additionally, the OCA had numerous audits that were nearing completion at the end of the 4th quarter, including four (4) 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 37 recommendations (See Page 3, Table 2: Status of Recommendations Issued in FY2014).

*Table 1: Total Reports Issued by the Office of the Chief Auditor in Fiscal Year 2014*

Quarter	Audits Issued	Recommendations Issued
1 <sup>st</sup>	11	9
2 <sup>nd</sup>	5	3
3 <sup>rd</sup>	10	7
4 <sup>th</sup>	11	18
<b>Total</b>	<b>37</b>	<b>37</b>

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

**Business Process Audits**

The OCA issued eight (8) business process audit reports 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, performance audits of Human Resources services, Energy Usage, and a review of compliance with the Authority's Request for Proposal (RFP) thresholds. From these types of audits we issued a total of nine (9) recommendations.

**Expenditure Contract Audits**

Included within this category are audits of consulting, service, and construction contracts. During fiscal year 2014 the OCA completed 14 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 Port District reimbursements, Aircraft Rescue & Fire Fighting (ARFF) expenses covering 2011 through 2013, and expenses reimbursed to ACE Parking.

**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 15 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 audits of Nevada Lease and Rentals, Inc. (Payless), Host International, Inc., and Landmark Aviation. In total we issued ten (10) recommendations for these types of audits, including recommendations that identified a total of \$583,171 in underpayments to the Authority.

**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 categories above are two special request audits that the OCA completed during the year. Of note, we completed close out audits of Simply Wheelz and ASIG.

**In Progress Audits**

In Fiscal Year 2014, 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, 2014, the following audits had been sent to the audited departments as Draft audit reports:

- Emergency Medical Technician-Paramedic Services
- Merriwhether Williams
- The Hertz Corporation
- Timekeeping Payroll

Additionally, the following audits were in progress as of June 30, 2014:

- Debt Service Management

Each of the above audits should be completed within the 1<sup>st</sup> Quarter of Fiscal Year 2015.

*Audit Follow-Up*

The OCA tracks the number and the status of recommendations issued in audit reports. Tracking of recommendations was completed through regular 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 2014, the OCA issued a total of 37 recommendations, of which 16 are fully implemented. See Table 2 for an overview of recommendations issued by the OCA in FY 2014. For detailed descriptions of recommendations that were unresolved as of June 30, 2014, and for details on all recommendations completed in FY 2014, see Appendices B and C respectively.

*Table 2: Status of Recommendations Issued in Fiscal Year 2014*

Quarter	Recommendations				
	Issued	Completed <sup>1</sup>	In-Progress <sup>2</sup>	Open <sup>3</sup>	Not Accepted
1 <sup>st</sup>	9	8	0	0	1
2 <sup>nd</sup>	3	2	1	0	0
3 <sup>rd</sup>	7	6	0	0	1
4 <sup>th</sup>	18	0	0	18	0
<b>Total</b>	<b>37</b>	<b>16</b>	<b>1</b>	<b>18</b>	<b>2</b>

In addition to the recommendations issued in FY 2014, the OCA continued to track the status of recommendations issued in prior fiscal years. In total, the OCA tracked 13 recommendations issued prior to this fiscal year and not fully completed as of June 30, 2013. As of June 30, 2014, ten (10) of those recommendations have been implemented, two (2) were in progress, and one (1) was not accepted by management.

<sup>1</sup> Includes recommendations that the OCA had determined to be completed.

<sup>2</sup> Includes recommendations that are not fully completed but action has been taken.

<sup>3</sup> Includes recommendations where corrective action has not yet begun.

## *Non-Audit Activities*

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The OCA had numerous non-audit activities during Fiscal Year 2014, which are described below. For Fiscal Year 2015, the OCA will continue its activities in support of the Authority and the Board.

### **Training**

The OCA informally 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 attendance at the annual Association of Airport Internal Auditors conference. Additionally, staff completed or attended webinars and self-study courses in order to meet their minimum CPE requirements.

### **Quality Assessment Review**

During the fiscal year, the OCA underwent an External Quality Control Review to ensure compliance with International Standards for the Professional Practice of Internal Auditing. The OCA's internal quality control system was evaluated and tested to ensure compliance. The OCA was found to be in compliance with the standards and was provided with recommendations to improve the performance, efficiency, and controls within the department. To date, all of the recommendations have been implemented.

### **Audit Committee Support**

During Fiscal Year 2014, the Audit Committee met five (5) times, which occurred on:

- August 19, 2013
- November 18, 2013
- February 10, 2014
- April 21, 2014
- May 12, 2014

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 include sufficient information to indicate a potential violation of the Authority Code of Ethics are investigated by the OCA. In FY2014, a total of 366 notifications were made thru the various reporting methods. Notifications are summarized into categories of potential ethics violation issues, as well as general workplace concerns or other Airport related matters. Those items that warranted further review and were investigated during FY2014 did not result in a finding of a Code of Ethics violation. A summary of issues reported and their resolution are noted in the Ethics Hotline 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 2014, 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, 2014*

Performance Measure	Goal	Progress as of June 30, 2014
Percentage of the audit plan completed annually	100%	88%
Additional revenue/cost savings identified through audits	\$30,000	\$1,110,651
Percentage of staff time spent on audit activities	85%	86%
Percentage of audits completed within budgeted time	80%	81%
Implementation of Recommendations	90%	52%

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 88% of the Fiscal Year 2014 audit plan. Specifically, 37 out of 42 audits were finalized as issued audit reports. Additionally, there were four (4) 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 2014 audit plan is 98%.

**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 \$1,100,000 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
13026	Aircraft Rescue & Fire Fighting Expense Billings – FY 2011 and FY 2012	\$ 430,408	\$ 430,408
14017	Nevada Lease and Rentals, Inc. (Payless)	\$ 297,814	0
14018	Simply Wheelz, LLC dba Advantage Rent-A-Car	\$ 282,778	\$198,958
13033	San Diego Unified Port District Billings - FY 2012	\$ 56,109	\$ 56,109
14026	Aircraft Rescue and Fire Fighting Expense Billings – FY13	\$ 30,454	\$ 30,454
14033	San Diego Unified Port District Billings – FY 2013	\$ 10,509	\$ 10,509
14021	Landmark Aviation GSO-SAN, LLC	\$ 2,579	\$ 2,579
<b>Total</b>		\$ 1,110,651	\$ 728,997

**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 over our goal of 85% 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 2014, the OCA completed 81 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, 52% 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 and the percentage is greatly affected by the 18 recommendation issued during June 2014.

Table 5: Percentage of Recommendations Completed

Recommendation Origination	Recommendation				
	Tracked	Completed	Not Accepted	Outstanding	% Completed
Carryover	13	10	1	2	77%
1 <sup>st</sup> Quarter	9	8	1	0	89%
2 <sup>nd</sup> Quarter	3	2	0	1	66%
3 <sup>rd</sup> Quarter	7	6	1	0	86%
4 <sup>th</sup> Quarter	18	0	0	18	0%
<b>Total</b>	<b>50</b>	<b>26</b>	<b>3</b>	<b>21</b>	<b>52%</b>

### *Construction Audit Activities*

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For the Fiscal Year 2014, the OCA continued Construction Audit activities separate from the Annual Audit Plan. R. W. Block Consulting, Inc. (RWBC) continued to provide assistance and expertise to the OCA. Roy Block led a presentation at the January 21, 2014, Capital Improvement Program Oversight Committee meeting on the major activities RWBC performed over the Green Build program during its contract. Subsequent to the presentation, RWBC provided consulting services to the OCA through May 31, 2014, the end of the contract.

The OCA Construction Auditor performed a review of the procurement of the original contracts with the joint ventures. On-going activities of the Construction Auditor include:

- Tracking the resolution and implementation of the RWBC recommendations.
- Working with Finance in the eligibility review of Green Build expenses submitted for grant and/or Passenger Facility Charge (PFC) reimbursement.
- Reviewing payments made to the Green Build contractors through the end of the close-out process.
- Review of Rental Car Center, enabling and other project costs identified as eligible for Customer Facility Charge (CFC) reimbursement.

The OCA Construction Auditor remains involved through the close-out of the Terminal Development Program and continues with the North Side Development and Facilities Development Programs, 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 during their regularly scheduled meetings.

### *Concession Audit Activities*

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In order to better monitor and audit the Authority's robust terminal concession program the OCA created and filled an Auditor position to focus on the audit of concession activities. That position was filled in December 2013. The auditor is responsible for conducting or leading the various audits of concessionaires that appear on the OCA's Annual Audit Plan as well as conducting specific reviews of concession related activities as needed.

As part of the Fiscal Year 2014 OCA Audit Plan, the concession auditor completed audits for contract compliance for the below Food and Beverage concessionaires that are part of the Concession Development Program (CDP) at San Diego International Airport (SDIA):

- Host International, Inc. (FSP 1) – Audit Report #14023
- High Flying Foods (FSP 8) – Audit Report #14034

The two concessionaires' combined sales made up 43% of total sales for the Food and Beverage concessionaires at SDIA for Fiscal Year 2014. The primary focus of the audits was to verify the following:

- Concessionaires reported and paid the correct amount of revenue to SDIA.
- Insurance coverage was in compliance with the contract agreement.
- Management controls over the sales reporting process were in place and operating effectively.

In addition, the concession auditor performed a review of the Concessionaire Accounts Receivable Aging process. The concession auditor also assessed the key business processes of the CDP staff and provided recommendations as needed to mirror industry best practices.



*Fiscal Year 2015 Projection*

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The Audit Committee approved the Fiscal Year 2015 Audit Plan during its May 12, 2014, meeting. Before commencing work on the Fiscal Year 2015 Audit Plan (Appendix D), the OCA will complete the outstanding audits from Fiscal Year 2014. Specifically, for the 1st Quarter of Fiscal Year 2014, the OCA plans to complete the following audits:

- CDW – Government
- Agreements Less Than \$100,000
- GGTW
- Fox RAC
- Paradies
- Mission Yogurt
- EZ Rent A Car
- Cartwright
- Airlines and Others (Allied Aviation)
- The Hertz Corporation
- Merriwhether Williams

Throughout Fiscal Year 2015, 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 2014 Audit Plan*

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**San Diego County Regional Airport Authority  
OFFICE OF THE CHIEF AUDITOR  
Fiscal Year 2014 Audit Plan  
REVISED 2/10/14**

**BUSINESS PROCESS AUDITS**

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- 1 Debt Service Management
- 2 Request for Proposal Threshold Compliance
- 3 Human Resources Services Performance
- 4 Airport Lost and Found
- 5 Timekeeping Payroll
- 6 Social Media Control and Performance

**EXPENSE CONTRACT AUDITS**

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- 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**

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- 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.
- 24 High Flying Foods
- 25 Smarte Carte, Inc.

**ANNUAL ONGOING AUDITS AND SUPPORT**

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- 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 Biennial – Airline Landing Fees
- 32 Emergency Medical Technician-Paramedic Services
- 33 San Diego Unified Port District Billing

34 **Special Request Audits**

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Aircraft Service International Group (ASIG)

35 **QUALITY ASSESSMENT REVIEW**

36 **ETHICS PROGRAM ACTIVITY**

37 **CONSTRUCTION AUDIT AND MONITORING ACTIVITY**

*Appendix B – Status of OCA Recommendations as of June 30, 2014*

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The following recommendation implementation report contains the status of recommendations from OCA audits that remained unresolved as of June 30, 2014. 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, 2014	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 payment process should be automated. The 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 AVI System has been divided into two installations due to the Taxi Hold Lot (new lot) construction: 1) The terminal roadway installation is scheduled for completion Q1 2015, and 2) The Taxi Hold Lot AVI System will be completed in Q1 2016.	In Progress	Q1 2016
14-24	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	20	Impact: 10 Probability: 10	Business and Financial Management should inform Payless that they are required to remit all monies collected in the form of CFCs. Additionally, Payless should immediately recalculate the CFCs collected from January 1, 2014, thru present, and remit any monies previously excluded, in total, to the Authority.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-25	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	20	Impact: 10 Probability: 10	Business and Financial Management should request Accounting generate an invoice to Payless in the amount of \$297,814.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-17	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #14033, dated February 26, 2014, San Diego Unified Port District Billings - FY 2013	19	Impact: 10 Probability: 9	We recommend that the Aviation Security & Public Safety Department notify District staff concerning the Fiscal Year 2013 under-billing for Harbor Police Department services and determine the most appropriate method for the Authority to remit the additional \$371,145 owed to the District.	The District invoiced the Authority and the Authority remitted a payment.	Completed	N/A

000146

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, 2014	OCA's Assessment	Estimated Completion Date
14-20	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	19	Impact: 9 Probability: 10	Due to the lack of cooperation, the inaccuracies of the financial data provided, and the inability to provide all requested supporting paperwork, we recommend that Management take appropriate measures to ensure that Payless immediately complies with all terms of the License Agreement.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-16	AVIATION OPERATIONS & PUBLIC SAFETY	Audit Report #14026, dated February 14, 2014, Aircraft Rescue & Fire Fighting Expense Billings - Fiscal Year 2013	18	Impact: 9 Probability: 9	We recommend that Airside Operation and Accounting work together to ensure that all payments for services are properly supported by invoices and payments are made within the parameters of the contract. Specifically, consideration should be given to requesting the City to send the invoices directly to Accounting where receipt of the invoice can be logged and the payment due date can be recorded. The invoice would then be forwarded to Airside Operations for review for accurate billing of ARFF services and proper supporting documentation for all reimbursable expenses. The invoice would be recorded on the Airside Operations tracking worksheet listing the amount approved for payment and each disallowed expense submitted that is disputed or does not contain proper support. Accounting would follow-up with Airside Operations to ensure that the approved amounts are submitted for payment by the due date.	Accounting and Airside Operations have implemented the recommendation.	Completed	N/A
14-21	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	18	Impact: 9 Probability: 9	Business and Financial Management should inform Payless that they must immediately implement a financial reporting system to accurately segregate revenues collected and to properly calculate gross revenue and concession fees due.	This recommendation was issued during the month so no follow up was performed.	Open	N/A

000147

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, 2014	OCA's Assessment	Estimated Completion Date
14-22	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	18	Impact: 9 Probability: 9	Business and Financial Management should inform Payless that they must immediately implement a system to ensure only rental agreements that fully meet the Non-Airport criteria of the Agreement are excluded from gross revenue.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-14	AVIATION AND COMMERCIAL BUSINESS DEPARTMENT	Audit Report #14018, dated January 21, 2014, Simply Wheelz, LLC dba Advantage Rent-A-Car	17	Impact: 9 Probability: 8	Aviation and Commercial Business Department should request that the Accounting Department issue an invoice to Simply Wheelz in the net amount of \$282,778 for the underpayment of Customer Facility Charge (CFC) Funds and license fees.	During the audit period, the SimplyWheelz entity was owned by Hertz Corporation subsequently by Franchise Services of North America (FSNA). The Authority billed and received payment for an agreed negotiated settlement to close out the audit recommendation.	Completed	N/A
14-35	GROUND TRANSPORTATION DEPARTMENT	Audit Report #14011, dated June 10, 2014, Ace Parking Management, Inc.	17	Impact: 9 Probability: 8	The Ground Transportation Department should provide Ace written approvals for all special project requests and require the approvals to be attached as supporting documentation with reimbursement requests.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
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.	The policies and procedures are in a draft form and under review.	In Progress	FY15
14-19	TERMINALS AND TENANTS DEPARTMENT	Audit Report #14023, dated March 11, 2014, Host International, Inc.	15	Impact: 6 Probability: 9	In addition to obtaining an annual price list from the concessionaire, as required by the lease agreement, the Terminals and tenants Department should conduct regularly scheduled price reviews, track and maintain documentation of any discrepancies that were identified.	In addition to the annual lease-mandated pricing survey, the Terminals and Tenants Department has developed a plan for semi-annual pricing audits of the Food & Beverage and retail concessions.	Completed	N/A

000148

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, 2014	OCA's Assessment	Estimated Completion Date
14-29	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	15	Impact: 8 Probability: 7	We recommend that TCC reconcile billings for benefits monthly to the current benefits in effect for all employees prior to submission for payment. The incorrect billing amounts should be deducted from the billing prior to payment. This will ensure the Authority is paying only for benefits received by Authority employees.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-30	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	15	Impact: 8 Probability: 7	Since it is known that there have been issues with the billings since at least July 2013, we recommend that TCC perform a complete reconciliation of all benefit billings for fiscal year 2014 prior to the end of the fiscal year to ensure the Authority has not overpaid for any employee benefits.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-34	GROUND TRANSPORTATION DEPARTMENT	Audit Report #14011, dated June 10, 2014, Ace Parking Management, Inc.	15	Impact: 8 Probability: 7	The Ground Transportation Department should develop and document procedures to verify and review, on a regular basis, the requirements set forth in both the Parking Management Services and Shuttle Services Agreements to ensure Ace is compliant with Agreement terms.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-36	GROUND TRANSPORTATION DEPARTMENT	Audit Report #14011, dated June 10, 2014, Ace Parking Management, Inc.	15	Impact: 8 Probability: 7	The Ground Transportation Department should develop a process to verify shuttle hours charged through a comparison of personnel time sheets and shuttle operational hours to in-service reports. In addition, Ground Transportation should improve procedures to conduct a more thorough analysis of the hours charged to identify potential deviations and shuttle usage by parking lot.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-32	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	14	Impact: 7 Probability: 7	We recommend that all TCC employees be required to sign a confidentiality agreement.	This recommendation was issued during the month so no follow up was performed.	Open	N/A

000149

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, 2014	OCA's Assessment	Estimated Completion Date
14-11	FACILITIES DEVELOPMENT DEPARTMENT	Audit Report #14010, dated November 22, 2013, Abadjis Systems, Ltd.	13	Impact: 7 Probability: 6	We recommend that Management consider amending Authority Policy to limit the amount of continuous time an individual contractor may work at the Authority. The limit could be by time, contract, and/or project. The limit could provide an opportunity to evaluate whether the contractor's services are required on a temporary or permanent basis.		In Progress	Unknown
14-23	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #14017, dated June 3, 2014, Nevada Lease and Rentals, Inc. (Payless)	13	Impact: 7 Probability: 6	Business and Financial Management should inform Payless that they must immediately update their rental agreement template to include the proper language regarding "non-Airport" customers.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-27	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	12	Impact: 7 Probability: 5	Employee records and personnel files should be protected in an environmentally safe storage area and a backup of the files should be created and kept off site.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-26	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	11	Impact: 6 Probability: 5	The required posters for Equal Employment Opportunity is the Law and Your Rights Under the Family and Medical Leave Act should be posted in an area where all applicants for employment can readily see them, such as the Talent, Culture and Capability lobby.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-37	GROUND TRANSPORTATION DEPARTMENT	Audit Report #14011, dated June 10, 2014, Ace Parking Management, Inc.	11	Impact: 6 Probability: 5	The Ground Transportation Department should annually calculate the cost of subsidizing parking costs to other government agencies and provide the results to Authority Management. Authority Management should review the data and determine if it wishes to continue reducing Authority revenue by the amounts identified.	This recommendation was issued during the month so no follow up was performed.	Open	N/A

000150

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, 2014	OCA's Assessment	Estimated Completion Date
14-38	GROUND TRANSPORTATION DEPARTMENT	Audit Report #14011, dated June 10, 2014, Ace Parking Management, Inc.	11	Impact: 6 Probability: 5	The Ground Transportation Department should review all rules and features within the Parking Card Program and determine if the rules are appropriate and required for card holders at SDIA. The "anti-passback" feature should be activated immediately for all card holders without exception to prevent possible fraudulent activity.	This recommendation was issued during the month so no follow up was performed.	Open	N/A
14-31	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	10	Impact: 5 Probability: 5	We suggest that the Standard: Corrective Action, Section #J-4, be revised to include the steps the performance management process plays in corrective actions for employees. The procedures for initial conversations regarding performance improvement and disciplinary action should be formalized for managers, to ensure that actions taken are consistent for similar problems across the Authority. As the current performance management system does not provide adding performance improvement guidance or disciplinary action to the quarterly reviews, we suggest TCC develop a form for managers to complete with the initial corrective action steps that the employee would sign acknowledgement. A copy of this initial action would be sent to TCC and filed in the employee's personnel file. Any additional updates and/or warnings would also be documented on the form and initialed by the employee.  If the matter is settled to the manager's satisfaction within the specified time period, the final settlement should be documented with copies to the employee and TCC for the employee's personnel file, or in the performance management system if the settlement coincides with the annual performance review. If the improvement is not satisfactory, the manager should develop a formal corrective action plan with a TCC representative who works with the manager and employee throughout the process.	This recommendation was issued during the month so no follow up was performed.	Open	N/A

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.

000151

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Status as of June 30, 2014	OCA's Assessment	Estimated Completion Date
14-33	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report #14003, dated June 10, 2014, Human Resources Services Performance	10	Impact: 5 Probability: 5	The hiring process and procedures should be standardized and summarized in a checklist provided to all hiring managers so they can complete the required steps as efficiently as possible. The checklist should include a requirement that the hiring manager provide additional websites and publications for posting positions with specific technical needs to attract properly qualified candidates. Additionally, as hiring managers are ultimately responsible for the hiring choices, they should be allowed to complete any part of the resume review to expedite the process. If they complete the qualifications review, TCC staff would do a follow-up review for accuracy.	This recommendation was issued during the month so no follow up was performed.	Open	N/A

000152

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 2014*

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The following report provides all recommendations that were completed during Fiscal Year 2014.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
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 requirements for review of payment application requests by all stakeholders and/or subject matter experts, prior to authorization to pay.	August 31, 2013
14-06	FACILITIES DEVELOPMENT DEPARTMENT	Audit Report #13001 dated August 2, 2013, Energy Usage Performance	13	Impact: 7 Probability: 6	We recommend that the Director of Facilities Development, who currently oversees the Life Cycle Management Program, continue in the direction of utilizing Facilities Development Program Management and Construction Management expertise to incorporate the Life Cycle Management Program efforts into Development Department initiatives.	August 31, 2013
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.	August 31, 2013
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.	August 31, 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.	August 31, 2013 Not Accepted by Management
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.	September 30, 2013

000154

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
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).	September 30, 2013
14-08	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #13033 dated August 26, 2013, San Diego Unified Port District Billings - Fiscal Year 2012	15	Impact: 7 Probability: 8	Expenses that are not allowed per the contract should continue to be deducted and should not be repaid. Any exceptions to the Service Level Agreement should be approved before the expenses are incurred. We recommend that any subsequent negotiations and decisions regarding payment of disallowed expenses should be performed by the Director of Aviation Operations & Public Safety.	September 30, 2013
14-09	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #13033 dated August 26, 2013, San Diego Unified Port District Billings - Fiscal Year 2012	11	Impact: 6 Probability: 5	We recommend that the Authority contract with a local mechanic to perform the service and maintenance needed on the Harbor Police Department Airport vehicles. The maintenance and repairs services provided by the District's General Services personnel at the rate of \$137 per hour is excessive and should be discontinued in favor of an external service provider.	September 30, 2013
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.	September 30, 2013
14-01	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #13026 dated July 1, 2013, Aircraft Rescue & Fire Fighting Expense Billings - FY2011 and FY2012	18	Impact: 9 Probability: 9	We recommend that Airside Ops require the City of San Diego to provide the supporting documentation annually with the Cost Allocation Plan (CAP). Airside Ops can then analyze the costs to ensure those included in the CAP meet the standards of the FAA Policy in a more timely manner.	December 31, 2013
14-04	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #13026 dated July 1, 2013, Aircraft Rescue & Fire Fighting Expense Billings - FY2011 and FY2012	16	Impact: 8 Probability: 8	Airside Ops should obtain a detailed explanation of the calculation of the benefit rate for each level of ARFF personnel used for billing purposes each year. Due to the variances noted in the FY 2011 and FY 2012 audit, we recommend this rate should be compared to the actual cost of the ARFF personnel for at least one invoice every six months to determine the reasonableness of the rate for the hours billed compared to the actual cost of the benefits.	December 31, 2013

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Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
14-07	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #13033 dated August 26, 2013, San Diego Unified Port District Billings - Fiscal Year 2012	16	Impact: 8 Probability: 8	We recommend that the Aviation Security & Public Safety Department notify District staff concerning the Fiscal Year 2012 under-billing for Harbor Police Department services and determine the most appropriate method for the Authority to remit the additional \$747,237 owed to the District.	December 31, 2013
14-03	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #13026 dated July 1, 2013, Aircraft Rescue & Fire Fighting Expense Billings - FY2011 and FY2012	14	Impact: 7 Probability: 7	We recommend that Airside Ops require the City of San Diego to maintain an accurate TeleStaff Report for the ARFF station on a daily basis. This report should be submitted monthly with the ARFF services invoice as supporting documentation of the actual staffing for which the City is billing.	December 31, 2013
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.	December 31, 2013
13-26	AVIATION & COMMERCIAL BUSINESS DEPARTMENT	Audit Report #13025 dated April 23, 2013, GAT Airline Ground Support Services, Inc.	12	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.	December 31, 2013
14-05	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #13026 dated July 1, 2013, Aircraft Rescue & Fire Fighting Expense Billings - FY2011 and FY2012	11	Impact: 6 Probability: 5	We recommend that the Operations Division consider adding a Senior Contract Administrator/Analyst position specifically dedicated to management of the local government contracts.	December 31, 2013 Not accepted by Management
14-12	AVIATION AND COMMERCIAL BUSINESS DEPARTMENT	Audit Report #14019 dated December 4, 2013, DAL Global Services, LLC	11	Impact: 6 Probability: 5	AvCom should request that DAL Global Services increase the Letter of Credit amount by at least \$25,700 to a total of \$65,700 to comply with Section 7 of the License.	December 31, 2013
14-10	AVIATION AND COMMERCIAL BUSINESS DEPARTMENT	Audit Report #14021 dated November 15, 2013, Landmark Aviation GSO-SAN, LLC	10	Impact: 5 Probability: 5	The Aviation and Commercial Business Department (AvCom) should request that Accounting send an invoice to landmark in the Amount of \$2,579 for underpayment of landing fees due for the period from May 2012 through June 2013.	February 28, 2014

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Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
14-13	MARKETING AND PUBLIC RELATIONS DEPARTMENT	Audit Report #14006 dated January 10, 2014, Social Media Control and Performance	13	Impact: 5 Probability: 8	Management should develop a social Media Policy. The policy should address goals, target audiences, content, ownership, governance, and performance measurement, while incorporating best practices into the policies and metrics.	February 28, 2014 Not Accepted by Management
14-02	AIRSIDE OPERATIONS DEPARTMENT	Audit Report #13026 dated July 1, 2013, Aircraft Rescue & Fire Fighting Expense Billings - FY2011 and FY2012	18	Impact: 10 Probability: 8	We recommend that Airside Ops notify the City of San Diego concerning the Fiscal Years 2011 and 2012 over-billings for overhead costs and determine the most appropriate method to receive the \$430,408 owed to the Authority.	March 31, 2014
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.	March 31, 2014
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.	March 31, 2014
14-15	AVIATION OPERATIONS & PUBLIC SAFETY	Audit Report #14026, dated February 14, 2014, Aircraft Rescue & Fire Fighting Expense Billings - Fiscal Year 2013	13	Impact: 7 Probability: 6	We recommend that Airside Operations notify the City concerning the overbilling of \$44,167 for overhead costs, the unsupported training and miscellaneous costs of \$32,562 and the adjustment in the credit for Tele Staff Desk activities of \$46,275. These adjustments should be included in the final calculation of amount due to the City for Fiscal Year 2013 ARFF Services. See Appendix A for calculation of the final true-up amount.	March 31, 2014
14-18	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #14033, dated February 26, 2014, San Diego Unified Port District Billings - FY 2013	13	Impact: 7 Probability: 6	The Aviation Security & Public Safety Department should require the District to provide documentary evidence to support that direct and indirect charges of the amounts claimed were actually expended for Harbor Police Department Services at SDIA.	March 31, 2014
14-17	AVIATION SECURITY & PUBLIC SAFETY	Audit Report #14033, dated February 26, 2014, San Diego Unified Port District Billings - FY 2013	19	Impact: 10 Probability: 9	We recommend that the Aviation Security & Public Safety Department notify District staff concerning the Fiscal Year 2013 under-billing for Harbor Police Department services and determine the most appropriate method for the Authority to remit the additional \$371,145 owed to the District.	June 30, 2014

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Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
14-16	AVIATION OPERATIONS & PUBLIC SAFETY	Audit Report #14026, dated February 14, 2014, Aircraft Rescue & Fire Fighting Expense Billings Fiscal Year 2013	18	Impact: 9 Probability: 9	We recommend that Airside Operation and Accounting work together to ensure that all payments for services are properly supported by invoices and payments are made within the parameters of the contract. Specifically, consideration should be given to requesting the City to send the invoices directly to Accounting where receipt of the invoice can be logged and the payment due date can be recorded. The invoice would then be forwarded to Airside Operations for review for accurate billing of ARFF services and proper supporting documentation for all reimbursable expenses. The invoice would be recorded on the Airside Operations tracking worksheet listing the amount approved for payment and each disallowed expense submitted that is disputed or does not contain proper support. Accounting would follow-up with Airside Operations to ensure that the approved amounts are submitted for payment by the due date.	June 30, 2014
14-19	TERMINALS AND TENANTS DEPARTMENT	Audit Report #14023, dated March 11, 2014, Host International, Inc.	15	Impact: 6 Probability: 9	In addition to obtaining an annual price list from the concessionaire, as required by the lease agreement, the Terminals and tenants Department should conduct regularly scheduled price reviews, track and maintain documentation of any discrepancies that were identified.	June 30, 2014
14-14	AVIATION AND COMMERCIAL BUSINESS DEPARTMENT	Audit Report #14018, dated January 21, 2014, Simply Wheelz, LLC dba Advantage Rent-A-Car	17	Impact: 9 Probability: 8	Aviation and Commercial Business Department should request that the Accounting Department issue an invoice to Simply Wheelz in the net amount of \$282,778 for the underpayment of Customer Facility Charge (CFC) Funds and license fees.	June 30, 2014

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**Appendix D – Fiscal Year 2015 Audit Plan****OFFICE OF THE CHIEF AUDITOR**

<b>BUSINESS PROCESS AUDITS</b>		
1	Concessionaire Management and Performance	250
2	Cloud Management and Performance	300
3	Airport Noise Management	200
4	Business and Travel Expenses	300
5	Public Records Management	250
6	Consortium Agreement Compliance	250
<b>TOTAL BUSINESS PROCESS AUDIT HOURS</b>		<b>1,550 15.2%</b>
<b>EXPENSE CONTRACT AUDITS</b>		
7	Cartwright Termite & Pest Control	150
8	Network Security Electronics, Inc.	150
9	Ninyo & Moore Geotechnical Consultants	150
10	PCL Construction Services, Inc.	150
11	Aztec Landscaping	150
12	CDW - Government	150
13	Demattei Wong Architecture, Inc.	200
14	Granite Construction Company	150
15	Hatch Mott MacDonald, LLC	150
16	Serco Management Services, Inc.	150
<b>TOTAL EXPENSE CONTRACT AUDIT HOURS</b>		<b>1,550 15.2%</b>
<b>REVENUE CONTRACT AUDITS</b>		
17	Avis Rent A Car Systems LLC	300
18	Enterprise Rent A Car Company (Enterprise, Alamo, National)	400
19	Fox Rent A Car	300
20	The Hertz Corporation	300
21	EZ Rent A Car	250
22	Ace Parking	350
23	Airline & Others (Ogden Aviation)	150
24	JCDecaux, Inc.	200
25	Aircraft Services International Inc.	150
26	Gate Gourmet Inc.	150
27	High Flying Foods San Diego (FSP 7)	200
28	Paradies - San Diego LLC (RP1)	200
29	Hudson Group, Concourse Ventures Inc., Epicure and Martinez (RP 7)	200
30	Pacific Gateway Concessions and Procurement Concepts SD (RP 3)	200
31	SSP America Inc. (FSP 5)	200
32	Mission Yogurt Inc. (FSP 4)	200
33	Stellar Partners Inc. (RP 4)	200
<b>TOTAL REVENUE AUDIT HOURS</b>		<b>3,950 38.8%</b>
<b>ANNUAL ONGOING AUDITS AND SUPPORT</b>		
34	Airport Rescue & Firefighters (ARFF)	150
35	Board Member Expenditures	50
36	CONRAC Fund Review	100
37	Procurement Card Spending	150
38	Audit of Contracts & Expenditures for Agreements <\$100,000	100
39	Emergency Medical Technician & Paramedic Services	80
40	San Diego Unified Port District Billing	250
41	Special Request Audits	612
42	Ethics Program Activities	375
43	Construction Audit and Monitoring Activity	1,275
<b>TOTAL ANNUAL ONGOING AUDITS AND SUPPORT HOURS</b>		<b>3,142 30.8%</b>
<b>TOTAL HOURS</b>		<b>10,192 100.0%</b>
<b>AVAILABLE AUDIT HOURS FROM OFFICE STAFF</b>		<b>10,192</b>
<b>DIFFERENCE</b>		<b>0</b>

Appendix E – Ethics Compliance Program

Fiscal Year 2014 Ethics Hotline Summary

	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)
<b>Code of Ethics Concerns</b>					
Potential Misuse of Public Funds					
<i>New Construction</i>	55	37	0	n/a	18
<i>Advertising</i>	33	20	0	n/a	13
<i>Terminal 2 Gala</i>	15	14	0	n/a	1
<i>Public Art</i>	14	12	0	n/a	2
Potential Misuse of Resources					
<i>Timekeeping</i>	2	2	2	Yes (1)	0
<i>Misuse of Confidential Information</i>	1	1	1	Yes (2)	0
Employee Barbeque	12	5	0	n/a	7
Employee Holiday Party - Funds	12	12	0	n/a	0
Acceptance of Gifts	7	0	0	n/a	7
Harassment	1	0	1	Yes (3)	1
<b>Non Ethics Related Concerns</b>					
ATO Practices and Behavior	32	19	0	n/a	13
TSA Practices and Behavior	28	19	0	n/a	9
Aircraft Noise	21	16	0	n/a	5
Concession Availability	3	1	0	n/a	2
<b>Workplace Concerns</b>					
Workplace Practices/Behavior	37	29	0	n/a	8
United Way	29	21	0	n/a	8
Volunteer Opportunity Emails	22	22	0	n/a	0
Workplace Equitability	16	13	0	n/a	3
Performance Reviews	16	7	0	n/a	9
Employee Parties/Retirement/Gifts	10	7	0	n/a	3

- (1) Same issue reported multiple times. Investigation completed with no evidence of violation indicated.
- (2) Issue was investigated and no evidence of violation indicated.
- (3) Issue was investigated and no evidence of violation indicated.

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Appendix F – Soft Savings Estimate

Office of the Chief Auditor  
Soft Savings Estimate for Fiscal Year 2014

Audit	Savings	Comments	Status
<p><b>AECOM Expense Review</b> Report #13030 Type: Annual</p>	<p>\$231,270</p>	<p>Twenty-eight (28) staff continue to work as consultants in FDD under the three new on-call program management and support service providers. Of these, twelve (12) consultants have been working at the Authority for more than five years, two of which have been employed since the Authority split from the San Diego Unified Port District on January 1, 2003. Assuming the 3 positions that have been contracted out since 2003 could be transitioned to Authority employees, at a savings of \$77,090<sup>1</sup> per year, the total annual savings would be \$231,270 (3 * \$77,090).</p>	<p>Management has put in place procedures to continuously evaluate the staffing needs in support of the implementation of the construction projects by evaluating the projects' manpower, and by evaluating the department staffing needs.</p>
<p><b>San Diego Unified Port District Billings – Fiscal Year 2012</b> Report #13033 Type: Annual</p>	<p>\$37,000</p>	<p>We recommended that the Authority contract with a local mechanic to perform the service and maintenance needed on the Harbor Police Department (HPD) Airport vehicles. The maintenance and repair services provided by the District's General Services personnel at the rate of \$137 per hour appear to be excessive, and should be discontinued in favor of an external service provider. Assuming 1,000 hours of maintenance, and assuming that services could be obtained at a rate of \$100 per hour, cost savings would be \$37,000 [(137-100) * 1,000].</p>	<p>The Aviation Security &amp; Public Safety Department researched the cost/ benefit of contracting with a local mechanic to perform the maintenance needed on HPD Airport vehicles to determine potential cost savings, as well as repair/ maintenance quality and timeliness. At this time, management has decided to continue the current service and maintenance processes.</p>
<p><b>ASIG – Aircraft Service International Group, Inc.</b> (Special Request) Report #13036 Type: On-Time</p>	<p>\$2,620</p>	<p>Aircraft Service International Group, Inc. (ASIG) inquired with the AvCom Department regarding possible errors in the calculations of license and fuel flowage fees during 2010, 2011, and 2012. AvCom requested the OCA conduct an audit to verify accuracy of fees paid during the 3-year period. After preliminary audit work and records requests from the OCA to ASIG, ASIG did not pursue the claim of overpayments made and did not provide the financial reports and supporting documentation. Therefore, OCA did not conduct any further work on the special request audit.</p>	<p>OCA considers the special request audit completed, and ASIG has dropped its claim.</p>

<sup>1</sup> In previous audits we noted that the cost savings of Authority employees versus various Consultants was between \$4,938 and \$149,242 per position, resulting in an average savings per position of \$77,090.

Appendix F – Soft Savings Estimate Cont.

Audit	Savings	Comments	Status
<p><b>Abadjis Systems Ltd.</b></p> <p>Report #14010</p> <p>Type: Expense Contract</p>	<p>\$564,676<sup>2</sup> annually</p>	<p>We noted that many of the employees working for Abadjis had been working at the Authority for several years. We noted that nothing in Authority Policy limits the length of time contractors may work at the Authority, and that contractors may work at the Authority indefinitely, if contracts are renewed or extended, at rates higher than Authority staff. We recommend that Management consider amending Authority Policy to limit the amount of continuous time an individual contractor may work at the Authority. The limit could be by time, contract, and/or project. The limit could provide an opportunity to evaluate whether the contractor's services are required on a temporary or permanent basis.</p>	<p>The current Program Management put in place in May of 2011 uses 3 firms to provide staff support for the Authority's Capital Improvement Program (CIP). This approach enables the Authority to mobilize or demobilize staff to meet the demands of the CIP program. FDD identified 7 positions that are intended as long-term type Authority positions slated to replace consultant positions. These positions are: 1 Senior Program Manager, 3 Project Managers, 1 Cost Analyst, and 2 Labor Compliance Specialists (Technician I and II). FDD will continuously evaluate the staffing needs in support of the implementation of the CIP by evaluating the projects' manpower, and by evaluating the department staffing needs six months prior to the expiration date of contracts, to determine whether the positions should be retained by the Authority or be augmented by the consultants.</p>
<p><b>Total Soft Savings</b></p>	<p><b>\$835,566</b></p>		

<sup>2</sup> Calculation: Average cost saving from 5 positions (417.66/hour) \* 2080 hours \* 65% utilization.

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SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**15**

Meeting Date: **SEPTEMBER 4, 2014**

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**Subject:**

**Revision to the Charter for the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board Adopt Resolution No. 2014-0089, approving the revision to the Charter for the Office of the Chief Auditor.

**Background/Justification:**

The Charter for the Office of the Chief Auditor was adopted by Board approval on October 2, 2003, per Resolution No. 2003-062. The Charter establishes the role and requirements of the Office of the Chief Auditor (OCA).

On June 1, 2004, the Audit Committee (Audit and Performance Monitoring Committee) revised the OCA Charter pertaining to the Committee's approval authority of the external auditor's work program and to define the Chief Auditor's role in reviewing both the draft and the final submission of the external auditor's audited financial statements.

During its February 8, 2010, meeting the Audit Committee approved revisions to the OCA Charter to reflect operational practices covering the review and approval of amendments to the Annual Audit Plan, the retention of audit work papers, the request to access Authority information and records, and the process for handling responses to audit recommendations, among others. These revisions were adopted March 4, 2010, per Board approval in Resolution No. 2010-0023.

To reflect current operational practices, staff provided revisions for consideration to the Audit Committee during its August 18, 2014, meeting that the Committee recommended to be forwarded to the Board for their approval.

Specifically, the Office of the Chief Auditor's Charter, page 3, Section 5, Special Audits, is being revised to satisfy a recommendation from the April 4, 2014, External Quality Control Review related to consulting services performed by the OCA.

The proposed edits to the Charter for the Office of the Chief Auditor are provided in Attachment A.

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**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:**

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

MARK A BURCHYETT  
CHIEF AUDITOR

RESOLUTION NO. 2014-0089

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, APPROVING THE REVISION TO THE  
CHARTER FOR THE OFFICE OF THE CHIEF  
AUDITOR

WHEREAS, the Charter for the Office of the Chief Auditor was adopted by Board approval on October 2, 2003, per Resolution No. 2003-062; and

WHEREAS, the Charter establishes the role and requirements of the Office of the Chief Auditor; and

WHEREAS, the Charter for the Office of the Chief Auditor was last revised during a regular meeting of the Audit Committee on February 8, 2010; and

WHEREAS, revisions from the February 8, 2010, regular meeting of the Audit Committee were adopted March 4, 2010, per Board approval in Resolution No. 2010-0023; and

WHEREAS, on August 18, 2014, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Charter for the Office of the Chief Auditor to reflect current operational practices and to forward it to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the revision to the Charter for the Office of the Chief Auditor (Attachment A); and

BE IT FURTHER RESOLVED that the revision satisfies a recommendation from the April 4, 2014, External Quality Control Review related to consulting services performed by the Office of the Chief Auditor; 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 regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

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**San Diego County Regional Airport Authority  
Charter for the Office of the Chief Auditor**

SECTIONS:

1. Independence of the Chief Auditor
2. Assistants and Employees
3. Scope of Audits
4. Audit Plan
5. Special Audits and Consultation
6. Funding
7. Records
8. Access to Personnel, Records and Property
9. Management Response
10. Audit Reports to the Board
11. Report of Irregularities
12. Annual Report
13. Audit Follow-up
14. Audit Consultants and Experts
15. Quality Assurance Reviews
16. External Audits
17. Chief Auditor Employment Agreement

SECTION 1. Independence of the Chief Auditor

1. The Chief Auditor shall conduct his/her work in accordance with the professional auditing standards applicable to financial, performance and contract audits.
2. The Chief Auditor shall be accountable to the Board of Directors (hereinafter "the Board") under Public Utilities Code §170026, and pursuant to his/her employment agreement.

SECTION 2. Assistants and Employees

1. The Chief Auditor shall establish an organizational structure appropriate to carrying out the responsibilities and functions of this Charter.
2. Within the budget approval process and established personnel policies for the Authority's departments and subject to review and advice of the Audit Committee, the Chief Auditor shall have the power to appoint, employ, and remove such staff auditors, employees and personnel, as he/she may deem necessary for the efficient and effective administration of the affairs of the Office of the Chief Auditor.

### SECTION 3. Scope of Audits

The Chief Auditor shall have the authority to conduct performance, financial and contract audits of all departments, offices, activities, contractors and sub-contractors of the Authority in order to independently determine whether:

- (a) programs being implemented have been authorized by the Board, state law or applicable federal law or regulations and are being conducted and funds expended in a manner consistent with the intended objectives; and
- (b) departments, programs, activities, functions and policies are effective and achieving the desired results, benefits and goals; and
- (c) resources, including funds, property and personnel, are adequately acquired, safeguarded, controlled and being used efficiently and effectively; and
- (d) management has established adequate operating and administrative procedures and practices, systems, accounting internal control systems and internal management controls;
- (e) there are indications of fraud, abuse or illegal acts which need investigation; and
- (f) financial and other reports are being provided that disclose fairly, accurately and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities, or that is necessary to establish a proper basis for evaluating the results of programs and activities including the collection of, accounting for and depositing of revenues and other resources.

### SECTION 4. Audit Plan

1. At the beginning of each fiscal year, the Chief Auditor shall submit a one-year Audit Plan to the Audit Committee for review and approval. The plan shall include the departments, offices, activities, contractors and sub-contractors subject to audit for the period. This plan may be amended during the fiscal year after review and approval by the Audit Committee. All such plans shall, upon approval by the Audit Committee, be forwarded as an information item to the Board. Additionally, the Chief Auditor may, after consultation with the Chair of the Audit Committee, initiate and conduct any other audits deemed necessary to undertake at any point of time, subject to review by the Audit Committee if the Audit Committee believes it is appropriate or necessary
2. In the selection of audit areas, the determination of audit scope and the timing of audit work, the Chief Auditor should consult with the General Counsel, federal and state auditors and external auditors, as necessary, so that the desirable audit coverage is provided and audit activities are properly coordinated.

SECTION 5. Special Audits and Consultation

1. The Audit Committee and the President/Chief Executive Officer may request the Chief Auditor to perform special audits that are not included in the annual audit plan. After consultation with the Audit Committee, a special audit may become an amendment to the annual audit schedule.
2. The Audit Committee, the President/Chief Executive Officer, a Vice President or other Authority management may request the Office of the Chief Auditor to provide consultation on internal control matters. In these instances, the Office of the Chief Auditor will comply with the requirements of the Attribute and Performance Standards provided for in the International Standards for the Professional Practice of Internal Auditing.

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SECTION 6. Funding

The Board shall endeavor to provide a separate budget for the Office of the Chief Auditor sufficient to carry out the responsibilities and functions established in this Charter.

SECTION 7. Records

The Chief Auditor shall retain for at least three (3) years, a complete file of each audit report and each report of other examinations, investigations, surveys and reviews. The file should include audit work papers and other supportive material directly pertaining to the audit report. The retention or destruction of audit records shall be governed by all applicable laws, codes and policies of the Authority, and of state and federal agencies.

SECTION 8. Access to Personnel, Records and Property

1. All officers and employees of the Authority, upon request, shall furnish the Chief Auditor with access to personnel information and records, including automated data, within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the auditors to inspect all property, equipment, and facilities and personnel within their accountability. If such officers or employees fail to produce the aforementioned information, they may be subject to appropriate disciplinary actions and the Chief Auditor may cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, or outside contractor or subcontractor, except for legally privileged and/or legally confidential information. All contracts with outside contractors and subcontractors shall provide for auditor access to all relevant personnel, financial and performance-related records, property, and equipment where Authority funds were expended or Authority facilities were used.

2. The Chief Auditor shall not publicly disclose in his or her reports or otherwise any information received during an audit that is proprietary in nature, legally privileged or legally confidential. All applicable provisions of the California Public Records Act shall be complied with by the Chief Auditor.

#### SECTION 9. Management Response

A final draft of the audit report will be forwarded to the management of the audited department for review and comment. Management must respond in writing specifying (a) agreement with the audit findings and recommendations, or (b) reasons for disagreement with the findings and/or recommendations, plans for implementing solutions to identified problems and a timetable to complete such activities. The affected department's response must be forwarded to the Chief Auditor within five (5) business days from the date of receipt of the audit, unless an extension is requested by department management and granted by the Chief Auditor. The Chief Auditor will include the full text of the management response in the final report. If no response is received, the Chief Auditor will note this fact in the transmittal letter and will release the audit report.

#### SECTION 10. Audit Reports to the Board of Directors

1. Each audit included in the Annual Audit Plan will result in a final written report. The final report shall be available for public examination, subject to the provision in Section 8, Item 2, above.
2. The Chief Auditor shall submit each final audit report to the Audit Committee, and shall retain a copy in his/her office as a permanent record. A copy shall be filed with the Clerk of the Board.

#### SECTION 11. Report of Irregularities

If, during an audit, the auditor becomes aware of fraud or illegal acts or indications of such acts that could affect the Authority, the Chief Auditor shall report the irregularities to the Chair of the Audit Committee, the General Counsel, and the President/Chief Executive Officer. Where one or more of the aforementioned persons is or is believed to be a responsible or culpable party, the Chief Auditor shall report the matter to the full Board in Closed Session called for that purpose in accordance with the requirements of the Ralph M. Brown Act.

#### SECTION 12. Annual Report

The Chief Auditor shall submit an annual report to the Board within forty-five (45) days after the end of the fiscal year, indicating audits completed, major findings, corrective actions taken, and significant findings that have not been fully addressed by the Authority's management.

#### SECTION 13. Audit Follow-up

1. The Chief Auditor shall follow-up on audit recommendations insofar as practical to determine if appropriate corrective actions are implemented.

2. The Chief Auditor may request and shall receive periodic status reports from audited departments regarding actions taken to address reported deficiencies and audit recommendations.

#### SECTION 14. Audit Consultants and Experts

Subject to budget limitations and the contracting policies of the Authority, the Chief Auditor may obtain the services of public accountants, qualified management consultants, or other professional experts necessary to assist the Chief Auditor in the discharge of his/her responsibilities. A contractor performing an audit should have no financial or other interests in the affairs of the Authority, any member of the Board, or its officers.

#### SECTION 15. Quality Assurance Reviews

1. The audit activities of the Office of the Chief Auditor shall be subject to quality review at intervals to ensure compliance with the International Standards for the Professional Practice of Internal Auditing<sup>1</sup>. The Quality Assurance Review shall be conducted in accordance with the requirements provided for in the International Standards for the Professional Practice of Internal Auditing, and the assistance of a professional, independent and objective professional accounting services firm. A written report of the independent review shall be furnished to the Audit Committee.
2. The quality control review shall determine compliance with the International Standards for the Professional Practice of Internal Auditing and the quality of audit effort and reporting, including:
  - (a) general standards such as staff qualifications, due professional care, and quality assurance;
  - (b) field work standards such as planning, supervision, and audit evidence;
  - (c) reporting standards such as report content, presentation, and timeliness.

#### SECTION 16. External Audits

The President/Chief Executive Officer shall recommend to the Audit Committee for referral to the Board, the external Certified Public Accountants who will conduct annual certified financial statement audits as specified by state law. The Audit Committee shall approve, on behalf of the Board, the work program of the external auditors. The Chief Auditor, on behalf of the Board, shall monitor the responses to external auditor questions as prepared by management and shall review draft external audit reports and comment to the Audit Committee on final external audit reports. The Chief Auditor shall work toward the elimination of duplicative audit work through cooperation with external, state and federal auditors.

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<sup>1</sup> The International Standards for the Practice of Internal Auditing require at quality review every 5 years.

SECTION 17: Chief Auditor Employment Agreement

In the event of any conflict between this Charter and the Chief Auditor's Employment Agreement, the terms of the Employment Agreement shall control. Nothing in this Charter shall be deemed to add to or detract from said Employment Agreement.

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Revised: Resolution No. 2014-xx

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SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**16**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Revision to the Fiscal Year 2015 Audit Plan**

**Recommendation:**

The Audit Committee recommends that the Board accept the information.

**Background/Justification:**

The Office of the Chief Auditor's (OCA) Annual Audit Plan for Fiscal Year 2015 was approved by the Audit Committee during its May 12, 2014, 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 2015 Audit Plan requires a revision due to circumstances identifying the addition, or the deletion, of the following list of projects or vendors:

**Add: GGTW, LLC, aka South Bay Salt Works**  
*(per special request by Board Member Cox)*

The revised Fiscal Year 2015 Audit Plan is presented in Attachment A.

**Fiscal Impact:**

The Office of the Chief Auditor's Fiscal Year 2015 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.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

MARK A. BURCHYETT  
CHIEF AUDITOR

**San Diego County Regional Airport Authority**  
**OFFICE OF THE CHIEF AUDITOR**  
**FY 2015 Audit Plan**  
**Revised August 18, 2014**

<b>BUSINESS PROCESS AUDITS</b>			
1	Concessionaire Management and Performance	250	
2	Cloud Management and Performance	300	
3	Airport Noise Management	200	
4	Business and Travel Expenses	300	
5	Public Records Management	250	
6	Consortium Agreement Compliance	250	
<b>TOTAL BUSINESS PROCESS AUDIT HOURS</b>		<u>1,550</u>	<u>15.2%</u>
<b>EXPENSE CONTRACT AUDITS</b>			
7	Cartwright Termite & Pest Control	150	
8	Network Security Electronics, Inc.	150	
9	Ninyo & Moore Geotechnical Consultants	150	
10	PCL Construction Services, Inc.	150	
11	Aztec Landscaping	150	
12	CDW - Government	150	
13	Demattei Wong Architecture, Inc.	200	
14	Granite Construction Company	150	
15	Hatch Mott MacDonald, LLC	150	
16	Serco Management Services, Inc.	150	
<b>TOTAL EXPENSE CONTRACT AUDIT HOURS</b>		<u>1,550</u>	<u>15.2%</u>
<b>REVENUE CONTRACT AUDITS</b>			
17	Avis Rent A Car Systems LLC	300	
18	Enterprise Rent A Car Company (Enterprise, Alamo, National)	400	
19	Fox Rent A Car	300	
20	The Hertz Corporation	300	
21	EZ Rent A Car	250	
22	Ace Parking	350	
23	Airline & Others (Ogden Aviation)	150	
24	JCDecaux, Inc.	200	
25	Aircraft Services International Inc.	150	
26	Gate Gourmet Inc.	150	
27	High Flying Foods San Diego (FSP 7)	200	
28	Paradies - San Diego LLC (RP1)	200	
29	Hudson Group, Concourse Ventures Inc., Epicure and Martinez (RP 7)	200	
30	Pacific Gateway Concessions and Procurement Concepts SD (RP 3)	200	
31	SSP America Inc. (FSP 5)	200	
32	Mission Yogurt Inc. (FSP 4)	200	
33	Stellar Partners Inc. (RP 4)	200	
<b>TOTAL REVENUE AUDIT HOURS</b>		<u>3,950</u>	<u>38.8%</u>
<b>ANNUAL ONGOING AUDITS AND SUPPORT</b>			
34	Airport Rescue & Firefighters (ARFF)	150	
35	Board Member Expenditures	50	
36	CONRAC Fund Review	100	
37	Procurement Card Spending	150	
38	Audit of Contracts & Expenditures for Agreements <\$100,000	100	
39	Emergency Medical Technician & Paramedic Services	80	
40	San Diego Unified Port District Billing	250	
41	<b>Special Request Audits</b>	612	
	<i>GGTW, LLC, aka South Bay Salt Works</i>		
42	Ethics Program Activities	375	
43	Construction Audit and Monitoring Activity	1,275	
<b>TOTAL ANNUAL ONGOING AUDITS AND SUPPORT HOURS</b>		<u>3,142</u>	<u>30.8%</u>
<b>TOTAL HOURS</b>		<u>10,192</u>	<u>100.0%</u>
<b>AVAILABLE AUDIT HOURS FROM OFFICE STAFF</b>		<u>10,192</u>	
<b>DIFFERENCE</b>		<u>0</u>	



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**17**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Authorize the President/CEO to Execute a Cost-Share Agreement With the San Diego Unified Port District (Port) and General Dynamics to Conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis to Comply with Investigative Order No. R9-2014-0007 Issued by San Diego Regional Water Quality Control Board to the Authority, the Port, and General Dynamics**

**Recommendation:**

Adopt Resolution No. 2014-0090, authorizing the President/CEO to execute a Cost-Share Agreement with the San Diego Unified Port District (Port) and General Dynamics to conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis to comply with Investigative Order No. R9-2014-0007 issued by San Diego Regional Water Quality Control Board to the Authority, the Port, and General Dynamics.

**Background/Justification:**

On June 18, 2014, the San Diego Regional Water Quality Control Board ("Regional Board") issued Investigative Order No. R9-2013-007 ("Investigative Order") to the Authority, the San Diego Unified Port District ("Port"), and General Dynamics (collectively, the "Parties"). The Investigative Order was issued under the authority of sections 13267 and 13304 of the State Water Code (the "Porter-Cologne Water Quality Control Act") and directs the Parties to submit technical reports pertaining to an investigation of sediment chemistry in the Laurel Hawthorne Central Embayment in San Diego Bay. The Laurel Hawthorne Central Embayment is that portion of San Diego Bay that lies north of an imaginary line drawn from the southeast corner of the Coast Guard Station on North Harbor Drive to the West Hawthorne Street pier; an area also generally known as the Downtown Anchorage.

The Investigative Order notes that sediment contamination at this location may be attributable to discharges from a 42-inch storm drain that discharges runoff from airport property, the former General Dynamics property on Pacific Highway, and from Port property. The Investigative Order requires the Parties to act collectively to submit a Sediment Chemistry Assessment Work Plan and a Sediment Chemistry Assessment Report describing the results from implementing the Work Plan.

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To comply with the Investigative Order, and without admitting to any liability for the obligations set forth under the Investigative Order or to any liability or responsibility for any condition(s) at or in the site, or for any other past or future response actions that may be ordered at the site, the Parties wish to execute a Cost-Share Agreement ("Agreement") to conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis.

The Agreement outlines the responsibilities of the Parties for funding the sediment chemistry sample collection, analysis and reporting required by the Investigative Order. The Agreement allows the parties to identify and mutually agree upon a single consultant to perform the work. Each party agrees to use its own contracting mechanism to pay its portion of the costs identified in the Agreement directly to the consultant. The Agreement also allows the parties to use the sediment chemistry assessment report for their own purposes outside of this agreement.

The Agreement specifies that the cost of the work shall not exceed \$150,000 and that the costs are to be shared equally between the Parties, in an amount not to exceed \$50,000 each. The Agreement commences on the date of the last signature of the duly authorized representatives and will expire on June 17, 2015.

Staff recommends authorization to execute the proposed Cost-Share Agreement with the Port and General Dynamics to conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis to comply with the Investigative Order.

**Fiscal Impact:**

Adequate funding for shared responsibilities under the proposed Cost-Share Agreement is included in the adopted FY 2015 and conceptually approved FY 2016 Operating Expense Budgets within the 43.61130 (Services - Professional) 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.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

PAUL MANASJAN  
ENVIRONMENTAL AFFAIRS DIRECTOR

RESOLUTION NO. 2014-0090

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A COST-SHARE AGREEMENT WITH THE SAN DIEGO UNIFIED PORT DISTRICT (PORT) AND GENERAL DYNAMICS TO CONDUCT THE LAUREL HAWTHORNE CENTRAL EMBAYMENT SEDIMENT CHEMISTRY SAMPLING AND ANALYSIS TO COMPLY WITH INVESTIGATIVE ORDER NO. R9-2014-0007 ISSUED BY SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD TO THE AUTHORITY, THE PORT, AND GENERAL DYNAMICS

WHEREAS, the San Diego Regional Water Quality Control Board ("Regional Board") has issued, under the authority of the State Water Code, Investigative Order No. R9-2014-0007 (the "Investigative Order") to the Authority, the San Diego Unified Port District (Port), and General Dynamics (collectively, the "Parties"), requiring sediment collection and analyses within the Laurel Hawthorne Central Embayment in San Diego Bay as defined by the Investigative Order (the "Site"); and

WHEREAS, the Parties recognize that expenditures will be needed to complete the work identified in Investigative Order and desire to enter into a Cost-Share Agreement ("Agreement") in order to share the costs for the necessary services required by the Investigative Order; and

WHEREAS, the Parties will identify and mutually agree upon a single consultant to perform the work required to comply with the Investigative Order per the cost estimate and the cost sharing structure set forth in the Agreement; and

WHEREAS, none of the Parties entering into the Agreement admit to any liability for the obligations set forth under the Investigative Order, to any liability or responsibility for any condition(s) at or in the Site, or for any other past or future response actions that may be ordered at the Site.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the President/CEO to execute a Cost-Share Agreement with the San Diego Unified Port District (Port) and General Dynamics to conduct the Laurel Hawthorne Central Embayment Sediment Chemistry Sampling and Analysis to comply with Investigative Order No. R9-2014-0007 issued by San Diego Regional Water Control Board to the Authority, the Port, and General Dynamics; 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 regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**18**

Meeting Date: **SEPTEMBER 4, 2014**

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**Subject:**

**Approve and Authorize The President/CEO to Execute an Amended and Restated License Agreement with the World Trade Centers Association and Such Other Related Actions as Are Necessary**

**Recommendations:**

Adopt Resolution No. 2014-0091, approving and authorizing the President/CEO to execute an amended and restated License Agreement with the World Trade Centers Association and to take such other related actions as are necessary regarding the non-profit corporation owned by the Authority, the San Diego Unified Port District and the City of San Diego.

**Background/Justification:**

**I. World Trade Center Association, Inc. ("WTCA")**

The World Trade Center Association, Inc. ("WTCA") is a Delaware corporation headquartered in New York City founded in 1970. WTCA is an international organization with the stated goal of fostering the growth of global trade, having both regular members and affiliate members throughout the world. It owns the following trade names, trademarks and service marks ("Marks"): (1) World Trade Center; (2) Map Design Logo; and (3) WTC. Among other things, WTCA sells non-exclusive membership licenses to use its Marks throughout the world. Each license covers limited a geographical limit area.

**II. Port Purchases License from WTCA (1993) and Divides Ownership with City of San Diego**

In 1993, the San Diego Unified Port District ("Port") purchased a non-exclusive license ("License") for \$150,000 from the WTCA entitling it to membership in the WTCA. The Port assumed responsibility for payment of the first year's membership dues to the WTCA in the amount of \$6,000. According to Port documents, referencing a Port agreement with the City of San Diego ("City"), the Port and City agree to split the ownership of the STCA license for the San Diego region.



### **III. Port and City Grant Sublicense: World Trade Association of San Diego/ World Trade Center Association of San Diego/San Diego World Trade Center (SDWTC)**

In 1978, the World Trade Association of San Diego was formed. It changed its name in 1994 to the World Trade Center Association of San Diego and thereafter in 2001 changed it again to the San Diego World Trade Center ("SDWTC"), its current name.

In 1995, the SDWTC entered into a Sublicense Agreement with the Port and the City which granted SDWTC the exclusive right to use the marks and other benefits of the License from the WTCA, in accordance with the specifications.

### **IV. San Diego World Trade Center ("SDWTC")**

#### **A. Mission and Purpose of SDWTC.**

The SDWTC is a 501(c)(6) nonprofit corporation. Its stated mission is "to provide comprehensive international trade services and key global contacts to facilitate and expand trade for regional and worldwide clients". According to its website the SDWTC is:

- Southern California's leading international trade association with direct access to the largest international trade network in the world;
- Able to leverage its WTC contacts and databases in over 330 global markets in over 100 countries;
- One of the largest professional associations in the world with over 2 million corporate members worldwide, in every area of international business; and
- A leading source of international business services, data mining, global lead-generation, and international thought leadership.

#### **Governance of SDWTC**

The operations of SDWTC are governed by its most recent corporate bylaws, the Fourth Amended and Restated Bylaws, adopted December 10, 2009.

Board of Directors. The powers of SDWTC are generally vested in and exercised by its Board of Directors. Among other things, the SDWTC Board of Directors shall have the power to:

- Select and remove all officers, agents, employees and contractors and fix their compensation;

- Authorize and empower contracts and other commitments on behalf of the SDWTC; and
- Appoint and delegate responsibilities and authority to officers, committees and agents.

The number of persons on the Board of Directors can be set between 15 and 40, as determined by a majority of the Directors then holding office. The Authority, the Port, the City and the head of the San Diego office of the U.S. Department of Commerce are each guaranteed a single Director seat. The remaining seats on the Board of Directors are elected by the SDWTC membership. The President is also a Director with full voting rights. The Directors may also appoint *ex-officio* members to the Board, who are entitled to attend Board meetings but do not have voting rights.

Notwithstanding the powers granted to the SDWTC Board described above, the Board is subject to control by the SDWTC and none of its actions shall override a majority vote of the entire SDWTC membership.

Role of the Membership. Membership in the SDWTC is open to business entities, associations, organizations and educational and governmental institutions interested in promoting the objectives of the SDWTC and the development of international business in San Diego. There are three classes of membership in the SDWTC: (1) Trade Members; (2) Service Members; and (3) Other Members. Each member is required to pay annual dues to the SDWTC as determined by the Board. Members are entitled to vote and are given the number of votes as established by the Board. Issues are decided by a majority vote of those members present at a business meeting, except for the election and removal of officers and directors, which are subject to procedures otherwise described in the SDWTC Bylaws.

Executive Committee. In addition to its Board of Directors, there exists an Executive Committee of SDWTC comprised of the SDWTC Board Chairman, the Vice Chairman, the President, the Secretary, the Treasurer, the Directors appointed by the City, the Port and the Authority, and two members of the Board of Directors elected by the full SDWTC Board of Directors. The Executive Committee is authorized to make decisions or take action on behalf of the SDWTC within the limitations imposed by Section 311 of the California Corporations Code<sup>1</sup>, on specific issues, legislation or other activity which are required to be taken prior to any regular meeting of the Board of Directors because of exigent circumstances; provided the decision or action so taken shall be presented to the Board of Directors at their first meeting following the making of the decision or the taking of such action, for approval of the decision or action.

## V. Authority Acquires Ownership in the WTCA License

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<sup>1</sup> Section 311 of the California Corporations Code generally permits boards to establish committees, which may be given all authority of the board, except for certain powers which cannot be delegated. A copy of Section 311 enumerating those non-delegable powers is attached hereto as "Exhibit I".

In 2008, the Authority purchased a forty percent (40%) interest in the WTCA License, consisting of ten percent (10%) of the Port's interest and thirty percent (30%) of the City's interest in the license. The Authority's purchase was approved by the Board on November 13, 2008 (Resolution No. 2008-0146) and became effective December 17, 2008.

Under the terms of the Authority's purchase, it agreed to pay Four Hundred Forty Thousand Dollars (\$440,000) for its interest in the License based upon market information provided to Authority staff by SDWTC and WTCA. The Authority's payment was provided in the form of a rent credit to the SDWTC for SDWTC's use of office space in an Authority-owned building at 2980 Pacific Highway. The Authority also received a permanent seat on the SDWTC Executive and Full Board of Directors as a part of the deal.

According to the SDWTC and WTCA, in statements at the time of the Authority's purchase, the value of the License to the Authority included the following:

- The fair market value (and appreciation) of the License;
- Access and interaction with the SDWTC's membership base that have been "perennial champions for air passenger, air freight, and airport infrastructure enhancements";
- Exclusivity to the extent that no other entity may purchase a WTC license or put the name on a building in San Diego or Imperial Counties without the consent of and compensation to the SDWTC;
- Networking with 316 WTC license holders in 91 countries, with an estimated 750,000 corporate members and affiliates worldwide, to which license holders have access; and
- Access to programs and promotions that SDWTC executes.
- Networking with 316 WTC license holders in 91 countries, with an estimated 750,000 corporate members and affiliates worldwide, to which license holders have access; and
- Access to programs and promotions that SDWTC executes.<sup>2</sup>

## **VI. Authority Leases a Building to SDWTC (2009)**

The lease ("Lease") between the Authority and SDWTC for 2980 Pacific Highway commenced January 9, 2009 and was scheduled to terminate January 1, 2014.<sup>3</sup> Pursuant to the Lease, SDWTC was provided a rent credit ("Credit") in the amount of

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<sup>3</sup> A copy of the Lease is attached as "Exhibit F".

Four Hundred Forty Thousand Dollars (\$440,000) (which satisfied the Authority's purchase obligation), which was equal to fair rental value of the building. Rental credits were to continue until the Credit expired. The rental amount was calculated at the rate of \$1.75 per square foot, plus an additional \$.80 per square foot for Authority-provided utilities and maintenance. According to staff, the total of \$2.55 per square foot was consistent with the rental rates of comparable facilities at that time.

### **VII. Authority Support of the SDWTC**

The Authority has been actively involved in the activities and operations of the SDWTC for many years, even before it acquired a share of the current License. Since 2006, the records from the Authority's Accounting Department reveal the Authority's financial expenditures and contributions to the SDWTC totaled \$606,005.54. These amounts included expenses for:

- Advertising
- Industry Conferences
- Office Equipment
- Outside Services
- Professional Organizations
- Promotion General
- Promotional Materials
- Regional Organization Membership
- Seminars & Training
- Sponsorships

The above-noted contributions by the Authority to SDWTC do not include the \$440,000 credit granted SDWTC in the form of rent credits for the purchase of the Authority's ownership interest in SDWTC.

In 2014, SDWTC vacated the leased premises after preliminary negotiations failed to reach agreement on the terms of a new lease.

### **VIII. Current Situation**

Collectively, the Authority, the Port of San Diego and the City of San Diego continue to own the License under the original License Agreement from the World Trade Center Association. The three entities are currently working together to identify the future objectives and priorities for the World Trade Center San Diego as well as evaluate options for a future model and organization.

An initial step in the process to re-constitute, redefine and re-establish the World Trade Center San Diego is to amend and restate the collective License Agreement with the World Trade Centers Association (WTCA) to incorporate the required activities and clauses requested by WTCA. WTCA's recent license agreements more clearly define the obligations of a license holder and limit the territory of each license. WTCA is requesting the parties execute a revised License Agreement.

The revised draft of the License Agreement has been forwarded to the parties by WTCA. If the World Trade Center San Diego license agreement is amended, restated, and executed, the Airport Authority in conjunction with its partner entities can take further actions to protect their investments and ensure the maintenance and continuity of the World Trade Center San Diego's obligations and activities.

**Fiscal Impact:**

Adequate funding for the WTCA membership dues are included in the adopted FY 2015 and conceptually approved FY 2016 Operating Expense Budgets within the "Memberships & Dues" line item. Expenses that will impact budget years that have not been adopted or approved by the Board will be included in future year budget requests.

**Authority Strategies:**

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

Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code § 30106.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

HAMPTON BROWN AND BRETON K. LOBNER. GENERAL COUNSEL

RESOLUTION No. 2014-0091

WHEREAS, the World Trade Centers Association, Inc. ("WTCA") is an international organization with the stated goal of fostering the growth of global trade; and

WHEREAS, the World Trade Center San Diego ("WTCS D") is a local license under the WTCA whose role is to provide comprehensive international trade services and key global contacts to facilitate and expand trade for regional and worldwide clients; and

WHEREAS, in 2008, the San Diego County Regional Airport Authority ("Authority") purchased a forty percent (40%) interest in the WTCA from the City of San Diego ("City") (10%) and Port of San Diego ("Port") (30%); and

WHEREAS, the WTCS D has a continued role to play in the San Diego region in the advancement of international trade and needs to be reconstituted under a sustainable mode; and

WHEREAS, the License Agreement between the WTCA and the City, Port and Authority needs to be amended to incorporate the required activities and clauses that more clearly define the obligations of a license holder and limit the territory of each license; and

WHEREAS, the WTCA is requesting execution of a revised License Agreement and such License Agreement must be executed before the WTCS D may be reconstituted.

NOW, THEREFORE, BE IT RESOLVED the Board of APPROVES and AUTHORIZES the President / CEO to execute an amended and restated license agreement with the World Trade Centers Association and to take such other related actions as are necessary to support this; and

BE IT FURTHER RESOLVED 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 meeting this 4<sup>th</sup> day of September, 2014 by the following vote:



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**19**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Award a Contract to S&L Specialty Contracting, Inc., for Quieter Home Program Phase 7, Group 12, Project No. 380712 (38 Historic and Non-Historic Single and Multi-Family Units on 26 Residential Properties Located East and West of the Airport)**

**Recommendation:**

Adopt Resolution No. 2014-0092, awarding a contract to S&L Specialty Contracting, Inc., in the amount of \$1,463,050, for Phase 7, Group 12, Project No. 380712, 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 12, 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 38 historic and non-historic single and multi-family units on 26 residential properties located east and west of the airport (refer to Attachment A).

To date, the Program has completed 2,910 residences, of which 738 are historic and 2,172 are non-historic; 1,856 residences are located west of SDIA and 1,054 are located east of SDIA.

Project No. 380712 was advertised on June 24, 2014, and bids were opened on July 24, 2014. The following bids were received (refer to Attachment B):

<b>Company</b>	<b>Total Bid</b>
S&L Specialty Contracting, Inc.	\$1,463,050
G&G Specialty Contractors, Inc.	\$1,629,720

The Engineer's estimate is \$1,540,286.

The low bid of \$1,463,050, 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 \$1,463,050.

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**Fiscal Impact:**

Adequate funds for FY2015 expenditures, under the S&L Specialty Contracting, Inc. contract, are included within the adopted FY2015 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. CEQA. This Board action is a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code §21065. The individual projects under the Quieter Home Program are part of a class of projects that are categorically exempt from CEQA: 14 Cal. Code Regs. §15301 – "Existing Facilities: Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination."
- B. California Coastal Act. This Board action is a "development" as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – "Improvements to Single-Family Residences." The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – "Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits."

**Application of Inclusionary Policies:**

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. These programs/policies are intended to promote the inclusion of small, local, service disabled veteran owned, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

The Authority's DBE Program, as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial



overall goal for DBE participation on all federally funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policies 5.12 and 5.14. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. S&L Specialty Contracting, Inc. is proposing 7.5% DBE participation on QHP Phase 7, Group 12.

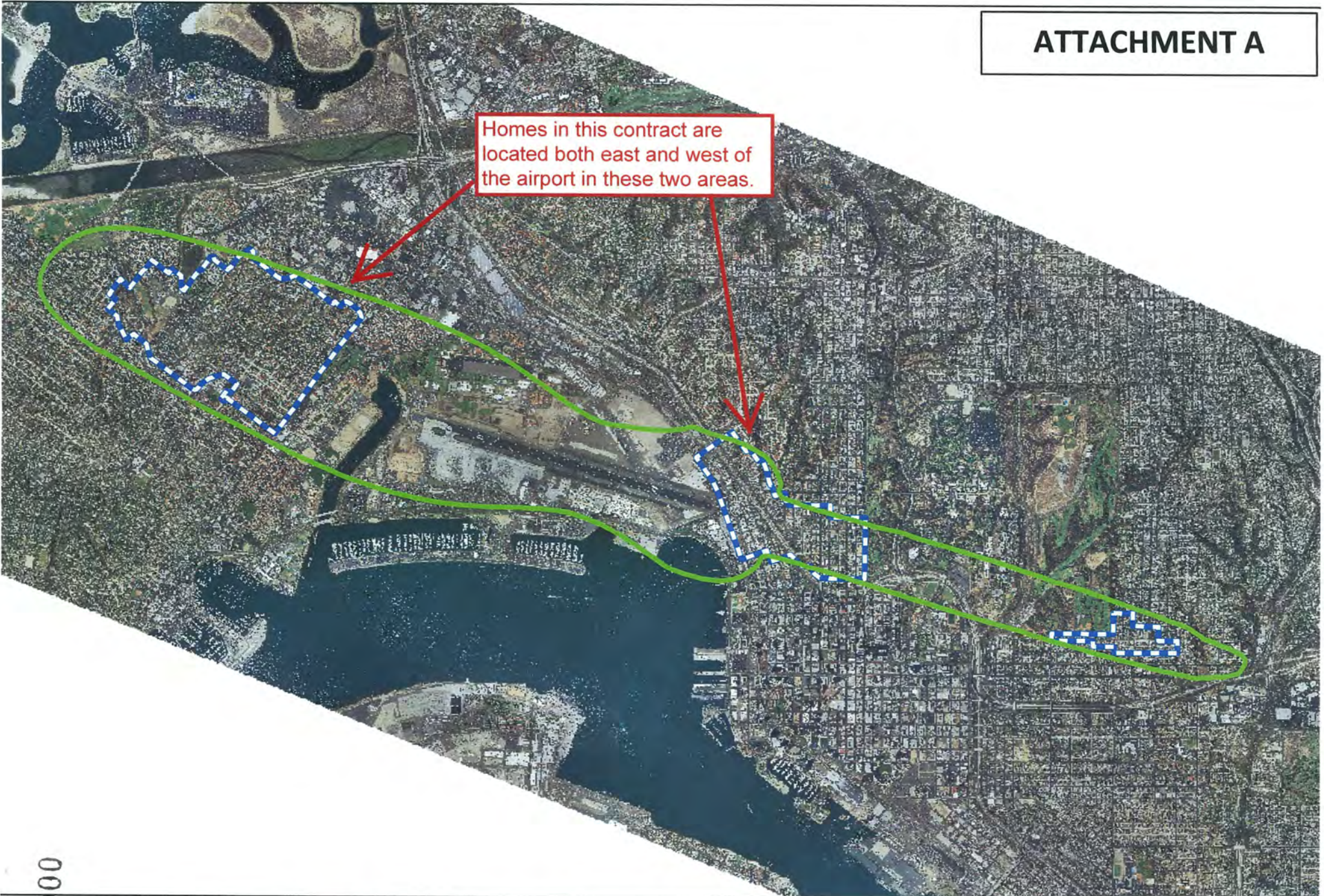
**Prepared by:**

KEITH WILSCHETZ  
DIRECTOR, AIRPORT PLANNING AND NOISE MITIGATION



# ATTACHMENT A

Homes in this contract are located both east and west of the airport in these two areas.



Map Notes:  
Staff Report Attachment A

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186

1 inch = 3,898 feet

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

San Diego County Regional Airport Authority  
Quieter Home Program  
Project 380712



TITLE: QUIETER HOME PROGRAM PROJECT NO. 380712  
 BIDS OPENED: July 24, 2014, 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$1,540,286.00

CONTRACTOR:				S&L Specialty Contracting, Inc.				G&G Specialty Contractors, Inc.				
ADDRESS:				315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				
GUARANTEE OF GOOD FAITH:				Hartford Casualty Insurance Company				Hartford Casualty 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)	
380712.02	Bar-Lev 2244 2nd Avenue, Unit 19	1	Lump Sum	15,000.00	9,000.00	1,000.00	25,000.00	20,640.00	4,641.00	1,700.00	26,981.00	
380712.03	Bar-Lev 2244 2nd Avenue, Unit 39	1	Lump Sum	15,000.00	9,000.00	2,000.00	26,000.00	21,359.00	4,841.00	2,400.00	28,400.00	
380712.05	Carroll 3750 Amaryllis Drive	1	Lump Sum	36,000.00	10,000.00	6,000.00	52,000.00	38,031.00	7,108.00	5,710.00	50,849.00	
380712.06	Clark 3966 Voltaire Street	1	Lump Sum	31,000.00	9,000.00	2,000.00	42,000.00	37,203.00	4,993.00	2,860.00	45,056.00	
380712.07	D'Acquisto 2031 Columbia Street	1	Lump Sum	17,000.00	9,000.00	1,000.00	27,000.00	23,382.00	6,566.00	2,400.00	32,348.00	
380712.07	D'Acquisto 2033 Columbia Street	1	Lump Sum	24,000.00	9,000.00	1,000.00	34,000.00	29,677.00	7,044.00	2,060.00	38,781.00	
380712.10	Hall 3747 Amaryllis Drive	1	Lump Sum	61,000.00	10,000.00	3,000.00	74,000.00	70,444.00	7,837.00	3,540.00	81,821.00	
380712.11	Huck 2744 Azalea Drive	1	Lump Sum	43,000.00	10,000.00	3,000.00	56,000.00	44,088.00	8,070.00	3,140.00	55,298.00	
380712.12	Luallin 4335 Montalvo Street	1	Lump Sum	16,000.00	8,000.00	8,000.00	32,000.00	23,893.00	5,533.00	9,700.00	39,126.00	
380712.13	Luallin 4334 Valeta Street, Unit 1	1	Lump Sum	15,000.00	3,000.00	2,000.00	20,000.00	19,700.00	2,285.00	9,600.00	31,585.00	
380712.13	Luallin 4336 Valeta Street, Unit 2	1	Lump Sum	16,000.00	3,000.00	2,000.00	23,000.00	21,407.00	2,285.00	600.00	24,292.00	
380712.13	Luallin 4338 Valeta Street, Unit 3	1	Lump Sum	14,000.00	3,000.00	2,000.00	19,000.00	18,152.00	2,285.00	600.00	21,037.00	
380712.13	Luallin 4340 Valeta Street, Unit 4	1	Lump Sum	14,000.00	3,000.00	2,000.00	19,000.00	18,571.00	2,285.00	600.00	21,456.00	
380712.14	Ludecke 2350 2nd Avenue	1	Lump Sum	20,000.00	8,000.00	7,000.00	35,000.00	30,552.00	4,916.00	6,040.00	41,508.00	
380712.14	Ludecke 2352 2nd Avenue	1	Lump Sum	20,000.00	8,000.00	7,000.00	35,000.00	30,587.00	4,916.00	6,640.00	42,143.00	
380712.14	Ludecke 2354 2nd Avenue	1	Lump Sum	20,000.00	8,000.00	7,000.00	35,000.00	30,374.00	4,916.00	6,640.00	41,930.00	
380712.15	Martin 3652 Oleander Drive	1	Lump Sum	19,000.00	8,000.00	5,000.00	32,000.00	30,639.00	4,916.00	9,640.00	45,185.00	
380712.16	Mesheski 4330 Montalvo Street	1	Lump Sum	36,000.00	10,000.00	3,000.00	49,000.00	38,343.00	8,070.00	3,340.00	49,753.00	
380712.16	Mesheski 4332 Montalvo Street	1	Lump Sum	24,000.00	9,000.00	4,000.00	37,000.00	34,306.00	4,723.00	3,760.00	42,789.00	
380712.17	Pt. Loma Nazarene Univ. 3431 Larga Circle	1	Lump Sum	20,000.00	10,000.00	2,000.00	32,000.00	24,945.00	4,559.00	3,700.00	33,204.00	
380712.17	Pt. Loma Nazarene Univ. 3431 Larga Circle	1	Lump Sum	38,000.00	9,000.00	3,000.00	50,000.00	42,995.00	6,612.00	3,720.00	53,327.00	
380712.18	Taylor 3436 Xenophon Street	1	Lump Sum	30,000.00	10,000.00	1,000.00	41,000.00	32,993.00	8,024.00	1,600.00	42,617.00	
380712.19	Way Back Corporation 2516 A Street	1	Lump Sum	57,000.00	18,000.00	4,000.00	79,000.00	69,053.00	13,139.00	8,800.00	90,992.00	
380712.19	Way Back Corporation 2518 A Street	1	Lump Sum	13,000.00	8,000.00	5,000.00	26,000.00	19,603.00	4,834.00	1,200.00	25,637.00	
380712.19	Way Back Corporation 2520 A Street	1	Lump Sum	12,000.00	8,000.00	1,000.00	21,000.00	17,725.00	4,717.00	1,260.00	23,702.00	
380712.19	Way Back Corporation 2522 A Street	1	Lump Sum	17,000.00	8,000.00	1,000.00	26,000.00	22,031.00	4,717.00	1,260.00	28,008.00	
380712.20	Tyler-Hittle 4391 Montalvo Street	1	Lump Sum	29,000.00	8,000.00	10,000.00	47,000.00	36,166.00	6,087.00	7,700.00	49,953.00	
380712.20	Tyler-Hittle 4394 Valeta Street	1	Lump Sum	19,000.00	8,000.00	4,000.00	31,000.00	24,262.00	6,087.00	3,700.00	34,049.00	
380712.21	Schirmer 3330 Xenophon Street	1	Lump Sum	36,000.00	9,000.00	2,000.00	47,000.00	44,942.00	7,645.00	1,800.00	54,387.00	
380712.22	Silveira 3658 Voltaire Street	1	Lump Sum	21,000.00	3,000.00	2,000.00	26,000.00	21,302.00	2,722.00	2,600.00	26,624.00	
380712.22	Silveira 3660 Voltaire Street	1	Lump Sum	22,000.00	3,000.00	2,000.00	27,000.00	27,230.00	2,722.00	2,600.00	32,552.00	
380712.22	Silveira 3662 Voltaire Street	1	Lump Sum	15,000.00	3,000.00	2,000.00	20,000.00	21,593.00	2,722.00	2,600.00	26,915.00	
380712.22	Silveira 3664 Voltaire Street	1	Lump Sum	18,000.00	3,000.00	2,000.00	23,000.00	23,018.00	2,722.00	2,600.00	28,340.00	
380712.23	Patterson 2298 Caminito Pajanto, Unit 82	1	Lump Sum	26,000.00	9,000.00	2,000.00	37,000.00	32,425.00	5,365.00	1,560.00	39,350.00	
380712.24	Carvalho 3618 Kingsley Street	1	Lump Sum	37,000.00	3,000.00	3,000.00	43,000.00	39,052.00	7,470.00	3,600.00	50,122.00	
380712.25	Wimmers 4321 Banning Street	1	Lump Sum	17,000.00	3,000.00	4,000.00	24,000.00	23,266.00	2,722.00	2,600.00	28,588.00	
380712.25	Wimmers 4321 1/2 Banning Street	1	Lump Sum	14,000.00	8,000.00	4,000.00	26,000.00	22,180.00	2,722.00	2,600.00	27,502.00	
380712.25	Wimmers 4323 Banning Street	1	Lump Sum	19,000.00	7,000.00	4,000.00	30,000.00	30,011.00	5,242.00	3,200.00	38,453.00	
							<b>Subtotal</b>	<b>\$1,328,000.00</b>			<b>Subtotal</b>	<b>\$1,494,670.00</b>
							Allowance for Structural, HVAC, Electrical Repairs	84,000.00			Allowance for Structural, HVAC, Electrical Repairs	84,000.00
							Building and Utility Permits and Fees	48,500.00			Building and Utility Permits and Fees	48,500.00
							Allowance for 150 Required T-Shirts	2,550.00			Allowance for 150 Required T-Shirts	2,550.00
							<b>TOTAL BID</b>	<b>\$1,463,050.00</b>			<b>TOTAL BID</b>	<b>\$1,629,720.00</b>

Addenda noted (2)

Addenda noted (2)

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RESOLUTION NO. 2014-0092

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 \$1,463,050, FOR PHASE 7, GROUP 12, PROJECT NO. 380712, 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 12, 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 12, of the Program provides sound attenuation to 38 historic and non-historic single and multi-family units on 26 residential properties located east and west of the airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 7, Group 12, on June 24, 2014; and

WHEREAS, on July 24, 2014, 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 \$1,463,050; 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 12, upon the terms and conditions set forth in the Bid Solicitation Package.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to S&L Specialty Contracting, Inc., in the amount of \$1,463,050, for Phase 7, Group 12, Project No. 380712, of the 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"), Cal. Pub. Res. Code §21065; and is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**20**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Approve and Authorize the President/CEO to Execute 12kV Electrical Distribution System Operations, Maintenance, and Repair Service Agreement with Chula Vista Electric Company**

**Recommendation:**

Adopt Resolution No. 2014-0093, approving and authorizing the President/CEO to execute 12kV Electrical Distribution System Operations, Maintenance, and Repair service agreement with Chula Vista Electric Company, for a term of three years, for a total not-to-exceed amount of \$5,000,000, to provide 12kV electrical distribution system operations, maintenance, and repair services at San Diego International Airport ("SDIA").

**Background/Justification:**

On August 26, 2013, the Board adopted Resolution 2013-0075 awarding a contract to Helix Electric, Inc. for the Construct Airport Electrical Distribution System (12kV) Project [CIP #104136] at SDIA. The project includes the construction of a new 12kV campus-wide underground electrical distribution system to provide power from the existing SDIA owned 12kV substation to all facilities on SDIA property. The campus-wide system will allow SDIA to purchase bulk electricity at lower rates for its facilities. In addition, the 12kV system will also provide an electrical distribution grid for future cogeneration and photovoltaic power. With the addition of supplemental power (cogeneration and photovoltaic), the Authority will have established its own electrical microgrid system. The project is scheduled to be completed January 2015.

The implementation of the microgrid system introduces a new asset class to SDIA with associated operations, maintenance, and repair requirements. While current SDIA facilities management personnel may possess the requisite experience, training, and certifications to operate and maintain existing airport equipment, effective oversight of the microgrid system includes new infrastructure associated with specialized operations, maintenance, and repair requirements.

On July 15, 2014, a Request for Qualifications ("RFQ") was issued to obtain Statements of Qualifications ("SOQs") from qualified firms to provide On-Call 12kV Distribution System Operations, Maintenance, and Repair Services.

This service agreement will provide a comprehensive operation, maintenance, and repair program which will include, but not be limited to:

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- Consultation and assistance in the identification of recommended best practices and approach during the commissioning and testing of the microgrid system
- Development of a safety program for SDIA's overall electrical system including the microgrid system
- Development of a formal Operation and Maintenance program for SDIA's primary and secondary electrical systems
- Development of microgrid Quality Control Program; and Operating Procedures for adding new or modifying existing electrical loads
- Training of SDIA personnel on the operation, maintenance, and repair of the microgrid system
- Providing personnel to augment SDIA staff for operating and maintaining the microgrid system 365 days a year
- Providing personnel for all scheduled equipment maintenance, on-call repairs and/or equipment part replacements for the entire microgrid system including systems automations, supervisory control and data acquisition, underground vaults and manholes, conductors and fiber optic cables, and computer programming updates

On August 11, 2014, the Authority's Procurement Department received SOQs from the following three entities: ABM Electrical Power Services ("ABM"); Chula Vista Electric Company ("CVE"); and Morrow-Meadows Corporation ("MMC").

On August 14, 2014, the Authority's Selection Panel ("Panel"), which was comprised of the Vice President of Operations, representatives from Facilities Management; Facilities Development; and CH2MHILL the 12kV system designer, interviewed the three respondents. During the interviews, each respondent provided a presentation of its qualifications and responded to prepared questions. After the interview, the Panel evaluated respondents using weighted criteria of five factors: the overall experience and qualifications of the assigned Project Manager; skill and experience of personnel who would interact with Authority staff in the performance of services; the organization's overall experience and structure; planned procedures and methodology for performing services; eligibility for small business participation under Authority Policy 5.12, Preference to Small Business.

The final combined scoring matrix from the Panel is as follows:

Evaluation Criteria	ABM	CVE	MMC	Total Combined Points Possible
Project Manager	340	880	540	1000
Primary Staff	660	1290	930	1500
Organizational Experience & Structure	630	1320	930	1500
Work Plan and	380	800	520	1000

Approach/Methodology				
Small Business Preference	0	250	0	250
Total	2010	4540	2920	5250

The final ranking matrix from the Panel is as follows:

Firms	Panelist #1	Panelist #2	Panelist #3	Panelist #4	Panelist #5	Total	Final Rank
ABM	3	3	3	3	3	15	3
CVE	1	1	1	1	1	5	1
MMC	2	2	2	2	2	10	2

Staff recommends that the Board approve and authorize the President/CEO to execute 12kV Electrical Distribution System Operations, Maintenance, and Repair service agreement with the top ranked firm, Chula Vista Electric Company, a local small business firm, for a term of three years, for a total not-to-exceed amount of \$5,000,000.

### **Fiscal Impact:**

Adequate funding for 12kV electrical distribution system operation and maintenance and repair service agreement is included in the adopted FY 2015 and conceptually approved FY 2016 Operating Expense Budgets within the Facilities Management Annual Repair and Service Contracts line item. The expense for this contract that will impact budget years not yet adopted or approved by the Board and will be included in future year budget requests.

### **Authority Strategies:**

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

- Community Strategy   
 Customer Strategy   
 Employee Strategy   
 Financial Strategy   
 Operations Strategy

### **Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.



**Application of Inclusionary Policies:**

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. These programs/policies are intended to promote the inclusion of small, local, service disabled veteran owned, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore; at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses. Policy 5.12 provides a preference of up to five percent (5%) to small businesses in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$100,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance with Policy 5.12, the recommended firm, Chula Vista Electric Company received a 5% small business preference.

**Prepared by:**

MURRAY J. BAUER  
DIRECTOR, FACILITIES MANAGEMENT

RESOLUTION NO. 2014-0093

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE 12KV ELECTRICAL DISTRIBUTION SYSTEM OPERATIONS, MAINTENANCE, AND REPAIR SERVICE AGREEMENT WITH CHULA VISTA ELECTRIC COMPANY, FOR A TERM OF THREE YEARS, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$5,000,000, TO PROVIDE 12KV ELECTRICAL DISTRIBUTION SYSTEM OPERATIONS, MAINTENANCE, AND REPAIR SERVICES AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, on August 26, 2013, the Board adopted Resolution 2013-0075 awarding a contract to Helix Electric, Inc. for the Construct Airport Electrical Distribution System (12kV) Project [CIP #104136] at San Diego International Airport ("SDIA"); and

WHEREAS, the Construct Airport Electrical Distribution System project includes the construction of a new 12kV campus-wide underground electrical distribution system to provide power from the existing SDIA owned 12kV substation to all facilities on SDIA property; and

WHEREAS, the campus-wide system will allow SDIA to purchase bulk electricity at lower rates for its facilities and also provide an electrical distribution grid for future cogeneration and photovoltaic power; and

WHEREAS, with the addition of supplemental power (cogeneration and photovoltaic), the Authority will have established its own microgrid system; and

WHEREAS, the implementation of the microgrid system introduces a new asset class to SDIA with associated operations, maintenance, and repair requirements; and

WHEREAS, effective oversight of the microgrid system includes new infrastructure associated with specialized operations, maintenance, and repair requirements; and

WHEREAS, on July 15, 2014, a Request for Qualifications (“RFQ”) was issued to obtain Statements of Qualifications (“SOQs”) from qualified firms to provide On-Call 12kV Distribution System Operations, Maintenance, and Repair Services; and

WHEREAS, the service agreement will provide a comprehensive operation, maintenance, and repair program; and

WHEREAS, on August 11, 2014, the Authority’s Procurement Department received SOQs from three entities: ABM Electrical Power Services; Chula Vista Electric Company; and Morrow-Meadows Corporation; and

WHEREAS, on August 14, 2014, the Authority’s Selection Panel (“Panel”) interviewed the three firms and during the interviews, each respondent provided a presentation of its qualifications and responded to prepared questions; and

WHEREAS, after the interviews, the Panel evaluated the three respondents using weighted criteria of five factors: the overall experience and qualifications of the assigned Project Manager; skill and experience of personnel who would interact with Authority staff in the performance of services; the organization’s overall experience and structure; planned procedures and methodology for performing services; 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 Chula Vista Electric Company first; Morrow-Meadows Corporation second; and ABM Electrical Power Services third.

NOW, THEREFORE, BE IT RESOLVED that the Board approves and authorizes the President/CEO to execute 12kV Electrical Distribution System Operations, Maintenance, and Repair service agreement with Chula Vista Electric Company, a local small business firm, for a term of three years, for a total not-to-exceed amount of \$5,000,000, to provide 12kV electrical distribution system operations, maintenance, and repair services at San Diego International Airport; and

BE IT FURTHER RESOLVED that the Authority and its officers, pemployees, 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 (“CEQA”) (Cal. Pub. Res. Code § 21065); and is not a “development” as defined by the California Coastal Act (Cal. Pub. Res. Code § 30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4<sup>th</sup> day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
STAFF REPORT**

**Item No.  
21**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Award a Contract to Granite Construction Company for North Side Bypass Taxiway at San Diego International Airport**

**Recommendation:**

Adopt Resolution No. 2014-0094, awarding a contract to Granite Construction Company, in the amount of \$5,698,868, for Project No. 104176, North Side Bypass Taxiway at San Diego International Airport.

**Background/Justification:**

This project is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2015-FY2019 Capital Improvement Program (CIP).

This project will provide for the construction of a new taxiway for large body aircraft with a wing span greater than 171 feet but less than 214 feet (Group V), to improve operation of aircraft movement on Taxiway C. The bypass taxiway will parallel and ultimately connect to Taxiway C, allow access to Runway 27 Threshold, and provide holding and/or queuing of Group V aircraft. Construction will include approximately 1,170 linear feet of taxiway and 1,130 linear feet of new vehicle service road. (Attachment A)

This contract was advertised on June 24, 2014 and sealed bids were opened on July 24, 2014. The following bids were received: (Attachment B)

<b>Company</b>	<b>Total Bid</b>
Granite Construction Company	\$5,698,868
CJW Construction, Inc.	\$5,944,798.70
West Coast General, Corp.	\$6,344,073.30
Hazard Construction Company	\$6,374,925.90
USS CalBuilders, Inc.	\$7,469,544.92
Flatiron West, Inc.	\$7,544,800
Cutting Edge Concrete Services, Inc.	\$7,878,631.50

The Engineer's estimate is \$6,966,961

The low bid of \$5,698,868, is responsive, and Granite Construction Company is considered responsible. Authority staff recommends award to Granite Construction Company, in the amount of \$5,698,868.

**Fiscal Impact:**

Adequate funds for the contract with Granite Construction Company are included within the Board approved FY2015-FY2019 Capital Program Budget in Project No. 104176, North Side Bypass Taxiway. Sources of funding for this project include Passenger Facility Charges and Federal Entitlement Grants.

**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 airfield and taxiway improvements are components of the Northside Improvements 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 Northside 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. In addition, a Final Environmental Assessment for the Northside Improvements was prepared by the Federal Aviation Administration in August 2013 in accordance with the National Environmental Policy Act (NEPA).
- B. The airfield and taxiway improvements are components that support the Northside Improvements approved by the California Coastal Commission on May 8, 2013 in accordance with the California Coastal Act (Coastal Development Permit #6-12-088).

**Application of Inclusionary Policies:**

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. These programs/policies are intended to promote the inclusion of small, local, service disabled veteran owned, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

The Authority's DBE Program, as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policies 5.12 and 5.14. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. Granite proposed 3% DBE participation on North Side Bypass Taxiway.

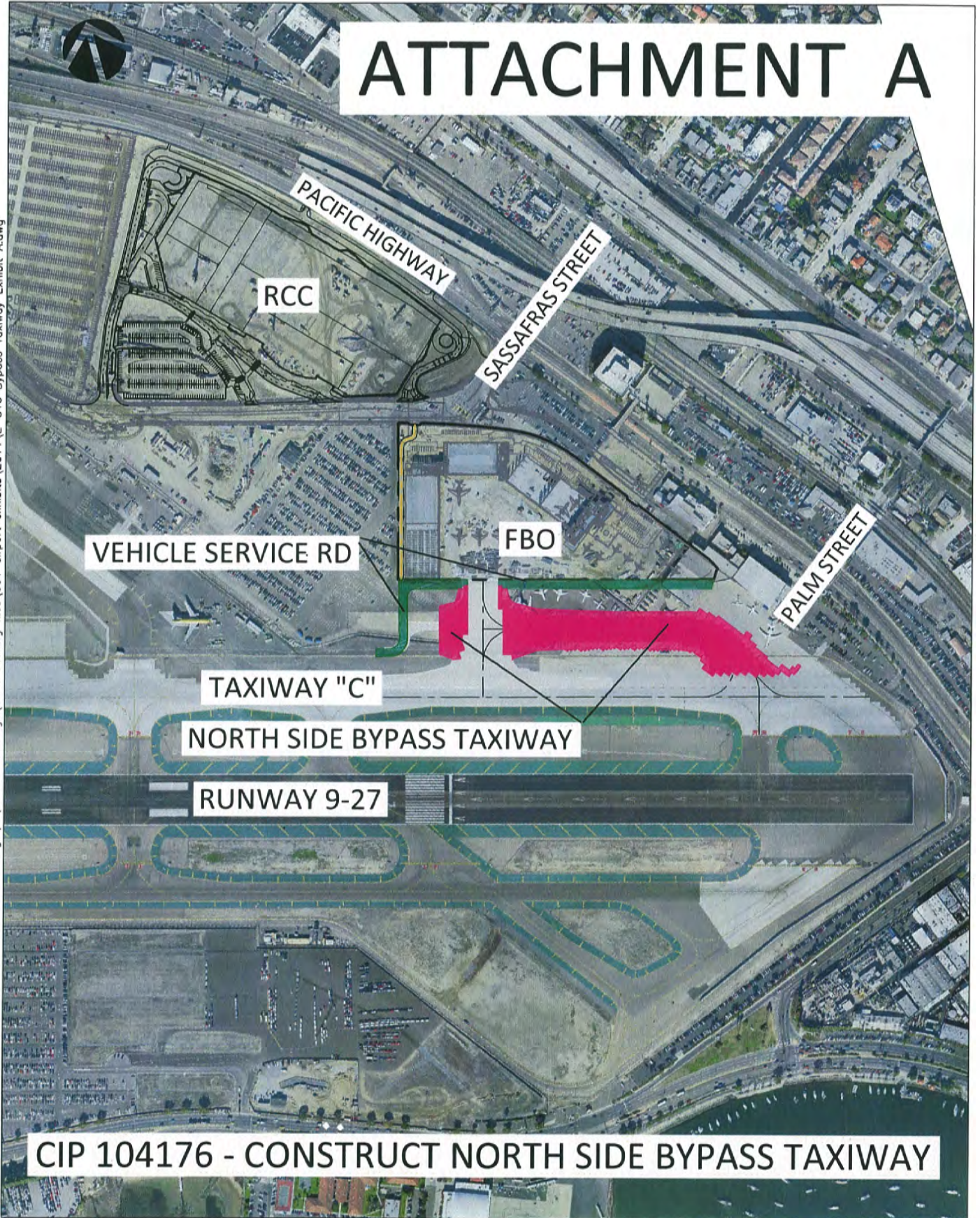
**Prepared by:**

IRAJ GHAEMI  
DIRECTOR, FACILITIES DEVELOPMENT



# ATTACHMENT A

PATH: S:\FDD\COMMON\0815 Non CIP Files and Drawings\ACAD working files\001 airport exhibits\2014\E-31e Bypass Taxiway Exhibit A.dwg





CONTRACTOR:					ENGINEER'S ESTIMATE		1		2		3		4	
ADDRESS:							Granite Construction Co.		CJW Construction, Inc.		West Coast General		Hazard Construction	
GUARANTEE OF GOOD FAITH:							Federal Insurance Company		Western Surety Company		Fidelity and Deposit Company of Maryland		Travelers Casualty and Surety Company of America	
BID SCHEDULE A														
Item	Spec	Title	Unit Items	Estimated Quantity	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	P-695-1	Allowance for Permits and Fees (Excludes Dewatering and Disposal)	Allowance	Allowance		\$ 25,000.00	Allowance	\$ 25,000.00	Allowance	\$ 25,000.00	Allowance	\$ 25,000.00	Allowance	\$ 25,000.00
2	P-695-2	Allowance for Dewatering Discharge Fees	Allowance	Allowance		\$ 60,000.00	Allowance	\$ 60,000.00	Allowance	\$ 60,000.00	Allowance	\$ 60,000.00	Allowance	\$ 60,000.00
3	P-695-3	Allowance for Disposal Fees	Allowance	Allowance		\$ 150,000.00	Allowance	\$ 150,000.00	Allowance	\$ 150,000.00	Allowance	\$ 150,000.00	Allowance	\$ 150,000.00
4	P-895-4	Allowance for Additional Erosion/Sediment Control	Allowance	Allowance		\$ 30,000.00	Allowance	\$ 30,000.00	Allowance	\$ 30,000.00	Allowance	\$ 30,000.00	Allowance	\$ 30,000.00
5	1D-46	Overhead	DAY	210	\$ 990.00	\$ 207,900.00	\$ 3,000.00	\$ 630,000.00	\$ 3,000.00	\$ 630,000.00	\$ 3,698.00	\$ 776,580.00	\$ 4,000.00	\$ 840,000.00
6	P-100-3.1	Mobilization	LS	1	\$ 350,000.00	\$ 350,000.00	\$ 500,000.00	\$ 500,000.00	\$ 464,000.00	\$ 464,000.00	\$ 390,435.00	\$ 390,435.00	\$ 606,000.00	\$ 606,000.00
7	P-100-3.2	Demobilization	LS	1	\$ 55,000.00	\$ 55,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 7,560.00	\$ 7,560.00	\$ 5,000.00	\$ 5,000.00
8	P-101-5.1	Pavement Removal (Asphalt Concrete)	CY	1,790	\$ 50.00	\$ 88,000.00	\$ 15.00	\$ 26,400.00	\$ 34.00	\$ 60,440.00	\$ 35.00	\$ 61,800.00	\$ 17.00	\$ 29,920.00
9	P-101-5.2	Pavement Removal (PCC)	CY	3,420	\$ 85.00	\$ 290,700.00	\$ 15.00	\$ 51,300.00	\$ 18.00	\$ 61,560.00	\$ 36.00	\$ 123,120.00	\$ 20.00	\$ 68,400.00
10	P-101-5.3	Pavement Removal (Cement Treated Base)	CY	3,110	\$ 30.00	\$ 93,300.00	\$ 35.00	\$ 108,850.00	\$ 16.00	\$ 49,760.00	\$ 38.00	\$ 118,180.00	\$ 20.00	\$ 62,200.00
11	P-101-5.4	Pavement Removal (Emulsion)	SY	4,860	\$ 12.00	\$ 58,320.00	\$ 1.75	\$ 8,505.00	\$ 2.40	\$ 11,664.00	\$ 6.00	\$ 29,160.00	\$ 1.25	\$ 6,075.00
12	P-101-5.5	Pavement Removal (Asphalt Concrete over Broken Concrete)	CY	1,135	\$ 80.00	\$ 90,800.00	\$ 30.00	\$ 34,050.00	\$ 18.50	\$ 20,997.50	\$ 29.00	\$ 32,915.00	\$ 17.00	\$ 19,295.00
13	P-101-5.6	Pavement Removal (Broken Concrete) - North Side	CY	78	\$ 80.00	\$ 6,240.00	\$ 30.00	\$ 2,340.00	\$ 18.00	\$ 1,404.00	\$ 54.00	\$ 4,212.00	\$ 25.00	\$ 1,950.00
14	P-101-5.7	Paint Removal	SF	15,165	\$ 3.00	\$ 45,495.00	\$ 2.00	\$ 30,330.00	\$ 2.50	\$ 37,912.50	\$ 2.16	\$ 32,756.40	\$ 2.00	\$ 30,330.00
15	P-101-5.8	Adjustment of Manholes	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00	\$ 1,026.00	\$ 1,026.00	\$ 2,000.00	\$ 2,000.00
16	P-101-5.9	Potholing Existing Utilities	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00	\$ 3,000.00	\$ 45,000.00	\$ 45,000.00	\$ 7,560.00	\$ 7,560.00	\$ 10,000.00	\$ 10,000.00
17	P-101-5.10	Removal of Electric Conduit/Duct	LF	140	\$ 19.00	\$ 2,660.00	\$ 11.00	\$ 1,400.00	\$ 50.00	\$ 7,000.00	\$ 11.00	\$ 1,400.00	\$ 10.00	\$ 1,400.00
18	P-101-5.11	Removal of Chain Link Fence	LF	301	\$ 20.00	\$ 6,020.00	\$ 11.00	\$ 3,311.00	\$ 6.00	\$ 1,806.00	\$ 14.00	\$ 4,214.00	\$ 12.00	\$ 3,612.00
19	P-101-5.12	Removal of Storm Drain	LF	159	\$ 100.00	\$ 15,900.00	\$ 40.00	\$ 6,360.00	\$ 35.00	\$ 5,565.00	\$ 35.00	\$ 5,565.00	\$ 40.00	\$ 6,360.00
20	P-101-5.13	Removal of Existing Electrical Vault/Handhole	EA	1	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,080.00	\$ 1,080.00	\$ 1,000.00	\$ 1,000.00
21	P-101-5.14	Pavement Removal (Asphalt Concrete) - North Side	CY	125	\$ 70.00	\$ 8,750.00	\$ 5.00	\$ 625.00	\$ 24.00	\$ 3,000.00	\$ 54.00	\$ 6,750.00	\$ 20.00	\$ 2,500.00
22	P-101-5.15	Pavement Removal (Cement Treated Base) - North Side	CY	815	\$ 50.00	\$ 40,750.00	\$ 5.00	\$ 4,075.00	\$ 16.00	\$ 13,040.00	\$ 26.00	\$ 21,190.00	\$ 20.00	\$ 16,300.00
23	P-148-4.1	Airfield Construction Area Control	LS	1	\$ 85,000.00	\$ 85,000.00	\$ 213,084.90	\$ 213,084.90	\$ 140,000.00	\$ 140,000.00	\$ 64,681.00	\$ 64,681.00	\$ 275,000.00	\$ 275,000.00
24	P-148-4.2	Temporary ADA fencing on K-Rail with PIDS	LF	620	\$ 120.00	\$ 98,400.00	\$ 115.00	\$ 94,300.00	\$ 55.00	\$ 45,100.00	\$ 104.00	\$ 85,280.00	\$ 135.00	\$ 110,700.00
25	P-148-4.3	Salvaged Temporary Fencing on K-Rail with PIDS	LF	1,280	\$ 22.00	\$ 28,160.00	\$ 6.00	\$ 7,680.00	\$ 16.00	\$ 20,480.00	\$ 28.00	\$ 35,840.00	\$ 25.00	\$ 32,000.00
26	P-152-4.1	Unclassified Excavation/Embankment (North Side)	CY	500	\$ 30.00	\$ 15,000.00	\$ 10.00	\$ 5,000.00	\$ 24.00	\$ 12,000.00	\$ 52.00	\$ 26,000.00	\$ 12.00	\$ 6,000.00
27	P-152-4.1a	Unclassified Excavation/Embankment (South Side)	CY	6,200	\$ 20.00	\$ 124,000.00	\$ 35.00	\$ 217,000.00	\$ 24.00	\$ 148,800.00	\$ 41.00	\$ 254,200.00	\$ 40.00	\$ 248,000.00
28	P-152-4.8	Over-Excavation (North Side)	CY	150	\$ 49.00	\$ 7,350.00	\$ 9.00	\$ 1,350.00	\$ 26.00	\$ 3,900.00	\$ 42.00	\$ 6,300.00	\$ 6.00	\$ 1,200.00
29	P-152-4.8a	Over-Excavation (South Side)	CY	1,000	\$ 39.00	\$ 39,000.00	\$ 5.50	\$ 5,500.00	\$ 26.00	\$ 26,000.00	\$ 35.00	\$ 35,000.00	\$ 30.00	\$ 30,000.00
30	P-152-4.9	Special Excavation	CY	300	\$ 71.00	\$ 21,300.00	\$ 5.00	\$ 1,500.00	\$ 42.00	\$ 12,600.00	\$ 35.00	\$ 10,500.00	\$ 8.00	\$ 2,400.00
31	P-155-8.1	Lime-Treated Subgrade	SY	3,380	\$ 4.00	\$ 13,520.00	\$ 5.00	\$ 16,900.00	\$ 0.20	\$ 670.00	\$ 5.00	\$ 16,900.00	\$ 9.50	\$ 32,110.00
32	P-155-8.2	Lime	LB	146,016	\$ 0.25	\$ 36,504.00	\$ 0.10	\$ 14,601.60	\$ 0.20	\$ 29,203.20	\$ 0.10	\$ 14,601.60	\$ 0.15	\$ 21,902.40
33	P-156-5.5	Temporary Erosion Control	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 14,000.00	\$ 14,000.00	\$ 79,058.00	\$ 79,058.00	\$ 75,000.00	\$ 75,000.00
34	P-160-5.1	Geotextile - Geogrid	SY	9,420	\$ 5.00	\$ 47,100.00	\$ 2.50	\$ 23,550.00	\$ 2.00	\$ 18,840.00	\$ 4.21	\$ 39,658.20	\$ 2.25	\$ 21,195.00
35	P-160-5.2	Geotextile - Filter Fabric	SY	9,420	\$ 4.00	\$ 37,680.00	\$ 1.50	\$ 14,130.00	\$ 0.40	\$ 3,768.00	\$ 3.58	\$ 33,535.20	\$ 1.25	\$ 11,775.00
36	P-160-5.3	Geotextile - Filter Fabric (Subgrade Stabilization)	SY	1,000	\$ 4.50	\$ 4,500.00	\$ 1.50	\$ 1,500.00	\$ 0.45	\$ 450.00	\$ 4.86	\$ 4,860.00	\$ 2.00	\$ 2,000.00
37	P-208-5.1	Crushed Aggregate Base Course	CY	4,900	\$ 70.00	\$ 343,000.00	\$ 20.00	\$ 98,000.00	\$ 28.00	\$ 137,200.00	\$ 19.00	\$ 93,100.00	\$ 30.00	\$ 147,000.00
38	P-208-5.2	3-inch Minus Crushed Aggregate Base Course	TON	1,000	\$ 40.00	\$ 40,000.00	\$ 6.00	\$ 6,000.00	\$ 18.00	\$ 18,000.00	\$ 30.00	\$ 30,000.00	\$ 25.00	\$ 25,000.00
39	P-218-5.1	Processed Miscellaneous Base Course	CY	2,000	\$ 40.00	\$ 80,000.00	\$ 20.00	\$ 40,000.00	\$ 24.00	\$ 48,000.00	\$ 54.00	\$ 108,000.00	\$ 20.00	\$ 40,000.00
40	P-218-6.1	Recycled Concrete Aggregate Base Course	CY	2,000	\$ 40.00	\$ 80,000.00	\$ 1.00	\$ 2,000.00	\$ 18.00	\$ 36,000.00	\$ 29.00	\$ 58,000.00	\$ 20.00	\$ 40,000.00
41	P-301-6.1	Soil-Cement Base Course	SY	16,900	\$ 7.00	\$ 118,300.00	\$ 3.70	\$ 62,530.00	\$ 10.00	\$ 169,000.00	\$ 8.00	\$ 135,200.00	\$ 6.50	\$ 109,850.00
42	P-301-6.2	Portland Cement	TON	1,500	\$ 100.00	\$ 150,000.00	\$ 110.00	\$ 165,000.00	\$ 135.00	\$ 202,500.00	\$ 124.00	\$ 186,000.00	\$ 110.00	\$ 165,000.00
43	P-304-8.1	Cement-Treated Base Course	SY	16,500	\$ 40.00	\$ 660,000.00	\$ 14.00	\$ 231,000.00	\$ 16.50	\$ 305,250.00	\$ 15.00	\$ 247,500.00	\$ 10.00	\$ 165,000.00
44	P-420-7.1	Asphalt Concrete Pavement, Non-Critical Areas (Surface Course)	TON	2,193	\$ 108.00	\$ 236,844.00	\$ 130.00	\$ 285,090.00	\$ 145.00	\$ 317,985.00	\$ 109.00	\$ 239,037.00	\$ 90.00	\$ 197,370.00
45	P-501-8.1	15-inch Portland Cement Concrete Pavement	SY	13,605	\$ 112.00	\$ 1,523,760.00	\$ 98.00	\$ 1,333,290.00	\$ 102.00	\$ 1,387,710.00	\$ 110.00	\$ 1,496,550.00	\$ 110.00	\$ 1,496,550.00
46	P-501-8.2	15-inch Reinforced Portland Cement Concrete Pavement	SY	1,569	\$ 125.00	\$ 196,125.00	\$ 111.00	\$ 174,159.00	\$ 127.00	\$ 199,263.00	\$ 140.00	\$ 219,860.00	\$ 135.00	\$ 211,815.00
47	P-610-5.1	Reinforced Structural Portland Cement Concrete Slab Over the 42" Storm Drain	CY	404	\$ 600.00	\$ 242,400.00	\$ 405.00	\$ 163,620.00	\$ 365.00	\$ 147,864.00	\$ 459.00	\$ 185,436.00	\$ 425.00	\$ 171,700.00
48	P-620-5.1	Airfield Painting with Reflective Beads	SF	13,000	\$ 2.20	\$ 28,600.00	\$ 1.55	\$ 20,150.00	\$ 1.10	\$ 14,300.00	\$ 1.67	\$ 21,710.00	\$ 1.70	\$ 22,100.00

000201

BIDS OPENED: July 24, 2014 @ 3:00 PM  
 ENGINEERS ESTIMATE: \$6,966,961.00

ATTACHMENT B  
 CIP 104176 Construct North Side Bypass Taxway  
 Bid Tabulation Form

CONTRACTOR:					ENGINEER'S ESTIMATE		1		2		3		4	
ADDRESS:							Granite Construction Co.		CJW Construction, Inc.		West Coast General		Hazard Construction	
GUARANTEE OF GOOD FAITH:							585 West Beach Street Watsonville, CA 95076		841 East Washington Avenue, Suite B Santa Ana, CA 92701		13700 Stowe Dr. Suite 100 Poway, CA 92064		6465 Marindustry Place San Diego, CA 92121	
BID SCHEDULE A							Federal Insurance Company		Western Surety Company		Fidelity and Deposit Company of Maryland		Travelers Casualty and Surety Company of America	
Item	Spec	Title	Unit Items	Estimated Quantity	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
49	P-620-5.2	Airfield Painting without Reflective Beads	SF	97,000	\$ 0.80	\$ 77,600.00	\$ 0.45	\$ 43,650.00	\$ 0.60	\$ 58,200.00	\$ 0.49	\$ 47,530.00	\$ 0.50	\$ 48,500.00
50	P-620-5.3	Airfield Signs Mounted on Posts	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 7,000.00	\$ 7,000.00	\$ 10,152.00	\$ 10,152.00	\$ 500.00	\$ 500.00
51	P-694-1.1	Dewatering and Flow Control	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 32,400.00	\$ 32,400.00	\$ 2,000.00	\$ 2,000.00
52	P-696-4.1	Disposal of Export Material (Clay)	TON	4,000	\$ 45.00	\$ 180,000.00	\$ 40.00	\$ 160,000.00	\$ 12.00	\$ 48,000.00	\$ 11.00	\$ 44,000.00	\$ 15.00	\$ 60,000.00
53	P-697-6.1	Furnish and Install Communication, Security and Fiber Optic Cables	LF	48	\$ 17.50	\$ 840.00	\$ 150.00	\$ 7,200.00	\$ 140.00	\$ 6,720.00	\$ 162.00	\$ 7,776.00	\$ 150.00	\$ 7,200.00
54	P-698-5.1	Site-Specific Health and Safety Plan	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 15,000.00	\$ 15,000.00	\$ 2,160.00	\$ 2,160.00	\$ 2,500.00	\$ 2,500.00
55	P-699-4.1	Soil Management Plan	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 4,500.00	\$ 4,500.00	\$ 2,800.00	\$ 2,800.00	\$ 28,350.00	\$ 28,350.00	\$ 50,000.00	\$ 50,000.00
56	F-162-5.1	Chain Link Fence	LF	37	\$ 200.00	\$ 7,400.00	\$ 210.00	\$ 7,770.00	\$ 100.00	\$ 3,700.00	\$ 227.00	\$ 8,397.00	\$ 220.00	\$ 8,140.00
57	D-701-5.2	12-inch DIP	LF	178	\$ 150.00	\$ 26,700.00	\$ 100.00	\$ 17,800.00	\$ 165.00	\$ 29,370.00	\$ 137.00	\$ 24,366.00	\$ 70.00	\$ 12,460.00
58	D-703-5.1	Trench Drain	LF	245	\$ 290.00	\$ 71,050.00	\$ 400.00	\$ 98,000.00	\$ 300.00	\$ 73,500.00	\$ 271.00	\$ 66,395.00	\$ 450.00	\$ 110,250.00
59	D-751-5.5	Storm Filter	EA	1	\$ 125,000.00	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ 111,149.00	\$ 111,149.00	\$ 100,000.00	\$ 100,000.00
60	L-100-5.1	Electrical Demolition	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 3,000.00	\$ 3,000.00	\$ 28,000.00	\$ 28,000.00	\$ 3,240.00	\$ 3,240.00	\$ 3,000.00	\$ 3,000.00
61	L-106-5.2	No. 8 AWG L-824C Cable, installed in trench duct bank or conduit	LF	17,010	\$ 3.50	\$ 59,535.00	\$ 2.00	\$ 34,020.00	\$ 2.00	\$ 34,020.00	\$ 2.16	\$ 36,741.60	\$ 2.00	\$ 34,020.00
62	L-108-5.3	1/2" Copper pipe, installed in trench, duct bank or conduit, including ground rods and ground connections	LF	3,915	\$ 3.00	\$ 11,745.00	\$ 1.50	\$ 5,872.50	\$ 1.50	\$ 5,872.50	\$ 1.62	\$ 6,342.30	\$ 1.50	\$ 5,872.50
63	L-109-5.2	Installation of Airport Transformer Vault Equipment in Place	UNIT	1	\$ 75,000.00	\$ 75,000.00	\$ 61,000.00	\$ 61,000.00	\$ 42,000.00	\$ 42,000.00	\$ 64,800.00	\$ 64,800.00	\$ 60,000.00	\$ 60,000.00
64	L-110-5.3	Electrical Duct Bank, 4-Way, 4" including trenching, encasement and backfill	LF	452	\$ 58.00	\$ 26,796.00	\$ 30.00	\$ 13,860.00	\$ 30.00	\$ 13,860.00	\$ 32.00	\$ 14,784.00	\$ 30.00	\$ 13,860.00
65	L-110-5.4	Electrical Duct Bank, 2-Way, 4" including trenching, encasement and backfill	LF	110	\$ 35.00	\$ 3,850.00	\$ 25.00	\$ 2,750.00	\$ 25.00	\$ 2,750.00	\$ 27.00	\$ 2,970.00	\$ 25.00	\$ 2,750.00
66	L-110-5.5	Electrical Conduit, Type I-Schedule 40 PVC, 2" installed via direct bury	LF	3,272	\$ 11.00	\$ 35,992.00	\$ 12.00	\$ 39,264.00	\$ 12.00	\$ 39,264.00	\$ 13.00	\$ 42,536.00	\$ 12.00	\$ 39,264.00
67	L-115-5.4	Electrical Manhole - Type 1	EA	4	\$ 6,500.00	\$ 26,000.00	\$ 6,500.00	\$ 26,000.00	\$ 8,000.00	\$ 32,000.00	\$ 7,020.00	\$ 28,080.00	\$ 6,500.00	\$ 26,000.00
68	L-852-4.1	L-852A In-Pavement taxiway centerline light on L-868 Base with New Isolation Transformer	EA	16	\$ 575.00	\$ 9,200.00	\$ 900.00	\$ 14,400.00	\$ 900.00	\$ 14,400.00	\$ 972.00	\$ 15,552.00	\$ 900.00	\$ 14,400.00
69	L-852-4.2	L-852J In-Pavement taxiway centerline light on L-868 Base with New Isolation Transformer	EA	28	\$ 737.50	\$ 20,650.00	\$ 1,100.00	\$ 30,800.00	\$ 1,100.00	\$ 30,800.00	\$ 1,188.00	\$ 33,264.00	\$ 1,100.00	\$ 30,800.00
70	L-853-4.1	L-853 Elevated Retroreflective Taxiway Edge Markers - Adhesive Base	EA	47	\$ 600.00	\$ 28,200.00	\$ 100.00	\$ 4,700.00	\$ 300.00	\$ 14,100.00	\$ 108.00	\$ 5,076.00	\$ 100.00	\$ 4,700.00
71	L-853-4.2	L-853 Semi-Flush Retroreflective Taxiway Centerline Markers - Adhesive Base	EA	28	\$ 800.00	\$ 16,800.00	\$ 100.00	\$ 2,800.00	\$ 300.00	\$ 8,400.00	\$ 108.00	\$ 3,024.00	\$ 100.00	\$ 2,800.00
72	L-858-5.1	L-858, Size 3, 1-Module Sign with New Concrete Foundation, next to existing sign	EA	1	\$ 5,750.00	\$ 5,750.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,320.00	\$ 4,320.00	\$ 4,000.00	\$ 4,000.00
73	L-858-5.2	L-858, Size 3, 2-Module Sign with New Concrete Foundation	EA	2	\$ 6,350.00	\$ 12,700.00	\$ 4,800.00	\$ 9,600.00	\$ 5,000.00	\$ 10,000.00	\$ 5,184.00	\$ 10,368.00	\$ 4,800.00	\$ 9,600.00
74	L-858-5.3	L-858, Size 3, 3-Module Sign with New Concrete Foundation	EA	3	\$ 7,500.00	\$ 22,500.00	\$ 6,200.00	\$ 18,600.00	\$ 6,000.00	\$ 18,000.00	\$ 6,696.00	\$ 20,088.00	\$ 6,200.00	\$ 18,600.00
75	L-858-5.4	L-858, Size 3, 4-Module Sign with New Concrete Foundation	EA	1	\$ 9,100.00	\$ 9,100.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,560.00	\$ 7,560.00	\$ 7,000.00	\$ 7,000.00
76	L-858-5.5	Remove and Replace Existing L-858, Size 3 Panels with New L-858, Size 3 Panels	EA	4	\$ 600.00	\$ 2,400.00	\$ 600.00	\$ 2,400.00	\$ 1,000.00	\$ 4,000.00	\$ 648.00	\$ 2,592.00	\$ 600.00	\$ 2,400.00
77	L-867/868-7.3	Size "B" L-868 Base Can with Adaptor for a New or Future Elevated Fixture (in New Asphalt Pavement)	EA	6	\$ 1,750.00	\$ 10,500.00	\$ 1,500.00	\$ 9,000.00	\$ 2,000.00	\$ 12,000.00	\$ 1,620.00	\$ 9,720.00	\$ 1,500.00	\$ 9,000.00
78	L-867/868-7.5	Size "B" L-868 Base Can with Adaptor for a New or Future Semi-Flush Fixture (in New PCC Pavement)	EA	22	\$ 1,750.00	\$ 38,500.00	\$ 2,000.00	\$ 44,000.00	\$ 2,000.00	\$ 44,000.00	\$ 2,160.00	\$ 47,520.00	\$ 2,000.00	\$ 44,000.00
79	L-867/868-7.6	Size "B" L-868 Base Can with Adaptor for a New or Future Semi-Flush Fixture, With Modified Spacer ring and Stub Out (in New PCC Pavement)	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 2,100.00	\$ 4,200.00	\$ 2,000.00	\$ 4,000.00	\$ 2,268.00	\$ 4,536.00	\$ 2,100.00	\$ 4,200.00
80	L-867/868-7.9	Size "B" Blank Cover for L-868	EA	13	\$ 175.00	\$ 2,275.00	\$ 100.00	\$ 1,300.00	\$ 100.00	\$ 1,300.00	\$ 108.00	\$ 1,404.00	\$ 100.00	\$ 1,300.00
<b>TOTAL BID SCHEDULE A =</b>						<b>\$ 6,966,961.00</b>		<b>\$ 5,698,868.00</b>		<b>\$ 5,944,798.70</b>		<b>\$ 6,361,993.30</b>		<b>\$ 6,374,925.90</b>
<b>Notes</b>					Addendum No. 1, 2, 3 & 4									

CONTRACTOR'S Submitted Bid Amount

\$ 6,344,073.30

000202

CONTRACTOR:					5		6		7	
ADDRESS:					USS Cal Builders		Flatiron West, Inc.		Cutting Edge Concrete Service Inc.	
GUARANTEE OF GOOD FAITH:					8051 Main Street Stanion, CA 92060		1770 La Costa Meadows Dr. San Marcos, CA 92078		P.O. Box 398 Oro Grande, CA 92368	
					Arch Insurance Company		Liberty Mutual Insurance Company		International Fidelity Insurance Company	
BID SCHEDULE A										
Item	Spec	Title	Unit Items	Estimated Quantity	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures
1	P-095-1	Allowance for Permits and Fees (Excludes Dewatering and Disposal)	Allowance	Allowance	Allowance	\$ 25,000.00	Allowance	\$ 25,000.00	Allowance	\$ 25,000.00
2	P-095-2	Allowance for Dewatering Discharge Fees	Allowance	Allowance	Allowance	\$ 60,000.00	Allowance	\$ 60,000.00	Allowance	\$ 60,000.00
3	P-095-3	Allowance for Disposal Fees	Allowance	Allowance	Allowance	\$ 150,000.00	Allowance	\$ 150,000.00	Allowance	\$ 150,000.00
4	P-095-4	Allowance for Additional Erosion/Sediment Control	Allowance	Allowance	Allowance	\$ 30,000.00	Allowance	\$ 30,000.00	Allowance	\$ 30,000.00
5	10-46	Overhead	DAY	210	\$ 1,100.00	\$ 231,000.00	\$ 4,215.00	\$ 885,150.00	\$ 3,000.00	\$ 630,000.00
6	P-100-3.1	Mobilization	LS	1	\$ 590,000.00	\$ 590,000.00	\$ 720,003.67	\$ 720,003.67	\$ 500,000.00	\$ 500,000.00
7	P-100-3.2	Demobilization	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00	\$ 150,000.00	\$ 150,000.00
8	P-101-5.1	Pavement Removal (Asphalt Concrete)	CY	1,760	\$ 50.00	\$ 88,000.00	\$ 39.00	\$ 68,640.00	\$ 60.00	\$ 105,600.00
9	P-101-5.2	Pavement Removal (PCC)	CY	3,420	\$ 78.00	\$ 266,760.00	\$ 48.00	\$ 164,160.00	\$ 70.00	\$ 239,400.00
10	P-101-5.3	Pavement Removal (Cement Treated Base)	CY	3,110	\$ 75.00	\$ 233,250.00	\$ 27.00	\$ 83,970.00	\$ 60.00	\$ 186,600.00
11	P-101-5.4	Pavement Removal (Emulsion)	SY	4,860	\$ 7.00	\$ 34,020.00	\$ 1.00	\$ 4,860.00	\$ 5.00	\$ 24,300.00
12	P-101-5.5	Pavement Removal (Asphalt Concrete over Broken Concrete)	CY	1,135	\$ 74.00	\$ 83,980.00	\$ 1.00	\$ 1,135.00	\$ 65.00	\$ 73,775.00
13	P-101-5.6	Pavement Removal (Broken Concrete) - North Side	CY	78	\$ 74.00	\$ 5,772.00	\$ 13.00	\$ 1,014.00	\$ 70.00	\$ 5,460.00
14	P-101-5.7	Paint Removal	SF	15,165	\$ 2.00	\$ 30,330.00	\$ 2.05	\$ 31,088.25	\$ 2.50	\$ 37,912.50
15	P-101-5.6	Adjustment of Manholes	EA	1	\$ 1,300.00	\$ 1,300.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
16	P-101-5.9	Potholing Existing Utilities	LS	1	\$ 5,400.00	\$ 5,400.00	\$ 44,000.00	\$ 44,000.00	\$ 30,000.00	\$ 30,000.00
17	P-101-5.10	Removal of Electric Conduit/Duct	LF	140	\$ 11.00	\$ 1,540.00	\$ 11.00	\$ 1,540.00	\$ 1.50	\$ 210.00
18	P-101-5.11	Removal of Chain Link Fence	LF	301	\$ 7.00	\$ 2,107.00	\$ 13.00	\$ 3,913.00	\$ 40.00	\$ 12,040.00
19	P-101-5.12	Removal of Storm Drain	LF	159	\$ 43.00	\$ 6,837.00	\$ 26.00	\$ 4,134.00	\$ 200.00	\$ 31,600.00
20	P-101-5.13	Removal of Existing Electrical Vault/Handhole	EA	1	\$ 1,131.00	\$ 1,131.00	\$ 1,000.00	\$ 1,000.00	\$ 1,150.00	\$ 1,150.00
21	P-101-5.14	Pavement Removal (Asphalt Concrete) - North Side	CY	125	\$ 75.00	\$ 9,375.00	\$ 14.00	\$ 1,750.00	\$ 60.00	\$ 7,500.00
22	P-101-5.15	Pavement Removal (Cement Treated Base) - North Side	CY	815	\$ 77.00	\$ 62,755.00	\$ 15.00	\$ 12,225.00	\$ 70.00	\$ 57,050.00
23	P-148-4.1	Airfield Construction Area Control	LS	1	\$ 853,444.00	\$ 853,444.00	\$ 735,000.00	\$ 735,000.00	\$ 35,000.00	\$ 35,000.00
24	P-148-4.2	Temporary ADA fencing on K-Rail with PIDG	LF	520	\$ 29.00	\$ 23,780.00	\$ 137.00	\$ 112,340.00	\$ 120.00	\$ 96,400.00
25	P-148-4.3	Salvaged Temporary Fencing on K-Rail with PIDG	LF	1,280	\$ 7.00	\$ 8,960.00	\$ 13.50	\$ 17,280.00	\$ 60.00	\$ 76,800.00
26	P-152-4.1	Unclassified Excavation/Embankment (North Side)	CY	500	\$ 38.00	\$ 19,000.00	\$ 15.00	\$ 7,500.00	\$ 35.00	\$ 17,500.00
27	P-152-4.1a	Unclassified Excavation/Embankment (South Side)	CY	5,200	\$ 38.00	\$ 235,600.00	\$ 48.00	\$ 297,600.00	\$ 25.00	\$ 155,000.00
28	P-152-4.8	Over-Excavation (North Side)	CY	190	\$ 35.00	\$ 6,650.00	\$ 15.00	\$ 2,850.00	\$ 50.00	\$ 9,500.00
29	P-152-4.8a	Over-Excavation (South Side)	CY	1,000	\$ 35.00	\$ 35,000.00	\$ 9.00	\$ 9,000.00	\$ 35.00	\$ 35,000.00
30	P-152-4.9	Special Excavation	CY	300	\$ 70.00	\$ 21,000.00	\$ 23.00	\$ 6,900.00	\$ 40.00	\$ 12,000.00
31	P-155-8.1	Lime-Treated Subgrade	SY	3,380	\$ 7.00	\$ 23,660.00	\$ 10.00	\$ 33,800.00	\$ 12.00	\$ 40,560.00
32	P-155-8.2	Lime	LB	146,016	\$ 0.12	\$ 17,521.92	\$ 0.13	\$ 16,982.08	\$ 0.22	\$ 32,123.52
33	P-156-5.5	Temporary Erosion Control	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 116,000.00	\$ 116,000.00	\$ 75,000.00	\$ 75,000.00
34	P-160-5.1	Geotextile - Geogrid	SY	9,420	\$ 3.00	\$ 28,260.00	\$ 4.50	\$ 42,390.00	\$ 2.50	\$ 23,550.00
35	P-160-5.2	Geotextile - Filter Fabric	SY	9,420	\$ 1.00	\$ 9,420.00	\$ 1.75	\$ 16,485.00	\$ 2.50	\$ 23,550.00
36	P-160-5.3	Geotextile - Filter Fabric (Subgrade Stabilization)	SY	1,000	\$ 3.00	\$ 3,000.00	\$ 4.50	\$ 4,500.00	\$ 5.00	\$ 5,000.00
37	P-208-5.1	Crushed Aggregate Base Course	CY	4,900	\$ 32.00	\$ 156,800.00	\$ 46.00	\$ 225,400.00	\$ 80.00	\$ 392,000.00
38	P-208-5.2	3-inch Minus Crushed Aggregate Base Course	TON	1,000	\$ 31.00	\$ 31,000.00	\$ 30.00	\$ 30,000.00	\$ 50.00	\$ 50,000.00
39	P-218-5.1	Processed Miscellaneous Base Course	CY	2,000	\$ 32.00	\$ 64,000.00	\$ 46.00	\$ 92,000.00	\$ 60.00	\$ 120,000.00
40	P-219-5.1	Recycled Concrete Aggregate Base Course	CY	2,000	\$ 29.00	\$ 58,000.00	\$ 46.00	\$ 92,000.00	\$ 70.00	\$ 140,000.00
41	P-301-6.1	Soil-Cement Base Course	SY	16,900	\$ 4.00	\$ 67,600.00	\$ 8.50	\$ 143,650.00	\$ 4.70	\$ 79,430.00
42	P-301-6.2	Portland Cement	TON	1,500	\$ 123.00	\$ 184,500.00	\$ 115.00	\$ 172,500.00	\$ 122.00	\$ 183,000.00
43	P-304-8.1	Cement-Treated Base Course	SY	16,500	\$ 11.00	\$ 181,500.00	\$ 12.00	\$ 198,000.00	\$ 16.00	\$ 264,000.00
44	P-420-7.1	Asphalt Concrete Pavement, Non-Critical Areas (Surface Course)	TON	2,193	\$ 115.00	\$ 252,195.00	\$ 99.00	\$ 217,107.00	\$ 125.00	\$ 274,125.00
45	P-501-8.1	15-inch Portland Cement Concrete Pavement	SY	13,605	\$ 125.00	\$ 1,700,625.00	\$ 99.00	\$ 1,346,895.00	\$ 151.00	\$ 2,054,355.00
46	P-501-8.2	15-inch Reinforced Portland Cement Concrete Pavement	SY	1,969	\$ 315.00	\$ 618,285.00	\$ 175.00	\$ 344,575.00	\$ 201.00	\$ 395,361.00
47	P-610-5.1	Reinforced Structural Portland Cement Concrete Slab Over the 42" Storm Drain	CY	404	\$ 250.00	\$ 101,000.00	\$ 490.00	\$ 197,980.00	\$ 410.00	\$ 166,440.00
48	P-620-5.1	Airfield Painting with Reflective Beads	SF	13,000	\$ 1.50	\$ 19,500.00	\$ 1.60	\$ 20,800.00	\$ 1.75	\$ 22,750.00

000203

BIDS OPENED: July 24, 2014 @ 3:00 PM  
 ENGINEERS ESTIMATE: \$6,966,961.00

ATTACHMENT B  
 CIP 104176 Construct North Side Bypass Taxway  
 Bid Tabulation Form

CONTRACTOR:					5		6		7	
ADDRESS:					USS Cal Builders		Flatiron West, Inc.		Cutting Edge Concrete Service Inc.	
GUARANTEE OF GOOD FAITH:					8051 Main Street Stanton, CA 90680		1770 La Costa Meadows Dr. San Marcos, CA 92078		P.O. Box 398 Oro Grande, CA 92368	
BID SCHEDULE A					Arch Insurance Company		Liberty Mutual Insurance Company		International Fidelity Insurance Company	
Item	Spec	Title	Unit Items	Estimated Quantity	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures	Unit Cost In Figures	Total In Figures
49	P-620-5.2	Airfield Painting without Reflective Beads	SF	97,000	\$ 1.00	\$ 97,000.00	\$ 0.46	\$ 44,620.00	\$ 1.00	\$ 97,000.00
50	P-620-5.3	Airfield Signs Mounted on Posts	EA	1	\$ 2,700.00	\$ 2,700.00	\$ 1,200.00	\$ 1,200.00	\$ 3,000.00	\$ 3,000.00
51	P-694-4.1	Dewatering and Flow Control	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 18,500.00	\$ 18,500.00	\$ 47,000.00	\$ 47,000.00
52	P-696-4.1	Disposal of Export Material (Clay)	TON	4,000	\$ 30.00	\$ 120,000.00	\$ 15.00	\$ 60,000.00	\$ 25.00	\$ 100,000.00
53	P-697-6.1	Furnish and Install Communication, Security and Fiber Optic Cables	LF	48	\$ 170.00	\$ 8,160.00	\$ 160.00	\$ 7,680.00	\$ 172.50	\$ 8,280.00
54	P-698-5.1	Site-Specific Health and Safety Plan	LS	1	\$ 5,400.00	\$ 5,400.00	\$ 7,500.00	\$ 7,500.00	\$ 35,000.00	\$ 35,000.00
55	P-699-4.1	Soil Management Plan	LS	1	\$ 5,300.00	\$ 5,300.00	\$ 50,000.00	\$ 50,000.00	\$ 35,000.00	\$ 35,000.00
56	F-162-5.1	Chain Link Fence	LF	27	\$ 119.00	\$ 3,213.00	\$ 215.00	\$ 5,805.00	\$ 200.00	\$ 5,400.00
57	D-701-6.2	12-inch DIF	LF	178	\$ 110.00	\$ 19,580.00	\$ 105.00	\$ 18,690.00	\$ 125.00	\$ 22,250.00
58	D-703-5.1	Trench Drain	LF	245	\$ 680.00	\$ 167,700.00	\$ 415.00	\$ 101,675.00	\$ 270.00	\$ 66,150.00
59	D-751-5.5	Storm Filter	EA	1	\$ 216,000.00	\$ 216,000.00	\$ 120,000.00	\$ 120,000.00	\$ 450.00	\$ 450.00
60	L-100-5.1	Electrical Demolition	LS	1	\$ 3,400.00	\$ 3,400.00	\$ 3,100.00	\$ 3,100.00	\$ 3,450.00	\$ 3,450.00
61	L-108-5.2	No. 8 AWG L-824C Cable, installed in trench, duct bank or conduit	LF	17,010	\$ 2.50	\$ 42,525.00	\$ 2.10	\$ 35,721.00	\$ 2.30	\$ 39,123.00
62	L-108-5.3	20# Copper Wire, installed in trench, duct bank or conduit, including ground rods and fused connectors	LF	3,915	\$ 2.00	\$ 7,830.00	\$ 1.60	\$ 6,264.00	\$ 1.75	\$ 6,772.95
63	L-109-5.2	Installation of Airport Transformer Vault Equipment in Place	UNIT	1	\$ 69,000.00	\$ 69,000.00	\$ 65,000.00	\$ 65,000.00	\$ 69,000.00	\$ 69,000.00
64	L-110-5.3	Electrical Duct Bank, 4-Way, 4", including trenching, encasement and backfill	LF	462	\$ 34.00	\$ 15,708.00	\$ 40.00	\$ 18,480.00	\$ 34.50	\$ 15,938.00
65	L-110-5.4	Electrical Duct Bank, 2-Way, 4", including trenching, encasement and backfill	LF	110	\$ 26.00	\$ 3,080.00	\$ 32.00	\$ 3,520.00	\$ 28.75	\$ 3,162.50
66	L-110-5.5	Electrical Conduit, Type I-Schedule 40 PVC, 2", installed via direct bury	LF	3,272	\$ 14.00	\$ 45,808.00	\$ 16.50	\$ 53,988.00	\$ 13.80	\$ 45,153.60
67	L-115-5.4	Electrical Manhole - Type 1	EA	4	\$ 7,400.00	\$ 29,600.00	\$ 6,800.00	\$ 27,200.00	\$ 7,475.00	\$ 29,900.00
68	L-852-4.1	L-852A In-Pavement taxiway centerline light on L-868 Base with New Isolation Transformer	EA	16	\$ 1,125.00	\$ 18,000.00	\$ 950.00	\$ 15,200.00	\$ 1,035.00	\$ 16,560.00
69	L-852-4.2	L-852J In-Pavement taxiway centerline light on L-868 Base with New Isolation Transformer	EA	28	\$ 1,350.00	\$ 37,800.00	\$ 1,150.00	\$ 32,200.00	\$ 1,265.00	\$ 35,420.00
70	L-853-4.1	L-853 Elevated Retroreflective Taxiway Edge Markers - Adhesive Base	EA	47	\$ 450.00	\$ 21,150.00	\$ 105.00	\$ 4,935.00	\$ 115.00	\$ 5,405.00
71	L-853-4.2	L-853 Semi-Flush Retroreflective Taxiway Centerline Markers - Adhesive Base	EA	28	\$ 350.00	\$ 9,800.00	\$ 105.00	\$ 2,940.00	\$ 115.00	\$ 3,220.00
72	L-858-5.1	L-858, Size 3, 1-Module Sign with New Concrete Foundation, next to existing sign	EA	1	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,600.00	\$ 4,600.00
73	L-858-5.2	L-858, Size 3, 2-Module Sign with New Concrete Foundation	EA	2	\$ 6,000.00	\$ 12,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,520.00	\$ 11,040.00
74	L-858-5.3	L-858, Size 3, 3-Module Sign with New Concrete Foundation	EA	3	\$ 8,000.00	\$ 24,000.00	\$ 6,500.00	\$ 19,500.00	\$ 7,130.00	\$ 21,390.00
75	L-858-5.4	L-858, Size 3, 4-Module Sign with New Concrete Foundation	EA	1	\$ 8,500.00	\$ 8,500.00	\$ 7,300.00	\$ 7,300.00	\$ 8,050.00	\$ 8,050.00
76	L-858-5.5	Remove and Replace Existing L-858, Size 3, Panels with New L-858, Size 3 Panels	EA	4	\$ 680.00	\$ 2,720.00	\$ 630.00	\$ 2,520.00	\$ 690.00	\$ 2,760.00
77	L-867/868-7.3	Size "B" L-868 Base Can with Adaptor for a New or Future Elevated Fixture (in New Asphalt Pavement)	EA	6	\$ 1,800.00	\$ 10,800.00	\$ 1,600.00	\$ 9,600.00	\$ 1,725.00	\$ 10,350.00
78	L-867/868-7.5	Size "B" L-868 Base Can with Adaptor for a New or Future Semi-Flush Fixture (in New PCC Pavement)	EA	22	\$ 2,340.00	\$ 51,480.00	\$ 2,100.00	\$ 46,200.00	\$ 2,300.00	\$ 50,600.00
79	L-867/868-7.6	Size "B" L-868 Base Can with Adaptor for a New or Future Semi-Flush Fixture, With Modified Spacer ring and Stub Out (in New PCC Pavement)	EA	2	\$ 2,500.00	\$ 5,000.00	\$ 2,200.00	\$ 4,400.00	\$ 2,415.00	\$ 4,830.00
80	L-867/868-7.9	Size "B" Blank Cover for L-868	EA	13	\$ 221.00	\$ 2,873.00	\$ 105.00	\$ 1,365.00	\$ 115.00	\$ 1,495.00
<b>TOTAL BID SCHEDULE A =</b>						<b>\$ 7,469,544.92</b>		<b>\$ 7,544,800.00</b>		<b>\$ 7,873,201.07</b>
Notes					Addendum No. 1, 2, 3 & 4		Y		Y	

CONTRACTOR'S Submitted Bid Amount

\$ 7,873,631.50

000204



RESOLUTION NO. 2014-0094

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY AWARDING A CONTRACT TO  
GRANITE CONSTRUCTION COMPANY IN THE  
AMOUNT OF \$5,698,868 FOR PROJECT NO.  
104176, NORTH SIDE BYPASS TAXIWAY AT SAN  
DIEGO INTERNATIONAL AIRPORT

WHEREAS, this project is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2015-FY2019 Capital Improvement Program (CIP); and

WHEREAS, this project will provide for the construction of a new taxiway for large body aircraft with a wing span greater than 171 feet but less than 214 feet (Group V), to improve operation of aircraft movement on Taxiway C; and

WHEREAS, the bypass taxiway will parallel and ultimately connect to Taxiway C, allow access to Runway 27 Threshold, and provide holding and/or queueing of Group V aircraft; and

WHEREAS, construction will include approximately 1,170 linear feet of taxiway and 1,130 linear feet of new vehicle service road; and

WHEREAS, this contract was advertised on June 24, 2014; and

WHEREAS, on July 24, 2014, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the low bidder, Granite Construction Company, submitted a bid in the amount of \$5,698,868; and

WHEREAS, Authority staff has duly considered Granite Construction Company's bid, and has determined Granite Construction Company is responsible, and that its bid is responsive in all respects; and

WHEREAS, the Board believes that it is in the best interest of the Authority and the public that it serves, for the Board to award Granite Construction Company the contract for Project No. 104176 North Side Bypass Taxiway, upon the terms and conditions set forth on the Bid Solicitation Package.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to Granite Construction Company in the amount of \$5,698,868 for Project No. 104176, North Side Bypass Taxiway at San Diego International Airport; and

BE IT FURTHER RESOLVED that the Authority's President/CEO or designee hereby is authorized to execute and deliver such contract to Granite Construction Company; and

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

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that the airfield and taxiway improvements are components of the Northside Improvements 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 Northside 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; a Final Environmental Assessment for the Northside Improvements was prepared by the Federal Aviation Administration in August 2013 in accordance with the National Environmental Policy Act (NEPA); and the proposed project supports the Northside Improvements approved by the California Coastal Commission on May 8, 2013 in accordance with the California Coastal Act (Coastal Development Permit #6-12-088).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

000207



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**22**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Approve and Authorize Amendment No. 1 to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013**

**Recommendation:**

Adopt Resolution No. 2014-0095, approving and authorizing the President/CEO to execute Amendment No. 1 to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013.

**Background/Justification:**

For the benefit of the employees of the Authority and their beneficiaries, on January 1, 2003, the Board of the San Diego County Regional Airport Authority ("Authority") adopted the San Diego City Employees' Retirement System Retirement Plan for Airport Authority Employees. On May 3, 2004, the Board amended this plan and approved the San Diego City Employees' Retirement System First Amended Retirement Plan for Airport Authority Employees, effective April 1, 2004 [Resolution 2004-0039]. On July 5, 2007, effective July 1, 2007, the Board approved an amended and restated plan [Resolution 2007-0082]. Subsequently, on June 5, 2008, the Board again amended the plan and approved the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2008 (the "2008 Plan") [Resolution 2008-0078]. The 2008 Plan was amended by Amendment No.1 by Board action on June 7, 2012, (hereinafter the "Plan",) upon the advice of SDCERS' outside legal counsel, to comply with the Worker, Retiree and Employee Recovery Act of 2008, the Uniformed Services Employment and Reemployment Rights Act of 1994, and the Economic Growth and Tax Relief Reconciliation Act of 2001 [Resolution 2012-0069]. On July 11, 2013, the Board again amended and approved the Amended and Restated San Diego County Regional Airport Authority Retirement Plan & Trust of 2013 to bring it into compliance with the provisions of the California Public Employees' Pension Reform Act of 2013 ("PEPRA") [Resolution 2013-0072R].

The Plan is a qualified governmental pension plan under § 401(a) and § 414(d) of the Internal Revenue Code of 1986, as amended. The Plan is administered by the San Diego City Employees' Retirement System ("SDCERS") pursuant to the terms of the San Diego City Employees' Retirement System Participation and Administration Agreement ("P & A Agreement") approved by the Board in 2007 [Resolution 2007-0054]. SDCERS administers the Plan under a group trust (as set forth in the Declaration of Trust approved by the Board May 3, 2007 [Resolution 2007-0054] and made effective July 1, 2007) pursuant to IRS Code § 401(a)(24) and in accordance



with IRS Revenue Ruling 81-100, as revised by Revenue Ruling 2004-67. Pursuant to the P & A Agreement, San Diego Municipal Code §24.1806 and the provisions of the Group Trust, the Plan is treated as a separate retirement plan with a separate trust, separate from the plans of the City of San Diego and the San Diego Unified Port District. However, the assets of the three plans are commingled for investment purposes only.

The Authority has received its first Plan Sponsor Contribution & Reporting Audit Report from the SDCERS' Internal Auditor covering the period July 1, 2011 to June 30, 2013. The report is a result of new standards issued by the American Institute of Certified Public Accountants (AICPA) State and Local Government Expert Panel (SLGEP) with regard to census data in single-employer and cost-sharing plan financial statements and the plan auditor's responsibility for the accuracy and completeness of all underlying census data. The report noted control strengths with regard to pay rates, member data, pensionable compensation caps, and handling of temporary employees and independent contractors. The report offered six findings and related recommendations to further strengthen controls over the census data, reporting and plan administration. As a result of these findings, staff, in consultation with SDCERS and outside legal counsel, is presenting for consideration amendments to the Plan to provide SDCERS clarification regarding plan administration and treatment of benefits. The following is a summary of the proposed Amendments:

- **Update of Exhibit A to the Plan:** Staff proposes to update Exhibit A to the Plan to be consistent with historical practice. On June 5, 2008, Resolution 2008-0078 amended the Plan, including updates to Exhibit A which defines components of "Base Compensation" as pensionable or non-pensionable. Management believes that Exhibit A incorrectly identifies pay codes 105 ("Holiday Worked") and 521 ("YE Other Leave") as non-pensionable earnings as a result of a clerical oversight. These types of pay, although listed using a different terminology, were treated as pensionable under the Port Authority's Retirement Plan, have been treated as pensionable since SDCRAA Plan inception in 2003, and were identified as pensionable in the previous version of Exhibit A adopted on July 1, 2007. The proposed amendment of Exhibit A would be retroactive to June 5, 2008 to reflect pay codes 105 and 521 as pensionable earnings, consistent with the original Exhibit A and general practice since that date.

In addition, certain pay codes set up and included in Exhibit A, but that have never been used since transition from the Port Authority, have been deleted from Exhibit A to provide greater clarity.

- **Plan Amendment to Clarify the Treatment & Administration of Offsets:** Staff is providing proposed language developed by Ice Miller, SDCERS tax counsel, to amend the Plan to be consistent with past practice and provide Plan administrators with clarification on treatment of the amounts paid in excess of the offset.

Since inception the Authority has maintained two classes of member contributions to the Plan. Consistent with the Public Utilities Code §170084, which provides the mandate that employees experience "no loss of . . . retirement benefits or contributions made to the retirement plans," the Authority has offered a 7% offset for general members and 8.5% offset for what was "Group A-1 Principal Administrators" under the Port Authority Salary Ordinance and subsequently became "Directors & Above," with the adoption of Board Resolution 03-003 which authorized the first Authority compensation and benefits program. Since January of 2003 all newly hired employees have received the San Diego City Employees' Retirement System (SDCERS) Mandatory Participation overview detailing these member contribution rates with their offer of employment. The proposed amendment to the Plan reaffirms these contribution rates for classic members hired before January 1, 2013 or who were hired after January 1, 2013 but have reciprocity resulting from employment with another qualified public retirement system.

Staff, through SDCERS outside counsel Ice Miller, is also providing for consideration amended language to the Plan documents to provide SDCERS greater clarity in administering contributions to the Plan. This would include adding the proposed language regarding the treatment of the benefit provided to the CEO, General Counsel, Chief Auditor, and Authority Vice Presidents, also known as the Executive Pick Up or Executive Level Retirement Benefit. This benefit has been provided to the President/CEO, General Counsel and Vice Presidents since adoption of Board Resolution 03-003. Based on additional Board guidance in Board Resolution 2004-0027, the Chief Auditor, originally awarded benefits "aligned with those provided by the Authority to directors," was also granted the executive benefit "commensurate with those provided by the Authority to Vice Presidents." This executive level benefit was further reiterated in the February 24, 2011 Board Communication Memo regarding Airport Authority Employee Pension Benefits from Jeff Lindeman, Director of Human Resources to Board Members. The language provides plan administrators clear direction, consistent with past practice, on the member contribution and treatment of this benefit level.

Staff is recommending the adoption of the Resolution to memorialize past practice and resolve any plan administration issues identified by the SDCERS Internal Auditor.

The Audit Report identified three additional findings and subsequent recommendations that staff is either in the process of or has already corrected.

First, the Union Memorandums of Agreement were not properly interpreted, which resulted in the miscalculation and over payment of wages when an employee was eligible for a bilingual premium and a night shift differential. The approximate amount of the overpayment is approximately \$31 to \$40 and affecting about eight or nine employees per year. System programming is being updated to correct the way the system calculates the premium and differential and is expected to be implemented no later than September 30, 2014.

An additional finding noted that member rates were incorrectly calculated when an employee received two (2) pay checks in the same period. Corrective action has been implemented to ensure that only the appropriate rate is used when calculating members' contributions on second checks in the same pay period. It is reasonable to estimate that each pay period, one or two second checks are processed, for a total of approximately 50 individuals per year. The average underpayment of the employee contribution in each second check is between \$6.00 to \$7.00, for an estimated total of less than \$400 underpayment per year.

Management does not intend to seek repayment of the above noted issues due to the negligible impact on retirement plan funding level; no change in employee retirement benefit calculation; the *de minimus* amount of the overpayments and the administrative costs to correct.

Finally, the Audit Report noted that the Authority is remitting the offset amount when the member's required contribution is less than the Authority's approved offset amount. Staff has already corrected the formula for computing member contributions to ensure that only the member required contribution less the offset is remitted. The excess contributions of approximately \$150 per year do not require any adjustment because offset contributions are contributed to the general fund and any overpayments reduce the Authority's annual required contributions.

Attachment: Attached to this staff report are copies of the proposed amending provisions to the Plan. Attachment 1 is the amending language pertaining to the pick-up and offset procedures as well as a revised Exhibit A.

### **Fiscal Impact:**

Adequate funding for the retirement plan costs are included in the adopted FY 2015 and conceptually approved FY 2016 Operating Expenses Budgets within the retirement line item. Expenses that will impact budget years that have not been adopted or approved by the Board will be included in future year budget requests.

**Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

KURT GERING  
DIRECTOR, TALENT, CULTURE & CAPABILITY

RESOLUTION NO. 2014-0095

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY APPROVING AND AUTHORIZING THE  
PRESIDENT/CEO TO EXECUTE AMENDMENT 1  
TO THE AMENDED AND RESTATED SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY  
RETIREMENT PLAN AND TRUST OF 2013

WHEREAS, in 2003, for the benefit of the employees of the Authority and their beneficiaries, the Board of the San Diego County Regional Airport Authority ("Authority") adopted a retirement plan; and

WHEREAS, the retirement plan has been subsequently amended and/or restated by Board actions in 2004, 2007, 2008, 2012, and 2013 resulting in the current retirement plan, entitled the San Diego County Regional Airport Authority Retirement Plan and Trust of 2013, as amended ("the Plan"); and

WHEREAS, the Plan is a qualified governmental pension plan under §401(a) and §414(d) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the San Diego City Employees' Retirement System ("SDCERS") administers the Plan pursuant to the terms of the San Diego City Employees' Retirement System Participation and Administration Agreement ("P & A Agreement") last approved by the Board in 2008; and

WHEREAS, SDCERS administers the Plan under a group trust (as set forth in the Declaration of Trust approved by the Board May 3, 2007, and made effective July 1, 2007) pursuant to IRS Code §401(a)(24) and in accordance with IRS Revenue Ruling 81-100, as revised by Revenue Ruling 2004-67; and

WHEREAS, pursuant to the P & A Agreement, San Diego Municipal Code §24.1806 and the provisions of the Group Trust, the Authority's Plan is treated as a separate retirement plan with a separate trust, separate from the plans of the City of San Diego and the San Diego Unified Port District, however the assets of the three plans are commingled for investment purposes; and

WHEREAS, the Authority has been notified by SDCERS' Internal Auditor of opportunities to administratively adjust language in the Plan in order to more accurately document practices that have been in effect since Plan inception; and

WHEREAS, the Plan must be amended to correct "Exhibit A" which outlines pensionable and non-pensionable pay types in order to correct administrative errors that were inadvertently made during a plan revision in 2008; and

WHEREAS, the Plan must be amended to clarify the eligibility of Classic Members (pre-PEPRA plan members) to offsets retroactively to plan inception on January 1, 2003; and

WHEREAS, the Plan must further be amended to confirm eligibility for, and treatment of executive pick-ups retroactive to plan inception on January 1, 2003; and

WHEREAS, the amending provisions to the Plan contained in Amendment 1 with regard to pick up and offset document the procedures and actions of the Authority and SDCERS dating back to the inception of the Plan in 2003.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute Amendment 1 to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013 upon approval as to form by General Counsel; and

BE IT FURTHER RESOLVED that the Board finds that the action to change the Plan comes with the exceptions stated in Cal. Gov. Code § 7507; and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to take such other actions as are necessary in support of this action and approval; 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 § 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 regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

**AMENDMENT NO. 1  
TO THE AMENDED AND RESTATED  
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
RETIREMENT PLAN AND TRUST OF 2013**

**RECITALS**

WHEREAS, the San Diego County Regional Airport Authority ("Authority") adopted the San Diego City Employees' Retirement System Retirement Plan for Airport Authority Employees effective January 1, 2003, which was amended by the San Diego City Employees' Retirement System Retirement Plan for Airport Authority Employees on May 3, 2004, and further amended by the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2008 on June 5, 2008, and further amended by Amendment No. 1 to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2008 effective June 7, 2012, and further amended by the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013 effective January 1, 2013 (hereinafter, the "Plan") for the benefit of its Employees and their Beneficiaries, and

WHEREAS, the Authority was established by the California Public Utilities Code §§ 170000 *et seq.* and was separated from the San Diego Unified Port District ("Port District") effective January 1, 2003; and

WHEREAS, the Plan is created pursuant to Section 149 of the Charter of the City of San Diego and Chapter 2, Article 4, Division 18 in the San Diego Municipal Code; and

WHEREAS, the Plan is intended to and operates to satisfy the qualification requirements of the Internal Revenue Code § 401(a) and is established and maintained as a qualified governmental pension plan in accordance with Internal Revenue Code § 414(d). *See* §§ 1000(a) and (d) of the Plan; and

WHEREAS, pursuant to § 0204 of the Plan, employee contributions are picked-up in accordance with, and as permitted by Internal Revenue Code § 414(h)(2); and

WHEREAS, following the separation of the Authority from the Port District, the Authority offsets certain employee contributions to the Plan on behalf of the employees; and

WHEREAS, the Authority's offsets have been in compliance with California Public Utilities Code § 170084 which was a section in the enabling legislation which separated the Authority/Employer from the Port District; and

WHEREAS, upon the Authority's separation from the Port District, Public Utilities Code § 170084 required that the employees of the Port District who elected to become employees of the Authority would "suffer no loss of employment or reduction in wages, health and welfare benefits, seniority, retirement benefits, or contributions made to retirement plans, or any other term or condition of employment as a result of the enactment of this division"; and



WHEREAS, since its creation in 2003, the Authority has interpreted Public Utilities Code § 170084 as requiring it to preserve the retirement benefits for:

1. Employees of the Port District who transferred to the Authority;
2. Positions created with the separation of the Authority from the Port District; and
3. Employees hired since the separation of the Authority from the Port District, except for employees hired after January 1, 2013 who are subject to the California Public Employees' Pension Reform Act of 2013 ("PEPRA"); and

WHEREAS, the Authority has interpreted the provisions of Public Utilities Code § 170084 to require the preservation of benefits for both the employee and the position so that there is consistency in the treatment of all employees similarly situated within the Authority; and

WHEREAS, the Port District's Salary Ordinance in effect as of January 1, 2003 was dated October 1, 2002 ("Salary Ordinance"); and

WHEREAS, Section 26 of the Salary Ordinance was specific to retirement contributions; and

WHEREAS, pursuant to Section 26(a) of the Salary Ordinance, employer offsets of employee contributions to the City of San Diego Employees' Retirement System ("SDCERS") were established as 7% of a full-time employee's gross wages and 8½% of gross wages for employees designated as Group A-1 – Principal Administrators, Unclassified; and

WHEREAS, full-time employees for whom the Port District was offsetting employer contributions at the rate of 7% are considered "General Members" by the Authority; and

WHEREAS, employees of the Port District who were classified as "Group A-1 – Principal Administrators, Unclassified," and for whom the Port District was offsetting employee contributions at the rate of 8½% of gross wages are considered "Division Directors" by the Authority; and

WHEREAS, pursuant to Section 26(a) of the Salary Ordinance, employer offsets were credited as follows: "said amounts so paid and contributed shall be credited to the District's account in the said retirement system [SDCERS] and not to the account of any employee"; and

WHEREAS, at its meeting on January 9, 2003, the Authority's Board adopted Board Resolution No. 03-003 which approved a compensation plan presented to the Authority by Rewards Strategy Group, Inc. ("Compensation Plan"); and

WHEREAS, the Compensation Plan recommended the continuation of employer offsets for the Authority's General Members and Division Directors and recommended the establishment of a total employer offset for Executive Members of their required retirement contributions to SDCERS; and

WHEREAS, pursuant to § 0300(i) of the Plan, the Authority's President and Chief Executive Officer, and General Counsel, Chief Auditor and Vice Presidents constitute "Executive Members" under the Plan; and

WHEREAS, as part of the Authority's recent determination letter filing to the federal Internal Revenue Service on December 4, 2013, the IRS has raised certain questions regarding the handling of contributions to the Plan, specifically employee contributions picked-up by the Authority in accordance with § 0204; and

WHEREAS, the Authority desires to amend the Plan to confirm which employees constitute "General Members," "Division Directors," and "Executive Members"; and

WHEREAS, the Authority further desires to amend the Plan to confirm the treatment of all employee and employer contributions to the Plan, including employer offsets of employee contributions; and

WHEREAS, these Amendments do not affect PEPRAs Members; and

WHEREAS, the Authority further desires to amend "Exhibit A" in the Plan (copy attached hereto) which is the exhibit that defines "base compensation" for the purposes of ascertaining "pensionable compensation", said amendment to (1) correct typographical errors; (2) conform the categories of "Pensionable Earnings" to the requirements of the California Public Employees' Pension Reform Act of 2013 ("PEPRA"), (3) delete obsolete and unused Payments, Deductions, Benefits and Accruals (PDBA) Codes; and (4) add a "Description" column for the PDBA Codes; and

WHEREAS, this Amendment No. 1 shall supersede the provisions of the above-named Plan to the extent those provisions are inconsistent with the provisions of this Amendment No. 1.

### AMENDMENTS

**NOW, THEREFORE**, effective as stated herein, employer hereby amends the Plan as follows:

1. § 0102 Definitions.

"Division Director" means any "Classic Member" who is not a General Member or Executive Member.

"Employer Contributions" means the contributions made to the Trust Fund by the Airport Authority, as specified in § 0800, except for the Employee Contributions which are made by salary reduction and picked-up pursuant to Internal Revenue Code § 414(h) and § 0204 of this Plan.

"Executive Member," as further set forth in § 0300(i), means the Authority's President and Chief Executive Officer, General Counsel, Chief Auditor and Vice Presidents.

"General Member" means any "Classic Member" who is not a Division Director or Executive Member.

"Offset" means the contributions made to the Trust Fund by the Airport Authority, as specified in § 0801 on behalf of General Members, Division Directors and Executive Members which are not Employee Contributions being made by salary reduction and picked-up pursuant to Internal Revenue Code § 414(h) and § 0204 of this Plan.

2. § 0800 of the Plan is amended as follows:

### **DIVISION 8: AIRPORT AUTHORITY'S CONTRIBUTION AND OFFSET OF EMPLOYEE CONTRIBUTIONS**

#### **§ 0800 Airport Authority's Contribution**

The Airport Authority will contribute to this Plan annually on behalf of Members a percentage of Base Compensation of all Members employed by the Airport Authority, as determined by the Actuary in the annual actuarial evaluation required by the Participation and Administration Agreement. These contributions are the "Employer Contributions." Commencing October 1, 2013, the Airport Authority shall contribute annually an amount equal to that of PEPRAs Members for the Normal Contributions required of PEPRAs Members, as certified by the Actuary, but may not contribute in excess of that amount except for financial liabilities accruing under the Plan because of past service of employees known as the Unfunded Accrued Actuarial Liability ("UAAL"). The Airport Authority shall not pay, cap the employee contribution rate or otherwise pay for any portion of a contribution to the Retirement System by a PEPRAs Member. All deficiencies that accrue as a result of amendments to this Plan must be amortized over a period of thirty years or less.

#### **§ 0801 Airport Authority's Offset of Employee Contributions of Classic Members**

The Airport Authority shall pay certain required employee contributions to the Plan, which payments shall be known as the Authority's offset. The Authority's offset for Classic Members shall be as follows:

- (a) 7% of base compensation for General Members;
- (b) 8½% of base compensation for Division Directors; and
- (c) 100% of the otherwise payable employee contributions for Executive Members.

#### **§ 0802 Crediting of Airport Authority's Offsets**

Contributions to the Plan which are made by Authority offsets in accordance with § 0801 of the Plan shall be considered Employer Contributions, and shall be paid and credited in accordance with § 0800 of this Plan. Authority offsets shall not be credited to the account of any employee. Authority offsets shall not be utilized for Cost of Living Annuity Contributions in accordance with § 0202.5 of this Plan or Surviving Spouse or Domestic Partner Contributions in accordance with § 0600 of this Plan. Cost of Living Annuity Contributions and Surviving Spouse or Domestic Partner Contributions must be paid by the employee; said contributions which shall be picked-up in accordance with Internal Revenue Code § 414(h)(2) and § 0204 of this Plan.

**§ 0803 Crediting of Airport Authority's Offsets for Executive Members**

Contributions to the Plan which are made by Authority offsets for Executive Members in accordance with § 0801 of the Plan shall be considered Employer Contributions for such offsets which equate to 8½% of the Executive Member's respective base compensation. This portion of the Authority offsets for any Executive Member shall be paid and credited in accordance with § 0800 of this Plan and shall not be credited to the account of any employee. Authority offsets above 8½% of each Executive Member's base compensation shall be credited as Employee Contributions in accordance with Division 2 of this Plan and may be utilized for Cost of Living Annuity Contributions in accordance with § 0202.5 of this Plan or Surviving Spouse or Domestic Partner Contributions in accordance with § 0600 of this Plan. This portion of the Authority offsets for each Executive Member shall be reported to SDCERS in accordance with its requirements.

3. “Exhibit A”

“Exhibit A” to the Plan is deleted and the revised “Exhibit A,” attached hereto, is hereby added to the Plan.

IN WITNESS WHEREOF, the Authority has caused this Amendment No. 1 to be executed as of this \_\_\_\_ day of \_\_\_\_\_, 2014 to be effective as of \_\_\_\_\_.

SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee: \_\_\_\_\_

BOARD OF ADMINISTRATION FOR THE SAN  
DIEGO CITY EMPLOYEES RETIREMENT  
SYSTEM

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**

**Definition of "Base Compensation"**

The term "Base Compensation" means the compensation identified by the pay codes set forth below. All other compensation is specifically excluded from the definition of "Base Compensation", unless the Airport Authority's Board, in its sole discretion, amends such definition to include any additional items, in which case such additional items shall be included in the definition of "Base Compensation" only on a prospective basis. The Airport Authority's Board, in its sole discretion, may delete any items from the definition of "Base Compensation" at any time.

PDBA Code	Description	Pensionable		Earnings -		
		Classic		PEPRA		
		Members	Members	Members	Members	
1	Regular	Yes	Yes	Yes	Yes	Pay for regular hours worked
2	Regular	Yes	Yes	Yes	Yes	Pay for regular hours worked
3	Acting Pay	Yes	No	No	No	Additional pay for temporary assignment of additional responsibilities.
20	Paid Time Off (PTO)	Yes	Yes	Yes	Yes	Paid leave for personal reasons
21	Other Leave	Yes	Yes	Yes	Yes	Paid leave for personal reasons (for unclassified employees)
32	Administrative Leave	Yes	Yes	Yes	Yes	Paid leave during an investigation of employee conduct
50	Holiday	Yes	Yes	Yes	Yes	Paid leave for Authority observed holidays
60	Military Leave	Yes	Yes	Yes	Yes	Paid leave for military or reserve duties
61	Bereavement	Yes	Yes	Yes	Yes	Paid for absence due to the death of a family member
62	Catastrophic (PTO)	Yes	Yes	Yes	Yes	Paid leave from PTO hours gifted by other employees
63	Jury Duty	Yes	Yes	Yes	Yes	Paid leave for jury duty service
93	Injury Leave	Yes	Yes	Yes	Yes	Paid leave for absence due to a work related injury or illness
100	OT Straight Pay	No	No	No	No	Pay for hours in excess of 40 per week for exempt represented employees
105	Holiday Worked	Yes	No	No	No	Pay at one and one half times the regular rate for working on a holiday
110	Stand By	Yes	No	No	No	Pay for "on-call" duty
115	Call Back (Premium)	No	No	No	No	Pay, at "time and a half" for returning to work when on-call
150	Overtime	No	No	No	No	Pay for hours in excess of 40 per week for non-exempt employees
500	PTO Cashout	No	No	No	No	Mandatory cash out of PTO hours
502	PTO Payout	No	No	No	No	Voluntary cash out of PTO hours
505	Retro Pay - Shift	Yes	No	No	No	Pay adjustment for back payment of night shift differential
510 & 512	Retro Pay	Yes	Yes	Yes	Yes	Wage increases or pay adjustment that was effective in a period prior to period in which it is being paid.
511	Retro Pay - DROP	No	No	No	No	Retro Pay adjustment for employees in the DROP program
521	Year End Other Leave	Yes	Yes	Yes	Yes	Paid leave for personal reasons (for unclassified employees) when used at the end of the calendar year.
550	Severance	No	No	No	No	Payment to employee upon termination of employment
555	PTO Term	No	No	No	No	Payout of accumulated PTO hours upon termination of employment
560	Executive Physical	No	No	No	No	Grossed up taxable amount of annual physical examination benefit
565	Relocation	No	No	No	No	Gross up taxable amount of relocation benefits
570	Sign on Bonus	Yes	No	No	No	Incentive payment to accept employment offer
575	Recognition Award	No	No	No	No	Employee of the Quarter or Year or Team of the Year Award
585	Bonus/Performance Pay	Yes	Yes	No	No	Addition pay for outstanding performance. Also, lumpsum payment in recognition of performance when
590	Business Performance Incentive (BPI)	No	No	No	No	Business Performance Incentive award (Authority gain sharing)
1160 - 1170	Car Allowance	Yes	No	No	No	

**Exhibit A**

**Definition of "Base Compensation"**

The term "Base Compensation" means the compensation identified by the pay codes set forth below. All other compensation is specifically excluded from the definition of "Base Compensation", unless the Airport Authority's Board, in its sole discretion, amends such definition to include any additional items, in which case such additional items shall be included in the definition of "Base Compensation" only on a prospective basis. The Airport Authority's Board, in its sole discretion, may delete any items from the definition of "Base Compensation" at any time.

PDBA Code	Description	Pensionable Earnings -		Pensionable Earnings -	
		Classic Members	PEPRA Members	Classic Members	PEPRA Members
<b>Differential Pay types:</b>					
B	Bilingual ATO (2.5%)	Yes	No		Employee qualified and approved for Bilingual compensation.
C	Acting Lead and Bilingual ATO (7.5%)	Yes	No		An individual who is both approved for bilingual compensation and appointed to a lead position (as stated above)
L	Acting Lead (5.0%)	Yes	No		Longer term temporary assignment to a class with a higher pay grade. Or the individual who is appointed as the lead on a night shift team of 2 or more persons.
N	Night Shift (\$1.50/hr)	Yes	No		Additional hourly rate paid when employee works night hours, as defined in the MOAs
O	Out of class assignment (5.0%)	Yes	No		Employee temporarily performing in a class with a higher pay grade.
R	Backflow Repair (5.0%)	Yes	No		Employee performing work requiring special certification (only applied when such work is being performed.)
S	Locksmith (5.0%)	Yes	No		Employee performing work requiring special certification (only applied when such work is being performed.)
T	Fire Extinguisher (5.0%)	Yes	No		Employee performing work requiring special certification (only applied when such work is being performed.)
W	Welder (5.0%)	Yes	No		Employee performing work requiring special certification (only applied when such work is being performed.)
X	Spec Skill and Out of Class (10.0%)	Yes	No		Employee performing work requiring special certification (only applied when such work is being performed.) and employee is temporarily performing out of class or in a lead role.

# **San Diego County Regional Airport Authority**



## **OVERVIEW OF RENTAL CAR CENTER RESTAURANT OPPORTUNITY AND MARKETING PLAN**

Presented by: Troy Ann Leech, Sr. Manager  
Aviation & Commercial Business

September 4, 2014



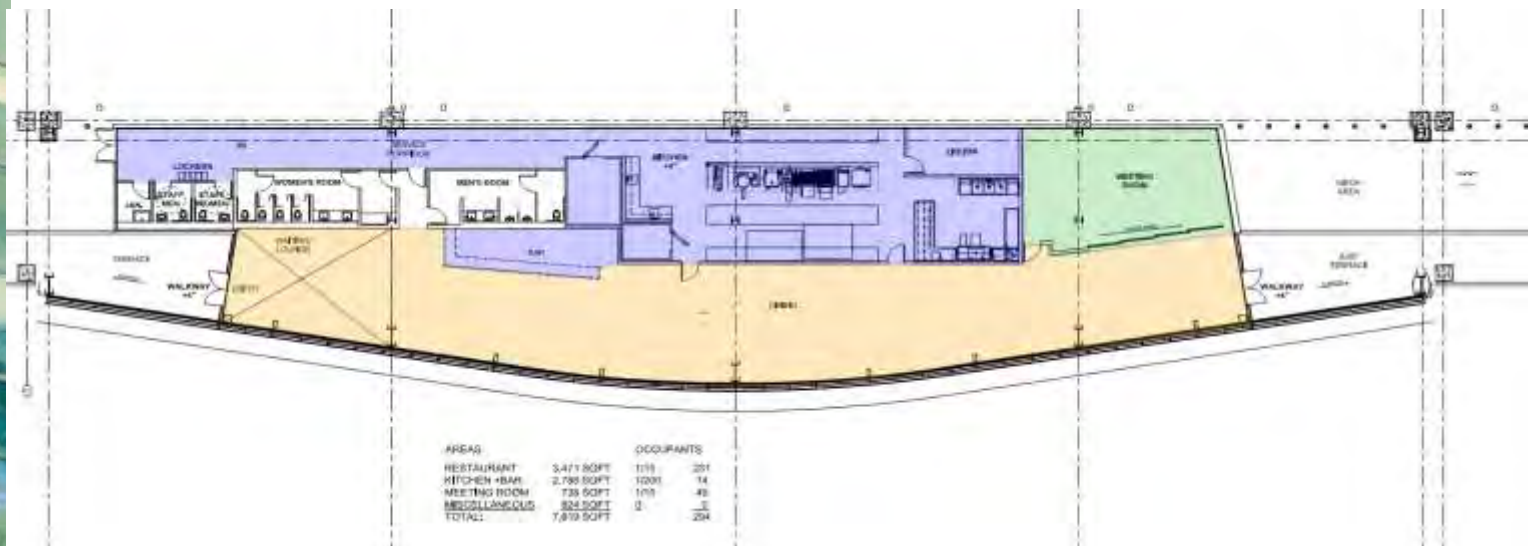
# Rental Car Center Background

- ▶ 4 floor facility being constructed on approximately 24.8 acres
- ▶ Third Floor of RCC designed to accommodate a full-service restaurant



# Restaurant Facility

- ▶ Approx. 7,900 sf
- ▶ 300 Overall Capacity
- ▶ Views of City, Bay, and Airfield



# Benefits From Restaurant

- ▶ Fosters a 'sense of pride' for the community by showcasing the unique beauty of our city and airport
- ▶ Provides a great meeting/event venue for our community (local businesses, special events, weddings etc.)
- ▶ Allows for tremendous public relations and marketing opportunities for our airport
- ▶ Airport providing a 'new' and 'innovative' product for the community, aligned with our community strategy
- ▶ Further cements San Diego as an up-and-coming restaurant scene
- ▶ Provides an easy way to pick up friends from the airport, furthering the 'easy, approachable' positioning of our airport
- ▶ Provides incremental revenue and increases debt service coverage



# Anticipated Restaurant View



# Preliminary Financial Summary

Total Authority Investment (including Tenant Improvements funded by Authority)

\$7.0 - \$7.5 Million

Estimated First Year Net Operating Income

\$300,000 to \$450,000

Estimated Rate of Return to Authority

2%-6%

# Restaurant Recruitment

- ▶ Request for Statements of Interest (RSI) to the restaurant industry completed
  - ▶ Process did not result in identifying a desired Restaurant Operator
- ▶ Request for Proposals from Real Estate Brokerage Firms to recruit an operator to fill the space completed
  - ▶ Location Matters was selected from a pool of 4 respondents



# Location Matters Background

- ▶ Retail Commercial Brokerage in Del Mar, CA
- ▶ Restaurant Properties Focused
- ▶ Recent Transactions Include:

- ▶ El Agave Del Mar
- ▶ Union Encinitas
- ▶ Prep Kitchen
- ▶ Davanti Enoteca
- ▶ The Patio





# Closed Lease Transactions

## CLOSED LEASE TRANSACTIONS

	<b>Iberico (Former Vigilucci's)</b> 909 Prospect St. La Jolla, CA 92037	La Jolla	5,220 SF + 700 SF Patio (2nd Floor)	Landlord: Prospect Plaza Holdings Tenant: 
	<b>Phil's BBQ</b> 579 Garand Ave San Marcos, CA 92078	San Marcos	6,842 SF	Landlord: City of San Marcos Tenant: 
	<b>El Agave Del Mar Plaza</b> 1555 Camino Del Mar Del Mar, CA 92014	Del Mar	6,000 SF (2nd Floor)	Landlord: Hillcrest Fifth Avenue Tenant: 
	<b>Slater's 50/50</b> 110 Knoll Road San Marcos, CA 92078	San Marcos	7,065 SF	Landlord: Private Tenant: 
	<b>Pan Bon</b> 701 West Beech Street San Diego, CA 92101	Little Italy	7,065 SF	Landlord: Ariel Suites Tenant: 
	<b>Sublime Tavern</b> 3790 Via de la Valle Del Mar, CA 92014	Del Mar	7,000 SF (2nd Floor)	Landlord: Polo Plaza Tenant: 



# Closed Lease Transactions

CLOSED LEASE TRANSACTIONS				
	<p><b>Davanti Enoteca</b> 1655 India Street San Diego, CA 92101</p>	Little Italy	5,000 SF	<p>Landlord: Private Tenant: </p>
	<p><b>Prep Kitchen</b> 1660 India Street San Diego, CA 92101</p>	Little Italy	5,000 SF (2nd Floor)	<p>Landlord: 1660 India Street, LLC Tenant: </p>
	<p><b>Union Kitchen &amp; Tap</b> 1108 S. Coast Highway Encinitas, CA 92024</p>	Encinitas	5,000 SF	<p>Landlord: Private Tenant: </p>
	<p><b>The Patio on Lamont Street</b> 4445 Lamont Street San Diego, CA 92109</p>	Pacific Beach	6,000 SF	<p>Landlord: Private Tenant: </p>
	<p><b>Bankers Hill Bar &amp; Restaurant</b> 2202 4th Avenue San Diego, CA 92101</p>	Bankers Hill	4,000 SF	<p>Landlord: Private Tenant: </p>
	<p><b>Mia Francesca</b> 12955 El Camino Real San Diego, CA 92130</p>	Del Mar	SF (2nd Floor)	<p>Landlord: Donahue Schriber Tenant: </p>

# Location Matters General Tasks

- ▶ Develop and implement strategy to recruit a restaurant operator that is:
  - ▶ economically viable concept;
  - ▶ consistent with market value returns; and
  - ▶ capable operator
- ▶ Keep Authority staff abreast of progress
- ▶ Make recommendations to enhance the opportunity for potential restaurateurs
- ▶ Assist in the negotiation of a lease
  
- ▶ Compensation is \$120,000 lump-sum payable upon receipt of Restaurateur's first month rent

# Target Schedule

Task	Estimated Completion
Contracting with RE Broker	Aug-14
RE Broker Education of Project	
Recruiting of Restaurateur	Dec-14
Negotiating Lease with Restaurateur	Mar-15
Board Approval of Lease	Apr-15
Design of Restaurant Complete	Sep-15
Build-out of Restaurant	Dec-15
Training/Burn-in	Jan-16
Open to Public	Jan-16





Questions?



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**24**

Meeting Date: **SEPTEMBER 4, 2014**

**Subject:**

**Renewal of the Employee Benefit Program(s) for 2015**

**Recommendation:**

The Executive Personnel and Compensation Committee recommends that the Board Adopt Resolution No. 2014-0096, approving the renewal of the Employee Benefit Program(s) for 2015.

**Background/Justification:**

On August 20, 2014 the Executive Personnel and Compensation Committee received a presentation on the renewal of the employee benefits program for 2015. The Committee unanimously voted to forward the item to the Board for approval.

The San Diego County Regional Airport Authority ("Authority") provides a comprehensive employee benefit program that is directly aligned with two organizational strategies (financial and employee) and supports the organization in executing the remaining three strategies (operations, customer and community). The philosophy utilized in designing and sustaining the employee benefit program has been to provide quality care at a sustainable price while maintaining the organization's ability to attract and retain the best and brightest employees. Over the past eleven years, this approach has enabled the organization to attract and retain top talent which, in turn, has enhanced the organization's capability to execute the Authority's strategies.

Over a five month period, the 19 member, cross-functional Employee Benefits Task Force ("Task Force") with the support and expertise of the Authority's consultants, Willis Insurance Services of San Diego, reviewed and discussed options for the 2015 benefits plans. The Task Force reviewed the Authority's 2014 enrollment data, past and future mandates under the Affordable Care Act (ACA), the emerging public and private exchanges, emerging and innovative healthcare technologies impacting the market. In addition, the Task Force also reviewed the claims and utilization experience for the Authority's current plans.

After becoming educated, the Task Force received the Authority's initial renewal quotes from its existing carrier and other carriers. For dental and all ancillary lines of coverage, the Authority was able to negotiate a rate pass, thus retaining the current quality coverage with a reduction in projected cost vs. budget.

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Because of the high initial renewal rate proposed by Anthem Blue Cross (12.2%), competitive medical plan bids were requested from Aetna, Cigna, Blue Shield (declined to quote), Sharp Health Plan and United Health Care. The Task Force evaluated each plan bid based on the following criteria:

1. Competitiveness of rates
2. Comprehensiveness of networks (physician, hospital)
3. Plan Design Match (copays, coinsurance)
4. Plan Design Options (offers all 4 medical options: Full HMO, narrow network HMO, PPO, and HSA)
5. Wellness incentives offered
6. Responses to comprehensive questionnaire
7. Independent national health plan quality ratings

As a result of this evaluation, the Task Force identified options for recommendation to the Authority's President/CEO and Executive Team. The Executive Team's feedback and suggestions were incorporated into a final recommendation that retains the quality of care, advances employee wellness, and culminates in a 0% rate increase to the Authority for the 2015 plan year.

The budgeted FY2015 costs associated with the plans and projected budget savings resulting from the staff's recommendations are as follows:

***Authority Only Premiums***

	<b>CY 2015 Authority Budget</b>	<b>Projected CY 2015 Costs</b>	<b>Difference (by \$)</b>	<b>Difference (by %)</b>
<b>Line of Coverage</b>				
<b>Medical</b>	<b>\$4,880,228</b>	<b>\$4,460,521</b>	<b>(\$419,707)</b>	<b>9%</b>
<b>Dental</b>	<b>\$343,892</b>	<b>\$319,819</b>	<b>(\$24,072)</b>	<b>7.5%</b>

In support of the Authority's efforts to improve workplace productivity and decrease healthcare costs, the recommendation includes an enhanced focus on wellness. Staff is recommending that the Authority continue to offer its existing wellness programs to employees, among which are the annual biometric screening and health risk assessment with an incentive of \$250 and a 5% premium savings for individual employee participation.

In addition, to bring awareness to potential health risks and increase health management, staff recommends transitioning our existing wellness programs to Health Advocate and adding a \$200 incentive for spouse or domestic partner participation in biometrics and a health risk assessment. The Authority has been able to sustain above average wellness results when compared to a similar population by age and gender drawn from the University of Michigan Health Management Research Center (HMRC)



database. Our favorable results have been included in the marketing of our health plan to medical healthcare providers.

The Health Advocate supports better wellness outcomes by providing access to online workshops and tutorials, unlimited support from a Wellness Coach, health trackers to support attainment of goals, interactive competitions and campaigns, and a confidential Personal Health Profile that a team of registered nurses supported by medical directors and benefits specialists can access to help members navigate the healthcare system and resolve clinical, insurance and administrative issues. Consolidating biometric testing, health risk assessments, the Fitness Focus program, and replacing Anthem Health Rewards with the Health Advocate platform provides a one-stop employee experience, eliminates multiple administrative processes, offers more effective wellness support and will offer the long term ability to better correlate wellness participation with desired health outcomes.

Since spouses and domestic partners utilize care through our medical plans and contribute to our experience rating each year, the proposed \$200 incentive for spouse and domestic partner members would increase awareness of potential health risks and support better health management. The incentive would be in the form of a pre-tax contribution to the FSA, HSA or 457 Deferred Savings account of the employee, similar to the \$250 individual employee incentive currently in place.

### ***Estimated Wellness Costs***

Program Component	2014	2015	
		Current Programs	Health Advocate
Biometric screening/Health Risk Assessment	\$ 21,160	\$ 25,891	\$ 23,885
Anthem Health Rewards Annual Administration	\$ 32,014	\$ 32,014	N/A
Anthem Health Rewards Redemption Value	\$ 27,620	\$ 27,620	N/A
Health Advocate Core Advocacy Program	\$ 5,148	\$ 5,148	\$ 5,148
Health Advocate Wellness Program	N/A	N/A	\$ 26,399
Gift Certificate Rewards Program	N/A	N/A	\$ 29,883
Fitness Focus Program	\$ 17,880	\$ 17,880	N/A
<b>Anticipated Costs</b>	<b>\$ 103,822</b>	<b>\$ 108,553</b>	<b>\$ 85,315</b>
Spouse/Domestic Partner Incentive			\$ 22,200
<b>Total Anticipated Costs</b>			<b>\$ 107,515</b>

Using the same participation level assumptions, 2015 costs are anticipated to be \$85,315 as outlined in the chart above. The cost savings of \$23,238 between our current programs and Health Advocate will offset the proposed spouse/domestic partner incentive and would remain budget neutral to the Authority. The \$22,200 spouse/domestic partner incentive costs noted are based on an 83% participation rate or 111 individuals. The wellness provisions of the proposed benefit plans are designed to engage as many individuals who are covered by Authority healthcare plans and support sustained experience ratios which result in more competitive benefits rates and greater cost effectiveness for the Authority and its employees.

In summary, staff recommends that the following Authority benefit programs be provided for 2015:

- Renew current Medical, Dental, Vision and Basic Life/AD&D
- Maintain current medical carrier: Anthem Blue Cross
- Maintain the 5% employee premium cost share
- Continue to offer 4 plans:
  - HMO Full Network and HMO "Narrow Network"
  - Classic PPO and Health Savings Arrangement/High Deductible Plan
  - Discontinue the Special Footwear and Hearing Aid Rider for active members in exchange for eliminating the Prescription Drug Deductible on the PPO plan
- Provide wellness incentives to promote awareness of health risks and better health management
  - Maintain current 5% employee premium cost for non-participation in Wellness which requires Biometric Screening and Health Risk Assessment
    - Maintain current \$250 per employee FSA/HAS/457 Deferred Compensation deposit
    - Add a \$200 FSA/HAS/457 Deferred Compensation deposit to engage Anthem covered spouses and registered domestic partners
  - Transition from Anthem Health Rewards to Health Advocate Wellness

The following programs would continue to be offered as part of the overall benefits package with no changes for 2015:

- Short Term Disability
- Employee Assistance Program (Anthem Blue Cross)
- Maintain Third Party Administration of Flexible Spending Account (FSA), VEBA, COBRA and Retiree billing administration with Genesis Benefits

The Authority will continue to offer the following additional voluntary benefits products where 100% of the premium costs are paid by employees:

- Long-Term Disability
- Voluntary Term Life and AD&D Insurance
- Accident/Cancer/Hospital Protection/Specified Health Insurance
- Pre-paid Legal coverage
- Long Term Care Insurance



**Fiscal Impact:**

Adequate funding for 2015 Employee Benefits Renewal is included in the adopted FY 2015 and conceptually approved FY 2016 Operating Expense Budgets within the benefits line items for each respective departmental 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. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

KURT GERING  
DIRECTOR, TALENT, CULTURE & CAPABILITY

RESOLUTION NO. 2014-0096

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY APPROVING THE RENEWAL OF THE  
EMPLOYEE BENEFIT PROGRAM(S) FOR 2015

WHEREAS, the San Diego County Regional Airport Authority ("Authority") now provides a health and welfare benefits program for Authority employees; and

WHEREAS, the Authority intends to renew the benefits program(s); and

WHEREAS, in order to assist the Board with evaluating options during the renewal process, staff, through the Authority's broker of record, Willis Insurance Services San Diego, has evaluated the competitive marketplace and obtained bids from insurance carriers as well as benefit providers and carefully analyzed same; and

WHEREAS, the Board has also determined that investing in various wellness initiatives has the impact of reducing future plan costs and wishes to continue to support such programs; and

WHEREAS, the Board considered the information provided by staff, reviewed and discussed the various options to provide a comprehensive and competitive benefits program to Authority employees.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the renewal of the employee benefit program for 2015 including Employee Assistance Program (EAP); Health Advocate Core Advocacy Program; Basic Life; Accidental Death & Dismemberment (AD&D); Short Term Disability (STD); and

BE IT FURTHER RESOLVED that the San Diego County Regional Airport Authority Board of Directors approves staff's request to maintain all current providers: Anthem Blue Cross; Delta Dental; Vision Service Plan; Genesis and The Hartford as they are all competitive; and

BE IT FURTHER RESOLVED that the Board further approves staff's request to maintain Health Risk Assessment programs and incentives in support of the Authority's efforts to improve workplace productivity and decrease healthcare costs, which includes an enhanced focus on wellness; and

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BE IT FURTHER RESOLVED that the Board wishes to expand the cost saving benefits of the organization's wellness initiatives to bring awareness to potential health risks and increase health management, by transitioning our existing wellness programs to Health Advocate and adding an incentive for spouses and domestic partner participation in biometrics and a health risk assessment; and

BE IT FURTHER RESOLVED that this Board 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 regular meeting this 4th day of September, 2014, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

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# San Diego County Regional Airport Authority

Board Presentation

Renewal of the Employee Benefits Program for 2015



Presented by:  
Kurt Gering, Director Talent,  
Culture & Capability

September 4, 2014

# Employee Benefits Task Force Charter

## **Purpose:**

Pursue and assess employee healthcare renewal options that provide high quality care at a sustainable price while demonstrating fiscal responsibility. The program should also support the Authority in attracting and retaining the best and brightest talent.



# Task Force Composition and Meetings

- EBTF renewed charter in March 2014 consisting of 19 team members
- Initial focus on health/welfare plan renewals
- Met on 7 occasions over 5 months to:
  - Receive presentations from Authority's consultants (Willis Insurance) to:
    - ✓ Educate members on market conditions
    - ✓ Review health care reform factors
    - ✓ Review bids from other vendors
    - ✓ Discuss wellness outcome measures
  - Evaluate options
  - Develop recommendations to Executive Team culminating in today's presentation
- Future focus on retirement plan options

# Executive Summary - Detail

	Current	Initial Renewal	%	Negotiated Renewal	%
<b>Medical</b>	<b>\$5,345,467</b>	<b>\$5,999,067</b>	<b>12.2%</b>	<b>\$5,345,467</b>	<b>0.0%</b>
Anthem Full-Network HMO (Scripps)	\$952,629	\$1,053,796	10.6%	\$952,629	0.0%
Anthem Limited-Network HMO	\$1,802,783	\$2,008,788	11.4%	\$1,802,783	0.0%
Anthem PPO	\$2,457,956	\$2,787,880	13.4%	\$2,457,956	0.0%
Anthem HDHP	\$132,099	\$148,603	12.5%	\$132,099	0.0%
<b>EAP/Health Advocate Wellness</b>	<b>\$41,542</b>	<b>\$41,542</b>	<b>0.0%</b>	<b>\$41,542</b>	<b>0.0%</b>
<b>Dental</b>	<b>\$395,013</b>	<b>\$410,487</b>	<b>3.9%</b>	<b>\$395,013</b>	<b>0.0%</b>
Delta DMO	\$21,263	\$22,018	3.6%	\$21,263	0.0%
Delta PPO	\$373,750	\$388,469	3.9%	\$373,750	0.0%
<b>Ancillary Lines (Vision, Life, Disability, Genesis)</b>	<b>\$377,516</b>	<b>\$377,516</b>	<b>0.0%</b>	<b>\$377,516</b>	<b>0.0%</b>
<b>Retiree Health (Medical &amp; Dental)</b>	<b>\$436,977</b>	<b>\$460,055</b>	<b>5.3%</b>	<b>\$436,977</b>	<b>0.0%</b>
<b>GRAND TOTAL</b>	<b>\$6,596,514</b>	<b>\$7,288,667</b>	<b>10.5%</b>	<b>\$6,596,514</b>	<b>0.0%</b>
\$ Difference From Current	N/A	\$692,153		\$0	
<b>Savings based on Initial vs Final renewal:</b>				<b>(\$692,153)</b>	

# Authority Premium Budget vs. Projected Cost

	<b>CY 2015 Authority Budget</b>	<b>Projected CY 2015 Costs</b>	<b>Difference (by \$)</b>	<b>Difference (by %)</b>
<b>Line of Coverage</b>				
<b>Medical</b>	<b>\$4,880,228</b>	<b>\$4,460,521</b>	<b>(\$419,707)</b>	<b>9%</b>
<b>Dental</b>	<b>\$343,892</b>	<b>\$319,819</b>	<b>(\$24,072)</b>	<b>7.5%</b>



# Medical Marketing Decision Points

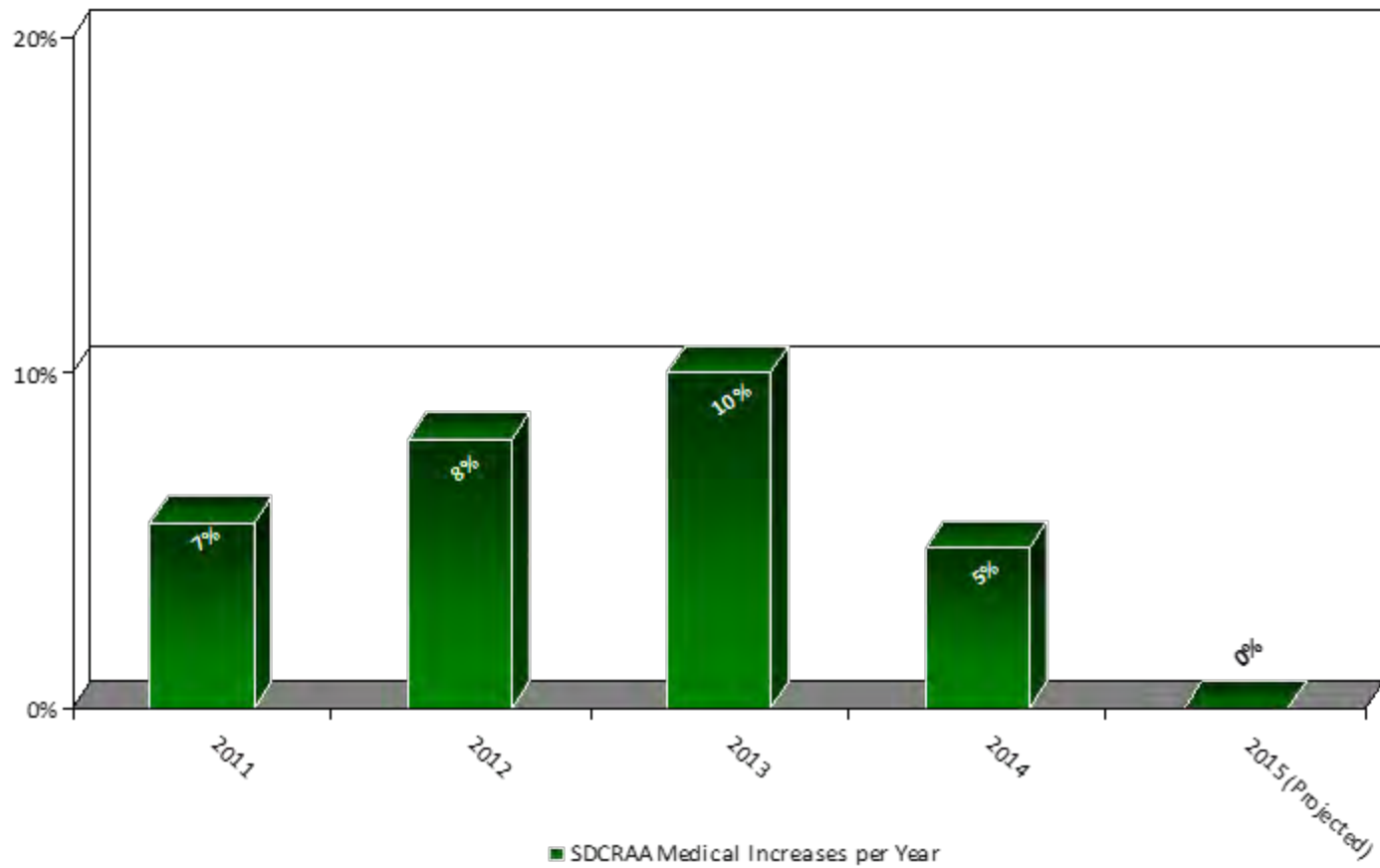
1. Competitive Rates
2. Comprehensive Networks (physician, hospital)
3. Plan Design Match (copays, coinsurance)
4. Plan Design Options (offers all 4 medical options: Full HMO, narrow network HMO, PPO, and HSA)
5. Wellness Incentives
6. Responses to Comprehensive EBTF Questions (e.g. performance guarantees, pricing stability, network disruption)
7. Health Plan Quality Ratings

# Medical Marketing Results

Carrier	Status	Comments	% Increase (Over Current)	Wellness Programs	Additional Notes
<b>Anthem Blue Cross</b>	Incumbent	Renewal Presented	<b>0.0%</b>	<b>\$30,000 in wellness funding</b>	Anthem can remove the PPO \$250 Rx Deductible in exchange for the footwear & hearing aid rider
<b>Aetna</b>	Quoted	Competitive	<b>-9.0%</b>	\$25,000 wellness dollars plus free onsite biometric testing & \$50 gift card for completion of HRA and 1 online coaching course	15% rate cap for 2016 (including ACA fees) <sup>1</sup>
<b>Blue Shield</b>	Declined		<b>N/A</b>	N/A	Rates are 10% above renewal rates
<b>Cigna</b>	Quoted	Competitive	<b>0.9%</b>	\$30,000 in wellness funding	Cannot offer a "Narrow Network" (HMO has no option to remove Scripps providers)
<b>Health Net</b>	Quoted	Not Competitive	<b>2.9%</b>	N/A	Narrow Network HMO missing majority of providers
<b>Sharp Health Plan</b>	Quoted	Unable to match plan designs	<b>TBD</b>	Not provided	Unable to offer Full HMO or CA PPO plans
<b>UnitedHealthcare</b>	Quoted	Competitive	<b>-2.5%</b>	Free onsite testing with gift cards of \$175 individual/\$350 family for participating in HRA	HMO Narrow Network is missing some key providers (e.g. UCSD) impacting 55 enrolled members. Provided an 11% rate cap for 2015 (including ACA fees)

<sup>1</sup>Aetna provided a rate cap in 2016. However, the rate cap is invalid if the SDCRAA markets the medical benefits.

# Historical Medical Increases



# Medical Marketing Value Ranking

Carrier	2 Yr Rates (2015/2016)	Networks	Plan Design Match	Offers all 4 Medical Options	Offers Wellness Incentives	Q&A Responsiveness	Health Plan Quality Ratings	Composite Rating
<b>Anthem Blue Cross</b>	<b>1</b> (2.4% average)	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b> (Anthem/UHC equal)	<b>9</b>
<b>Aetna</b>	<b>2</b> (3% average)	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>13</b>
<b>UnitedHealthcare</b>	<b>3</b> (4.25% average)	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b> (Anthem/UHC equal)	<b>15</b>

Ranked from best rating (1) to least rating (3). Equal rating provided to all (in reality, some categories would rank higher e.g. rates)

# Anthem Medical Renewal

		Current	Initial Renewal
	Enrollment <sup>1</sup>	Medical Rates	
<b>Full HMO</b>	<b>TOTAL</b>	<b>Medical Rates</b>	
Employee Only	43	\$747.51	\$827.53
Employee + Dependent	16	\$1,559.78	\$1,724.56
Employee + Family	<u>10</u>	<u>\$2,228.63</u>	<u>\$2,463.96</u>
<b>HMO Annualized Premium</b>	<b>69</b>	<b>\$952,629</b>	<b>\$1,053,796</b>
		Current	Initial Renewal
	Enrollment <sup>1</sup>	Medical Rates	
<b>SelectPlus HMO</b>	<b>TOTAL</b>	<b>Medical Rates</b>	
Employee Only	67	\$508.77	\$567.71
Employee + Dependent	34	\$1,058.43	\$1,178.94
Employee + Family	<u>53</u>	<u>\$1,512.41</u>	<u>\$1,684.50</u>
<b>HMO Annualized Premium</b>	<b>154</b>	<b>\$1,802,783</b>	<b>\$2,008,788</b>
		Current	Initial Renewal
	Enrollment <sup>1</sup>	Medical Rates	
<b>PPO Plan</b>	<b>TOTAL</b>	<b>Medical Rates</b>	
Employee Only	125	\$918.59	\$1,042.01
Employee + Dependent	30	\$1,426.69	\$1,618.01
Employee + Family	<u>25</u>	<u>\$1,888.21</u>	<u>\$2,141.27</u>
<b>PPO Annualized Premium</b>	<b>180</b>	<b>\$2,457,956</b>	<b>\$2,787,880</b>
		Current	Initial Renewal
	Enrollment <sup>1</sup>	Medical Rates	
<b>HDHP with HSA</b>	<b>TOTAL</b>	<b>Medical Rates</b>	
Employee Only	10	\$807.32	\$908.45
Employee + Dependent	1	\$1,280.84	\$1,437.59
Employee + Family	<u>1</u>	<u>\$1,654.19</u>	<u>\$1,861.52</u>
<b>HDHP Annualized Premium</b>	<b>12</b>	<b>\$132,099</b>	<b>\$148,603</b>
<b>Total<sup>3</sup></b>			
<b>Total Annualized Premium</b>	<b>415</b>	<b>\$5,345,467</b>	<b>\$5,999,067</b>
<b>\$ Increase</b>			<b>\$653,601</b>
<b>% Increase</b>			<b>12.2%</b>

Final Renewal		
Full Network HMO (with Scripps)		
Medical Rates	Footwear/Hearing Aid Rider <sup>2</sup>	Total
\$744.94	\$2.57	\$747.51
\$1,554.38	\$5.40	\$1,559.78
<u>\$2,220.92</u>	<u>\$7.71</u>	<u>\$2,228.63</u>
<b>\$949,340</b>	<b>\$3,288</b>	<b>\$952,629</b>
Final Renewal		
Select Plus HMO (No Scripps)		
Medical Rates	Footwear/Hearing Aid Rider <sup>2</sup>	Total
\$506.20	\$2.57	\$508.77
\$1,053.03	\$5.40	\$1,058.43
<u>\$1,504.70</u>	<u>\$7.71</u>	<u>\$1,512.41</u>
<b>\$1,793,610</b>	<b>\$9,173</b>	<b>\$1,802,783</b>
Final Renewal		
PPO Plan		
Medical Rates	Footwear/Hearing Aid Rider <sup>2</sup>	Total
\$916.02	\$2.57	\$918.59
\$1,421.29	\$5.40	\$1,426.69
<u>\$1,880.50</u>	<u>\$7.71</u>	<u>\$1,888.21</u>
<b>\$2,449,844</b>	<b>\$8,112</b>	<b>\$2,457,956</b>
Final Renewal		
HDHP with HSA		
Medical Rates	Footwear/Hearing Aid Rider <sup>2</sup>	Total
\$807.32	N/A	\$807.32
\$1,280.84	N/A	\$1,280.84
<u>\$1,654.19</u>	<u>N/A</u>	<u>\$1,654.19</u>
<b>\$132,099</b>	<b>\$0</b>	<b>\$132,099</b>
<b>\$5,324,894</b>	<b>\$20,573</b>	<b>\$5,345,467</b>
		<b>\$0</b>
		<b>0.0%</b>

<sup>1</sup>Enrollment figures reflect active employees & budgeted employees. Retirees not included.

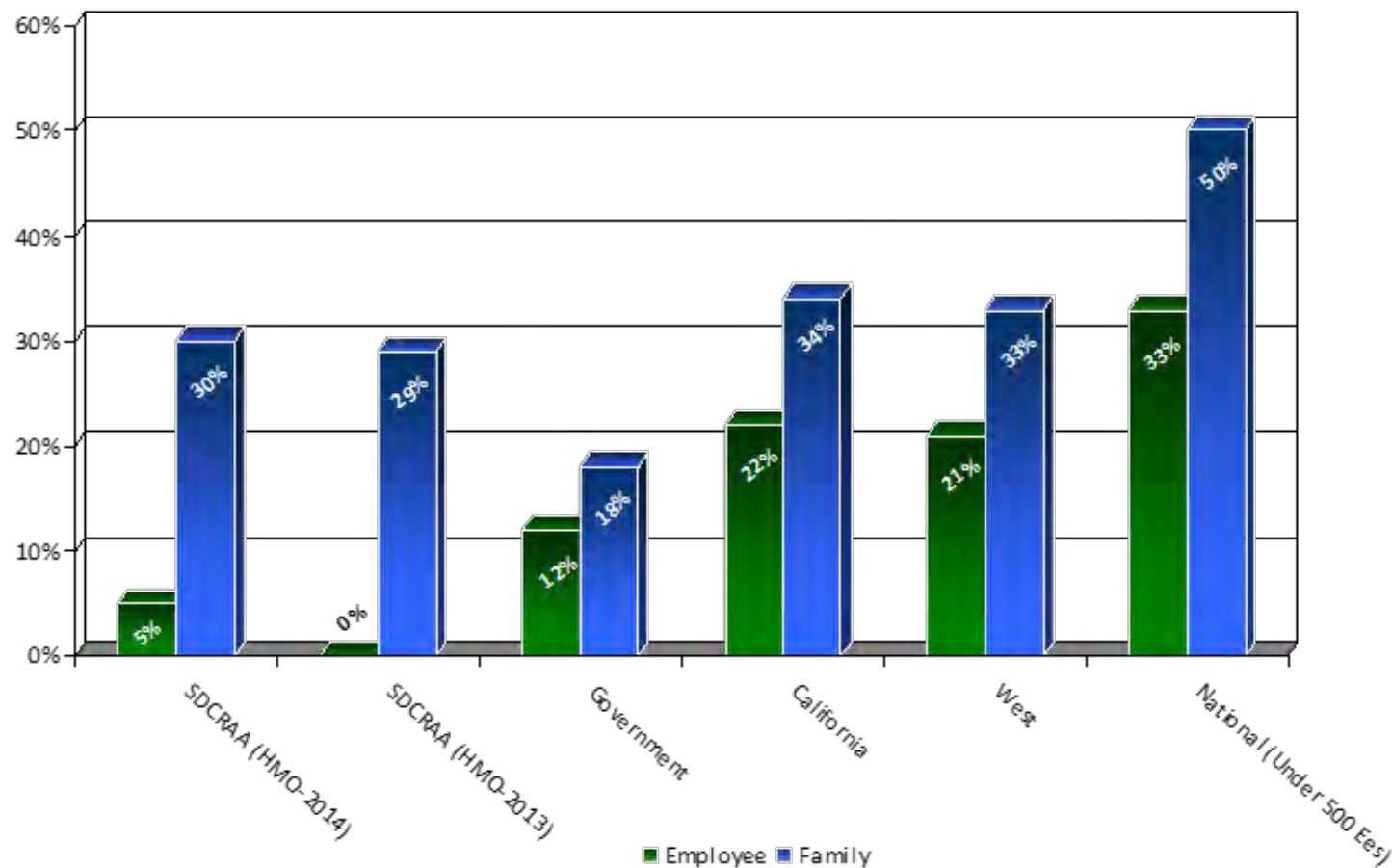
<sup>2</sup>Anthem Footwear & Hearing Aid rider includes \$500 for medically necessary footwear due to bone deformity, amputation, etc. Hearing aid includes 80% coverage for exam, fitting, & hearing aid.

<sup>3</sup>Anthem HDHP monthly premium includes \$750/\$1,500 HSA fund.

# Anthem Mandatory Renewal Plan Changes

Anthem Mandatory Medical Plan Changes						
Plan	Reason for Change	Description of Change	Current Benefit	Proposed Benefit	Effective Date	Impact
HMO/PPO	ACA Required Change	Prescription Copay Applicable to Out-of-Pocket Maximum	Prescription copays do NOT apply toward the out-of-pocket maximums	Prescription copays DO apply toward the out-of-pocket maximums	1/1/2015	Enhancement
PPO	Anthem Change	Out-of-Pocket Maximum Increasing	In-Network: \$2,000 Individual / \$4,000 family Out-of-Network: \$6,000 Individual / \$12,000 Family	In-Network: \$2,500 Individual / \$5,000 family Out-of-Network: \$6,500 Individual / \$13,000 Family	1/1/2015	Takeaway
HDHP	CA Regulatory Requirement	Physical Therapy, Physical Medicine and Occupational Therapy	24 visits per year	24 visits per year, with additional visits provided after pre-service review	1/1/2015	Neutral

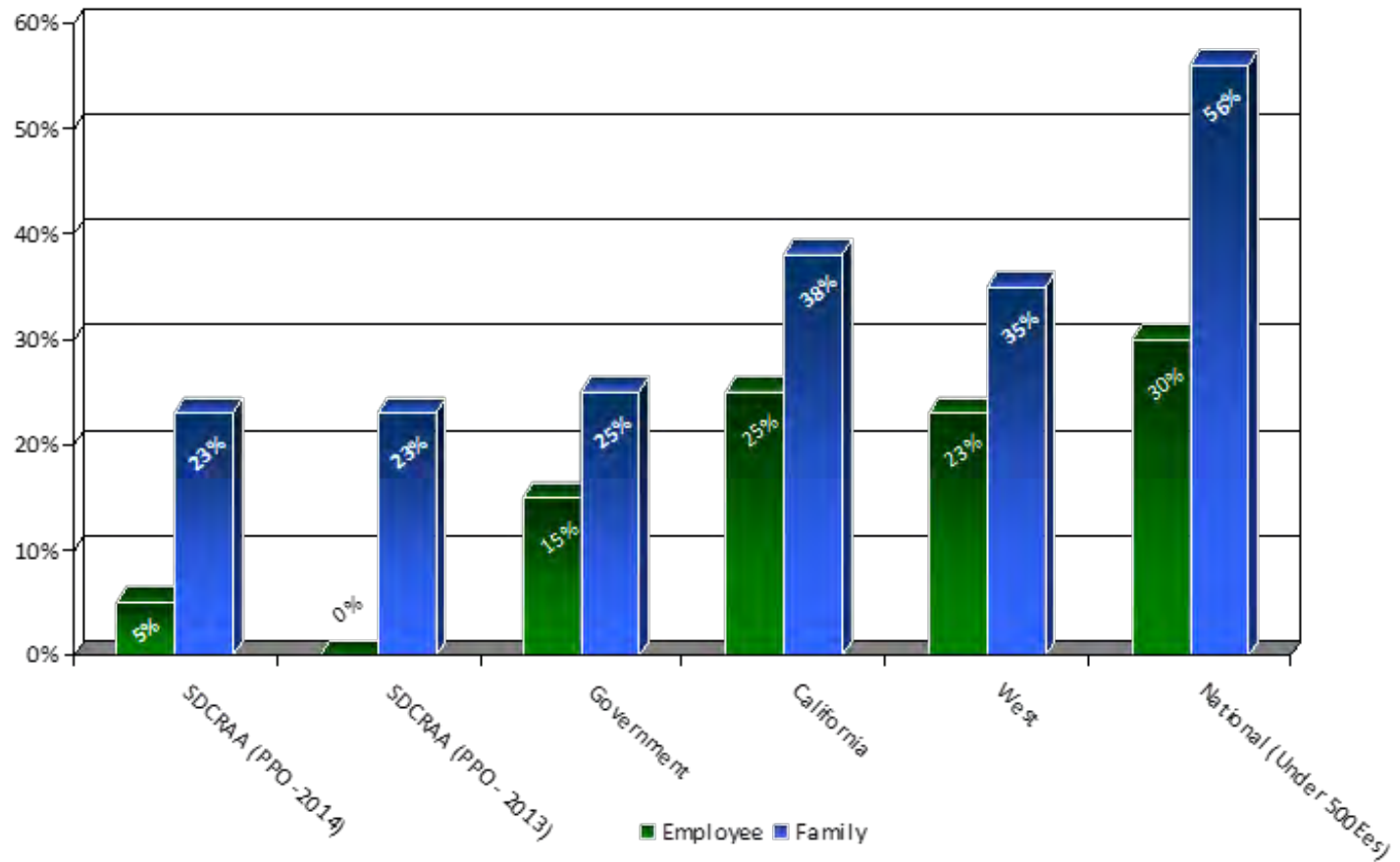
# Average HMO Employee Contributions As a Percentage of Premiums



5% employee contribution equates to \$24.55 – \$37.38/month

Benchmark data from the Mercer National Survey of Employer Sponsored Health Plans 2013

# Average PPO Employee Contributions As a Percentage of Premiums



5% employee contribution equates to \$40.37 – \$45.93/month

Benchmark data from the Mercer National Survey of Employer Sponsored Health Plans 2013



# Enhanced Wellness Focus

- Sustain or improve wellness compared to University of Michigan Health Management Research Center peer group
- Wellness participation incentives:
  - Maintain \$250 pre-tax contribution to FSA/HSA/457 for employees
  - Add \$200 pre-tax contribution for spouse or domestic partner

- Migrate to Health

Advocate to:

- Provide one-stop employee experience
- Eliminate administration effort
- Offer better wellness support
- Track relationship between wellness and desired health outcomes.



# Wellness Premiums

	Wellness Enrollment <sup>1</sup>	Contribution (Wellness Completed)				No Wellness Enrollment	Contribution (No Wellness)			
		SDCRAA (2015)		Employee (2015)			SDCRAA (2015)		Employee (2015)	
<b>Full-Network HMO</b>										
Emp Only	40	\$710.13	95%	\$37.38	5%	3	\$672.76	90%	\$74.75	10%
Emp + Dependent	15	\$1,194.26	77%	\$365.52	23%	1	\$1,156.88	74%	\$402.90	26%
Emp + Family	9	\$1,562.13	70%	\$666.50	30%	1	\$1,524.75	68%	\$703.88	32%
<b>Narrow Network HMO</b>										
Emp Only	62	\$483.33	95%	\$25.44	5%	5	\$457.89	90%	\$50.88	10%
Emp + Dependent	32	\$811.08	77%	\$247.35	23%	2	\$785.64	74%	\$272.79	26%
Emp + Family	49	\$1,060.77	70%	\$451.64	30%	4	\$1,035.33	68%	\$477.08	32%
<b>PPO</b>										
Emp Only	116	\$872.66	95%	\$45.93	5%	9	\$826.73	90%	\$91.86	10%
Emp + Dependent	28	\$1,198.05	84%	\$228.65	16%	2	\$1,152.12	81%	\$274.57	19%
Emp + Family	23	\$1,451.88	77%	\$436.33	23%	2	\$1,405.95	74%	\$482.26	26%
<b>HDHP with H.S.A.</b>										
Emp Only	9	\$766.95	95%	\$40.37	5%	1	\$726.59	90%	\$80.73	10%
Emp + Dependent	1	\$1,067.76	83%	\$213.08	17%	0	\$1,027.39	80%	\$253.45	20%
Emp + Family	1	\$1,273.10	77%	\$381.09	23%	0	\$1,232.73	75%	\$421.46	25%
<b>Medical Totals</b>		<b>Both Population Totals</b>					<b>Included in totals on left</b>			
<b>Total Annual Cost</b>	<b>386</b>	<b>\$4,460,521</b>	<b>83%</b>	<b>\$884,946</b>	<b>17%</b>	<b>29</b>				

# Wellness Costs

Program Component	2014	2015	
		Curent Programs	Health Advocate
Biometric screening/Health Risk Assessment	\$ 21,160	\$ 25,891	\$ 23,885
Anthem Health Rewards Annual Administration	\$ 32,014	\$ 32,014	N/A
Anthem Health Rewards Redemption Value	\$ 27,620	\$ 27,620	N/A
Health Advocate Core Advocacy Program	\$ 5,148	\$ 5,148	\$ 5,148
Health Advocate Wellness Program	N/A	N/A	\$ 26,399
Gift Certificate Rewards Program	N/A	N/A	\$ 29,883
Fitness Focus Program	\$ 17,880	\$ 17,880	N/A
<b>Antiicipated Costs</b>	<b>\$ 103,822</b>	<b>\$ 108,553</b>	<b>\$ 85,315</b>
Spouse/Domestic Partner Incentive			\$ 22,200
<b>Total Anticipated Costs</b>			<b>\$ 107,515</b>

# Plan Recommendations Summary

1. Renew with Anthem Blue Cross
2. Exchange footwear/hearing aid rider with removal of \$250 PPO prescription deductible
3. Incent spouse/domestic partner in FSA/457 contribution by Authority
4. No change in Dental Plan Design
5. Continue to offer following plans with no cost change(s) for 2015:
  1. Basic Life/AD&D
  2. Short Term Disability/Long Term Disability
  3. Employee Assistance Plan
  4. Health Advocate
6. Continue to offer Biometric Screenings, Health Assessments, and Flu Shots to employees as a means to increase employee health and reduce healthcare
7. Replace Anthem Health Rewards & Fitness Focus with Health Advocate Wellness



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **SEPTEMBER 4, 2014**

**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 2013-2014 Budget.

**Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

# **TRAVEL REQUESTS**

**GREG COX**



**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: Greg Cox 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: 7/30/14 PLANNED DATE OF DEPARTURE/RETURN: 9/7/14 / 9/10/14

**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 Chamber Event  
 Explanation: San Diego Regional Chamber of Commerce One Region/One Voice, Mission to Washington, DC

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 630
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING \$ 1320

C. MEALS \$ 200

D. SEMINAR AND CONFERENCE FEES \$ 1199

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 100

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 3549

**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: Greg Cox Date: 8/1/14

**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: 8.4.14

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

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.)



SAN DIEGO  
REGIONAL  
CHAMBER OF  
COMMERCE



# OneRegion ★ OneVoice

San Diego Mission to Washington D.C., September 7 - 10, 2014

Join Delegation Leaders:

**JERRY REBEL**

Chairman  
San Diego Regional  
Chamber of Commerce  
Jack in the Box

**JERRY SANDERS**

President & CEO  
San Diego Regional  
Chamber of Commerce

**One Region  
One Voice**



Washington DC  
September 7-10

The Chamber invites you to join the discussion at our nation's capital, and make an impact on legislation and regulation that affects your business on our Eighth Annual One Region, One Voice mission to Washington D.C.

Don't miss out on this unique opportunity to...

- **Make invaluable connections** with D.C.'s top officials and San Diego regional leaders
- **Participate in high-level meetings** with U.S. administration officials and agencies, such as U.S. Customs & Border Protection, Department of State, Environmental Protection Agency, U.S. Small Business Administration and many others
- **Gain access** to our country's top decision makers and advocate for local and regional issues important to San Diego

Registration includes welcome reception, three group breakfasts, two group luncheons and an additional evening reception.

Join the Chamber alliance and be heard!



## Mission Priorities



**THREE TRADED ECONOMIES: MILITARY • TOURISM • INNOVATION**

*Including:*

Cross Border Commerce • Transportation and Infrastructure  
Healthcare • Energy & Water Reliability

**Register using  
the attached form**

For more information  
please contact  
Katie Truong  
at 619-544-1370 or at  
[ktruong@sdchamber.org](mailto:ktruong@sdchamber.org)

[www.sdchamber.org](http://www.sdchamber.org)



**2013 Delegation**



# OneRegion ★ OneVoice

## REGISTRATION FORM

Note: State or government issued photo I.D., Social Security number and birthdate required for Federal security clearance.

Last Name: Cox First Name: Gregory Richardson  
 Social Security #: [REDACTED] Birthdate: [REDACTED]  
 Driver's License and/or Passport number: [REDACTED]  
 Participant's Home Address: [REDACTED]  
 City: [REDACTED] State: CA Zip: [REDACTED]  
 Name Badge Preference: Greg  
 Business/Organization Name: San Diego County Regional Airport Authority  
 Your Job Title: Board Member  
 Business/Organization Address: 3225 North Harbor Drive  
 City: San Diego State: CA Zip: 92101  
 Email: awarren@san.org Phone: 619-400-2408 Mobile: [REDACTED]

PROGRAM RATES* Please check appropriate boxes:	Per Person Rates Standard	Early Booking Discount By August 6, 2014
<input type="checkbox"/> Member Registration	\$1,599	\$1,399
<input checked="" type="checkbox"/> Second Attendee from Member Company	\$1,399	\$1,199
<input type="checkbox"/> Non-Member Registration	\$2,199	\$1,999
<input checked="" type="checkbox"/> Second Attendee from Non-Member Company	\$2,099	\$1,899
* Rates do not include hotel or air fares, see below for hotel information. Total:		

### HOTEL INFORMATION:

San Diego Regional Chamber of Commerce has negotiated special rates for the Washington DC Delegation at The Madison - A Loews Hotel. Please make your reservation as soon as possible by contacting the hotel directly. You must mention the San Diego Regional Chamber of Commerce block to get the special group rate.

1177 Fifteenth St. NW, Washington, DC 20005 Rate: \$315 plus tax	<b>Reservations: 800-235-6397</b> <b>Must reserve by August 6th for special group rate</b>
---	---

Note: When the rooms in the Chamber block are sold out, requests will be handled on a space-available basis at the hotel's standard rate. Make your reservations early!

### POLICY ISSUES

Please list from 1 to 3 your top three issues of interest (1 being most important):

1 Cross Border Trade & Commerce      Defense & Security      Education & Workforce Development  
 Energy & Water      3 Healthcare      Housing & Urban Development  
 Innovation & Technology      2 Transportation & Tourism      Other: \_\_\_\_\_

### PAYMENT\*\*

\*\* Form of Payment must accompany registration

Check      Visa      Master Card      American Express  
 Please Send Invoice to my Attention

Card #: [REDACTED]  
 Name on Card: Anne G Warren  
 Exp. Date: 08/16  
 Billing Address: PO Box 82776  
San Diego, CA 92138-2776

**PLEASE SUBMIT THIS FORM ALONG WITH A 200-WORD BIOGRAPHY TO BE INCLUDED IN OUR EVENT INFORMATION PACKET.**

SEND YOUR REGISTRATION TO [EVENTREGISTRATION@SDCHAMBER.ORG](mailto:EVENTREGISTRATION@SDCHAMBER.ORG)

Events Department - San Diego Regional Chamber of Commerce, 402 West Broadway, Suite 1000, San Diego, CA 92101

**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: 07/16/14 PLANNED DATE OF DEPARTURE/RETURN: 08/6/14 / 08/7/14

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Houston, TX Purpose: ACDBE/DBE National Policy Position Follow-up Meeting


Explanation: Meeting in Houston w/group of airport CEO's to discuss and frame strategy on how best to address the continuation of the ACDBE/DBE programs within the PFC Program.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	<u>500.00</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	<u>00.00</u>
B. LODGING	\$	<u>220.00</u>
C. MEALS	\$	<u>80.00</u>
D. SEMINAR AND CONFERENCE FEES	\$	<u>000.00</u>
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	<u>100.00</u>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$</b>	<b><u>800.00</u></b>

**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: 23 July 2014

**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: 7.23.14

**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: 07/24/14 PLANNED DATE OF DEPARTURE/RETURN: 11/2/14 / 11/4/14

**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: Airports Going Green Conference  
Explanation: Aviation's leading forum on sustainability, co-hosted by the Chicago Dept. of Aviation and the American Assoc. of Airport Executives.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 65.00
B. LODGING	\$ 300.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$ 675.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 1740.00</b>

**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 2014

**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.)



RECEIVED

JUL 17 2014

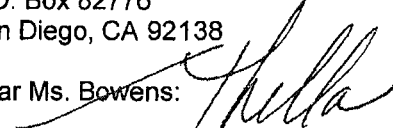
CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

SDCRAA-Executive Office

July 7, 2014

Ms. Thella Bowens  
CEO  
San Diego County Regional Airport Authority  
P.O. Box 82776  
San Diego, CA 92138

Dear Ms. Bowens:

  
I would like to thank you for the San Diego's long history of support for *Airports Going Green* for your participation in last year's conference as a speaker on Sustainability on the World Stage. Now entering its 7<sup>th</sup> year, this conference is the aviation industry's leading forum on sustainability and is co-hosted by the Chicago Department of Aviation and the American Association of Airport Executives. The 2014 *Airports Going Green* conference will be held in Chicago, **November 3-5**, at the Westin River North Hotel.


Since its beginning, the *Airports Going Green* conference has enjoyed international recognition from airports, industry associations, and government agencies. In 2013, after a Kick-Off by Mayor Emanuel, the conference featured key discussions with airport business partners, FAA leadership, and top level speakers representing airports from across the globe, including Atlanta, New York, Dallas, Chicago, Nashville, Denver, San Diego, Los Angeles, San Francisco, London-Heathrow, Amsterdam, Toronto, and Beijing.

The 2014 conference promises to be another exciting event with expected attendance of nearly 400 airport executives, managers, and aviation industry experts from around the world. A special USGBC Summit to discuss LEED and airports is also planned as part of the 2014 conference, and is scheduled for the afternoon of Sunday, **November 2, 2014**. Please do not miss this unique opportunity to meet with Rick Fedrizzi, President, CEO, & Founding Chairman of USGBC, who will lead our discussion.

I would also like to thank you for allowing Paul Manasjan to serve as a panelist in years past, and as a member of our conference Steering Committee. We appreciate your commitment to sustainability and your history of support for *Airports Going Green*! We plan to extend the invitation to Mr. Manasjan to speak at this year's conference as well. Please do not hesitate to contact me at 773-686-8060 if you have any questions about this event. I also invite you to visit [www.airportsgoinggreen.org](http://www.airportsgoinggreen.org) for information on past conferences.

I hope to see you in Chicago at the 7th Annual *Airports Going Green* Conference!

Sincerely,

  
Rosemarie S. Andolino

Commissioner  
Chicago Department of Aviation

CC: Mr. Paul Manasjan, San Diego County Regional Airport Authority  
Mr. David Robbins, Chicago Department of Aviation

**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: 07/30/14 PLANNED DATE OF DEPARTURE/RETURN: 11/10/14 / 11/11/14

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Fort Myers, Florida Purpose: ACC Aviation Award of Excellence Awards Luncheon

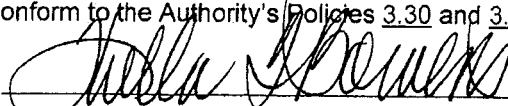
Explanation: Recipient of 2014 Airport Consultants Council Aviation Award of Excellence.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 00.00
B. LODGING	\$ 220.00
C. MEALS	\$ 80.00
D. SEMINAR AND CONFERENCE FEES	\$ 000.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 900.00</b>

**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: 1 August 2014

**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.)





908 King Street, Suite 100  
Alexandria Virginia 22314  
Phone 703-683-5900  
Fax 703-683-2564  
www.ACConline.org

May 6, 2014

Ms. Thella Bowens  
President/CEO  
San Diego County Regional Airport Authority  
San Diego International Airport  
3225 N. Harbor Drive  
San Diego, CA 92101

**CHAIR**

Andrew J. Platz, P.E.  
Mead & Hunt, Inc.

**Reference: Airport Consultants Council (ACC) 2014 Aviation Award of Excellence**

**VICE CHAIR**

David G. Peshkin, P.E.  
Applied Pavement Technology, Inc.

Dear Ms. Bowens,

On behalf of the Airport Consultants Council (ACC), I am pleased to inform you in writing of your selection as recipient of the prestigious 2014 Airport Consultants Council Aviation Award of Excellence. The purpose of this award is to recognize an individual, group or organization's extraordinary contributions to the aviation industry that are visionary and innovative, have advanced the industry, and have served the general public good.

**SECRETARY/TREASURER**

Carol Lurie, LEED AP, AICP  
Vanasse Hangen Brustlin, Inc.

You were selected as the 2014 award recipient from a field of very strong candidates because you have consistently distinguished yourself throughout a career marked by:

- Unflappable leadership in industry organizations and commitment to success;
- Support of innovation in project delivery, sustainability and airport design, as witnessed by the award-winning Terminal 2 "Green Build" program at SAN;
- Respectful partnership with the consultant community; and
- Quiet grace and integrity that has influenced the behavior and performance of those you have lead, supported and encouraged.

**IMMEDIATE PAST BOARD CHAIR**

Courtney A. Beamon, P.E.  
Delta Airport Consultants, Inc.

For all of the above and your many other lifetime achievements, we commend you.

Traditionally, the ACC Aviation Award of Excellence is presented to the recipient during our annual conference awards luncheon in November. This year's luncheon will take place on Tuesday, November 11, 2014 at the Sanibel Harbour Marriott Resort & Spa in Ft. Myers, Florida. Attached is specific information concerning the award ceremony. Colleen Flood, ACC's Manager of Marketing & Member Services, will contact your office to respond to any questions you may have.

**BOARD OF DIRECTORS**

Don Bergin  
Blast Deflectors, Inc.

Roddy L. Boggus, NCARB, AIA  
Parsons Brinckerhoff

Marc Champigny  
The Louis Berger Group, Inc.

Mary Ellen Eagan  
Harris Miller Miller & Hanson Inc.

David Kipp, P.E.  
Ross & Baruzzini, Inc.

Kevin Quan  
ESCO-Zodiac Aerospace

Matt Wenham, P.E.  
C&S Companies

Marion Kromm White, AIA,  
NCARB, LEED AP  
HOK

Solomon Wong  
InterVISTAS

Again, on behalf of the ACC membership, I congratulate you for having been selected as this year's ACC Aviation Award of Excellence recipient.

Sincerely,

T.J. Schulz  
President

Attachment

**PRESIDENT**

Paula P. Hochstetler

cc. David Peshkin, 2014 ACC Board Chair, Applied Pavement Technology, Inc.  
Lynn Leibowitz, 2014 ACC Awards Committee Chair, Leibowitz&Horton Airport  
Management Consultants, Incorporated

**BRETON 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:** 7-11-2014 **PLANNED DATE OF DEPARTURE/RETURN:** 9/07/2014 / 9/10/2014

**3. DESTINATIONS/PURPOSE** (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):

Destination: Atlanta, GA Purpose: 2014 ACI-NA Annual Conference  
Explanation: Conference - Environmental Affairs

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 900.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ \_\_\_\_\_

**B. LODGING**

\$ 951.20

**C. MEALS**

\$ 300.00

**D. SEMINAR AND CONFERENCE FEES**

\$ 795.00

**E. ENTERTAINMENT (If applicable)**

\$ \_\_\_\_\_

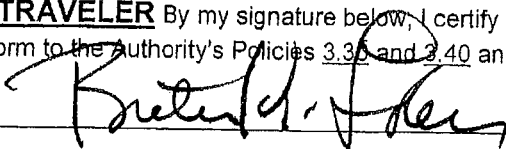
**F. OTHER INCIDENTAL EXPENSES**

\$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE**

\$ 2,946.20

**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: JUL 14 2014

**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: 7.15.14

**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**

**LLOYD HUBBS**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**TRAVEL EXPENSE REPORT - Board Members**  
*(To be completed within 30 days from travel return date)*

Board member name: Lloyd Hubbs  
 Departure Date: 6/7/2014 Return Date: 6/10/2014 Report Due: 7/10/14  
 Destination: Whitefish, MT

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.

<sup>3</sup> Business Expense Reimbursement Policy 3.30

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40

	Authority Expenses (Prepaid by Athly)	Board Member Expenses							TOTALS	
		SUNDAY 6/8/14	MONDAY 6/9/14	TUESDAY 6/10/14	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY 6/7/14		
<b>Daily PerDiem Limitations:</b>										
**GSA Daily Hotel Rate or Conference Hotel Rate		220.00	220.00							
<b>**GSA Daily Meals, Entertainment &amp; Incidentals (ME&amp;I)</b>										
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)										0.00
Conference Fees (provide copy of flyer/registration expenses)	690.00									0.00
Rental Car										0.00
Gas and Oil										0.00
Garage/Parking										0.00
Mileage - attach mileage form			490.00							490.00
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.										0.00
Hotel - Actual Expense Paid - Excluding Taxes	200.00		200.00							
Allowable Hotel (Lessor of Actual or GSA Allowance)		0.00	200.00	0.00	0.00	0.00	0.00	0.00		200.00
Hotel Taxes Paid		20.00	20.00							40.00
Telephone, Internet and Fax										0.00
Laundry										0.00
<b>Meals, Entertainment &amp; Incidentals (M,E&amp;I):</b>										
Meals (include tips pd.)	Breakfast									
	Lunch									
	Dinner									
	Other Meals									
Entertainment (Hospitality)										
Tips Paid to Maids, Bellhops and other hotel servers										
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations										
<b>Total Meals, Entertainment &amp; Incidentals</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>GSA Allowance for M,E&amp;I (from above)</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Allowable M,E&amp;I (Lessor of Actual or GSA Allowance)</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Alcohol is a non-reimbursable expense										0.00
Miscellaneous:										0.00
										0.00
										0.00
<b>Total Expenses</b>	890.00	20.00	710.00	0.00	0.00	0.00	0.00	0.00	0.00	730.00

Add any additional details as needed for explanation (attach add'l sheet if needed):  
 Mr. Hubbs drove his personal car 2764 total miles x \$.56/mi = \$1547.84. Reimbursement requested is based on Delta R/T airfare of \$490 (please see attached)  
**Alcohol is a non-reimbursable expense**  
<sup>1</sup>Give names and business affiliations of all persons whose meals were paid by traveler.  
 Failure to attach required documentation will result in the delay of processing reimbursement. If you have any

<b>Grand Trip Total</b>	1,620.00
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	890.00
<b>Due Traveler</b> - if positive amount, prepare check request	
<b>Due Authority</b> - if negative, attach check payable to SDCRAA	730.00

*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 Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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.

Prepared By: Anne Warren Ext.: 2408  
 Traveler Signature: Lloyd Hubbs Date: \_\_\_\_\_  
 Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)**

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at it's meeting on \_\_\_\_\_  
 Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: Lloyd Hubbs 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: 4/21/14 PLANNED DATE OF DEPARTURE/RETURN: 6/7/14 / 6/10/14

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Whitefish Lake, MT Purpose: Attend Conference  
Explanation: Attend 2014 Airport Board & Commissioners Conference

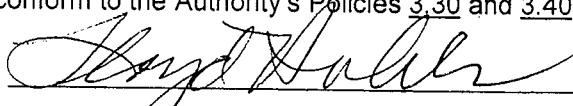
Mr. Hubbs will be traveling in his personal vehicle. The prices shown below reflect costs associated with flight and rental car vs. mileage reimbursement (approx 1350 miles X .56/mi X 2 = round trip)

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 400
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200
B. LODGING	\$ 600
C. MEALS	\$ 160
D. SEMINAR AND CONFERENCE FEES	\$ 690
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 2150</b>

**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: 4-21-14

**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 5/27/14 meeting.  
(Leave blank and we will insert the meeting date.)

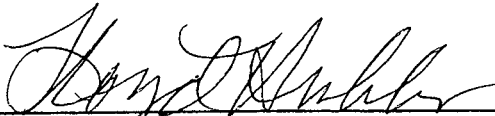
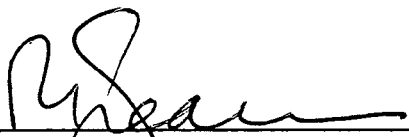
# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## 2014 Board Members Only

NAME <b>Lloyd Hubbs</b>		PERIOD COVERED <b>June 7-10, 2014</b>		
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP		
6/7/14	1382.00			
6/10/14	1382.00			
		Mr. Hubbs drove his personal		
		vehicle. Per Board policy he is requesting		
		reimbursement for Delta R/T		
		airfare in lieu of mileage.		
		(see attached)		

### *Computation of Reimbursement*

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE PER YEAR)	2764.00
REIMBURSEMENT RATE: (see below) *	<input checked="" type="checkbox"/> 0.56
TOTAL MILEAGE REIMBURSEMENT	1547.84
TOTAL REIMBURSEMENT REQUESTED	<b>\$ 490.00</b>

<p>I HEREBY CERTIFY THAT THIS REPORT OF MILEAGE TRAVELED ON OFFICIAL AIRPORT AUTHORITY BUSINESS IS TRUE AND CORRECT:</p> <div style="text-align: center; margin-top: 20px;">                   SIGNATURE             </div>	<div style="text-align: center; margin-top: 20px;">                   APPROVAL             </div>
--	---



Account My Scratchpad 1 My Trips Support

Home Vacation Packages Hotels Cars Flights Cruises Things to Do Deals Rewards Mobile

### Your Trip to Kalispell, MT

Fri, Jun 6 - Tue, Jun 10 | Total price: **\$490.00** Only 6 tickets left at this price!

Nice Job! You picked one of our Best Value flights. Book now so you don't miss out on this price!

#### Flights

[Change Flights](#) | [Show Details](#)

Fri, Jun 6 - Departure to Kalispell

**DELTA**

Best Value

6:15am 11:37am 4h 22m, 1 stop  
SAN FCA SLC

Tue, Jun 10 - Return to San Diego

**DELTA**

Best Value

12:45pm 3:48pm 4h 3m, 1 stop  
FCA SAN SLC

**Economy 2/4Door Car from Budget**  
1 car Hyundai Accent  
Counter in terminal

Book separately **+\$289** Book with flight and save \$70.  
Book with flight **+\$220**

**+ ADD TO TRIP**

**Compact 2/4Door Car from Alamo**  
1 car Chevrolet Spark  
Counter in terminal

Book separately **+\$394** Book with flight and save \$162.  
Book with flight **+\$232**

**+ ADD TO TRIP**

**Midsized 2/4Door Car from Alamo**  
1 car Toyota Corola  
Counter in terminal

Book separately **+\$403** Book with flight and save \$138.  
Book with flight **+\$265**

**+ ADD TO TRIP**

Trip savings includes any individual item discounts, as well as savings from reduced taxes and service fees.

[View more Cars »](#)

**CONTINUE BOOKING ►**

Free Cancellation within 24 hours of booking!

[Save this Itinerary](#)

Trip Summary

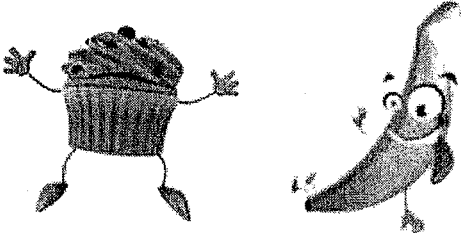
San Diego to Kalispell



Trip to:  
**Whitefish, MT**  
 1382.36 miles / 21 hours 44 minutes

Notes

## Which "Carb" Kills your Blood Sugar?



**Click To Reveal #1 Worst Carb EVER**  
**(Don't Eat This!)**

[FixYourBloodSugar.com](http://FixYourBloodSugar.com)

**A** Carlsbad, CA

Download Free App



1. Start out going southwest on Carlsbad Village Dr. [Map](#)

0.05 Mi

0.05 Mi Total



2. Merge onto I-5 N / San Diego Fwy N toward San Diego. [Map](#)  
 If you reach Hope Ave you've gone about 0.1 miles too far

3.5 Mi

3.5 Mi Total

Highway Exits



Exit 53  
 Make a reservation: 1-800-536-0738



3. Take the CA-76 E exit, EXIT 54A, toward Coast Hwy. [Map](#)

0.3 Mi

3.8 Mi Total



4. Merge onto CA-76 E toward Mission San Luis Rey. [Map](#)

17.2 Mi

21.0 Mi Total



5. Merge onto I-15 N / Escondido Fwy N via the ramp on the left. [Map](#)

15.9 Mi

37.0 Mi Total



6. Keep right to take I-215 N via EXIT 63 toward Riverside / San Bernardino. [Map](#)

55.5 Mi

92.4 Mi Total

Highway Exits



Exit 40A  
 Make a reservation: 1-800-536-0738



7. I-215 N becomes I-15 N / Barstow Fwy N. [Map](#)

57.9 Mi

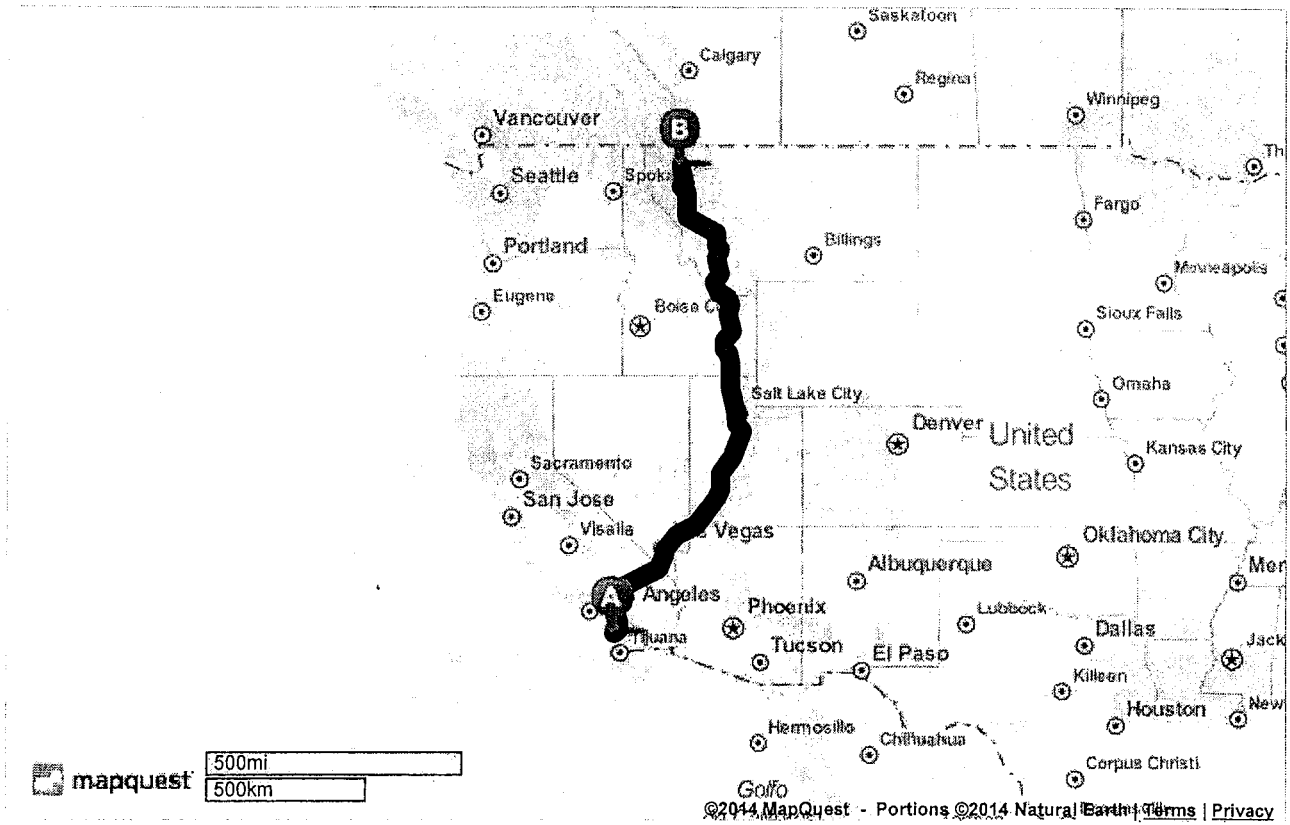
150.3 Mi Total

Highway Exits



Exit 147  
 Make a reservation: 1-800-536-0738

Total Travel Estimate: 1382.36 miles - about 21 hours 44 minutes



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ACI-NA Airport Board Members & Commissioners Conference

June 8-10, 2014 White Fish, Montana

Board Member Lloyd Hubbs Report on Interesting Facts

**Speaker Ben De Leon, Acting Associate Administrator of Airports FAA**

PFC's generate about \$2 billion on a fee of \$4. FAA assumes an increase to \$8 in 2015 but is not actively promoting.

AIP for 2014 is \$3.3 billion, 2015 is \$3.4 billion, and 2016 sequestration kicks in again.

New Handbook is being released. Includes new runway safety areas. \$500 million is being set aside for Taxiway grants.

A General Aviation Study was recently completed.

**Mike Tretheway, Chief Economist InterVistas**

Industry in big shakeout and realignment. Airlines are profitable for the first time in a while due to consolidations and refined fees.

Airlines are in major acquisition looking at longer hauls and better fuel economy. Airbus just lost big order and is looking the A 330neo with a new engine to compete with the 787. Boeing needs some thing to replace the 757 to fill a transatlantic flights 250 to 280 seat range. 19 to 35 seat planes are being phased out. 70 seat planes are in production. Are largest exports are airplanes.

**Mark Reis, Director of Aviation Division Seattle.**

Announced \$2,500 scholarships issued to students with interest in airport related studies.

**Ricky Smith CEO Cleveland Airport, Jeanette Saunders, Chief of Administration**

Discussed their succession planning efforts. They recommend many of the things Thella has been doing. They emphasized growing talent within but to go out as necessary. These folks are talented would fit in well at SDIA.

**Jeffrey Hartz Sr. Air Service Consultant; Mead & Hunt**

Southwest has gotten very big now has 40% of all connects. Their labor costs are the highest in the industry he looks for changes in the operation with an upsizing of their aircraft. A new federal regulation is coming out on crew sizes and rest requirements. (FAR 117) May impact pilot shortage issues.

**Tom Reich Director of Air Service Development: AvPORTS**

Regional jets are shrinking and carrying 4% more passengers.

**Tara Hernandez Marketing and Communications; Gerald R. Ford International.**

Stressed importance of customer service in keeping and attracting customers in a competitive market.

**Chris Bidwell, Vice President of Security and Facilitation; ACI-NA**

Turmoil in the Middle East has increased threat. TSA continues to have budget issues and is increasing technology to reduce staffing needs. They are consolidating into regions and have implemented a rotation program. They have a goal of increasing precheck enrollment by 50%. They stressed the need to reduce screening times and prescreening has most impact. The exit line issue will return if staffing is not addressed. Changes are coming on liquids handling.

**Warren Anne**

---

**From:** meetings@aci-na.org  
**Sent:** Wednesday, May 07, 2014 1:01 PM  
**To:** Warren Anne  
**Subject:** 2014 Airport Board & Commissioners Conference - Confirmation

05/07/2014



### Meeting Confirmation Notice

Please review your CONTACT information below as it will be used for rosters and badges. Any changes should be sent to meetings@aci-na.org immediately.

**Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name is permitted.**

Mr. Lloyd Hubbs  
Board Member  
Nick Name: Lloyd  
San Diego County Regional Airport Authority  
3225 North Harbor Drive San Diego, CA 92101

PH: (619) 400-2408  
FX: (619) 400-2406  
EM:

You are registered for the following:

#### 2014 Airport Board & Commissioners Conference

From Sunday, June 08, 2014 through Tuesday, June 10, 2014

Description	UnitPrice	Quantity	Price
Conference Registration Fee	\$ 690.00	1	\$ 690.00
		Total	690.00
		Payments	690.00
		<b>Balance</b>	0.00

Thank you for registering for the 2014 Airport Board Members & Commissioners Conference, June 8-10, 2014. The conference will take place at the Lodge at Whitefish Lake. Dress for the conference is business casual. Registration fees for the conference include all.

conference materials, handouts and the following meals.  
Sunday - beverage break and Welcome Reception.  
Monday - continental breakfast, lunch and 2 beverage breaks.  
Tuesday - continental breakfast and a beverage break.

#### HOTEL RESERVATIONS

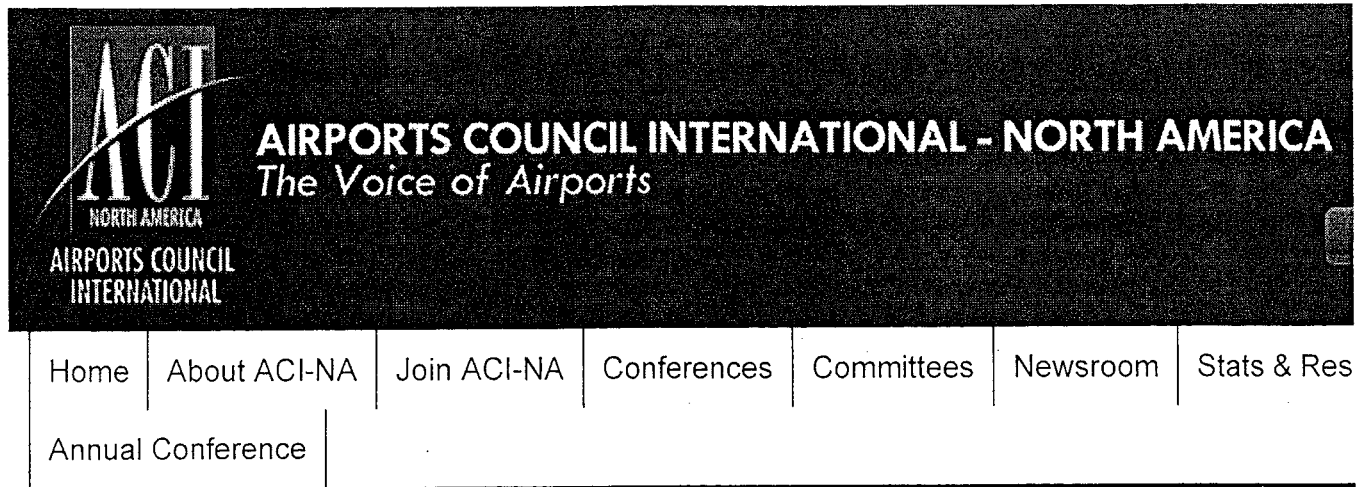
Call the Lodge at Whitefish Lake hotel directly at (406) 863-4000. Identify yourself as an ACI-NA conference attendee to receive the special group rate of \$200 USD single/double occupancy plus applicable taxes and fees.

The last day to receive this rate is May 9, 2014. Rooms may sell out before this date so make your reservation early!

#### CANCELLATION/REFUND POLICY

Cancellations must be submitted in writing to [meetings@aci-na.org](mailto:meetings@aci-na.org) by May 9, 2014. Cancellations received by May 9, 2014 will receive a refund, less \$100 processing fee. Refunds will be processed after the conclusion of the conference. No refunds after the cancellation deadline date. No-shows are not eligible for refunds. Substitutions are honored at any time.

We look forward to seeing you in Whitefish, MT at the 2014 Airport Board Members & Commissioners Conference.



[ACI-NA Home](#) » [Conferences](#)

## 2014 Airport Board & Commissioners Conference

June 8, 2014 - June 10, 2014 / Whitefish, MT

[Register Now](#)

## OVERVIEW

[Get Agenda](#)

Network with your fellow airport directors, board members and commissioners at this meeting dedicated to successfully addressing the complexities of overseeing the management of their airport organizations.

[Hotel Information](#)

### Important Housing Notice

### The Lodge at Whitefish Lake

1380 Wisconsin Ave.  
Whitefish, MT 59937  
(406)863-4000

*For hotel reservations, call the Lodge at Whitefish directly at (406) 863-4000. Be sure to identify yourself as being with the ACI-NA conference to receive the special group rate of \$200.00 USD single/double*

The room block at The Lodge at Whitefish Lake is currently sold out. We encourage you to continue to check back with the hotel as cancellations may occur and rooms could become available (406) 863-4000. We apologize for any inconvenience.

Grouse Mountain Lodge (2.6 mi) will offer ACI-NA a group rate of \$152.00 USD single/double occupancy plus applicable taxes. Be sure to identify yourself as being with the ACI-NA Group to receive the discounted rate. Please pay close attention to your Grouse Mountain Lodge reservation confirmation and note the cancellation policy. Please accordingly to avoid forfeiture of your deposit.

Grouse Mountain Lodge  
2 Fairway Drive  
Whitefish, MT 59937





## Guest Folio

Lloyd Hubbs  
 SD Cnt Reg. Airport Au  
 PO Box 82776  
 San Diego, CA 92138  
 USA

Folio #	90881
Arrival	Sunday Jun 8, 2014
Departure	Wednesday Jun 11, 2014
Nights	3
People	AD: 2 CH: 0
Room Type	King Viking Room
Room #	262
Group	ACI-NA Airport Board Com

<u>Charge Summary</u>	
Total Charges	\$600.00
Taxes	\$60.00
<u>Payments</u>	<u>-\$200.00</u>
<b>Total Due</b>	<b>\$460.00</b>

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>MT Tax</u>	<u>Resort Tax</u> <u>&amp; TPA</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>	
<u>Individual Transactions</u>									
Fri 4/18/14	Adv. Dep. Rcv. VISA	-200.00	1	-200.00	0.00	0.00	-200.00	-200.00	1
Sun 6/8/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	20.00	1
Mon 6/9/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	240.00	1
Tue 6/10/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	460.00	1

*We hope you have enjoyed your stay with us, we look forward to seeing you again!!  
 Please feel free to use the LodgeNet system on your television to check out.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Lodge at Whitefish Lake ~ 1380 Wisconsin Avenue ~ Whitefish, MT 59937 ~ [www.lodgeatwhitefishlake.com](http://www.lodgeatwhitefishlake.com)



## Reservation Confirmation

Lloyd Hubbs  
 SD Cnt Reg. Airport Au  
 PO Box 82776  
 San Diego, CA 92138  
 USA

Confirmation #	90881
Arrival	Sunday Jun 8, 2014
Departure	Thursday Jun 12, 2014
Nights	4
People	2 0 0 0
Room Type	King Viking Room
Group	ACI-NA Airport Board Com
	\$200.00

We look forward to your visit and being able to assist you in making your stay with us an enjoyable one.

Complimentary shuttles are available to and from the airport, Amtrak, downtown Whitefish, as well as seasonal ski shuttles to and from Whitefish Mountain Resort. Please call us with your arrival information to schedule airport and Amtrak shuttle service in advance - no less than 24 hours prior to arrival. Downtown shuttle service is available until 11 pm Sunday thru Thursday, and until 12 am Friday and Saturday nights.

Dollar Rent-a-Car vehicles available on property.

Rollaway Beds are available upon request for an additional \$40 per night and cribs are available complimentary. Reservations are recommended as a limited number are available.

CHECK-IN 4:00 PM/ CHECK OUT 11:00AM/ NO PETS/ NO SMOKING

**CANCELLATION POLICY:**

**Lodge & Viking:** 72 hours prior to check in balance is due on entire stay and will be charged to CC on file. After 72 hours prior to check in guest is responsible for full room rate for each day of original reservation.

**June 13th-September 14th:** 14 days (2 wks) notice required for full refund of deposit. After 14 days guest is responsible for full room rate for each day of original reservation.

**Condominiums:** 14 days (2 wks) prior to check in remaining balance due on entire stay will be charged to the credit card on file. 14 days (2 wks) notice required for full refund of deposit. After 14 days guest is responsible for full room rate for each day of original reservation.

**No Show Policy:** If guest does not arrive or contact property by 6pm the day after original scheduled arrival reservation will be cancelled.

<u>Charge Summary</u>	
Total Charges	\$800.00
Taxes	\$80.00
Payments	200.00
<b>Total Due</b>	<b>\$680.00</b>

**Room Rate Detail**

<u>Date</u>	<u>Description</u>	<u>Room Rate</u>	<u>Tax</u>	<u># of Days</u>	<u>Total Charge</u>
Sun 6/8/14	Group Room Rate	200.00	20.00	4	880.00
	<b>Total Charges:</b>	<b>800.00</b>	<b>80.00</b>		<b>880.00</b>

The Lodge at Whitefish Lake ~ 1380 Wisconsin Avenue ~ Whitefish, MT 59937 ~ [www.lodgeatwhitefishlake.com](http://www.lodgeatwhitefishlake.com)

Ph: (877) 887-4026 or (406) 863-4000

For more information on local real estate or ownership in Whitefish or the Lodge please click here:



Confirmation Printed On: 4/18/2014

**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/BU 6  
 DEPARTURE DATE: 6/7/2014 RETURN DATE: 6/12/2014 REPORT DUE: 7/12/14  
 DESTINATION: Whitefish, Montana and Kelowna, British Columbia

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	
		6/8/14	6/9/14	6/10/14	6/11/14	6/12/14	6/13/14	6/7/14	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	818.16								0.00
Conference Fees (provide copy of flyer/registration expenses)	690.00								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.)*						42.88			42.88
Hotel*	200.00	220.00	220.00	342.42	342.42			220.00	1,344.84
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*				19.70	10.94			30.64
	Lunch*		17.74						17.74
	Dinner*				20.47				20.47
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
BAGGAGE FEE - Alaska Airlines			25.00		26.25				51.25
FOREIGN TRANSACTION FEES						20.17			20.17
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>1,708.16</b>	<b>237.74</b>	<b>245.00</b>	<b>342.42</b>	<b>408.84</b>	<b>73.99</b>	<b>0.00</b>	<b>220.00</b>	<b>1,527.99</b>

Explanation:	Total Expenses Prepaid by Authority	1,708.16
	Total Expenses Incurred by Employee (including cash advances)	1,527.99
	<b>Grand Trip Total</b>	<b>3,236.15</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,708.16
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
<b>Due Authority (negative amount)<sup>3</sup></b>	<b>1,527.99</b>	
<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 Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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.

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40      <sup>5</sup> Business Expense Reimbursement Policy 3.30

Prepared By: Zicki Adams Ext.: 2445  
 Traveler Signature: *Thella F. Bowens* Date: 7/13/14  
 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: Thelia F. Bowens Dept: 6  
 Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 3/28/14 PLANNED DATE OF DEPARTURE/RETURN: 6/7/14 / 6/12/14

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Whitefish, MT and Kelowna, British Columbia, Canada Purpose: Attend the ACI-NA Board & Commissioners Conference & ACI-NA/CAC Summer Board Meetings  
 Explanation: ACI-NA Board and Commissioners Conference in Montana, June 8-10, followed by the ACI-NA/CAC Summer Board Meetings in Kelowna, BC, Canada, June 10-12, 2014.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	780.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	200.00
<b>B. LODGING</b>	\$	1330.00
<b>C. MEALS</b>	\$	500.00
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$	890.00
<b>E. ENTERTAINMENT (If applicable)</b>	\$	
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$	100.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	<u>3800.00</u>

**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: *Thelia Bowens* Date: 3/28/14

**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. Jean* Date: 3.31.14

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

*Tony Russell, Authority Clerk*, hereby certify that this document was approved by the Executive Committee at its 4/21/14 meeting.  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
(Leave blank and we will insert the meeting date.)



TRAVELTRUST SCRIPPS RANCH  
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:  
BOWENS/THELLA

Ref: 06

SALES PERSON	E4
INVOICE NUMBER	1211160
INVOICE ISSUE DATE	18 Apr 2014
RECORD LOCATOR	JUECEM
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY  
PO BOX 82776  
SAN DIEGO CA 92138-2776

Notes

YOUR ALASKA ETICKET CONFIRMATION IS \*\* HLJKYT \*\*  
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
\*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
THIS IS AN E-TICKET RESERVATION.  
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

\*\*\*\*\*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: Sat, Jun 07**

**Flight: ALASKA AIRLINES 493**

From	SAN DIEGO, CA	Departs	8:00am
To	SEATTLE TACOMA, WA	Arrives	10:50am
Departure Terminal	1		
Duration	02hr(s) :50min(s)	Class	Economy
Type	BOEING 737-800 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 24D	AA - XXXXX

**DATE: Sat, Jun 07**

**Flight: ALASKA AIRLINES 2272 Operated by: HORIZON AIR AS ALASKA AIRLINES**

From	SEATTLE TACOMA, WA	Departs	1:15pm
To	KALISPELL GLCR PK, MT	Arrives	3:39pm
Duration	01hr(s) :24min(s)	Class	Economy
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		

Seat(s) Details BOWENS/THELLA Seat(s) - 20B AA - XXXXX

**DATE: Tue, Jun 10**

**Flight: ALASKA AIRLINES 2277 Operated by: HORIZON AIR AS ALASKA AIRLINES**

From KALISPELL GLCR PK, MT Departs 6:50pm  
To PORTLAND OR, OR Arrives 7:25pm  
Duration 01hr(s) :35min(s) Class Economy  
Type DEHAVILLAND DASH 8-400 Meal  
TURBOPROP  
Stop(s) Non Stop  
Seat(s) Details BOWENS/THELLA Seat(s) - 19B AA - XXXXX

**DATE: Tue, Jun 10**

**Flight: ALASKA AIRLINES 2042 Operated by: HORIZON AIR AS ALASKA AIRLINES**

From PORTLAND OR, OR Departs 8:00pm  
To SEATTLE TACOMA, WA Arrives 8:49pm  
Duration 0hr(s) :49min(s) Class Economy  
Type DEHAVILLAND DASH 8-400 Meal  
TURBOPROP  
Stop(s) Non Stop  
Seat(s) Details BOWENS/THELLA Seat(s) - 20B AA - XXXXX

**DATE: Tue, Jun 10**

**Flight: ALASKA AIRLINES 2430 Operated by: HORIZON AIR AS ALASKA AIRLINES**

From SEATTLE TACOMA, WA Departs 11:00pm  
To KELOWNA BC, CANADA Arrives 11:58pm  
Duration 0hr(s) :58min(s) Class Economy  
Type DEHAVILLAND DASH 8-400 Meal  
TURBOPROP  
Stop(s) Non Stop  
Seat(s) Details BOWENS/THELLA Seat(s) - 19B AA - XXXXX

**DATE: Thu, Jun 12**

**Flight: ALASKA AIRLINES 2429 Operated by: HORIZON AIR AS ALASKA AIRLINES**

From KELOWNA BC, CANADA Departs 6:00am  
To SEATTLE TACOMA, WA Arrives 7:02am  
Duration 01hr(s) :02min(s) Class Economy  
Type DEHAVILLAND DASH 8-400 Meal  
TURBOPROP  
Stop(s) Non Stop  
Seat(s) Details BOWENS/THELLA Seat(s) - 19B AA - XXXXX

**DATE: Thu, Jun 12**

**Flight: ALASKA AIRLINES 238**

From SEATTLE TACOMA, WA Departs 9:25am  
To SAN DIEGO, CA Arrives 12:04pm

Duration	02hr(s) :39min(s)	Arrival Terminal	1
Type	BOEING 737-900 JET	Class	Economy
Stop(s)	Non Stop	Meal	Food for Purchase
Seat(s) Details	BOWENS/THELLA	Seat(s) - 27D	AA - XXXXX

**DATE: Tue, Dec 09**

**Others**

RESERVATION  
RETAINED FOR  
180 DAYS

**Ticket Information**

<b>Ticket Number</b>	AS 7445373032	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	[REDACTED]	USD	* 778.16
<b>Service Fee</b>	XD 0620007301	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	[REDACTED]	USD	* 40.00
				<b>SubTotal</b>	USD 818.16
				<b>Net Credit Card Billing</b>	* USD 818.16
				<b>Total Amount Due</b>	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.



g User **BOWENS, THELLA** |

[Back](#) |

**Purchase | Confirmation**

**Purchase Information**



Airports Council International - NA  
1615 L Street NW  
Washington, D.C. 20036

Date of Purchase: **Apr 21 2014 11:49AM**

**Ms. Thella F. Bowens**

Payment method: **Credit card**

Order Number: **72199.00**

**Detail**

Description	Quantity	Unit Price	Extended Amount
Conference Registration Fee	1	\$690.00	\$690.00
		Total:	\$690.00
		Payments:	-\$690.00
		Balance:	\$0.00

**Registrant Detail**

Registrant ID	Registrant Name	Meeting	Confirmation Number
4105	Ms. Thella F. Bowens	2014 Airport Board & Commissioners Conference	72199

**Ayers Kim**

---

**From:** meetings@aci-na.org  
**Sent:** Friday, March 21, 2014 3:01 PM  
**To:** Bowens Thella; Ayers Kim  
**Subject:** 2014 CAC Summer Board of Directors Meeting - Confirmation

03/21/2014



### Meeting Confirmation Notice

Please review your **CONTACT** information below as it will be used for rosters and badges. Any changes should be sent to [meetings@aci-na.org](mailto:meetings@aci-na.org) immediately.

**Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name is permitted.**

Ms. Thella F. Bowens  
President/CEO  
Nick Name: Thella  
San Diego County Regional Airport Authority  
PO Box 82776 San Diego, CA 92138

PH: (619) 400-2445  
FX: (619) 400-2448  
EM:

You are registered for the following:

**2014 CAC Summer Board of Directors Meeting**  
From Tuesday, June 10, 2014 through Thursday, June 12, 2014

Description	UnitPrice	Quantity	Price
Board of Directors	\$ 0.00	1	\$ 0.00
		Total	0.00
		Payments	0.00
		<b>Balance</b>	<b>0.00</b>

Thank you for indicating which Committee Meeting sessions you plan to attend.

We look forward to seeing you in Kelowna, BC, Canada .



U.S. BANCORP SERVICE CENTER  
 P. O. Box 6343  
 Fargo, ND 58125-6343



SAN DIEGO CNTY RGNL ARPRT AUTH

ACCOUNT NUMBER [REDACTED]  
 STATEMENT DATE 03-24-14  
 TOTAL ACTIVITY [REDACTED]

000014146 1 SP 106481512613448 S

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

SAN DIEGO CA 92138-2776

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business-only. Payment is authorized.

Cardholder [REDACTED] Date 4/1/14 Approver [Signature] Date 4/2/14

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
03-24	03-20	LODGE AT WHITEFISH LAKE L WHITEFISH MT 00088712 ARRIVAL: 03-20-14	24755424080260806638625	7011	200.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Default Accounting Code:		
CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER [REDACTED]	
	STATEMENT DATE 03-24-14	DISPUTED AMOUNT \$.00
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT	ACCOUNT SUMMARY
		PREVIOUS BALANCE \$ .00
		PURCHASES & OTHER CHARGES [REDACTED]
		CASH ADVANCES \$ .00
		CASH ADVANCE FEE \$ .00
		CREDITS \$ .00
		TOTAL ACTIVITY [REDACTED]



## Guest Folio (Individual)

Thella Bowens

USA

Folio #	88712
Arrival	Saturday Jun 7, 2014
Departure	Tuesday Jun 10, 2014
Nights	3
People	2 0 0 0
Room Type	K Std View Studio
Room #	348
Group	ACI-NA Airport Board Com

<u>Charge Summary</u>	
Total Charges	\$613.99
Taxes 9% & TPA 1%	\$60.00
Payments	-\$673.99
<b>Total Due</b>	<b>\$0.00</b>

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended Cost</u>	<u>MT Tax</u>	<u>Resort Tax &amp; TPA</u>	<u>Total Charge</u>	<u>Balance</u>
Thu 3/20/14	Adv. Dep. Rcv. VISA	-200.00	1	-200.00	0.00	0.00	-200.00	-200.00 I
Sat 6/7/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	20.00 I
Sun 6/8/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	253.99 I
Mon 6/9/14	Group Room Rate	200.00	1	200.00	14.00	6.00	220.00	473.99 I
Tue 6/10/14	Guest Payment AMEX	-473.99	1	-473.99	0.00	0.00	-473.99	0.00 I

*We hope you have enjoyed your stay with us, we look forward to seeing you again!!*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Lodge at Whitefish Lake & Whitefish Lake Lodge Condominiums  
1380 Wisconsin Avenue ~ Whitefish, MT 59937 ~ [www.lodgeatwhitefishlake.com](http://www.lodgeatwhitefishlake.com)

Thella Bawens  
Whitefish, Montana 6/7 - 6/10/14

WHITEFISH  
307 F 310  
WHITEFISH 5953  
476 207 9126

Merchant: 89163315  
Term ID: 00754200080162 3475002

Sale

~~1000~~

AC:                    Entry Method: Swiped  
Amount                \$        14.74  
Tip                                3.00  
Total:                              17.74

06/08/14                              12:24:36  
Inv #: 000022                        Appr Code: 90615  
Apprvd: Online

Customer Copy

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**MISSING RECEIPT FORM**

Employee/Department Head must complete form below.

Date of Purchase/Event: 6/8/2014

Description of Item/Event: Food/beverage

Vendor/Event Name: Swift Creek Café

Dollar Amount: \$17.74

Reason for Missing Receipt: Receipt for payment provided. Restaurant does not provide  
itemized receipt. Small community - still takes orders by hand.

I hereby certify that the original receipt in question was lost or none was issued to me.

*Hella J. Brewers*  
Employee Signature

*30 July 2014*  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

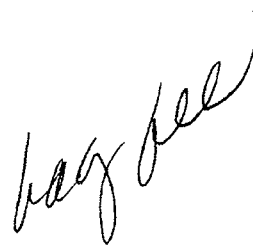
**Transaction Date:** Jun 9 2014  
**Transaction Description:** ALASKA AIRLINES KINESEATTLE WA  
ALASKA AIRLINES INC.

From:	To:	Carrier:	Class:
KALISPELL	PORTLAND	AS	K
	N/A	YY	00
	N/A	YY	00
	N/A	YY	00

Ticket Number: 02721489653282 Date of Departure: 06/10  
Passenger Name: BOWENS, THELLA  
Document Type: PASSENGER TICKET

**Amount \$:** 25.00  
**Doing Business As:** AK AIRLINES  
**Merchant Address:** 20833 INTERNATIONAL BLVD  
SEATAC  
WA  
98198-5950  
UNITED STATES

**Reference Number:** 320141620214941901  
**Category:** Travel- Airline

A handwritten signature in black ink, appearing to read "Kay Bell", is written diagonally across the right side of the document.

**OPTIONAL SERVICES AND FEES<sup>†</sup> SUMMARY**

<b>Traveler</b>	<b>Date</b>	<b>Payment</b>	<b>Total</b>
Thella Bowens	[REDACTED]		
	06/09/2014	****	Baggage Fee: \$25.00
	06/11/2014	****	Baggage Fee: \$26.25
	06/07/2014		Claim Ticket 1: 1 bag <sup>†</sup>
	06/10/2014		Claim Ticket 2: 1 bag <sup>†</sup>





# DELTA

GRAND OKANAGAN  
RESORT AND CONFERENCE CENTRE

1310 Water Street, Kelowna, British Columbia, V1Y 9P3  
Tel: 250-763-4500 Fax: 250-763-4565

Meeting Sites Resource  
Mrs Thella Bowens  
Po BOX 82776  
San Diego CA 92138  
United States

Room: 1016  
Folio: 246650  
Cashier: 216  
Arrival: 06-10-14  
Departure: 06-12-14  
Reference:

Group: 2014 ACI-NA Summer Board of Directors

Date	Description	Additional Information	Charges	Credits
06-10-14	Package Charge		324.00	
06-10-14	Room GST		15.70	
06-10-14	Room Hotel Tax		25.12	
06-10-14	Room Municipal Tax		6.28	
06-11-14	GBC - Breakfast	Room# 1016 : CHECK# 0024877	21.35	
06-11-14	Package Charge		324.00	
06-11-14	Room GST		15.70	
06-11-14	Room Hotel Tax		25.12	
06-11-14	Room Municipal Tax		6.28	
06-12-14	American Express	XXXXXXXXXXXX10001		763.55

Handwritten notes:  
 - 37110 - CAD \$342.42  
 - 37110 - CAD \$342.42  
 - 19.70  
 - 37110 - CAD \$342.42

GST Summary	
Registration No:	802833012
Room	31.40
F&B	0.85
Other	0.00
<b>Total</b>	<b>32.25</b>

PST Summary	
Room	50.24
F&B	0.00
Other	0.00
<b>Total</b>	<b>50.24</b>

Total	763.55	763.55
Balance Due	0.00	CDN

Rate CAN .9227 = \$1  
 = 699.14 USD  
 HOTEL - \$684.84  
 FOOD - 19.70  
 \$ 704.54

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 of or the full amount of these charges.



Check Detail

Grand Bay Cafe

201 CASSIE L  
-----  
Tbl 64/1      Chk 4877      Gst 1  
                 06/11/14 10:35:01  
-----  
1 TOAST                            4.00  
1 ADD BERRIES                    5.00  
1 SIDE MEATS                    4.00  
1 REG COFFEE                    4.00  
Tax:                                0.85  
127641319  
1016/Bowens  
ROOM CHARGE                    21.35  
Charge Tip                        3.50  
-----201 Check Closed-----  
-----06/11/14 11:22:14-----

**Transaction Date:** Jun 12 2014  
**Transaction Description:** DELTA GRAND OKANAGAN KELOWNA CA  
Arrival Date Departure Date  
06/10/14 06/12/14  
00000000  
**Amount \$:** ✓ 704.58  
**Foreign Spend Amount:** 763.55 Canadian Dollars  
**Doing Business As:** THE DELTA GRAND OKANAGAN  
**Merchant Address:** 1310 WATER ST  
KELOWNA  
BC  
KELOWNA  
V1Y9P3  
CANADA  
**Reference Number:** 320141650263744651  
**Category:** Business Services- Conferences & Training

RATE .9227 US = \$1 CA

**Transaction Date:** Jun 12 2014  
**Transaction Description:** FOREIGN TRANSACTION FEE  
DELTA GRAND OKANAGAN 4502  
\$704.58  
**Amount \$:** 19.02  
**Reference Number:** 820141650263744651  
**Category:** Fees & Adjustments- Fees & Adjustments

**Transaction Date:** Jun 12 2014  
**Transaction Description:** FOREIGN TRANSACTION FEE  
SURINDER TAXI COMPANYKELK  
✓ \$42.88  
**Amount \$:** 1.15  
**Reference Number:** 820141630226724957  
**Category:** Fees & Adjustments- Fees & Adjustments

Thella Bouens

6/7/14 thru

6/12/14

HMSHOST  
WOLFGANG PUCK  
SEA-TAC INTERNATIONAL AIRPORT

100000 Hewan

128/1 GST 1

3444

JUN12'14 7:55AM

DINER IN

\*\*\*\* SEAT 1 \*\*\*\*

1 COFFEE BAR 1.99

FIRST RND HOTBEV

1 BKFT CLASSIC 8.00

BACON

WHEAT

TAX 0.95 AMOUNT D 10.94

\*\*\*\*\*

SUBTOTAL 9.99

TAX 0.95

AMOUNT DUE \$10.94

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

STACY HOUSE  
206-433-5614  
STACY.HOUSE@HMSSHOT.COM

SURINDER TAXI COMPANY

4320 ALDER CT

KELOWNA, BC V1Y3P9

2507636886

GST#: 000000000000000

TID: 001

SALE

Amex Exp: 11/11 Swiped

06/12/2014 04:50:55 Inv# 2912  
Record#: 190010 #. 162001  
Retrieval#: 00000010

Amount: \$38.00

Tip: \$7.76

Total: 42.88 = 42.88 USD

Auth Code: 506357

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**MISSING RECEIPT FORM**

Employee/Department Head must complete form below.

Date of Purchase/Event: 6/11/2014

Description of Item/Event: Food/beverage

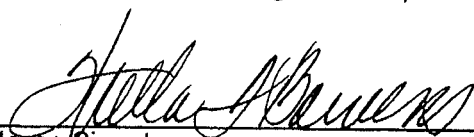
Vendor/Event Name: Anton Mad Anthony's

Dollar Amount: \$20.47

Reason for Missing Receipt: Missing detailed receipt from vendor - credit card print provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the original receipt in question was lost or none was issued to me.

  
Employee Signature

30 July 2014  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Transaction Date:** Jun 11 2014  
**Transaction Description:** ANTON MAD ANTH278558SEATTLE WA  
206-4335611  
FOOD \$20.47 ✓  
**Amount \$:** 20.47  
**Doing Business As:** ANTN MAD ANTHNYS003227855  
**Merchant Address:** SEA-TAC INTL AIRPORT  
RM 202  
SEATTLE  
WA  
98158  
UNITED STATES  
**Reference Number:** 320141620213674241  
**Category:** Communications- Telephone Comm



**Transaction Date:** Jun 11 2014  
**Transaction Description:** ALASKA AIRLINES KINESEATTLE WA  
ALASKA AIRLINES INC.  
From: To: Carrier: Class:  
KELOWNA SEATTLE-TACOMA INT AS G  
N/A YY 00  
N/A YY 00  
N/A YY 00  
Ticket Number: 02721491142381 Date of Departure: 06/12  
Passenger Name: BOWENS, THELLA  
Document Type: PASSENGER TICKET  
**Amount \$:** 26.25  
**Doing Business As:** AK AIRLINES  
**Merchant Address:** 20833 INTERNATIONAL BLVD  
SEATAC  
WA  
98198-5950  
UNITED STATES  
**Reference Number:** 320141640246832982  
**Category:** Travel- Airline



**Transaction Date:** Jun 12 2014  
**Transaction Description:** SURINDER TAXI COMPANKELOWNA CA  
TAXICAB & LIMOUSINE  
**Amount \$:** 42.88  
**Foreign Spend Amount:** 46.56Canadian Dollars  
**Doing Business As:** KELOWNA CABS #15  
**Merchant Address:** 1320 ALDER COURT  
KELOWNA  
BC  
KELOWNA  
V1Y3P9  
CANADA  
**Reference Number:** 320141630226724957  
**Category:** Transportation- Taxis & Coach



**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 travelling 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. Bowers 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: 01/28/14 PLANNED DATE OF DEPARTURE/RETURN: 05/23<sup>21</sup>/14 / 05/28/14

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):**

Destination: Seoul, Korea Purpose: ACI World Governing Board Meeting and ACI Asia-Pacific World Annual General Assembly 2014  
 Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	4000.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	250.00
B. LODGING	\$	1800.00
C. MEALS	\$	300.00
D. SEMINAR AND CONFERENCE FEES	\$	600.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$</b>	<b>7050.00</b>

**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. Bowers* Date: 1/28/14

**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: 1.29.14

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

1. 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 3/24/14 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: 06

SALES PERSON	E4
INVOICE NUMBER	1210858
INVOICE ISSUE DATE	07 Apr 2014
RECORD LOCATOR	QICBXQ
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 \*\* FTWB89P \*\*  
YOUR ASIANA ETICKET CONFIRMATION IS \*\* 3RTQ85 \*\*

-----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 SOUTH KOREA  
A US CITIZEN MUST HAVE A VALID PASSPORT  
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.  
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

FOR EMERGENCY AFTERTHOUS SERVICE  
WHILE IN SOUTH KOREA  
PLEASE CALL 002-800-7373-7882  
THERE IS A MINIMUM 25USD CHARGE PER CALL  
IF INTL AFTERTHOUR 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

INTER-EUROPE FARES MAY REQUIRE REISSUANCE AT TIME OF  
CANCELLATION PLEASE CONTACT THE AIRLINE OR  
TRAVELTRUST PRIOR TO CANCELLATION

DATE: Thu, May 22

Flight: UNITED AIRLINES 6341 Operated by: /SKYWEST DBA UNITED EXPRESS

From	SAN DIEGO, CA	Departs	8:00pm
To	LOS ANGELES, CA	Arrives	8:51pm
Departure Terminal	R	Arrival Terminal	8
Duration	0hr(s) :51min(s)	Class	United Economy
Type	EMBRAER 120 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 07A	UA - XXXXXX

DATE: Fri, May 23

**Flight: ASIANA AIRLINES 203**

From	LOS ANGELES, CA	Departs	12:20am
To	SEOUL INCHEON INT, KOREA REPUBLIC	Arrives	5:20am
Departure Terminal	B		
Duration	13hr(s) :00min(s)	Class	Business
Type	BOEING 777-200LR JET	Meal	Multi Meal
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 03A	UA - XXXXXX

**DATE: Tue, May 27**

**Flight: ASIANA AIRLINES 202**

From	SEOUL INCHEON INT, KOREA REPUBLIC	Departs	4:30pm
To	LOS ANGELES, CA	Arrives	11:30am
		Arrival Terminal	B
Duration	11hr(s) :00min(s)	Class	Discount Business
Type	BOEING 744 JET	Meal	Multi Meal
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 11B	UA - XXXXXX

**DATE: Tue, May 27**

**Flight: UNITED AIRLINES 6333 Operated by: /SKYWEST DBA UNITED EXPRESS**

From	LOS ANGELES, CA	Departs	1:30pm
To	SAN DIEGO, CA	Arrives	2:24pm
Departure Terminal	8	Arrival Terminal	R
Duration	0hr(s) :54min(s)	Class	United Economy
Type	EMBRAER 120 TURBOPROP	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 07A	UA - XXXXXX

**DATE: Sun, Nov 23**

**Others**

RESERVATION  
RETAINED FOR  
180 DAYS

**Ticket Information**

<b>Ticket Number</b>	OZ 7393195904	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	████████████████████	USD	* 5,604.60
<b>Service Fee</b>	XD 0619448272	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	████████████████████	USD	* 40.00
				<b>SubTotal</b>	USD 5,644.60
				<b>Net Credit Card Billing</b>	* USD 5,644.60
				<b>Total Amount Due</b>	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 - S7NSO  
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

InterContinental Seoul COEX  
524 Bongunsa-ro, Gangnam-gu, Seoul, Korea 135-975  
Tel : 82-(2)-3452-2500 Fax : 82-(2)-3430-8000  
seoul@intercni.com www.iccoex.com

Name: **Ms. Thella Bowens**

Room Number 객실번호: 1177  
Persons 인원 수: 1  
Page No. 페이지: 1 of 1  
Arrival Date 도착일: 05-24-14  
Departure Date 출발일: 05-25-14  
Cashier 출납원: 05-25-14  
Room Rate 객실료: FDJWYUNG / 1446  
300000

AAZ  
INFORMATION INVOICE  
Hotel Management International

120-85-14498  
서울특별시 강남구 봉은사로 524 파르나스호텔(주)  
대표이사 송홍섭

Date 일자	Descriptions 내용	Amount 금액	Credit 결제
05-24-14	Room Charge - Early 50%(06:00)	150,000	
05-24-14	SVC Charge	15,000	} 181,500 / 188.0
05-24-14	Room VAT	16,500	
05-24-14	Brasserie BF	38,999	
05-24-14	Room Charge	300,000	} 363,000 / 376
05-24-14	SVC Charge	30,000	
05-24-14	Room VAT	33,000	
05-25-14	Samsung AMEX Card		583,499

FOR GUEST

SAMSUNG AMEX

Card No [REDACTED]  
Rev. Center : FRONTDESK  
Merchant No : 11896271  
Guest No : 2762564  
Status : M  
Expire Date : XXXX  
Trans Date : 14/05/25 TIME:09:02  
Approval No : 123005

AMOUNT : 583,499  
USD(\$): 604.63

HOTEL - \$ 564.21  
FOOD - 40.41  
\$ 604.62

RATE: 1 US = 1 KRW  
0.0010362

COEX INTERCONTINENTAL SEOUL  
(Parnas hotel Co., Ltd.)  
Song Hong Sup 120-85-14498  
3 Asem-gil, Gangnam-gu  
Seoul, Korea 135-975  
Help Desk 82-2-3452-2500

0 KRW TOTAL 0  
Park Keum N Street  
City Postal Code



800 Rue du Square Victoria  
 Suite 1810, P.O. Box 302  
 Montreal, Quebec, Canada  
 H4Z 1G8  
 Phone 514-373-1200  
 Fax 514-373-1201  
 info@aci.aero  
 www.aci.aero

# Invoice

Invoice # INV-01840-H4V0J9  
 Client # 5922  
 Date 02/04/2014  
 GST: 846678316 RT0001  
 QST: 1217133528 TQ0001

**BILL TO** San Diego County Regional Airport Authority  
 PO Box 82776  
 San Diego, CA 92138-2776  
 USA

**SHIP TO** San Diego County Regional Airport Authority  
 PO Box 82776  
 San Diego, CA 92138-2776  
 USA

Reference: Meetings -2014 ACI World Annual General Assembly, Conference & Exhibition

Price Level: Member

Description	Quantity	Unit Price	Discount	Amount
FULL Registration - Bowens, Thella F	1.00	\$600.00	\$0.00	\$600.00
ACI Safety Symposium - Bowens, Thella F	1.00	\$0.00		\$0.00
ACI WAGA - Gala Dinner - Bowens, Thella F	1.00	\$0.00		\$0.00
ACI WAGA - Welcome Reception - Bowens, Thella F	1.00	\$0.00		\$0.00
ACI World Human Resources Forum - Bowens, Thella F	0.00	\$150.00	\$0.00	\$0.00
Visa - Authorized	1.00	\$0.00		\$600.00
			Postage & Handling	
			<b>TOTAL (USD)</b>	600.00
			<b>PAID</b>	600.00
			<b>TOTAL DUE</b>	0.00



**Transaction Date:** May 25 2014  
**Transaction Description:** Coex IntercontinentaSEOUL  
LODGING  
**Amount \$:** 604.63  
**Doing Business As:** Coex Intercontinental Seoul  
**Merchant Address:** SEOUL GANGNAMGOO SAMSEONG1DON  
159-9  
SEOUL  
135525  
KOREA, REPUBLIC OF  
**Reference Number:** 320141470982254768  
**Category:** Travel- Lodging

~~RATE~~ 45 = 1KRW  
0010362

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 5/24/2014

Description of Item/Event: Food charge at hotel

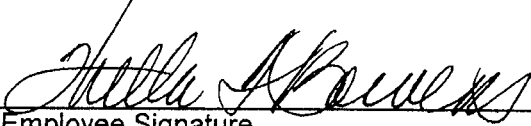
Vendor/Event Name: Brasserie

Dollar Amount: \$40.41

Reason for Missing Receipt: Unable to obtain detailed restaurant receipt from hotel in Seoul

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the original receipt in question was lost or none was issued to me.

  
Employee Signature

30 July 2014  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Transaction Date:** May 26 2014  
**Transaction Description:** LEMONADE 88430134419LOS ANGELES CA  
310-649-6200  
**Amount \$:** 15.81  
**Doing Business As:** LEMONADE  
**Merchant Address:** 8685 W SAHARA AVE  
STE 280  
LAS VEGAS  
NV  
89117-5886  
UNITED STATES  
**Reference Number:** 320141470987251774  
**Category:** Restaurant- Bar & Café

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**MISSING RECEIPT FORM**

Employee/Department Head must complete form below.

Date of Purchase/Event: 5/26/2014

Description of Item/Event: Food/beverage

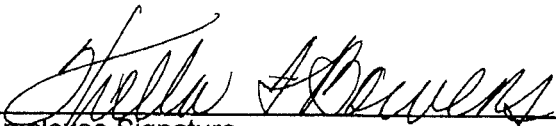
Vendor/Event Name: Lemonade

Dollar Amount: \$15.81

Reason for Missing Receipt: Missing detailed receipt from vendor - credit card print provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the original receipt in question was lost or none was issued to me.

  
Employee Signature

30 July 2014  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date