

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Members

C. April Boling  
Board Chair

Greg Cox  
Jim Desmond  
Robert H. Gleason  
Lloyd B. Hubbs  
Jim Janney  
Mark Kersey  
Paul Robinson  
Mary Sessom

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

Thursday, September 15, 2016  
9:00 A.M.

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

## Ex-Officio Board Members

Laurie Berman  
Eraina Ortega  
Col. Jason Woodworth

## President / CEO

Thella F. Bowens

***Live webcasts of Authority Board meetings can be accessed at  
<http://www.san.org/Airport-Authority/Meetings-Agendas/Authority-Board>***

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. ***Please note that agenda items may be taken out of order.*** If comments are made to the Board without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in 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:**

**PRESENTATIONS:**

**A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016:**

Presented by Kathy Kiefer, Senior Director, Finance and Asset Management

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

***STANDING BOARD COMMITTEES***

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

***ADVISORY COMMITTEES***

- **AUTHORITY ADVISORY COMMITTEE:**  
Liaison: Robinson (Primary), Boling
- **ART ADVISORY COMMITTEE:**  
Committee Member: Gleason

***LIAISONS***

- **AIRPORT LAND USE COMPATIBILITY PLAN:**  
Liaison: Janney
- **CALTRANS:**  
Liaison: Berman

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

***BOARD REPRESENTATIVES (EXTERNAL)***

- **SANDAG TRANSPORTATION COMMITTEE:**  
Representatives: Boling (Alternate), Janney (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- 16):**

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

**1. APPROVAL OF MINUTES:**

The Board is requested to approve minutes of prior Board meetings.

**RECOMMENDATION:** Approve the minutes of the July 11, 2016 Special meeting and July 21, 2016 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:**

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 R. Russell, Director/Authority Clerk)**

**3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM JUNE 27, 2016 THROUGH AUGUST 21, 2016 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JUNE 27, 2016 THROUGH AUGUST 21, 2016:**

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

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

**4. SEPTEMBER 2016 LEGISLATIVE REPORT:**

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2016-0070, approving the September 2016 Legislative Report.

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

**5. APPOINTMENT OF AUTHORITY ADVISORY COMMITTEE MEMBERS:**

The Board is requested to approve the appointments.

RECOMMENDATION: Adopt Resolution No. 2016-0071, approving appointments to the Authority Advisory Committee.

**(Assets and Alliances: Matt Harris, Senior Director)**

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

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2016-0072, amending Authority Code Section 2.30 – Conflict of Interest Code.

**(Corporate and Information Governance: Tony R. Russell, Director/Authority Clerk)**

**7. REVIEW AND AMENDMENT OF THE AIRPORT AUTHORITY'S RECORDS AND INFORMATION MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULES:**

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2016-0061, approving amendments to the Authority's Records and Information Management Program and Records Retention Schedules.

**(Corporate and Information Governance: Tony R. Russell, Director/Authority Clerk)**

## **CLAIMS**

### **COMMITTEE RECOMMENDATIONS**

- 8. FISCAL YEAR 2016 ANNUAL REPORT FROM THE AUDIT COMMITTEE:**  
The Board is requested accept the report.  
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.  
**(Audit: Mark Burchyett, Chief Auditor)**
- 9. FISCAL YEAR 2016 ANNUAL AUDIT ACTIVITIES REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:**  
The Board is requested accept the report.  
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.  
**(Audit: Mark Burchyett, Chief Auditor)**
- 10. REVISION TO THE FISCAL YEAR 2017 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**  
The Board is requested to approve the revision to the plan.  
RECOMMENDATION: Adopt Resolution No. 2016-0073, approving the revision to the Fiscal Year 2017 Audit Plan.  
**(Audit: Mark Burchyett, Chief Auditor)**

### **CONTRACTS AND AGREEMENTS**

- 11. AWARD OF CONTRACT TO MARCON ENGINEERING, INC. FOR DEMOLITION OF WORLD TRADE CENTER AT SAN DIEGO INTERNATIONAL AIRPORT:**  
The Board is requested to award the contract.  
RECOMMENDATION: Adopt Resolution No. 2016-0074, (1) relieving the apparent low bidder, Whillock Contracting, Inc., of its bid; and (2) awarding a contract to MarCon Engineering, Inc., in the amount of \$684,320 for Project No.104215, Demolition of World Trade Center at San Diego International Airport  
**(Facilities Development: Iraj Ghaemi, Director)**
- 12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AGREEMENT WITH GATZKE DILLON & BALANCE:**  
The Board is requested to approve the third amendment.  
RECOMMENDATION: Adopt Resolution No. 2016-0075, approving and authorizing the President/CEO to execute a Third Amendment to the Agreement with Gatzke Dillon & Balance LLP for Professional Legal Services extending the term for one year.  
**(General Counsel: Amy Gonzalez, General Counsel)**

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

**13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE THREE ON-CALL MATERIALS TESTING, SPECIAL INSPECTION, AND GEOTECHNICAL CONSULTANT SERVICES AGREEMENTS:**

The Board is requested to approve the agreements.

RECOMMENDATION: Adopt Resolution No. 2016-0076, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with AMEC Foster-Wheeler Environment & Infrastructure, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.

Adopt Resolution No. 2016-0077, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Group Delta Consultants, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.

Adopt Resolution No. 2016-0078, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Kleinfelder, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.  
**(Facilities Development: Iraj Ghaemi, Director)**

**14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE ON-CALL AIRPORT SIGNAGE FABRICATION AND REPAIR SERVICE AGREEMENTS WITH SIGN AGE IDENTITY SYSTEMS, INC.; FLUORESCO SERVICES LLC; AND RISNER NAUKAM DESIGN GROUP, INC. DBA THE BUBBLE:**

The Board is requested to approve the agreements.

RECOMMENDATION: Adopt Resolution No. 2016-0079, approving and authorizing the President/CEO to execute on-call airport signage fabrication and repair service agreements with Sign Age Identity Systems, Inc.; Fluoresco Services LLC; and Risner Naukam Design Group, Inc. dba The Bubble - each agreement, for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$2,000,000 for all three firms, to provide on-call airport signage fabrication and repair services, at San Diego International Airport ("SDIA").

**(Facilities Management: David LaGuardia, Director)**

**15. APPROVE AND AUTHORIZE THE SIXTH AMENDMENT TO THE AGREEMENT WITH LEIGH FISHER TO SUPPORT ADDITIONAL GRANT-FUNDED SUSTAINABILITY MANAGEMENT PLANNING:**

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2016-0080, approving and authorizing the Sixth Amendment to the agreement with Leigh Fisher increasing the amount by \$675,730 for a new total not-to-exceed amount of \$9,367,875 for the Airport Development Plan (ADP) to support additional grant-funded sustainability management planning.

**(Environmental Affairs: Brendan Reed, Director)**

**16. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH SITA INFORMATION NETWORKING COMPUTING, INC. FOR TECHNICAL SUPPORT SERVICES:**

The Board is requested to approve the agreement.

RECOMMENDATION: Adopt Resolution No. 2016-0081, approving and authorizing the President/CEO to execute an Agreement with SITA Information Networking Computing, Inc., for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, in an amount not-to-exceed \$5,000,000 to provide Technical Support Services at the Airport.

**(Information and Technology Services: Rick Belliotti, Director)**

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**17. AUTOMATED LICENSE PLATE READER (ALPR) – PRIVACY AND PERSONAL INFORMATION SECURITY PROCEDURES AND PRACTICES AND AMENDMENT TO AUTHORITY POLICY 8.63 (CONTINUED FROM THE JULY 11, 2016 SPECIAL BOARD MEETING):**

The Board is requested to approve the use of an automated license plate reader system.

RECOMMENDATION: Adopt Resolution No. 2016-0059, authorizing the use of an Automated License Plate Recognition (ALPR) System in compliance with California Civil Codes §1798.25 – 1798.29 and §1798.90.5 – 1798.90.55 at San Diego International Airport.

Adopt Resolution No. 2016-0083, amending Authority Policy 8.63 to reference the Authority's compliance with the California Civil Code relating to the use of its ALPR System.

**(Ground Transportation: David Boenitz, Director)**

**NEW BUSINESS:**

**18. PRESENTATION AND POSSIBLE DIRECTION TO COMMENCE A PROCUREMENT PROCESS TO ADDRESS FEDERAL INSPECTION SERVICES (FIS) CAPACITY NEEDS:**

The Board is requested to provide direction to staff.

RECOMMENDATION: Receive the presentation and provide direction to staff to continue the preparation of project definition documents and commence a procurement process.

**(Planning & Noise Mitigation Keith Wilschetz, Director)**

**19. RENEWAL OF THE EMPLOYEE HEALTH AND WELFARE BENEFITS PROGRAM FOR 2017:**

The Board is requested to approve the program.

RECOMMENDATION: Adopt Resolution 2016-0082, approving the renewal of the Employee Health and Welfare Benefits Program for 2017.

**(Talent, Culture & Capability: Kurt Gering, Director and Jesus Mendoza, Vice President, Willis Towers Watson)**

**CLOSED SESSION:**

**20. 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

**21. 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-EINC

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

(Cal. Gov. Code § 54956.9(a)):

Maria Paula Bermudez v. San Diego County Regional Airport Authority, American Airlines, Inc., et al.

San Diego Superior Court Case No. 37-2015-00022911-CU-PO-CTL

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

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

Stanley Moore v. San Diego County Regional Airport Authority, et al.,  
San Diego Superior Court Case No. 37-2015-00030676-CU-OE-CTL

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

Cal. Gov. Code § 54956.9(a) and (d).

In the matter of the Petition of San Diego County Regional Airport Authority for Review of Action by the California Regional Water Quality Control Board in Issuing Order No. R9-2013-0001, as amended by Orders Nos. R9-2015-0001 and R9-2015-0100 (NPDES NO. CAS0109266) [Water Code §§ 13320(a) and 13321(a)]



**25. 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

**26. 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:**

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***Applicants, groups and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

**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**

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**You may also reach the Administration Building by using public transit via the San Diego Metropolitan Transit System, Route 992. The MTS bus stop at Terminal 1 is a very short walking distance from the Administration Building. ADA paratransit operations will continue to serve the Administration Building as required by Federal regulation. For MTS route, fare and paratransit information, please call the San Diego MTS at (619) 233-3004 or 511. For other Airport related ground transportation questions, please call (619) 400- 2685.**

**UPCOMING MEETING SCHEDULE**

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
October 20	Thursday	9:00 am	Regular	Board Room

**ITEM A**



**SAN DIEGO**  
INTERNATIONAL AIRPORT

LET'S **GO.**

## Review of the Unaudited Financial Statements for the Year Ended June 30, 2016

Presented by:

Scott Brickner, CPA

Vice President, Finance and Asset Management/Treasurer

Kathy Kiefer

Senior Director, Finance & Asset Management

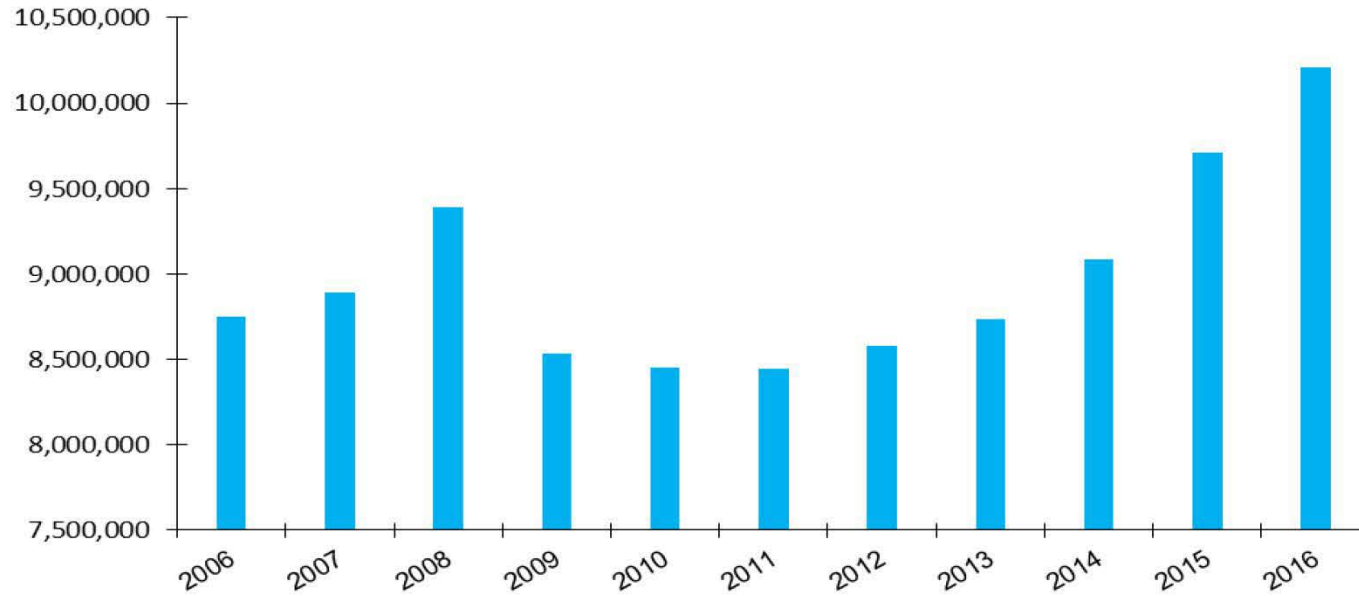
September 15, 2016



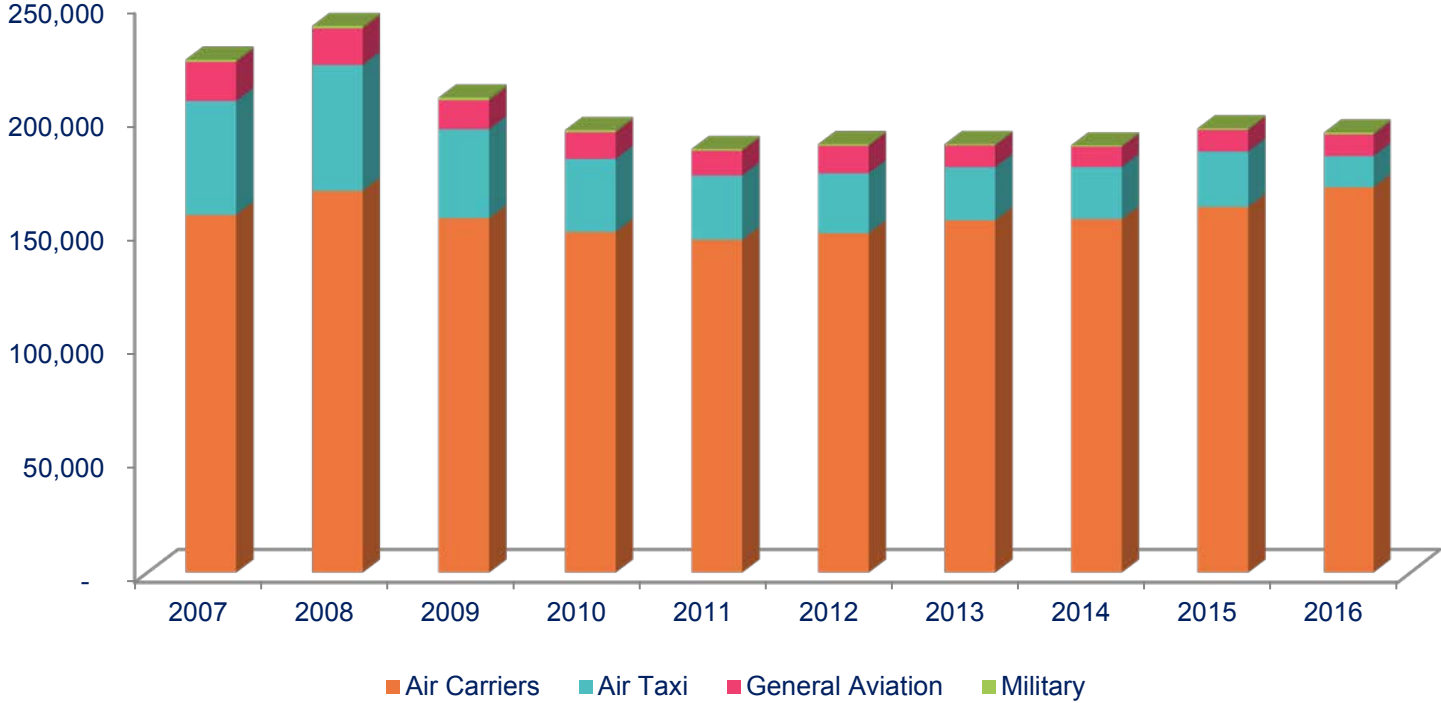
## Key Performance Indicators



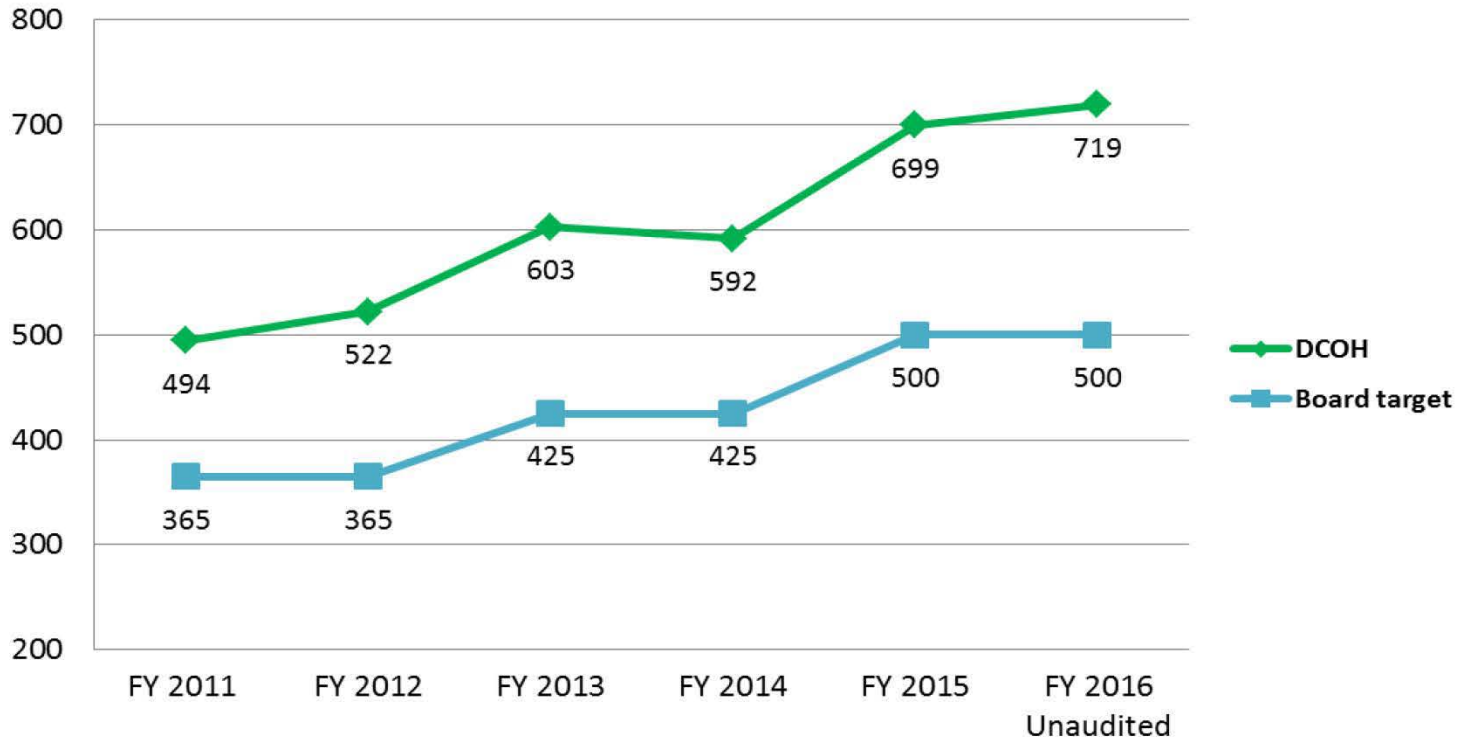
# Enplanements



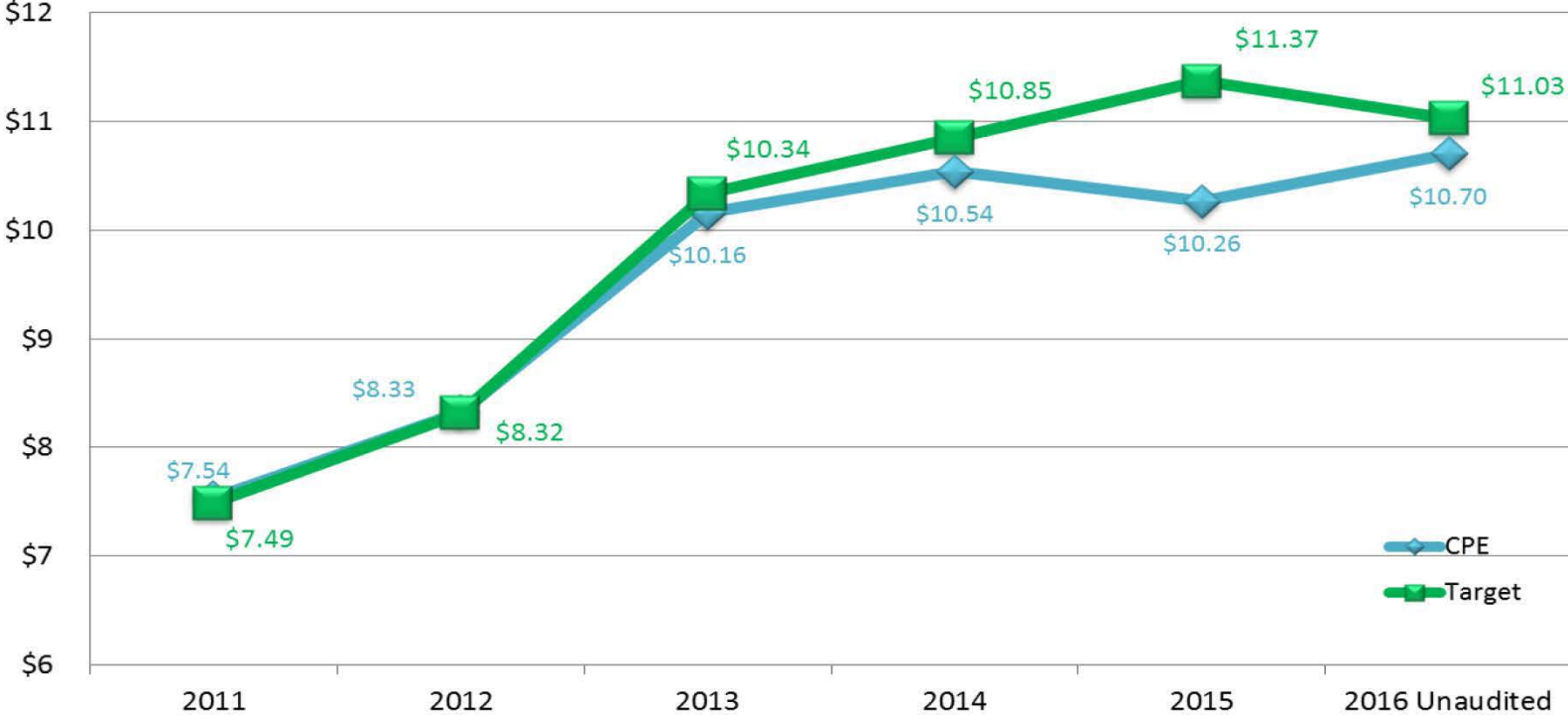
# Aircraft Operations (Takeoffs and Landings)



# Days Cash on Hand (DCOH)



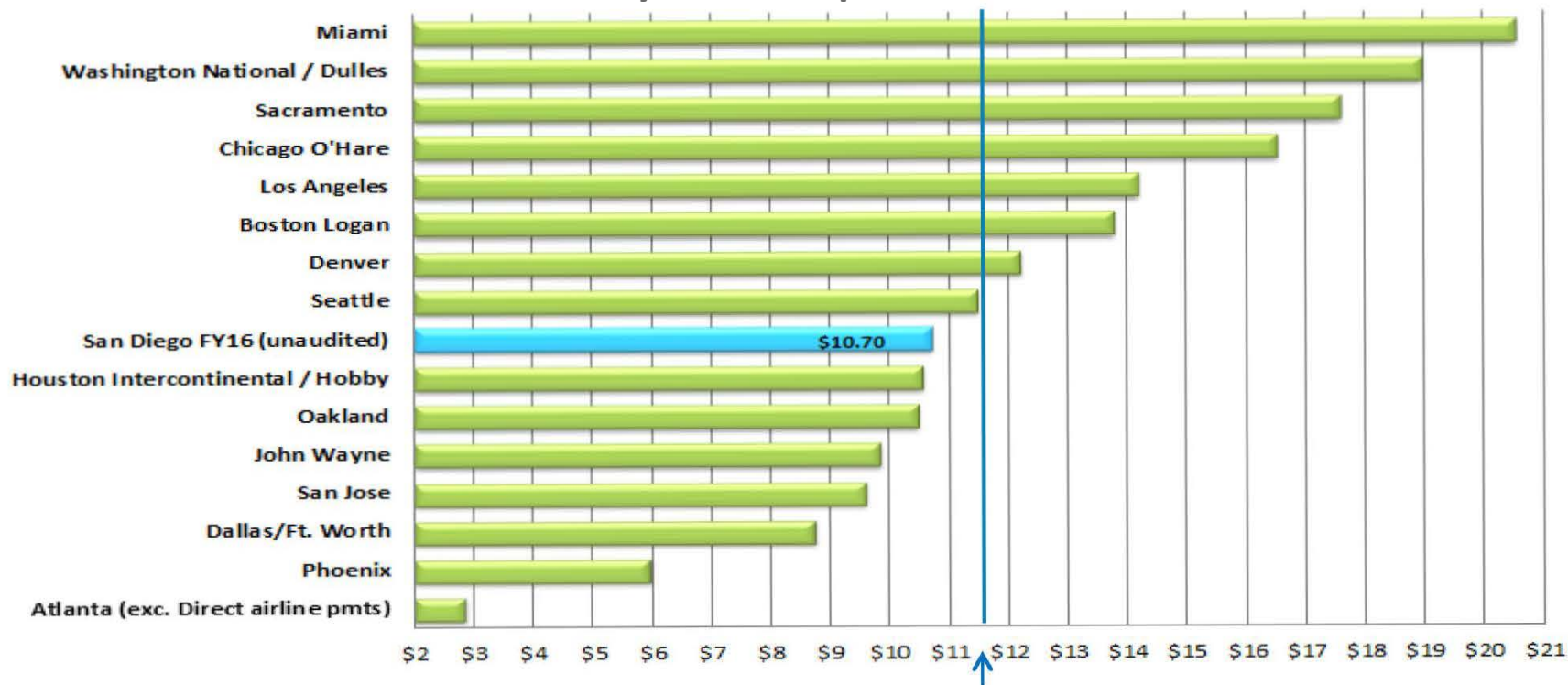
# Cost per Enplanement (CPE)





# Cost Per Enplaned Passenger

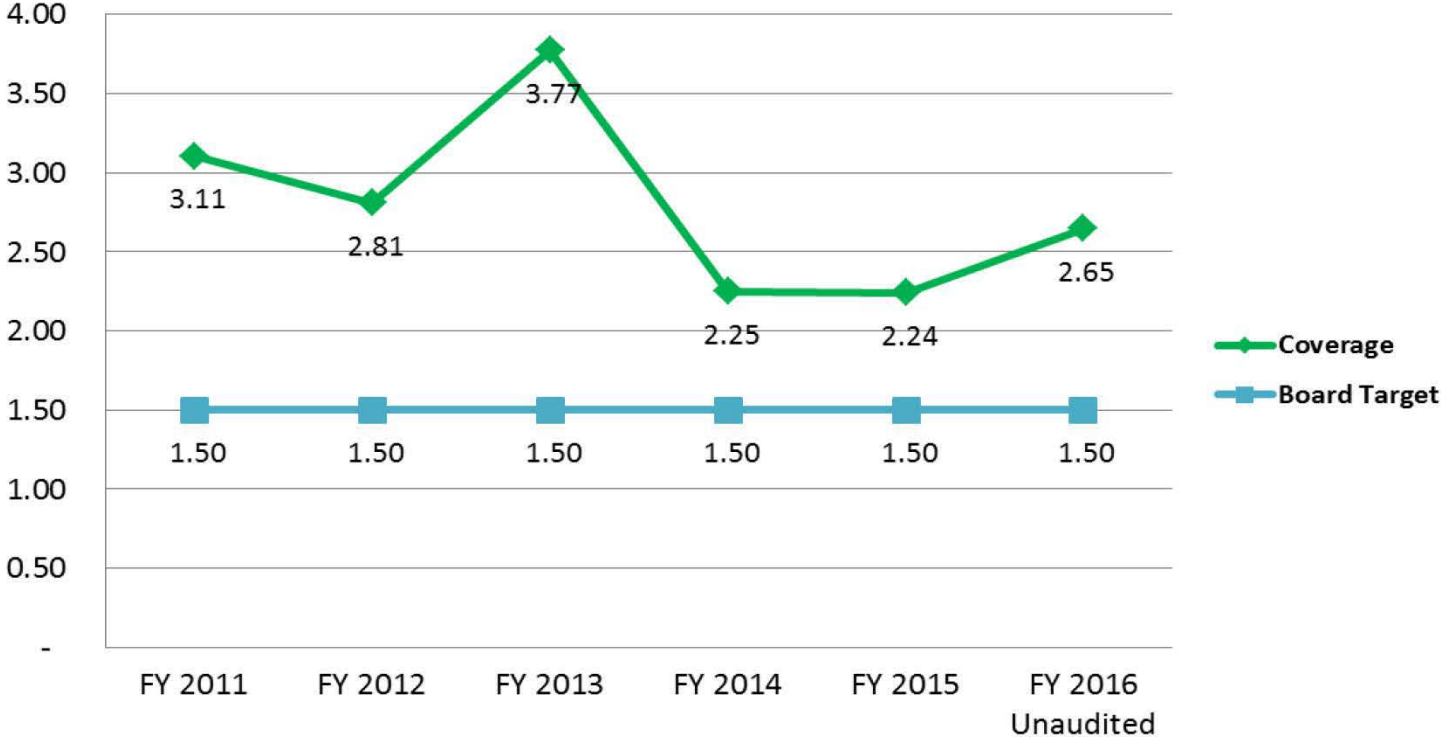
by Select Airports



Median (\$11.48) for the above selected Moody's rated airports

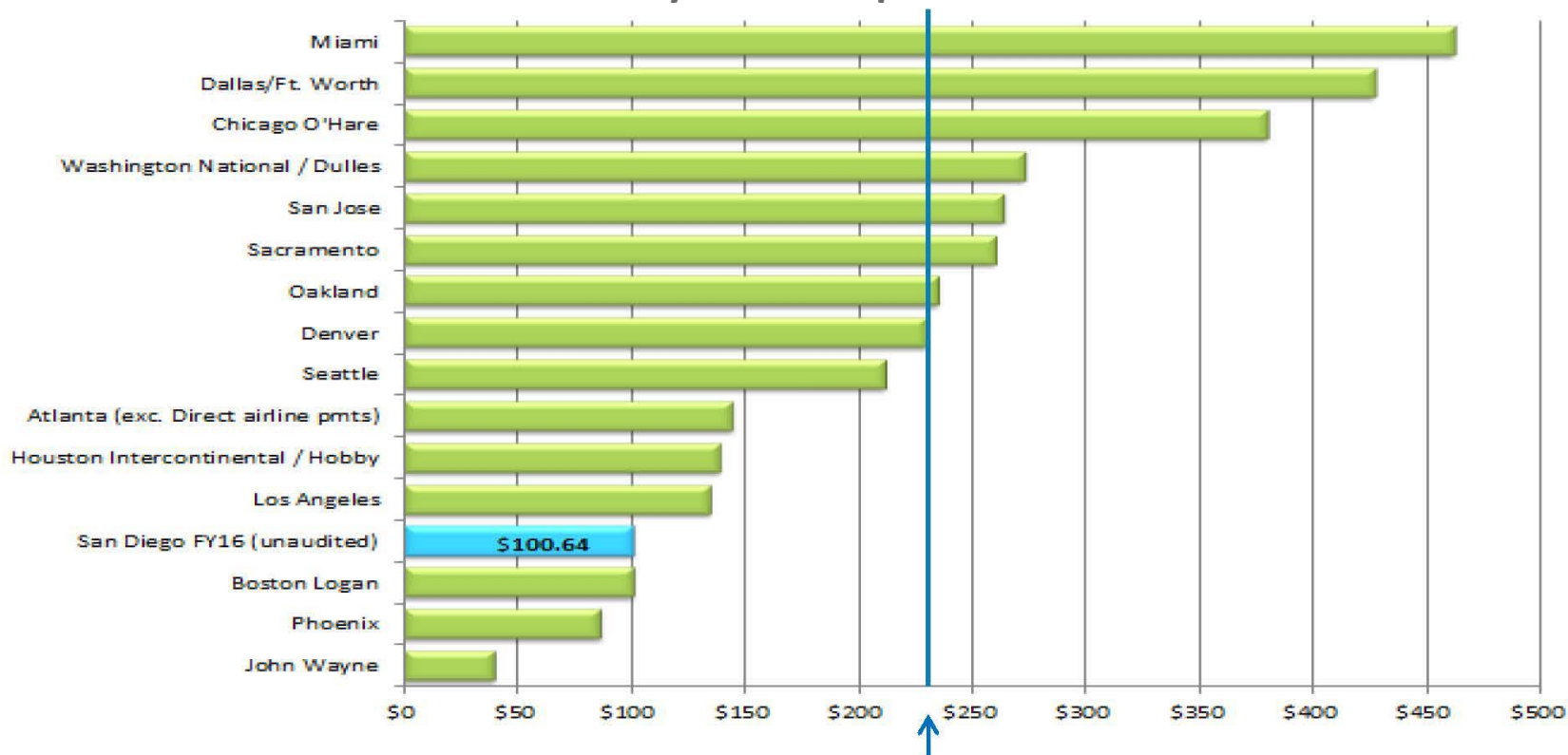
Source: Moody's Investor Service, MFRA Database, as of April 2016

# Debt Service Coverage



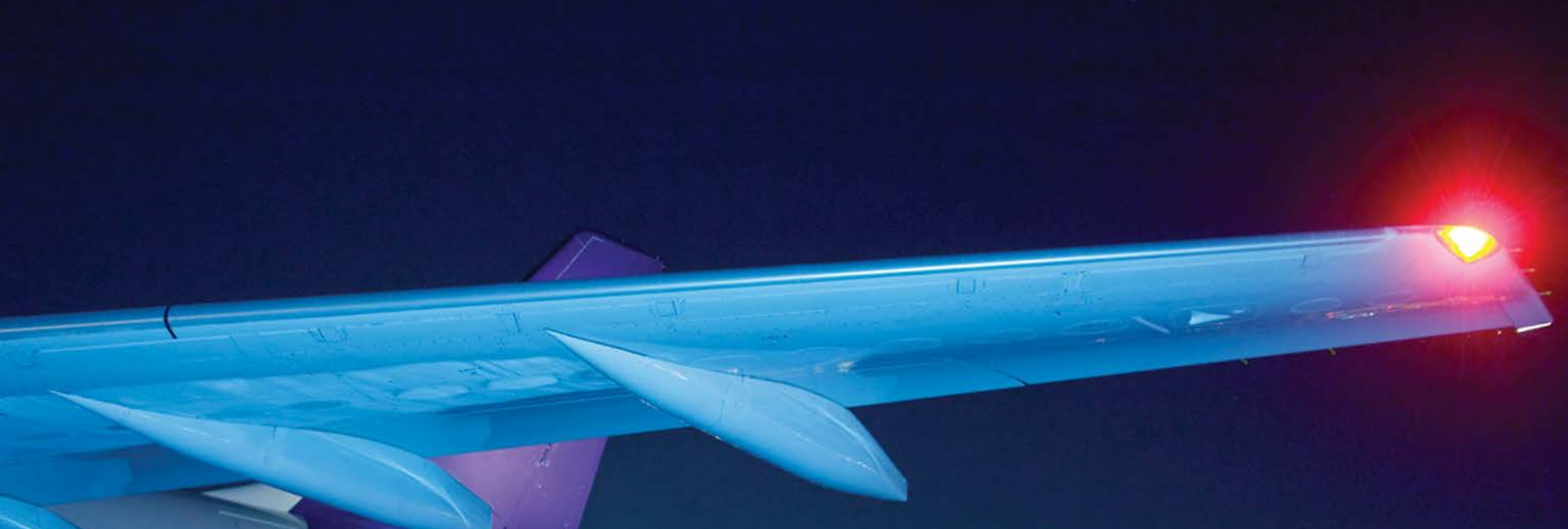
# Debt Per Origin & Destination (O&D) Enplanements

by Select Airports



Median (\$230.00) for the above selected Moody's rated airports

Source: Moody's Investor Service, MFRA Database, as of April 2016

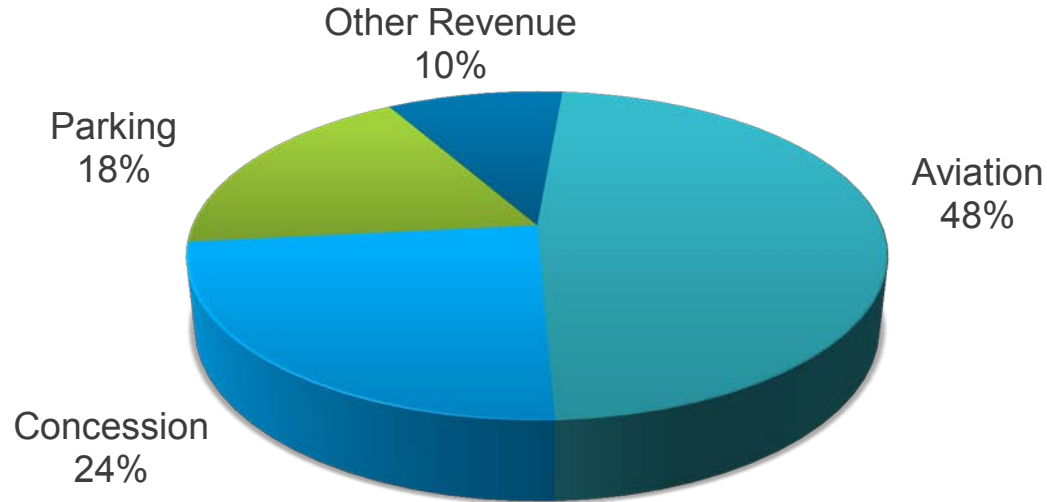


# Financial Performance for Year Ended June 30, 2016 (Unaudited)

# Operating Revenues

## Year Ended June 30, 2016 ( Unaudited)

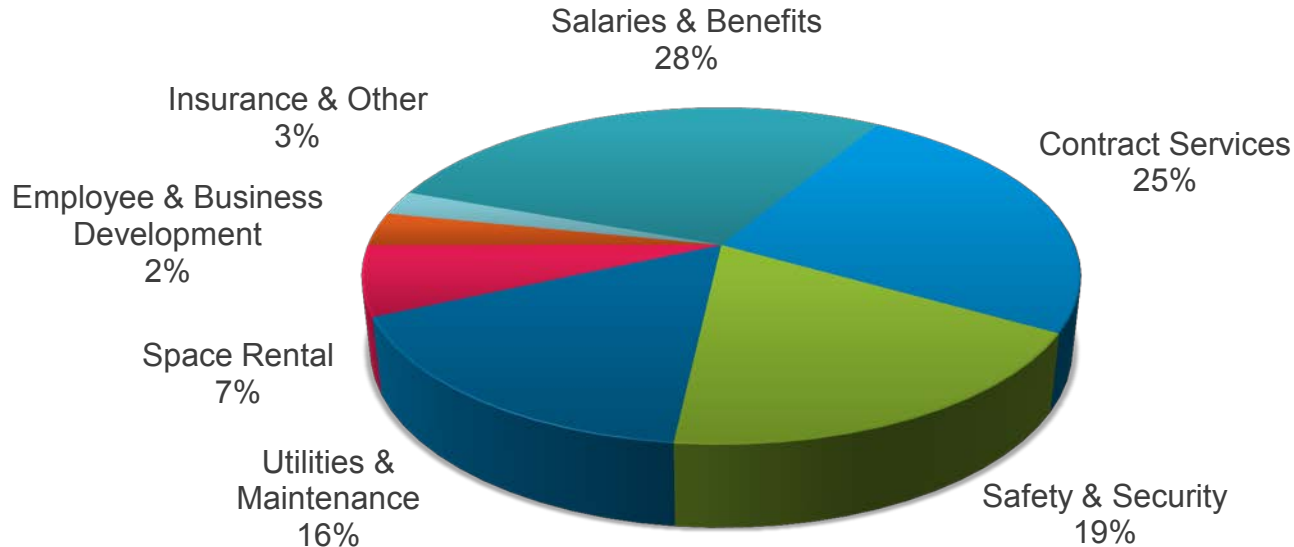
### Actual Operating Revenues by Percentage



\$000s	Aviation Revenue	Concession Revenue	Parking Revenue	Other Revenue	Total Revenue
Prior Year	\$ 102,332	\$ 52,497	\$ 38,615	\$ 17,064	\$ 210,508
Budget	111,190	51,612	38,162	20,171	221,135
Actual	112,121	56,275	42,873	22,642	233,911
Variance	\$ 931	\$ 4,663	\$ 4,711	\$ 2,471	\$ 12,776

# Operating Expenses

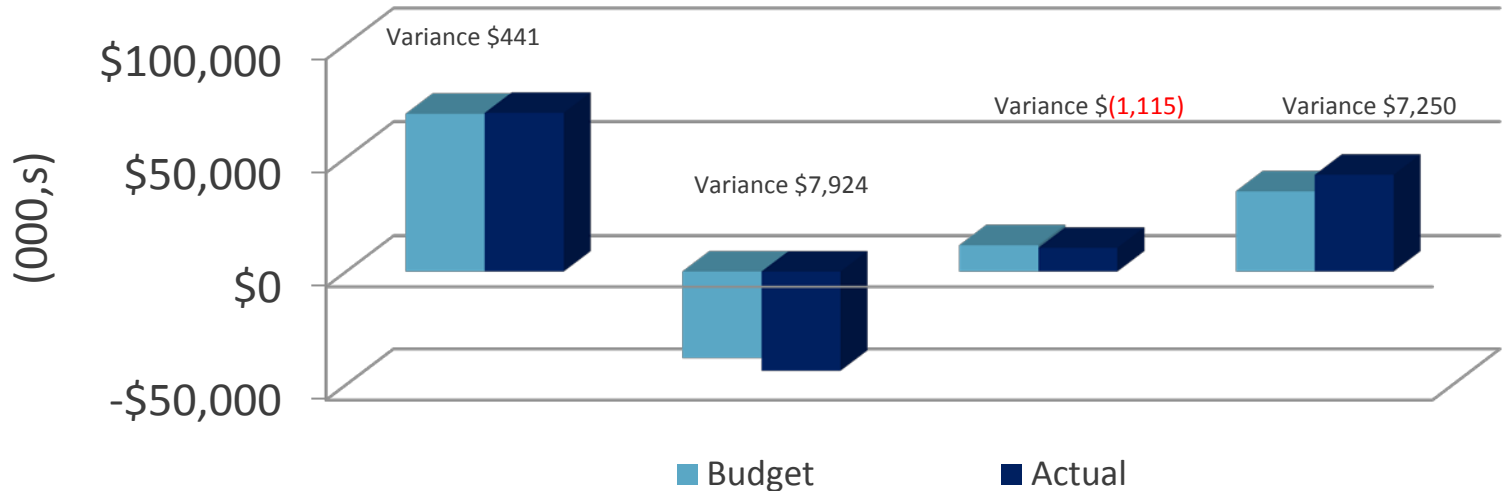
## Year Ended June 30, 2016 (Unaudited)



(\$000s)	Salaries & Benefits	Contract Services	Safety & Security	Utilities & Maintenance	Space Rental	Insurance & Other	Employee & Business Dev.	Total Operating Expenses
Prior Year	\$ 39,211	\$ 32,422	\$ 23,464	\$ 24,668	\$ 10,433	\$ 6,448	\$ 3,603	\$ 140,249
Budget	45,169	38,274	27,054	26,426	10,429	6,165	4,116	157,633
Actual	43,475	38,227	28,721	25,602	10,367	5,052	3,633	155,077
Variance	\$ 1,694	\$ 47	\$ (1,667)	\$ 824	\$ 62	\$ 1,113	\$ 483	\$ 2,556

# Non-operating Revenue & Expenses

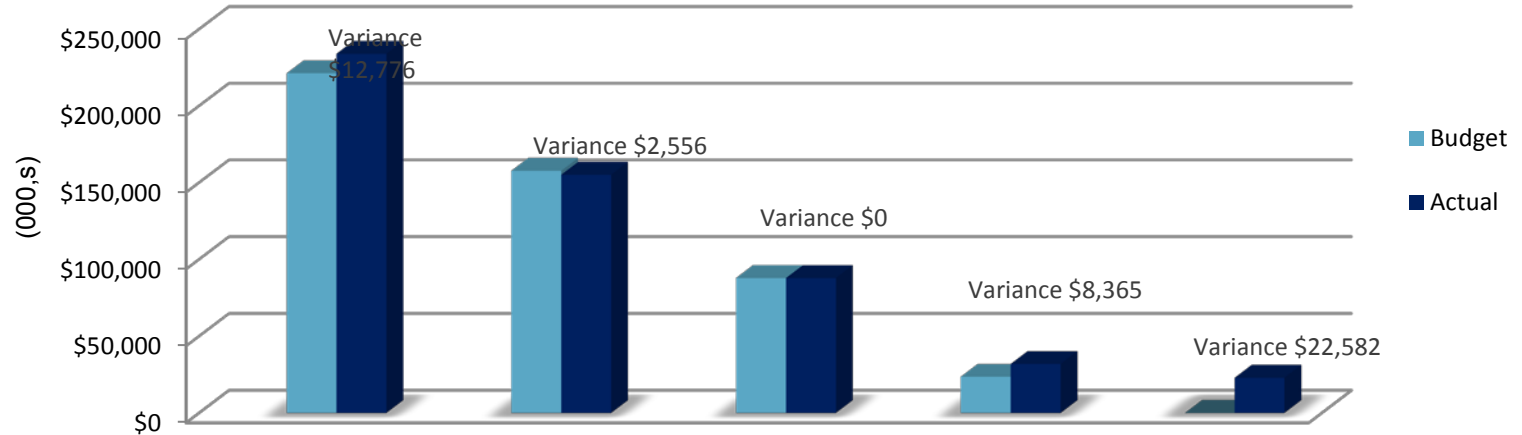
## For Year Ended June 30, 2016 (Unaudited)



	Passenger Facility Charge, Customer Facility Charge, & Quieter Home Program	Interest expense, interest income, & capitalized interest (net)	Capital grant contributions	Total non-operating revenue, (net)
<b>((\$000s)</b>				
Prior Year	\$ 68,030	\$ (43,443)	\$ 10,765	\$ 35,352
Budget	69,226	(45,673)	11,592	35,145
Actual	69,667	(37,749)	10,477	42,395
Variance	\$ 441	\$ 7,924	\$ (1,115)	\$ 7,250

# Financial Summary

## Year Ended June 30, 2016 (unaudited)



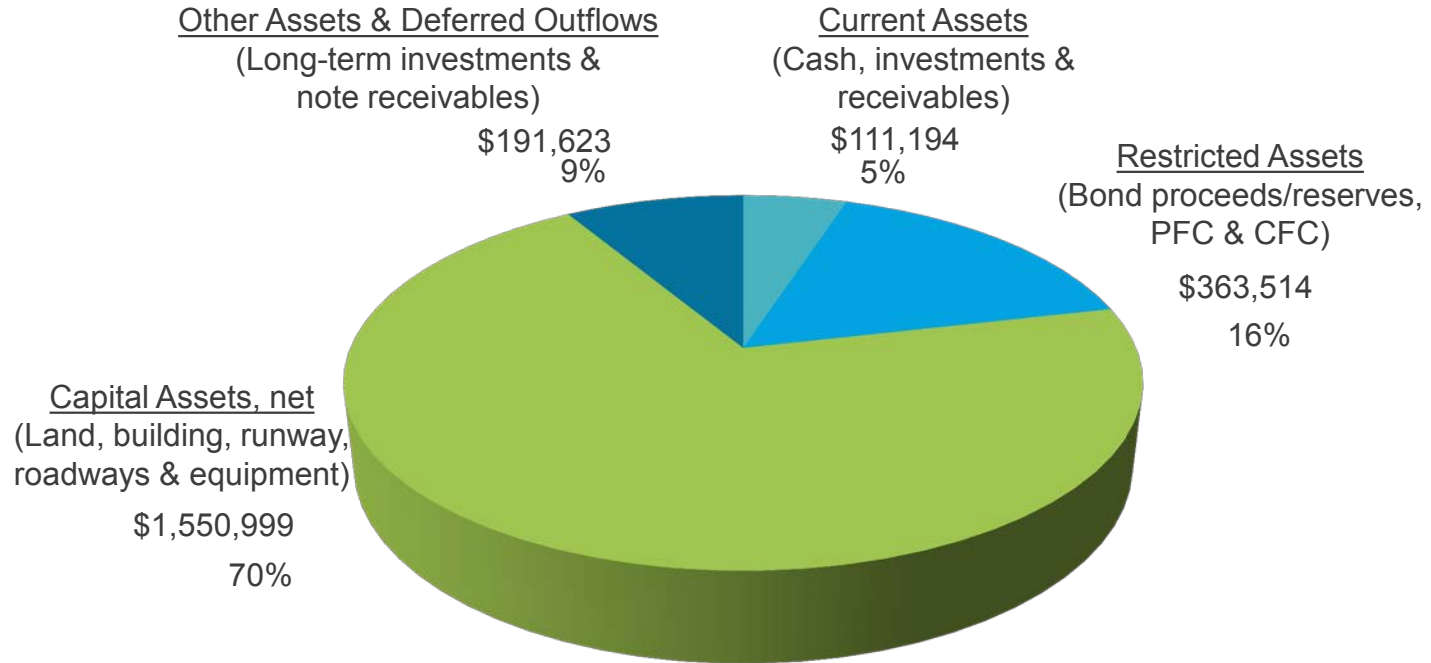
	Total operating revenues	Total operating expenses	Depreciation	Total non-operating revenues, (net)	Net Position
<b>(\$000s)</b>					
<b>Prior Year</b>	\$ 210,508	\$ 140,249	\$ 81,887	\$ 24,587	\$ 23,724
<b>Budget</b>	221,135	157,633	87,821	23,553	10,826
<b>Actual</b>	233,911	155,077	87,821	31,918	33,408
<b>Variance</b>	\$ 12,776	\$ 2,556	\$ 0	\$ 8,365	\$ 22,582



# Statement of Net Position (unaudited) June 30, 2016

## Assets (000s)

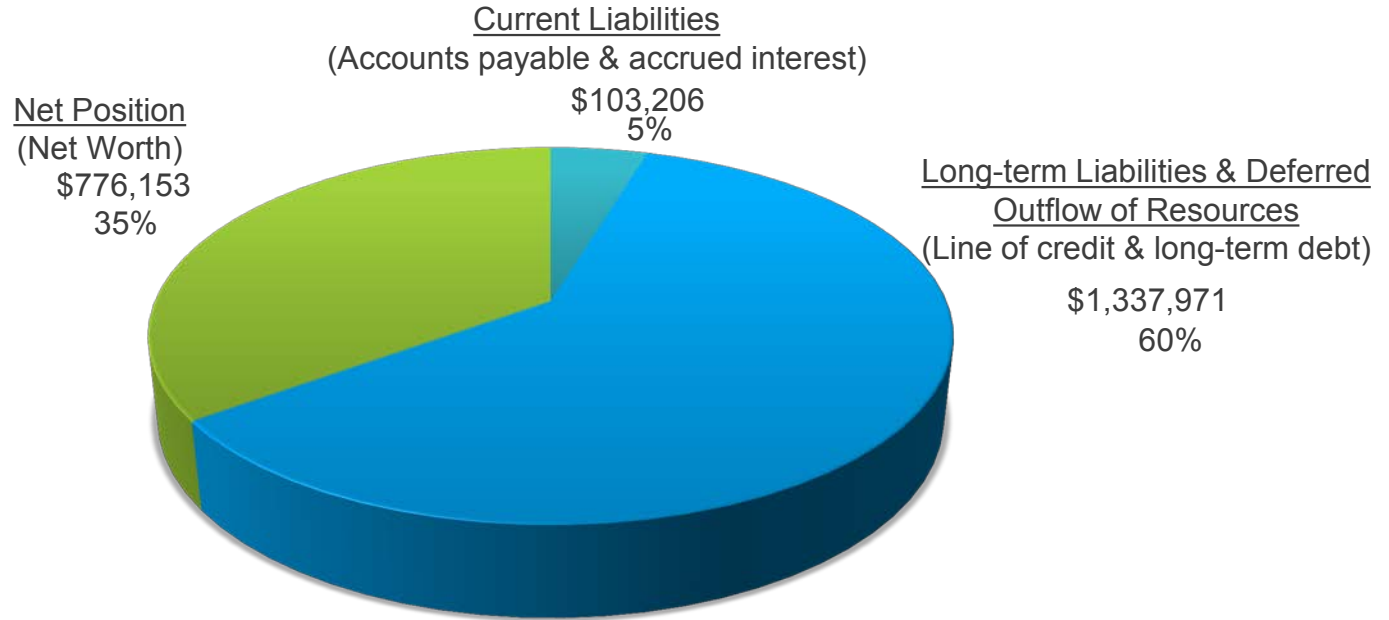
Total: \$2,217,330



# Statement of Net Position (unaudited) June 30, 2016

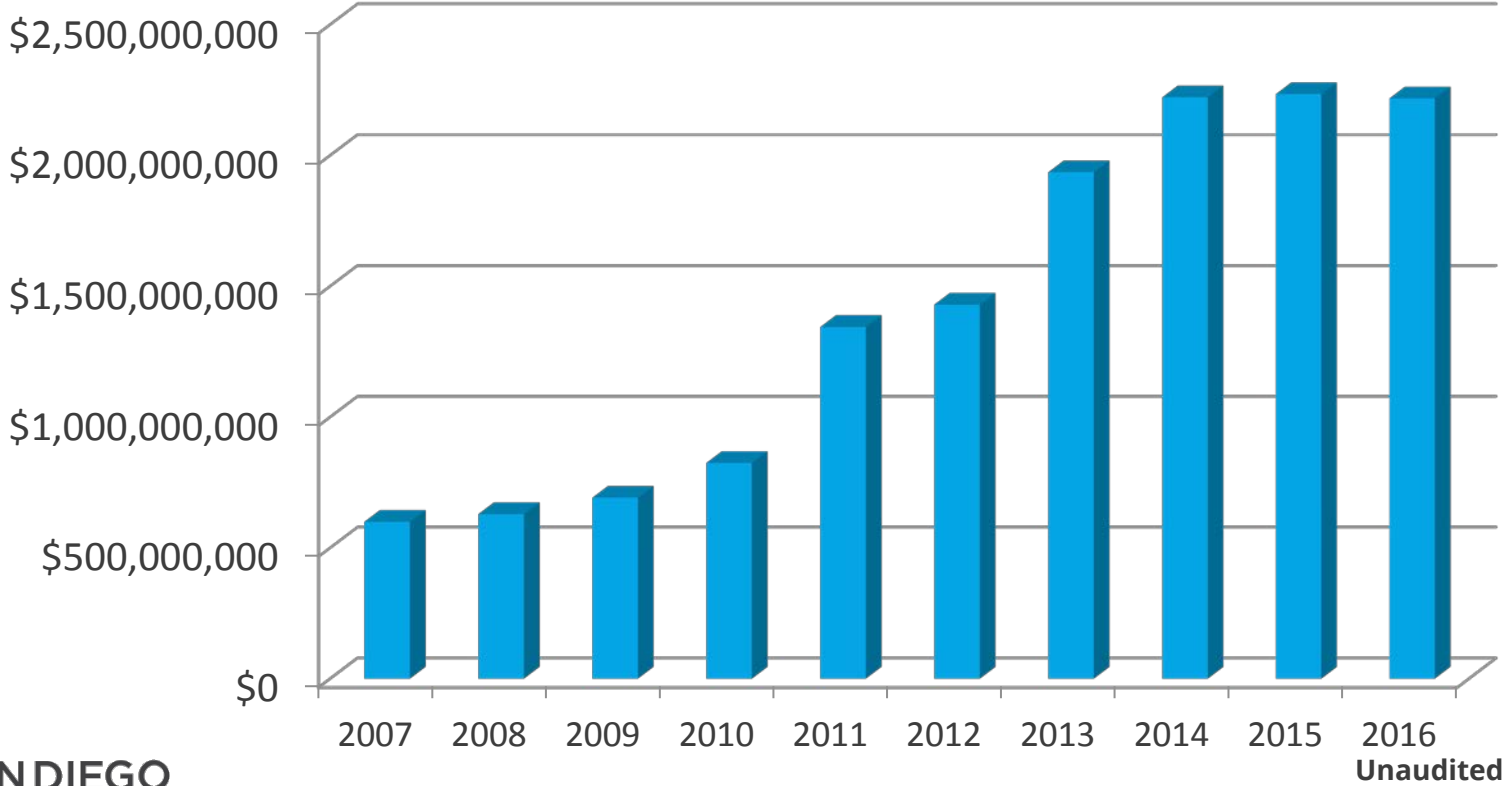
## Liabilities & Net Position (000s)

Total: \$2,217,330

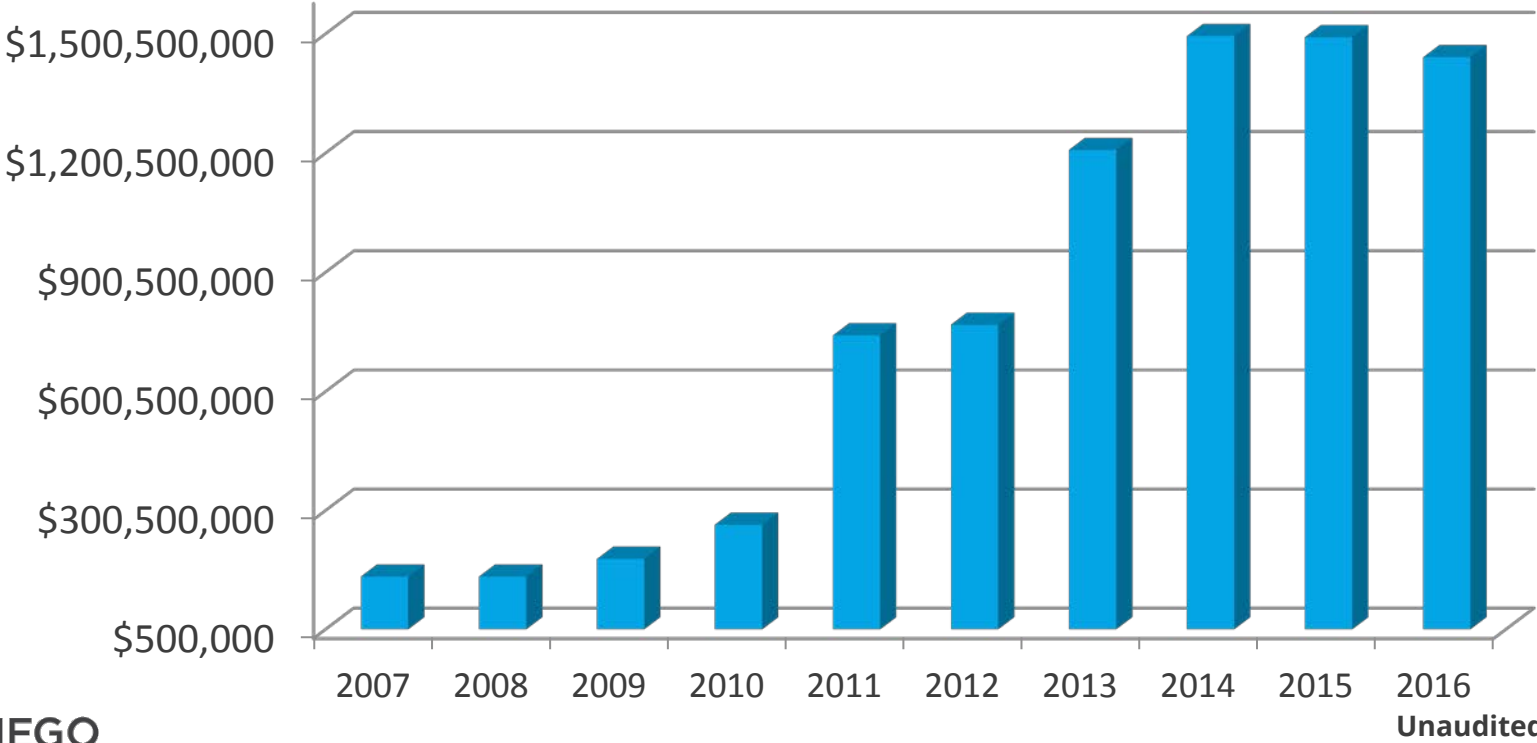


# Authority Assets

## Fiscal Years Ended June 30

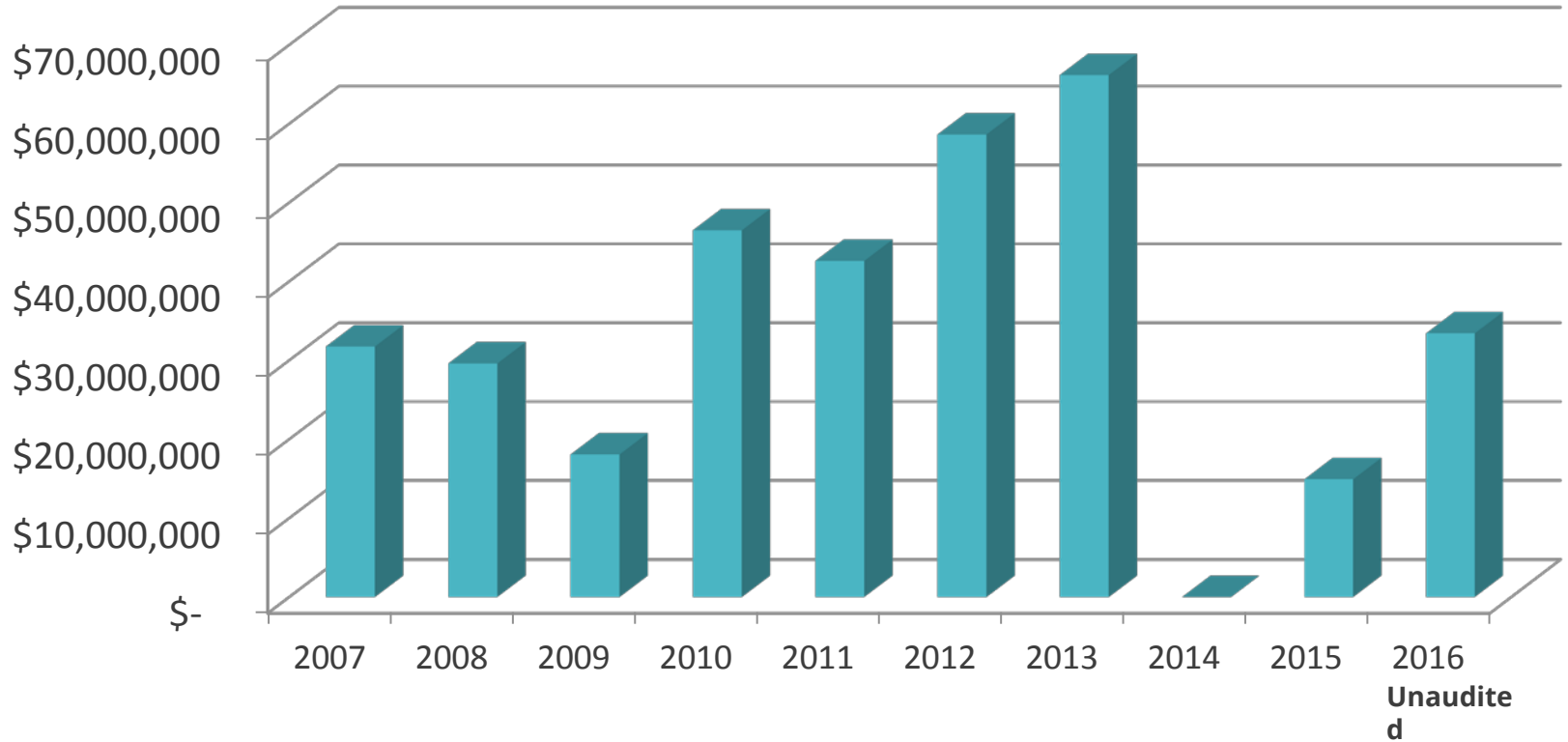


# Authority Liability Fiscal Years Ended June 30



Unaudited

# Change in Authority Net Position Fiscal Years Ended June 30





Questions?

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
SPECIAL BOARD AND  
EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES  
MONDAY, JULY 11, 2016  
BOARD ROOM**

**CALL TO ORDER:** Chair Boling called the Special Board and Executive and Finance Committee Meeting to order at 9:02 a.m., on Monday, July 11, 2016, in the Board Room of the San Diego International Airport, Administration Building, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Board Member Robinson led the pledge of allegiance.

**ROLL CALL:**

***Board***

Present: Board Members: Boling, Cox, Desmond, Gleason, Hubbs, Janney, Kersey, Robinson, Sessom

Absent: Board Members: Berman (Ex-Officio), Ortega (Ex-Officio), Woodworth (Ex-Officio)

***Executive Committee***

Present: Committee Members: Boling (Chair), Janney, Robinson

Absent: Committee Members: None

***Finance Committee***

Present: Committee Members: Boling (Chair), Cox, Janney, Sessom

Absent: Committee Members: None

Also Present: Thella F. Bowens, President/CEO; Amy Gonzalez, General Counsel; Tony Russell, Director, Corporate and Information Governance/ Authority Clerk; Vanessa Scarbrough, Assistant Authority Clerk II

Chair Boling presented Board Member Gleason with a gift for his service as chair of the Board from January 2010 to June 2016.

**NON-AGENDA PUBLIC COMMENT:**

1. KAMRAN HAMPI, SAN DIEGO, spoke regarding ground transportation operations at the airport. He also stated that the trip fee is an illegal tax.

## **BOARD BUSINESS**

### **NEW BUSINESS:**

**1. PROPOSED ADOPTION OF PUBLIC PARKING RATE INCREASE:**

Scott Brickner, Vice President, Finance & Asset Management/Treasurer provided a presentation on FY 2017 Proposed Parking Rates increase.

Board Member Sessom expressed concern regarding the \$6.00 parking fee that customers would have to pay for parking only 35 minutes in the terminal lots.

RECOMMENDATION: Adopt Resolution No. 2016-0058, approving an increase to certain parking rates, beginning July 12, 2016.

**ACTION: Moved by Board Member Hubbs and seconded by Board Member Robinson to approve staff's recommendations. Motion carried by the following vote: YES – Boling, Cox, Desmond, Hubbs, Gleason, Janney, Robinson; NO – Kersey, Sessom; ABSENT – None; (Weighted Vote Points: YES – 79; NO – 21; ABSENT – 0)**

### **PUBLIC HEARING:**

**2. USE OF AUTOMATED LICENSE PLATE RECOGNITION SYSTEM AT SAN DIEGO INTERNATIONAL AIRPORT:**

David Boenitz, Director, Ground Transportation and Mr. Mike DeGraffenreid, Ace Parking Management Operator, provided a presentation on the Use of Automated License Plate Recognition (ALPR) Systems which included definitions, background, ALPR operations, ALPR system uses, ALPR End-Users, and next steps.

Board Member Sessom expressed concern that the Authority has been allowing the collection of this data and questioned if this personal information is being protected. She stated that this item needs to come back to the Board because she doesn't feel that a policy can be put in place in 30 days to secure and protect the data. She stated that the Board needs to understand this process and stated that this issue needs to go to a committee and come back to the Board for discussion.

Thella F. Bowens, President/CEO stated that the Authority had been using an automated system and when notified of the new law, staff ceased collecting the data using the system to allow for this public hearing.

Board Member Desmond questioned if the Authority could get a list of the people who has access to the data and the cost benefit of collecting the data.



Ms. Bowens stated that it's as much of a customer service issue also in assisting passengers in finding their vehicles.

Board Member Gleason stated that there are Board issues regarding this process that are not included in staff's recommended action.

Chair Boling stated that she wants to see the procedures for the ALPR System and that this needs to come back to the Board to review the procedures. She stated that the existing privacy policy may not be robust enough to address the Board concerns.

**RECOMMENDATION:** Approve Resolution No. 2016-0059, authorizing the use of an automated license plate recognition system at San Diego International Airport.

**ACTION:** Moved by Board Member Cox and seconded by Board Member Janney to direct staff to come back with the ALPR procedures and policy in September for Board discussion. Motion carried unanimously.

### ***EXECUTIVE/FINANCE BUSINESS***

#### **NEW BUSINESS:**

**3. APPROVAL OF MINUTES:**

KATHERYN RHODES, San Diego, expressed concern regarding the costs of the Terminal 2 parking plaza.

**RECOMMENDATION:** Approve the minutes of the June 13, 2016 regular meeting.

**ACTION:** Moved by Board Member Robinson and seconded by Board Member Hubbs to approve staff's recommendation. Motion carried unanimously.

### ***FINANCE COMMITTEE***

**4. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE ELEVEN MONTHS ENDED MAY 31, 2016:**

Kathy Kiefer, Senior Director, Finance and Asset Management, provided a presentation on the Unaudited Financial Statements for the Eleven Months Ended May 31, 2016, which included Gross Landing Weight Units (000lbs), Enplanements, Car Rental License Fees, Food and Beverage Concessions Revenue, Retail Concessions Revenue, Total Terminal Concessions, Parking Revenue, Operating Revenues for Month Ended May 31, 2016, Operating Revenues for Month Ended May 31, 2016, Financial Summary for Month Ended May 31, 2016, Non-Operating Revenues and Expenses for Month Ended May 31, 2016, Monthly Operating Revenue Unaudited, Operating Revenues for Eleven Months Ended May 31, 2016 Unaudited, Operating Revenues for Eleven

Months Ended May 31, 2016 Unaudited, Monthly Operating Expenses Unaudited, Operating Expenses for the Eleven Months Ended May 31, 2016 Unaudited, Financial Summary for Eleven Months Ended May 31, 2016 Unaudited, Non-operating Revenues and Expenses for Eleven Months Ended May 31, 2016 Unaudited, Statements of Net Position Unaudited for May 31, 2016 and 2016.

KATHERYN RHODES, SAN DIEGO, suggested that the Authority can use FAA restricted revenue to mitigate for Capital Improvement Projects.

In response to Ms. Rhodes comments, Board Member Sessom stated that at a recent meeting, the SANDAG Executive Committee questioned if the Authority is required to mitigate offsite issues and what funds the Authority has to pay for the mitigation.

Board Member Cox requested a report from staff regarding the different alternatives for accessing the Rental Car Center.

**5. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF MAY 31, 2016:**

Geoff Bryan, Manager, Airport Finance, provided a presentation on the Authority's Investment Report as of May 31, 2016 which included Total Portfolio Summary, Portfolio Composition by Security Type, Portfolio Composition by Credit Rating, Portfolio Composition by Maturity, Benchmark Comparison, Detail of Security Holdings as of May 31, 2016, Portfolio Investment Transactions from May 1, 2016–May 31, 2016, Bond Proceeds Summary of 2010, 2013 and 2014 Bonded Proceeds, Bond Proceeds Investment Transactions from May 1, 2016 – May 31, 2016.

RECOMMENDATION: Accept the report.

***EXECUTIVE COMMITTEE***

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

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

**ACTION: Moved by Board Member Robinson and seconded by Board Member Janney to approve staff's recommendation. Motion carried unanimously.**

**REVIEW OF FUTURE AGENDAS**

**7. REVIEW OF THE DRAFT AGENDA FOR THE JULY 21, 2016 BOARD MEETING:**

Presented by: Thella F. Bowens, President/CEO provided an overview of the draft agenda for the July 21, 2016 Board Meeting.

**8. REVIEW OF THE DRAFT AGENDA FOR THE JULY 21, 2016 AIRPORT LAND USE COMMISSION MEETING:**

Thella F. Bowens, President/CEO provided an overview of the draft agenda for the July 21, 2016 Board Meeting. Ms. Bowens stated that staff would be adding an item to the agenda regarding prioritizing items back into the scope of the Parking Plaza Project. Tony R. Russell, Director of Corporate and Information Governance requested that Item 5 be pulled from the agenda.

**ACTION: Moved by Board Member Robinson and seconded by Board Member Janney to approve Items 7 and 8 as amended. Motion carried unanimously.**

**CLOSED SESSION:** The Board recessed into Closed Session at 10:34 a.m. to discuss Item 9.

**9. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Cal. Gov. Code §54957

Title: President/Chief Executive Officer

**REPORT ON CLOSED SESSION:** The Board reconvened into Open Session at 10:55 a.m. There was no reportable action.

**NON-AGENDA PUBLIC COMMENT:**

KATHERYN RHODES, SAN DIEGO, expressed concern about seismic issues near the airport.

**COMMITTEE MEMBER COMMENTS:** None

**ADJOURNMENT:**

The meeting was adjourned at 11:35 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY EXECUTIVE COMMITTEE THIS 6<sup>th</sup> DAY OF SEPTEMBER, 2016.

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

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MINUTES**  
**THURSDAY, JULY 21, 2016**  
**SAN DIEGO INTERNATIONAL AIRPORT**  
**BOARD ROOM**

**CALL TO ORDER:** Vice Chair Robinson called the regular meeting of the San Diego County Regional Airport Authority to order at 9:03 a.m. on Thursday, July 21, 2016, in the Board Room at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

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

**ROLL CALL:**

PRESENT:                    Board Members:                    Lt Col Adamiec (on behalf of Col. Woodworth), Berman (Ex Officio), Cox, Desmond, Gleason, Hubbs, Janney, Kersey, Robinson

ABSENT:                    Board Members:                    Boling, Sessom, Ortega (Ex Officio)

ALSO PRESENT:        Angela Shafer-Payne, Vice President of Operations; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Corporate and Information Governance/Authority Clerk; Vanessa Scarbrough, Assistant Authority Clerk II

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

**PRESENTATIONS:** None

**NON-AGENDA PUBLIC COMMENT:**

KAMRAN HAMIDI, SAN DIEGO, expressed concern regarding the legality of the airport taxi trip fee.

MICHAEL WINN, SAN DIEGO, stated that the surrounding community is impacted by the airport's location to public centers.

DR. LILA SCHMIDT, SAN DIEGO, expressed concern about airport noise and pollution in her community. She also stated that the flight path over her neighborhood has changed.

*Board Member Desmond arrived at 9:13 a.m.*

**CONSENT AGENDA (Items 1-10):**

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

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the April 21, 2016, April 28, 2016, and June 13, 2016 special meetings; and June 23, 2016 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 27, 2016 THROUGH JUNE 26, 2016 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM MAY 27, 2016 THROUGH JUNE 26, 2016:**

RECOMMENDATION: Receive the report.

**4. JULY 2016 LEGISLATIVE REPORT:**

RECOMMENDATION: Adopt Resolution No. 2016-0060, approving the July 2016 Legislative Report.

***CLAIMS***

**5. REJECT THE CLAIM OF JANNA HEAD:**

RECOMMENDATION: Adopt Resolution No. 2016-0062, rejecting the claim of Janna Head.

***COMMITTEE RECOMMENDATIONS***

**6. AWARD AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A CONTRACT WITH REIGELMAN, LLC TO DESIGN, PRODUCE AND INSTALL INTEGRATED PUBLIC ARTWORK FOR THE PARKING PLAZA LOBBY STAIR:**

RECOMMENDATION: Adopt Resolution No. 2016-0063, awarding and authorizing the President/CEO to execute a contract with Mark Reigelman, LLC to design, produce and install integrated public artwork for the Parking Plaza Lobby Stair in an amount not-to-exceed \$550,000.

**CONTRACTS AND AGREEMENTS**

**7. AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH KUTAK ROCK LLP FOR BOND COUNSEL LEGAL SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2016-0064, authorizing the President/CEO to negotiate and execute an agreement with Kutak Rock LLP for bond disclosure legal services for a term of three (3) years with two additional one-year options to renew, for a maximum amount not-to-exceed \$400,000.

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

**8. AWARD OF CONTRACT TO JXR CONTRACTORS, INC. FOR T2W FIRST FLOOR RESTROOM REMODEL AT SAN DIEGO INTERNATIONAL AIRPORT:**

RECOMMENDATION: Adopt Resolution No. 2016-0065, awarding a contract to JXR Constructors, Inc. in the amount of \$1,295,916.20 for Project No. 104208, T2W First Floor Restroom Remodel at San Diego International Airport

**9. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL AIRSIDE/LANDSIDE ENGINEERING CONSULTANT SERVICES AGREEMENT:**

RECOMMENDATION: Adopt Resolution No. 2016-0066, approving and authorizing the President/CEO to execute an On-Call Airside/Landside Engineering Consultant Services Agreement with C&S Engineers, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$5,000,000, in support of the Capital Improvement Program at San Diego International Airport.

**10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE FIRE ALARM AND RELATED SYSTEMS MAINTENANCE SERVICE AGREEMENT WITH SIEMENS INDUSTRY, INC.:**

RECOMMENDATION: Adopt Resolution No. 2016-0067, approving and authorizing the President/CEO to execute fire alarm and related systems maintenance service agreement with Siemens Industry, Inc., for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed compensation amount of \$1,725,000, for 5 years, to provide fire alarm and related systems maintenance services, at San Diego International Airport ("SDIA").

**PUBLIC HEARINGS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**11. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH NETWORK SECURITY ELECTRONICS, INC. (NSEI), FOR AIRPORT SECURITY SYSTEM MAINTENANCE AND REPAIR SERVICES:**

Clint Welch, Manager, Aviation Security & Law Enforcement, provided a presentation on Airport Security System Maintenance and Repair Services which included Scope of Work, System Components, and RFP Timeline.

In response to Board Member Gleason, Mr. Welch confirmed that the increase in cost is due to a determination by the Department of Industrial Relations that requires the Authority to pay prevailing wages for these services.

In response to Board Member Janney's concern regarding the privacy and access of security videos, Mr. Welch stated there are only three individuals that are authorized to access the data and that the data cannot be disclosed without a written request.

RECOMMENDATION: Adopt Resolution No. 2016-0068, approving and authorizing the President/CEO to execute an agreement with Network Security Electronics, Inc. (NSEI) for airport security system maintenance and repair services for five (5) years, which includes two (2) one-year options exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$10,000,000.

**ACTION: Moved by Board Member Desmond and seconded by Board Member Kersey to approve staff's recommendation. Motion carried by the following vote: YES - Cox, Desmond, Gleason, Hubbs, Janney, Kersey, Robinson; NO – None; ABSENT – Boling, Sessom. (Weighted Vote Points: YES – 79; NO – 0; ABSENT – 21)**

**12. DISCUSSION AND ACTION TO PRIORITIZE POTENTIAL RESTORATION OF SCOPE THAT WAS REMOVED FROM THE TERMINAL 2 PARKING PLAZA:**

Bob Bolton, Director, Airport Design and Construction, provided a presentation on the Potential Restoration of Scope that was removed from the Terminal 2 Parking Plaza which included Prioritized Scope Restoration and Recommendation for Board Approval.

Board Member Janney stated that he would rather put any savings back in the bank to be used for future airport projects.

RECOMMENDATION: Adopt Resolution No. 2016-0069, approving the restoration of the deleted scope items set forth in Exhibit A to this Resolution based on priorities identified and dependent upon funding availability, to the Terminal 2 Parking Plaza Agreement with Swinerton Builders Inc. and authorizing the President/CEO to restore deleted scope items, consistent with the priorities identified, into the Terminal 2 Parking Plaza Agreement dependent upon funding availability using uncommitted funds within the Terminal 2 Parking Plaza Validated Program Budget.



**ACTION: Moved by Board Member Desmond and Seconded by Board Member Kersey to approve staff's recommendation. Motion carried by the following vote: YES – Cox, Desmond, Gleason, Hubbs, Kersey, Robinson; NO – Janney; ABSENT: Boling, Sessom. (Weighted Vote Points: Yes – 67; NO – 12; ABSENT – 21)**

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

***STANDING BOARD COMMITTEES***

- **AUDIT COMMITTEE:**  
None
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
None
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Board Member Desmond reported that the committee met on May 9, 2016 to conduct the performance evaluation for the President/CEO, General Counsel, and Chief Auditor.
- **FINANCE COMMITTEE:**  
None

***ADVISORY COMMITTEES***

- **AUTHORITY ADVISORY COMMITTEE:**  
Matt Harris, Senior Director, Assets and Alliances, reported that the committee met on June 29, 2016 and received an update on the Energy Master Plan, Airport Development Plan and Parking Plaza.
- **ART ADVISORY COMMITTEE:**  
Board Member Gleason reported that 42 proposals were received for the temporary exhibition, Intergalactic Dreaming. He reported that the committee has chosen Guest Curator Ginger Porcella, Executive Director of San Diego Art Institute, for the temporary exhibition, and that she has selected a group of thirteen artists and organizations with installations beginning in November. He also reported that the Performing Arts Residency Program, Fern Street Circus, is performing July 21<sup>st</sup> from 11:00 a.m. to 2:00 p.m. in the baggage claim area of Terminal 2. He reported that Lauren Smith Productions was selected as the production sponsor for the Performing Arts Program and the committee has reviewed the proposal and approved the artist who was selected for the Parking Plaza art opportunity.

## **LIAISONS**

- **AIRPORT LAND USE COMPATIBILITY PLAN:**  
None
  
- **CALTRANS:**  
Board Member Berman reported that the state's road charge pilot program has begun and by the end of 2016 will charge by vehicle miles traveled rather than the current gas tax of twenty nine cents a gallon. She added that Caltrans and SANDAG applied for a Fast Lane Grant from the federal government for construction of State Route 11 Phase 2 and were successful in receiving \$50,000,000 in grant funds.
  
- **INTER-GOVERNMENTAL AFFAIRS:**  
Board member Cox reported that on July 15, 2016 President Obama signed into law the FAA Extension Safety and Security Act of 2016; and that the legislation extends authorization for federal aviation programs and related taxes and fees through September 30, 2017. He added that it also provides the local Transportation Security Administration (TSA) more staffing flexibility which will make it easier for passengers to enroll in TSA's pre-check program. He reported that on July 15, 2016, the Airport Authority staff provided a briefing and Airfield Tour for Congresswoman Susan Davis and that congress is currently in recess and expected to reconvene on September 6, 2016.
  
- **MILITARY AFFAIRS:**  
None
  
- **PORT:**  
None
  
- **WORLD TRADE CENTER:**  
Chair Gleason reported the committee is meeting quarterly and that the committee consists of himself representing the Airport Authority as Chair, Marshal Merrifield representing the Port of San Diego and serving as the Treasurer, and David Graham representing the City of San Diego and serving as the Secretary. He reported that an update was received on the work plan that the San Diego Regional Economic Development Corporation as our contractor is providing this year based on comments the committee made at the first meeting earlier this year. He requested for staff to send out the updated work plan and the current World Trade Center San Diego Report.

## **BOARD REPRESENTATIVES (EXTERNAL)**

- **SANDAG TRANSPORTATION COMMITTEE:**  
Board Member Janney reported that SANDAG has started work on the Palm Street area.

**PRESIDENT/CEO'S REPORT:**

Angela Shafer-Payne, Vice President of Operations, reported that staff is busy preparing for the August 6, 2016 Terminal 2 parking lot closure and that roadway signage is up notifying the public of the pending closure and radio ads, billboards, and flyers to encourage travelers to use valet parking and alternative airport parking lots. She reported that a media briefing will be held next week on July 27, 2016 regarding the Parking Plaza. She also reported that during the Major League All Star Game, over 175 general aviation aircrafts used San Diego International Airport with zero curfew violations, and that Southwest Airlines nationwide outage impacted SAN with 44 delays, 36 cancellations, and that approximately 70 passengers who were unable to find hotels spent the night at the airport.

**CHAIR'S REPORT:**

Vice Chair Robinson requested a financial report on the impacts of the most recent events (comic con, etc.) on airport revenues.

**CLOSED SESSION:** The Board recessed into Closed Session at 9:46 a.m. to hear items 13, 19, 20, and 21.

**13. 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

**14. 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-EINC

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

(Cal. Gov. Code § 54956.9(a)):

Maria Paula Bermudez v. San Diego County Regional Airport Authority,  
American Airlines, Inc., et al.  
San Diego Superior Court Case No. 37-2015-00022911-CU-PO-CTL

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

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

Stanley Moore v. San Diego County Regional Airport Authority, et al.,  
San Diego Superior Court Case No. 37-2015-00030676-CU-OE-CTL

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

Cal. Gov. Code § 54956.9(a) and (d).

In the matter of the Petition of San Diego County Regional Airport Authority for  
Review of Action by the California Regional Water Quality Control Board in  
Issuing Order No. R9-2013-0001, as amended by Orders Nos. R9-2015-0001  
and R9-2015-0100 (NPDES NO. CAS0109266) [Water Code §§ 13320(a) and  
13321(a)]

- 18. 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
  
- 19. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to Cal. Government Code § 54956.9(d).)  
Number of cases: 2
  
- 20. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
Cal. Gov. Code §54957  
Title: General Counsel
  
- 21. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
Cal. Gov. Code §54957  
Title: Chief Auditor

**REPORT ON CLOSED SESSION:** The Board reconvened into open session at 11:05 a.m. Amy Gonzalez, General Counsel, reported that the Board authorized settlement of the case identified in Item 13 and the Authority, as the prevailing party at the court trial, was awarded costs and fees in the amount of \$89,569.74 and that Diego Concessions Group (DCG) filed a notice of appeal. She also reported that DCG made an offer to settle the case and not pursue its appeal in exchange for the Authority's waiver of awarded costs and fees and that the Board authorized settlement of the case for waiver of fees in exchange for DCG's dismissal of the case and a mutual release of claims. She reported that the Board authorized settlement of the case by the following vote taken on June 23, 2016: YES - Boling, Cox, Desmond, Gleason, Hubbs, Janney, Kersey, Robinson, Sessom; NO – None; ABSENT – None.

**NON-AGENDA PUBLIC COMMENT:** None.

**GENERAL COUNSEL REPORT:** None.

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

**BOARD COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned at 11:06 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY BOARD THIS 15<sup>TH</sup> DAY OF SEPTEMBER, 2016.

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

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## STAFF REPORT

Meeting Date: **SEPTEMBER 15, 2016**

### 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 2017 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

**APRIL BOLING**



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: July 2016

SDCRAA AUG 04 2016 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 2009-0149R. 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:
C. APRIL BOLING		8/03/16
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/11/16 Time: 9:00 Location: Airport	Airport Executive Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/14/16 Time: 9:00 Location: Airport	Airport Capital Improvement 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:	
<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 2016

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:
C. APRIL BOLING		8/26/16
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 checked="" type="checkbox"/> Res. 2009-0149R	Date: 8/03/16 Time: 2:00 Location: Airport	British Airways Violations Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 8/17/16 Time: 4:00 Location: Airport	Airport Noise Advisory 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:	

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

Signature: 

**JIM DESMOND**

SDCRAA  
 JUL 21 2016  
 Corporate & Information Governance

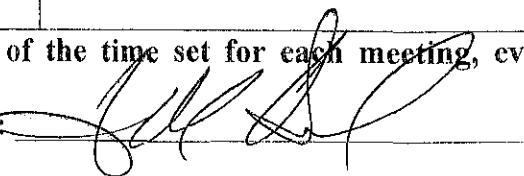
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**

Period Covered: June - July 2016

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		7/21/16
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
Brown Act Pre-approved Res. 2009-0149R	Date: 6/13/16 Time: 9 AM Location: SDIA	Exec Meeting
Brown Act Pre-approved Res. 2009-0149R	Date: 6/23/16 Time: 9 AM Location: SDIA	BOARD Meeting
Brown Act Pre-approved Res. 2009-0149R	Date: 7/11/16 Time: 9 AM Location: SDIA	Exec Meeting
Brown Act Pre-approved Res. 2009-0149R	Date: 7/21/16 Time: 9 AM Location: SDIA	BOARD 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:	

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**

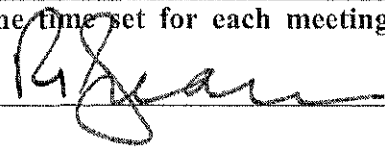
SDCRAA  
**AUG 01 2016**  
 Corporate & Information Governance

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: JULY 2016

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 1, 2016
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 1, 2016 Time: 9:00 am Location: SDCRAA offices	Special Art Advisory Committee meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 11, 2016 Time: 9:00 am Location: SDCRAA offices	Executive / Finance Committee meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 18, 2016 Time: 2:00 pm Location: SDCRAA offices	World Trade Center San Diego Board meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: July 21, 2016 Time: 9:00 am Location: SDCRAA offices	ALUC / Board meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 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: 

**ANDREW  
HOLLINGWORTH**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Board Member Event/Meeting/Training Report Summary**  
 Period Covered: Sept 2016

SDCRAA  
 SEP 06 2016  
 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 2009-0149R. 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:
ANDREW HOLLINGWORTH		9/6/2016
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: 9/6/2016 Time: 8:30 AM Location: Board Room	September Airport Authority 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: Andrew Hollingworth



**JIM JANNEY**

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

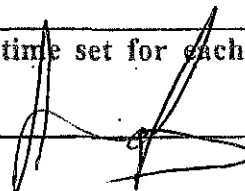
Period Covered: July & Aug 2016

**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
James Jannay		Aug 24
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
Brown Act Pre-approved Res. 2009-0149R	Date: July 11 2016 Time: 0900 Location: SDCRAA	Exec Comm tee
Brown Act Pre-approved Res. 2009-0149R	Date: July 15 Time: 0900 Location: San Diego	San Diego Transportation mtes
Brown Act Pre-approved Res. 2009-0149R	Date: July 20 Time: 1500 Location: Coronado	ANUP working group
Brown Act Pre-approved Res. 2009-0149R	Date: July 21 Time: 0900 Location: SDCRAA	Board mtes
Brown Act Pre-approved Res. 2009-0149R	Date: Aug 17 Time: 0730 Location: Navy Base P.H.	SD Military advisory council
Brown Act Pre-approved Res. 2009-0149R	Date: Aug 24 Time: 1500 Location: Coronado	ANUP working group
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: \_\_\_\_\_



**MARK KERSEY**

SDCRAA  
 AUG 17 2016  
 Corporate & Information Governance

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

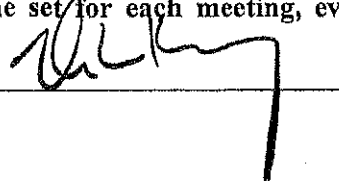
Period Covered: May - July 2016

**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
Mark Kershey		7/21/16
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: 5/19/16 Time: 9:30 am Location: 3225 Harbor Dr.	Board Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2009-0149R	Date: 6/9/16 Time: 10:00 am Location: 3225 Harbor Dr.	Board Member Orientation
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/13/16 Time: 9:00 am Location: 3225 Harbor Dr.	Executive and Finance Committee Meeting (Board Special)
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2009-0149R	Date: 6/22/16 Time: 2:00 pm Location: 3225 Harbor Dr.	Board Member Orientation continued
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 6/23/16 Time: 9 am Location: 3225 Harbor Dr.	Board Meeting / ALUC
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/11/16 Time: 9 am Location: 3225 Harbor Dr.	Executive and Finance Committee Mtg (Board Special)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7/21/16 Time: 9 am Location: 3225 Harbor Dr.	Board Meeting / ALUC
<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: 7/31/16

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
<i>PAUL ROBINSON</i>		<i>7-26-16</i>
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: <i>7/11/16</i> Time: <i>9:00 - 12:00 p.m.</i> Location: <i>SDCRAA Bd Rm</i>	<i>Special Bd. Mtg            Exec./Finance Comm Mtgs.</i>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: <i>7/14/16</i> Time: <i>9:00 - 10:30 a.m.</i> Location: <i>SDCRAA Bd Rm</i>	<i>CIPCC Mtg</i>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: <i>7/21/16</i> Time: <i>9:00 - 11:30 a.m.</i> Location: <i>SDCRAA Bd. Rm</i>	<i>SDCRAA Bd / ALUC Mtgs</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: *Paul Robinson*

**MARY SESSOM**

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

Period Covered: JULY 2016

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		9-13-16
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-11-16 Time: 9:00 AM Location: SDCRAA / Board Rm.	SPECIAL BOARD / EXECUTIVE - FINANCE MTG.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 7-21-16 Time: 9:00 AM Location: SDCRAA / BOARD Rm.	BOARD / ALUC 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:	
<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



**DON TARTRE**

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Member Event/Meeting/Training Report Summary

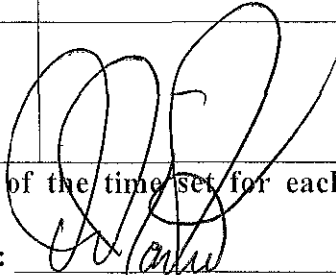
Corporate &amp; Information Governance

Period Covered: 5/2 to 9/6 2016

**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:
Don Tardue		
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 Res. 2009-0149R	Date: May 2, 2016 Time: 10 AM Location: Board Room	AC Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Sept. 6, 2016 Time: 8:30 AM Location: Board Room	AC Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> 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: 

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Awarded Contracts, Approved Change Orders from June 27, 2016 Through August 21, 2016 and Real Property Agreements Granted and Accepted from June 27, 2016 through August 21, 2016**

### **Recommendation:**

Receive the Report:

### **Background/Justification:**

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

### **Fiscal Impact:**

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

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

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

### **Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

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

**Application of Inclusionary Policies:**

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

**Prepared by:**

JANA VARGAS  
DIRECTOR, PROCUREMENT

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 27, 2016- August 21, 2016**

**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>
7/1/2016	N/A	Helmick Sculpture LLC	The Artist will provide a detailed presentation of a proposed design, fabrication and installation of a public artwork project for the Two-dimensional Design Project for Parking the Plaza Lobby Stair at San Diego International Airport.	RFQ	Vision, Voice and Engagement	\$1,500.00	6/27/16
7/1/2016	N/A	R&R Studios, LLC	The Artist will provide a detailed presentation of a proposed design, fabrication and installation of a public artwork project for the Two-dimensional Design Project for Parking the Plaza Lobby Stair at San Diego International Airport.	RFQ	Vision, Voice and Engagement	\$1,500.00	6/27/16
7/1/2016	N/A	Jody Pinto	The Artist will provide a detailed presentation of a proposed design, fabrication and installation of a public artwork project for the Two-dimensional Design Project for Parking the Plaza Lobby Stair at San Diego International Airport.	RFQ	Vision, Voice and Engagement	\$1,500.00	6/27/16
7/1/2016	N/A	James Carpenter	The Artist will provide a detailed presentation of a proposed design, fabrication and installation of a public artwork project for the Two-dimensional Design Project for Parking the Plaza Lobby Stair at San Diego International Airport.	RFQ	Vision, Voice and Engagement	\$1,500.00	6/27/16
7/8/2016	N/A	Schweers Technologies Inc.	The Contractor will provide hand-held citation and violation issuance devices, software hosting and support services for San Diego International Airport.	RFP	Ground Transportation	\$155,000.00	7/14/21
7/11/2016	N/A	F5 Networks, Inc.	The Contractor will provide assistance in configuring additional BIG-IP APM features, Network Access SSL-VPN connectivity to a variety of devices, integrated with the Authority's existing RSA SecurID service at the San Diego International Airport.	Informal RFP	Information Technology Services	\$16,600.00	12/31/16
7/15/2016	N/A	Reigelman LLC.	The Artist will provide a detailed presentation of a proposed design, fabrication and installation of a public artwork project for the Two-dimensional Design Project for Parking the Plaza Lobby Stair at San Diego International Airport.	RFQ	Vision, Voice and Engagement	\$1,500.00	6/27/16
7/15/2016	N/A	Manny Tau	The Contractor will provide services for administrative investigations, threat assessments, training, organizational development, and associated support services for the San Diego County Regional Airport Authority.	RFP	Talent, Culture & Capability	\$100,000.00	6/30/19
7/15/2016	N/A	BANG! Creative	The Contractor will provide services for the development, fabrication, and installation of an Authority-approved interactive exhibit at the San Diego Air and Space Museum.	RFP	Talent, Culture & Capability	\$235,000.00	6/30/17
7/21/2016	N/A	Marsh USA, Inc.	The Contractor will provide insurance broker services for the Operational Insurance Program at San Diego County Regional Airport Authority.	RFP	Risk Management	\$295,000.00	2/28/18
8/8/2016	N/A	Trimble Navigation Limited	The Contractor will provide software support and maintenance services for the Prolog system used for project management and construction management records by the Facilities Development Department. Trimble Navigation Limited is the current provider of services, and this agreement will continue services throughout the closeout of major Airport projects to ensure continuity.	Single Source	Facilities Development	\$25,980.00	4/1/17
8/8/2016	N/A	Major Video, Incorporated	The Contractor will provide professional video recording/editing services for select Authority events at locations determined by the Authority at San Diego County Regional Airport Authority.	Informal RFP	Vision, Voice and Engagement	\$40,000.00	8/31/19
8/15/2016	N/A	Human Ergonomics & Wellness Institute LLC	The Contractor will provide services for an Ergonomics Program at San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$50,000.00	7/31/19
8/16/2016	N/A	Barich Inc.	The Contractor will provide technical consulting services and airport specific expertise to update IT's information Technology ("IT") Master Plan at San Diego International Airport.	RFP	Information Technology	\$250,000.00	7/31/17

**Attachment "A"**

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 27, 2016- August 21, 2016

**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>
7/25/2016	N/A	MA Engineers, Inc.	The contract was approved by the Board at the May 19, 2016 Board Meeting. The Contractor will provide On-call Mechanical and Electrical Engineering Consultant Services for San Diego County Regional Airport Authority.	RFQ	Facilities Development	\$3,000,000.00	6/30/19
8/9/2016	N/A	Network Security Electronics, Inc.	The contract was approved by the Board at the July 21, 2016 Board Meeting. The Contractor will provide services needed to maintain and repair the Airport's security systems at San Diego International Airport.	RFP	Aviation Security and Public Safety	\$10,000,000.00	8/31/19
8/15/2016	N/A	Reigelman LLC.	The contract was approved by the Board at the July 21, 2016 Board Meeting. The Artist will design, create, and deliver Artwork for the Authority's capital improvement project entitled "Parking Plaza Lobby Stair Public Art Project" at San Diego International Airport Authority.	RFQ	Vision, Voice and Engagement	\$550,000.00	8/30/18
8/15/2016	N/A	Universal Coatings, Inc.	The contract was approved by the Board at the June 23, 2016 Board Meeting. The Contractor will provide roof rehabilitation of three buildings: (Cargo Freight Facility Building A and Building B, and Aircraft Service International Group Building) at San Diego International Airport.	RFB	Facilities Development	\$312,700.00	11/6/2016

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN June 27, 2016- August 21, 2016**

**Amendments and Change Orders**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description of Change</b>	<b>Owner</b>	<b>Previous Contract Amount</b>	<b>Change Order Value (+ / -)</b>	<b>Change Order Value (%) (+ / -)</b>	<b>New Contract Value</b>	<b>New End Date</b>
6/29/2016	N/A	Abhe & Svoboda	The First Amendment revises rates listed in Exhibit B "Compensation and payment schedule" to accommodate the prevailing wage requirements for apron and ramp cleaning services. There is no increase in total the compensation.	Facilities Management	\$1,200,000.00	\$0.00	0%	\$1,200,000.00	6/14/2018
7/11/2016	N/A	Borrego Solar (Lindberg Field Solar 2)	The First Amendment to the LFS2 Power Purchase Agreement modifies the module washing schedules in section 8.5 entitled "Operation and Maintenance" for the solar photovoltaic generating system at San Diego International Airport. There is no increase in compensation.	Airport Design & Construction	\$24,500,000.00	\$0.00	0%	\$24,500,000.00	3/22/2036
7/15/2016	N/A	NRG (Lindberg Field Solar 1)	The Second Amendment to the Power Purchase Agreement memorializes the agreed upon meter adjustments in Section 9.1 "Metering" and modifies the module washing schedules in Section 8.5 "Operation and Maintenance" for the solar photovoltaic generating system at San Diego International Airport. There is no increase in compensation.	Airport Design & Construction	\$15,000,000.00	\$0.00	0%	\$15,000,000.00	5/15/2034
8/8/2016	N/A	PMWeb, Inc.	The Second Amendment increases the maximum amount payable by \$50,000 for services needed to link the PMWeb project management software system to the Authority's Electronic Content Management System (EMCS).	Facilities Development	\$600,000.00	\$50,000.00	8%	\$650,000.00	4/30/2017
<b><u>Amendments and Change Orders-Approved by the Board</u></b>									
7/19/2016	N/A	Swinerton Builders	The change order was approved by the Board at the June 13, 2016 Board Meeting. The Validation Amendment increases the "Maximum Project Budget" by \$87,787,597.00 and establishes a Master Project Schedule for the Terminal 2 Parking Plaza at San Diego International Airport.	Airport Design & Construction	\$12,000,000.00	\$87,787,597.00	732%	\$99,778,597.00	12/31/2019

**Attachment "B"**

**REAL PROPERTY AGREEMENTS EXECUTED FROM JUNE 27, 2016 to AUGUST 21, 2016**



**Real Property Agreements**

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
7.25.16 - 12.31.20	LE-0907	Mex Rent a Car, Inc.	Non-exclusive Off-Airport Rental Car Concession Agreement	N/A	Off-Airport Rental Car Concession Agreement	N/A	Greater of \$100 or 10% of revenue per month	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
<b>No Agreements or Assignments to Report</b>								



## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**September 2016 Legislative Report**

### **Recommendation:**

Adopt Resolution No. 2016-0070, approving the September 2016 Legislative Report.

### **Background/Justification:**

The Authority's Legislative Advocacy Program Policy requires that staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The September 2016 Legislative Report updates Board members on legislative activities that have taken place since the previous Board meeting. The Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A).

### **State Legislative Action**

Pursuant to Airport Authority Policy 1.60(5)(d), Authority Board Chairman April Boling authorized the Authority's legislative team to oppose legislation proposed since the last board meeting that would have limited the Authority's ability to require the collection of customer facility charges for certain rental car transactions. This proposed legislation was rejected by the Legislature.

In addition, Authority Board Vice Chair Paul Robinson authorized the legislative team under Policy 1.60(5)(d) to oppose a "gut and amend" of AB 650 on the last day of legislative session. The amended version of this bill would limit the ability of local governments to levy charges, fees, or assessments on taxicab companies and limit fees for taxi driver permits to \$75 annually. Although AB 650 was approved by the State Legislature, it appears to pertain only to city and county governments. In addition, the author of the bill submitted a letter to the Assembly Journal clarifying that AB 650 is not intended to prevent the governing body of an airport from adopting and enforcing local rules, regulations, and ordinances applicable to taxicabs operating on airport property. Authority staff will continue to closely monitor this legislation as it moves forward to consideration by the Governor and determine if additional clarifying legislation is needed.

The State Legislature adjourned its regular legislative session on August 31st. The Governor has until September 30th to sign or veto bills passed by the Legislature this year.

### **Federal Legislative Action**

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

Congress reconvened on September 5th.

**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. 2016-0070

A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
APPROVING THE SEPTEMBER 2016 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 provides direction to Authority staff on pending legislation; and

WHEREAS, the Authority Board, in directing staff, may adopt positions on legislation that has been determined to have a potential impact on the Authority’s operations and functions.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby APPROVES the September 2016 Legislative Report (“Attachment A”); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (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 15<sup>th</sup> day of September, 2016, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY RUSSELL  
DIRECTOR, CORPORATE  
& INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

September 2016 Legislative Report

Local Legislation

**Legislation/Topic**

**City of San Diego Drone Ordinance**

**Background/Summary**

The purpose of this proposed ordinance is to address the potential hazard of drones to other aircraft in flight, persons on the ground, and critical infrastructure. Specifically, this proposed ordinance would codify on a local level regulations similar to those of the Federal Aviation Administration prohibiting the operation of a model aircraft (operated for hobby or recreational purposes) within five miles of an airport without authorization of air traffic control tower staff. The ordinance would also prohibit the operation of model aircraft in a manner that interferes with manned aircraft or operation of model aircraft beyond the visual line of sight by the operator. The operation of model aircraft would also be limited to a height of 400 feet and would only be allowed during daylight hours. In addition, the proposed ordinance would prohibit the operation of both model aircraft and civil unmanned aircraft systems (drones operated for any purpose other than for hobby or recreation) in a manner prohibited by any federal statute or regulation, in violation of any temporary flight restriction or notice to airmen, or in a careless or reckless manner. It would not apply to drones operated by a public agency for government related purposes.

**Anticipated Impact/Discussion**

This bill is could benefit San Diego International Airport (SDIA) by creating regulations that foster a safer operating environment for unmanned aircraft operated in the City of San Diego.

**Status:** 4/20/16 – Consideration by the San Diego City Council Public Safety Committee postponed

**Position:** Support (4/21/16)

*\*Shaded text represents new or updated legislative information*

## State Legislation

### **New Assembly Bills**

The Authority's legislative team responded to a customer facility charge (CFC) amendment proposal put forward by Enterprise Holdings. The proposed amendment would have prevented the Authority from collecting CFCs for vehicles rented at locations other than San Diego International Airport but returned at SDIA's Rental Car Center (RCC). Enterprise Holdings attempted to amend AB 2280 (Ridley-Thomas). On Monday, August 29th, the Senate Judiciary Committee rejected the CFC amendment proposed by Enterprise. However, the Committee chair stated that she is willing to entertain a discussion about this issue during the next legislative session.

### **New Senate Bills**

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

### **Assembly Bills from Previous Report**

#### **Legislation/Topic**

**AB 626 (Chiu and Low) – Public contracts: claim resolution**

#### **Background/Summary**

This bill would establish a new claim process for contractors to submit claims for public works projects. Beginning January 1, 2017, public entities would be required to review and respond in writing to contractor claims within 45 days. The bill would require payments due on undisputed portions of a claim be processed within 60 days. Any unpaid claim amounts would accrue interest at a rate of 7% annually. AB 626 would also authorize a procedure for subcontractors to submit claims through a contractor.

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

Passage of this bill is expected to negatively impact the Authority's contracting process and create additional opportunities for delay, conflict, and additional costs for airport projects. Both the Airport Authority and the California Airports Council opposed similar legislation in 2015, which was vetoed by the Governor.

**Status:** 8/23/16 – Approved by Senate on a vote of 39-0  
8/30/16 – Approved by Assembly on a vote of 79-0

**Position:** Oppose (6/23/16)

#### **Legislation/Topic**

**AB 650 (Low) – Taxicab Transportation Services**

#### **Background/Summary**

As amended on August 31, 2016, this bill would transfer taxicab regulation from a multitude of various local requirements to one state agency to coincide with the

*\*Shaded text represents new or updated legislative information*

Governor's transportation reorganization plan. Under this bill the duties and responsibilities for the regulation of taxicabs shall be carried out within the agency that handles all other modes of for-hire-transportation. AB 650 would also limit the ability of local governments to levy charges, fees, or assessments on taxicab companies and limit fees for taxi driver permits to \$75 annually. The charges, fees and assessments levied on taxicab companies may not exceed those in effect on July 1, 2016, and no new charges may be created. Cities or counties may not limit prearranged trips by licensed taxicabs or regulate the type of device used by taxicabs to calculate fares. Cities or counties may limit the number of taxicab companies that use taxi stands, pick up passengers at airports, or pick up street hails.

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

Although AB 650 was approved by the State Legislature, it appears to pertain only to city and county governments. In addition, the author of the bill submitted a letter to the Assembly Journal clarifying that AB 650 is not intended to prevent the governing body of an airport from adopting and enforcing local rules, regulations, and ordinances applicable to taxicabs operating on airport property. However, Authority staff will continue to closely monitor this legislation as it moves forward to consideration by the Governor and determine if additional clarifying legislation is needed to protect the Authority's interests.

**Status:** 8/31/16 – Approved by Assembly on a vote of 57-12

**Position:** Oppose (8/31/16)

#### **Legislation/Topic**

**AB 1289 (Cooper) – Transportation Network Companies: Driver Penalties**

#### **Background/Summary**

This bill would require Transportation Network Companies (TNCs) to conduct, or have a third party conduct, comprehensive criminal background checks for each participating driver that include local, state, and federal law enforcement and national sex offender records. AB 1289 would prohibit TNCs from contracting with, employing, or continuing to retain a driver if he or she is required to register as a sex offender or has been convicted of a violent felony, acts of terror and other specified crimes or has been convicted of any of the following offenses within the previous seven years: misdemeanor assault or battery, domestic violence, driving under the influence offense or other specified felonies.

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

If enacted, this legislation could reduce the risk of passengers using TNCs to travel to and from SDIA.

**Status:** 8/31/16 – Approved by Assembly on a vote of 70-4

*\*Shaded text represents new or updated legislative information*

**Position:** Support (4/21/16)

**Legislation/Topic**

**AB 1455 (Rodriguez) – Ontario International Airport**

**Background/Summary**

AB 1455 would have authorized the City of Ontario to issue revenue bonds for the purpose of financing the acquisition of Ontario International Airport from the City of Los Angeles. The bonds would be secured solely by the revenues and charges at the Ontario International Airport.

**Anticipated Impact/Discussion**

Passage of this bill would not have impacted San Diego International Airport or the Airport Authority.

**Status:** 7/8/15 – Died in Senate Committee on Government and Finance

**Position:** Watch (4/21/16)

**Legislation/Topic**

**AB 1661 (McCarty) – Local Government: sexual harassment training and education**

**Background/Summary**

This bill would require local agency officials (defined as any member of a local agency governing body and any elected local agency official) to receive a minimum of two hours sexual harassment training and education if the local agency provides any type of compensation, salary, or stipend to those officials, and would permit a local agency to require its employees to receive sexual harassment training. The local agency officials training would be required within the first six months of taking office or commencing employment and would be required every two years.

**Anticipated Impact/Discussion**

Pursuant to existing law, the Authority currently provides sexual harassment training on a bi-annual basis to supervisory employees. This training could be provided to board members as well. Following the amendment of AB 1661, local officials would only be required to satisfy this requirement once, regardless of the number of local agencies on which they serve.

**Status:** 8/30/16 – Enrolled and Presented to the Governor for signature

**Position:** Watch (2/18/16)

*\*Shaded text represents new or updated legislative information*



## **Legislation/Topic**

### **AB 1662 (Chau) – Unmanned Aircraft Systems: accident reporting**

#### **Background/Summary**

This bill would require the operator of any unmanned aircraft system involved in an accident resulting in injury to an individual or damage to property to immediately land the unmanned aircraft at the nearest safe location. The operator would also be required to provide certain information to the injured party or the owner or person in charge of the damaged property, or place that information in a conspicuous place on the damaged property. A person who violates this requirement would be guilty of an infraction or misdemeanor.

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

Although this bill would not directly impact SDIA operations, it could result in safer operations of unmanned aircraft and increase accountability for the operators of such aircraft near San Diego International Airport (SDIA).

**Status:** 8/31/16 – Approved by Assembly on a vote of 73-2

**Position:** Support (2/18/16)

## **Legislation/Topic**

### **AB 1820 (Quirk) – Unmanned Aerial Systems**

#### **Background/Summary**

This bill would provide conditions on how law enforcement agencies operate and obtain drones as well as how the data and information they gather is used and stored.

Specifically, this bill would:

- Prohibit a law enforcement agency from using a drone, obtaining a drone from another public agency by contract, loan or other arrangement or using information obtained from a drone used by another public agency except as provided by this bill's provisions
- Apply to all law enforcement agencies and private entities when contracting with or acting as the agent of a law enforcement agency when using a drone
- Require law enforcement agencies to create a policy on their use of drones and make it publicly available
- Prohibit a law enforcement agency from using a drone for surveillance of private property without obtaining a search warrant from the appropriate jurisdiction
- Require images, footage and data obtained through the use of drones to be destroyed within one year except as specified
- Prohibit a law enforcement agency from equipping or arming drones with weapons or other devices that can be carried by, directed by, or launched from that drone
- Provide that specified surveillance restrictions on electronic devices apply to the use or operation of drones by a law enforcement agency

*\*Shaded text represents new or updated legislative information*

**Anticipated Impact/Discussion**

Although this bill would not directly impact San Diego International Airport (SDIA) operations, it could result in changes to Harbor Police operations and protocol, resulting in adjustments to our engagement with law enforcement.

**Status:** 6/22/16 – Approved by Senate Committee on Public Safety on a vote of 5-2 and Referred to Senate Committee on the Judiciary

**Position:** Watch (3/17/16)

**Legislation/Topic**

**AB 1841 (Irwin) – Cyber Security**

**Background/Summary**

As amended, this bill would require by July 1, 2018, that the Office of Emergency Services (OES), in conjunction with the Department of Technology develop a comprehensive cybersecurity strategy setting standards for state agencies to prepare for cybersecurity interference with or the compromise or incapacitation of critical infrastructure. The state agencies required to coordinate with OES would include every state office, officer, department, division, bureau, board, and commission. OES would also be required to transmit to the State Legislature by July 1, 2017, a cybersecurity incident response plan, known as the Cyber Security Annex to the State Emergency Plan.

**Anticipated Impact/Discussion**

As introduced, this bill would have required OES to post cybersecurity strategy information on the internet. As amended, AB 1841 would no longer require this action, reducing access to potentially sensitive information.

**Status:** 8/23/16 – Approved by Senate on a vote of 39-0  
8/29/16 – Approved by Assembly on a vote of 80-0

**Position:** Watch (5/19/16)

**Legislation/Topic**

**AB 2161 (Quirk) – Parking lots: design insurance discount**

**Background/Summary**

This bill would require the California Building Standards Commission with the State Architect and the State Fire Marshal, to consider standards for the installation of vehicle barriers to protect pedestrians and property from vehicle collisions. The bill would also authorize insurers to offer discounts on a property owner’s insurance covering damage

*\*Shaded text represents new or updated legislative information*

or loss or liability based on any reduced risk resulting from the installation of vehicle barriers.

**Anticipated Impact/Discussion**

The passage of this this bill could benefit the Authority via discounted insurance premiums for SDIA parking facilities.

**Status:** 7/22/16 – Signed into law by the Governor and chaptered

**Position:** Support (3/17/16)

**Legislation/Topic**

**AB 2257 (Maienschein) – Local agency meetings: agenda online posting**

**Background/Summary**

This bill would require an online posting of a meeting agenda by a local agency to have a prominent direct link to the current agenda itself. It would also require the link to be on the local agency's Internet website homepage, not in a contextual menu on the homepage. The bill would make these provisions applicable on and after January 1, 2019.

**Anticipated Impact/Discussion**

The passage of this this bill would require the Airport Authority to post meeting agendas in the manner specified by AB 2257.

**Status:** 8/26/16 – Enrolled and presented to the Governor for signature

**Position:** Watch (3/17/16)

**Legislation/Topic**

**AB 2320 (Calderon & Low) – Unmanned Aircraft Systems: regulation**

**Background/Summary**

This bill would prohibit a person who is prohibited from coming within a specified distance of another person, from operating an unmanned aircraft in a way that causes it to fly within the prohibited distance of the other person, or from capturing images of the other person by using an unmanned aircraft. This bill would also prohibit a person required to register as a sex offender for offenses committed after January 1, 2017, from operating an unmanned aircraft. In addition, AB 2320 would prohibit drone use in interfering with emergency responses, following and harassing individuals or bringing prohibited items into a correctional facility.

*\*Shaded text represents new or updated legislative information*

### **Anticipated Impact/Discussion**

Although this bill is not expected to directly impact any operations at San Diego International Airport, its enactment could prevent drone interference during an emergency situation.

**Status:** 8/31/16 – Enrolled and presented to the Governor for signature

**Position:** Watch (3/17/16)

### **Legislation/Topic**

**AB 2611 (Low) – The California Public Records Act: exemptions**

### **Background/Summary**

This bill would expand a number of exemptions related to the disclosure of public records to include:

- Disclosures of personal information that would endanger the privacy of those involved in complaints or investigations related to incidents, victims or any person who suffers injury or property damage/loss
- Any audio or video recording depicting the death or serious injury of a peace officer

### **Anticipated Impact/Discussion**

AB 2611 was amended and no longer will provide exemptions for any investigatory or security audio or video recording.

**Status:** 8/15/16 – Approved by Senate on a vote of 23-6. Referred to Assembly Committee on the Judiciary

**Position:** Watch (4/21/16)

### **Legislation/Topic**

**AB 2687 (Achadjian) – Vehicles: Passenger for Hire: Driving Under the Influence**

### **Background/Summary**

This legislation would make it unlawful for a person who has 0.04 percent, by weight, or more of alcohol in his or her blood to drive a motor vehicle when a passenger for hire is in the vehicle.

### **Anticipated Impact/Discussion**

Although AB 2687 would not have any direct impact to San Diego International Airport, it could enhance safety for passengers utilizing vehicles for hire to travel to and from SDIA.

**Status:** 8/25/16 – Enrolled and presented to the Governor for signature

*\*Shaded text represents new or updated legislative information*

**Position:** Watch (4/21/16)

**Legislation/Topic**

**AB 2724 (Gatto) – Unmanned Aircraft**

**Background/Summary**

As amended, this bill would require manufacturers of unmanned aircraft (drones) sold in California to include with the aircraft a link to the Federal Aviation Administration (FAA) website containing applicable safety regulations and best practices. If the unmanned aircraft is required to be registered with the FAA, a notification of that requirement and a link to the FAA website is to be included as well. AB 2724 would also require that unmanned aircraft equipped with global positioning satellite (GPS) mapping capabilities be equipped with geo-fencing technologies that prohibit the unmanned aircraft from flying within any area prohibited by local, state, or federal law. This bill would also require the owner of an unmanned aircraft to procure adequate protection against liability for the payment of damages for bodily injury, death and property damage resulting from the operation of the unmanned aircraft. Lastly, this bill would exempt an unmanned aircraft operated pursuant to a current exemption from these requirements.

**Anticipated Impact/Discussion**

This bill is could benefit San Diego International Airport (SDIA) by creating regulations that foster a safer operating environment for unmanned aircraft. Its provisions to require geo-fencing capabilities for all GPS enabled unmanned aircraft could reduce or eliminate the operation of unmanned aircraft within a five mile radius of the SDIA.

**Status:** 8/24/16 – Approved by Senate on a vote of 25-13  
8/30/16 – Approved by Assembly on a vote of 47-24

**Position:** Support (4/21/16)

**Senate Bills from Previous Report**

**Legislation/Topic**

**SCR 114 (Fuller) – Aviation Awareness Month**

**Background/Summary**

SCR 114 is a Senate Concurrent Resolution that would designate the month of April 2016 as Aviation Awareness Month.

**Anticipated Impact/Discussion**

This resolution would benefit the Authority by creating additional opportunities for outreach and visibility regarding our legislative priorities and other activities.

**Status:** 5/10/16 – Chaptered by Secretary of State

*\*Shaded text represents new or updated legislative information*

**Position:** Support (3/17/16)

**Legislation/Topic**

**SB 868 (Jackson) – State Remote Piloted Aircraft Act**

**Background/Summary**

As amended, this bill would enact the State Remote Piloted Aircraft Act, establishing conditions for operating remote piloted aircraft and a requirement for the procurement of liability insurance or proof of financial responsibility. It would also authorize the Department of Transportation and Office of Emergency Services to adopt rules and regulations governing the conditions under which remote piloted aircraft may be operated. Unless the consent of the owner/operator, a waiver exemption or other authorization has been obtained, operation of remote piloted aircraft would be prohibited in any of the following circumstances:

- Within 500 feet of “critical infrastructure”
- Within 1,000 feet of a heliport
- Within five miles of an airport
- Within immediate reaches of the “enveloping atmosphere” of private property
- Within airspace of state parks
- Within airspace overlaying lands or waters managed by the Department of Fish and Wildlife
- Within 500 feet of the State Capitol or other buildings housing state legislative offices and chambers
- Within any other area deemed to present an imminent danger to public health and safety

**Anticipated Impact/Discussion**

This bill would benefit San Diego International Airport (SDIA) by identifying and prohibiting allowable areas for remote piloted aircraft. Additionally, it provides SDIA with a consistent point of contact and identifies authority within the State government (the Department of Transportation) to oversee drone related issues and concerns.

**Status:** 6/21/16 – Died in Assembly Committee on Privacy and Consumer Protection

**Position:** Support (2/18/16)

*\*Shaded text represents new or updated legislative information*

## Federal Legislation

### New House Bills

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

### House Bills from Previous Report

#### Legislation/Topic

**H.R. 636 (Tiberi) – Federal Aviation Administration Extension, Safety and Security Act of 2016**

#### Background/Summary

H.R. 636 was significantly amended in the Senate to serve as the Senate version of the Federal Aviation Administration (FAA) Reauthorization bill. The final version of this bill reauthorizes FAA programs for 14.5 months and authorizes \$3.35 billion for the Airport Improvement Program (AIP) in Fiscal Years 2016 and 2017. The bill also includes the text of two security bills, S. 2361 and H.R. 2843 that increase the vetting of aviation employees with access to secure areas, increase random screening of airport workers accessing secure areas, increase oversight of airport management of Secure Identification Display Areas (SIDA) credentials and improve the marketing efforts to increase enrollment in Transportation Security Administration (TSA) PreCheck program.

#### Anticipated Impact/Discussion

Although this extension continues AIP funding at current levels, it does not include an increase to the current \$4.50 Passenger Facility Charge (PFC) limit and does not include language that would assist in reestablishing nonstop air service between San Diego and Ronald Reagan Washington National Airport.

**Status:** 7/15/16 – Signed into law by the President

**Position:** Oppose Unless Amended (3/17/16)

#### Legislation/Topic

**H.R. 1835 (Mica) – The Air Traffic Controller Reform and Employee Stock Ownership Act of 2015**

#### Background/Summary

This bill would privatize some facets of the nation's air traffic control system and create a new private corporation that would oversee functions currently handled by the Federal Aviation Administration (FAA). The Secretary of Transportation would be required to submit a transfer plan to Congress within 60 days of enactment of H.R. 1835.

*\*Shaded text represents new or updated legislative information*

### **Anticipated Impact/Discussion**

This bill is being monitored by the Authority's legislative team for any potential impact to San Diego International Airport. Legislation similar to H.R. 1835, which would create a federally-chartered, fully independent, not-for-profit corporation to administer Air Traffic Control (ATC), was included in H.R. 4441, the Aviation Innovation, Reform and Reauthorization Act of 2016.

**Status:** 4/16/15 – Introduced and Referred to the House Committee on Transportation and Infrastructure and the House Committee on Oversight and Government Reform

**Position:** Watch (5/21/15)

### **Legislation/Topic**

**H.R. 2127 (Thompson) – The Securing Expedited Screening Act**

### **Background/Summary**

This bill would require the Transportation Security Administration (TSA) to limit expedited security screening at airports to passengers enrolled in a Department of Homeland Security trusted traveler program, members of the armed forces, and other low-risk travelers.

### **Anticipated Impact/Discussion**

This legislation is not expected to result in any significant impact to San Diego International Airport operations.

**Status:** 7/27/15 – Approved by the House on a voice vote and Referred to the Senate Committee on Commerce, Science and Transportation

**Position:** Watch (7/23/15)

### **Legislation/Topic**

**H.R. 2530 (Duckworth) – The Friendly Airports for Mothers Act of 2015**

### **Background/Summary**

This bill would require large and medium hub airports to install and maintain post-security lactation areas at each airport terminal building. These areas must have a locking door, sitting area, flat surface, electrical outlet, and accessibility compliant with the Americans with Disabilities Act (ADA), and must not be located in a restroom.

### **Anticipated Impact/Discussion**

The legislation is not expected to require any changes to SDIA airport facilities as post-security lactation areas in the terminals already exist. H.R. 4441, The Aviation

*\*Shaded text represents new or updated legislative information*



Innovation, Reform and Reauthorization Act of 2016 has included language that would require similar accommodations for nursing mothers.

**Status:** 5/21/15 – Introduced and Referred to the House Committee on Transportation and Infrastructure

**Position:** Watch (7/23/15)

### **Legislation/Topic**

**H.R. 2750 (Katko) – The Improved Security Vetting for Aviation Workers Act of 2015**

### **Background/Summary**

This bill would codify recommendations issued by the Department of Homeland Security Inspector General related to the vetting and badging of airport employees. This bill would require the establishment of new guidance procedures for the annual review of badging offices by the end of 2015. Inspections will include a review of applicants' Criminal History Records Check (CHRC) and work authorization documentation. The legislation would also require airport badging offices to indicate, on an employee's credentials, the date their authorization to work in the United States ends. Further, the bill would require the Transportation Security Administration (TSA) to review cases involving credentials denied due to issues determining the legal status of an employee. The findings of this review will be used to identify and correct weaknesses of airports.

### **Anticipated Impact/Discussion**

If enacted, Authority staff will coordinate with TSA staff on any actions necessary to implement these new requirements.

**Status:** 7/27/15 – Approved by the House on a voice vote and Referred to the Senate Committee on Commerce, Science and Transportation

**Position:** Watch (7/23/15)

### **Legislation/Topic**

**H.R. 2770 (Rice) – The Keeping Our Travelers Safe and Secure Act**

### **Background/Summary**

This bill would require the Transportation Security Administration (TSA) Administrator to develop and implement a preventative maintenance validation process for security-related screening technology at airports.

### **Anticipated Impact/Discussion**

This bill is not expected to impact San Diego International Airport operations.

*\*Shaded text represents new or updated legislative information*

**Status:** 7/27/15 – Approved by the House on a vote of 380-0 and Referred to the Senate Committee on Commerce, Science and Transportation

**Position:** Watch (7/23/15)

**Legislation/Topic**

**H.R. 2776 (Cohen) – The Carry-On Freedom Act of 2015**

**Background/Summary**

This bill would direct the Secretary of Transportation to issue regulations that prevent airlines that charge a fee for checked baggage from reducing the size of carry-on luggage from the size standards utilized by airlines on June 8, 2015.

**Anticipated Impact/Discussion**

This bill is not expected to impact operations at San Diego International Airport.

**Status:** 6/15/15 – Introduced and Referred to the House Committee on Transportation and Infrastructure

**Position:** Watch (7/23/15)

**Legislation/Topic**

**H.R. 2843 (Katko) – The TSA PreCheck Expansion Act**

**Background/Summary**

This bill would require the Transportation Security Administration (TSA) Administrator to coordinate with private sector partners to increase public enrollment in the PreCheck Program and to maximize the availability of PreCheck screening, particularly during peak and other high volume travel times.

**Anticipated Impact/Discussion**

Authority staff will coordinate with TSA staff as needed to assist in implementing the actions in H.R. 2843 if this legislation is enacted.

**Status:** 7/27/15 – Approved by the House on a voice vote  
12/9/15 – Amended and approved by the Senate Committee on Commerce, Science and Transportation

**Position:** Watch (7/23/15)

*\*Shaded text represents new or updated legislative information*

**Legislation/Topic**

**H.R. 3102 (Katko) – Airport Access Control Security Improvement Act of 2015**

**Background/Summary**

This bill would direct the Administrator of the TSA to establish a risk-based, intelligence-driven model for screening airport employees based on level of employment related access to secure areas. The Administrator would also be required to determine the types of federal disqualifying criminal offenses to be used in denying employee credentials necessary to access Secure Identification Display Areas (SIDAs) of airports and establish a national database.

**Anticipated Impact/Discussion**

If enacted, this legislation could alter the current screening process for employees at SDIA and may affect the current process used by Airport Authority staff in determining the eligibility of airport employees obtaining SIDA credentials.

**Status:** 10/6/15 – Approved by the House by voice vote and Referred to the Senate Committee on Commerce, Science and Transportation

**Position:** Watch (1/21/16)

**Legislation/Topic**

**H.R. 3384 (Meng) – Quiet Communities Act of 2015**

**Background/Summary**

This bill would require the Environmental Protection Agency (EPA) to reestablish the Office of Noise Abatement and Control - established in 1972 and defunded since 1982 - and require the Administrator to conduct an airport noise study, and submit the results to Congress.

**Anticipated Impact/Discussion**

This bill will be monitored by the Authority's legislative staff for any potential impact to San Diego International Airport.

**Status:** 7/29/15 – Introduced and Referred to the House Committee on Transportation and Infrastructure and the House Committee on Energy and Commerce

**Position:** Watch (12/17/15)

*\*Shaded text represents new or updated legislative information*

## **Legislation/Topic**

### **H.R. 3584 (Katko) – Transportation Security Administration Reform and Improvement Act of 2015**

#### **Background/Summary**

H.R. 3584 is a compilation of several other legislative bills and would:

- Authorize a pilot project to establish a secure, automated biometric-based system at airports to verify the identity of PreCheck passengers
- Expand enrollment in PreCheck by adding private sector application capabilities
- Ensure that TSA PreCheck screening lanes are open and available during peak and high-volume travel times at airports
- By December 31, 2017, establish a secure, automated system at all large hub airports for verifying travel and identity documents of passengers who are not members of the TSA PreCheck program
- Develop a process for regularly evaluating the root causes of screening errors at airport checkpoints so corrective measures can be identified
- Require the completion of a comprehensive, agency-wide efficiency review

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

This bill could benefit operations at SDIA by potentially streamlining TSA operations at checkpoints through biometric-based screening and increased use of the PreCheck program, thereby reducing passenger screening wait times.

**Status:** 2/23/16 – Approved by the House on a voice vote and Referred to Senate Committee on Commerce, Science and Transportation

**Position:** Support (3/17/16)

## **Legislation/Topic**

### **H.R. 3965 (Gallego) – FAA Community Accountability Act of 2015**

#### **Background/Summary**

This bill would require the FAA Administrator to undertake actions to limit negative impacts of the implementation of the Next Generation Air Transportation System (NextGen) on individuals living in the vicinity of affected airports and allow the Administrator to give preference to overlays of existing flight paths and procedures to ensure land use compatibility. The following are specific provisions included in the bill:

- The Administrator would be required to appoint an FAA Community Ombudsman for each region of the FAA to serve as a liaison between affected communities and the Administrator.
- Ombudsmen would also monitor the impact of NextGen implementation on communities near affected airports and make recommendations to the Administrator to address community concerns and consider community input.

*\*Shaded text represents new or updated legislative information*

- FAA could not implement revisions of flight paths or procedures via a categorical exemption (under NEPA) if an ombudsman or airport operator notifies the FAA that proposed changes will have a significant adverse impact on individuals in the vicinity of such airport or if extraordinary circumstances exist.
- FAA would be required to provide a 30-day public comment period before deeming new or revised flight paths covered under a categorical exemption.
- The Administrator would be required to reconsider a flight path or procedure established or revised under NextGen if an FAA Community Ombudsman or affected airport operator notifies the Administrator that the changes would result in significant adverse impact on the human environment in the vicinity of the airport.

### **Anticipated Impact/Discussion**

This legislation would enhance the role of the Authority and residents living in close proximity to the airport during the consideration and implementation of the NextGen Air Transportation System.

**Status:** 11/5/15 – Introduced and referred to the House Committee on Transportation and Infrastructure

**Position:** Support (12/17/15)

### **Legislation/Topic**

**H.R. 4441 (Shuster) – The Aviation Innovation, Reform and Reauthorization Act of 2016**

### **Background/Summary**

This bill would authorize funding for the Federal Aviation Administration and related federal aviation programs for the next six years. A major provision in this legislation would create a new Air Traffic Control Corporation governed by an eleven member board of directors, four of whom would represent airlines. The bill does not include any airport representatives on the governing board. Although H.R. 4441 would increase Airport Improvement Program (AIP) authorizations each fiscal year – reaching a level of approximately \$4 billion in FY 2022 – this bill would not increase the \$4.50 Passenger Facility Charge (PFC) limit. In addition, H.R. 4441 does not include any provision to alter the “perimeter rule” that restricts nonstop flights from Ronald Reagan Washington National Airport (DCA) to a distance of 1,250 miles.

### **Anticipated Impact/Discussion**

Although the increase in AIP funding authorizations proposed in H.R. 4441 would provide some additional funds for SDIA projects, the benefit to SDIA would not be significant. Because there is no increase in the PFC limit, as supported by the airport industry, and because this bill would not provide any assistance in reestablishing a nonstop flight to DCA – both of which are legislative priorities for the Airport Authority – the enactment of H.R. 4441 would result in a “status quo” situation for SDIA. As this bill

*\*Shaded text represents new or updated legislative information*

is a six-year measure, the Airport Authority would have little, if any, chance of increasing the PFC limit or achieving changes to the perimeter rule to assist in reestablishing nonstop service to DCA until 2023 under this legislation. The Authority's legislative team will work with airport industry advocates and our Congressional delegation members to amend H.R. 4441 as the legislation moves forward.

**Status:** 2/11/16 – Approved by House Transportation and Infrastructure Committee on a vote of 34-25

**Position:** Oppose Unless Amended (2/18/16)

### **Legislation/Topic**

**H.R. 4698 (Katko) – The Securing Aviation from Foreign Entry Points and Guarding Airports Through Enhanced Security Act of 2016**

### **Background/Summary**

H.R. 4698, the SAFE Points and GATES Act, was introduced to address security at international last point of departure airports to the U.S. Specific provisions in the bill include:

- Requires the Transportation Security Administration (TSA) Administrator to produce a security risk assessment of all last point of departure airports with nonstop flights into the United States. The report shall include the passenger security screening practices, capabilities, and capacity and security vetting undergone by aviation workers at each last point of departure airport.
- Requires the TSA Administrator to submit to Congress and the Government Accountability Office (GAO) a plan to enhance and bolster security collaboration, coordination, and information sharing among Customs and Border Protection (CBP), other U.S. and foreign government agencies, and cargo and passenger airlines related to flights bound for the United States in order to enhance security capabilities at foreign airports
- Requires the GAO to review the efforts, capabilities, and effectiveness of the TSA to enhance security capabilities at foreign airports and determine if the implementation of such efforts and capabilities effectively secures international-inbound aviation
- Requires the TSA Administrator to submit to Congress a comprehensive workforce assessment of all personnel in the TSA's Office of Global Strategies who are working on transportation security issues
- Allows the TSA Administrator to donate screening equipment to last point of departure airports if such equipment can be reasonably expected to mitigate a specific vulnerability to the security of the United States or United States citizens
- Permits the TSA Administrator to evaluate foreign air cargo security programs to determine whether such programs provide a level of security commensurate with the level of security required by United States air cargo security programs

*\*Shaded text represents new or updated legislative information*

### **Anticipated Impact/Discussion**

If enacted, this bill would direct the Administrator of the TSA to perform a number of assessments and actions to enhance the security, coordination and information sharing amongst U.S. and foreign airports, U.S. and foreign government agencies as well as cargo and passenger airlines.

**Status:** 4/26/16 – Approved by House on a voice vote and Referred to Senate Committee on Science, Commerce and Transportation

**Position:** Watch (5/19/16)

### **Legislation/Topic**

**H.R. 5056 (Keating) – The Airport Perimeter Control and Access Control Security Act of 2016**

### **Background/Summary**

H.R. 5056 was introduced to improve airport security by mandating updated risk assessments and the development of strategic security plans, including for employee access control points and airport perimeters. Specific provisions include:

- Requires the Transportation Security Administration (TSA) Administrator to update the Transportation Sector Security Risk Assessment (TSSRA) for the aviation sector
- Requires the TSA Administrator to update the Comprehensive Risk Assessment of Perimeter and Access Control Security and determine a timeframe for additional updates.
- Requires the TSA Administrator to conduct a system wide assessment of airport access control points and airport perimeter security
- Requires the TSA Administrator to provide reports on the security risk assessments to the House Homeland Security Committee and the Senate Commerce Committee
- Requires the TSA Administrator to update the 2012 National Strategy for Airport Perimeter and Access Control Safety

### **Anticipated Impact/Discussion**

If enacted, H.R. 5056 would direct the Administrator of the TSA to perform a number of assessments and actions to enhance the security and understanding of threats and risks to airport perimeters and access control points. These actions could result in changes to SDIA security procedures.

**Status:** 7/11/16 – Approved by House on a voice vote and Referred to Senate Committee on Commerce, Science and Transportation

**Position:** Watch (5/19/16)

*\*Shaded text represents new or updated legislative information*

### **Legislation/Topic**

H.R. 5338 (Katko) – Checkpoint Optimization and Efficiency Act of 2016

### **Background/Summary**

This bill would implement several changes to Transportation Security Administration (TSA) staffing and operations to improve passenger screening wait times. Specific provisions in H.R. 5338 include:

- Redeployment of behavior detection officers to allow travel document checkers to perform passenger screening functions
- Provide federal security directors (FSD) the ability to make local staffing decisions without first consulting TSA headquarters
- Disseminate to airports, airlines and FSDs the best practices developed during optimization team visits
- Expand the PreCheck program through approved private sector solutions
- Assess the staffing allocation model to determine the necessary staffing positions at all U.S. airports

### **Anticipated Impact/Discussion**

Although San Diego International Airport (SDIA) has not experienced the problems with lengthy checkpoint wait times as has recently occurred at other U.S. airports, the actions that would be implemented under H.R. 5338 would benefit the national air transportation network and could prevent long wait times at SDIA during peak periods.

**Status:** 6/7/16 – Approved by the House on a voice vote and Referred to Senate Committee on Commerce, Science, and Transportation

**Position:** Support (6/23/16)

### **Legislation/Topic**

H.R. 5563 (Jolly) – Restoring Local Control of Airports Act of 2016

### **Background/Summary**

This bill would eliminate the current \$4.50 Passenger Facility Charge limit established by Congress in 2000. Under H.R. 5563, large-hub airports choosing to increase their PFC above \$4.50 would no longer be eligible for Airport Improvement Program (AIP) entitlement funding. This bill would also reduce the federal tax on airline tickets from the current level of 7.5% to a new level of 7%.

### **Anticipated Impact/Discussion**

If enacted into law, this legislation would allow the Airport Authority to increase the Passenger Facility Charge at San Diego International Airport to provide adequate funding for airport programs and projects such as those that will be included in the Airport Development Plan.

*\*Shaded text represents new or updated legislative information*



**Status:** 6/22/16 – Introduced and Referred to House Committee on Transportation and Infrastructure and House Committee on Ways and Means

**Position:** Support (7/21/16)

### **New Senate Bills**

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

### **Senate Bills from Previous Report**

#### **Legislation/Topic**

#### **S. 2844 (Collins) – Fiscal Year 2017 Transportation Appropriations Act**

#### **Background/Summary**

S. 2844 would provide annual funding for the Federal Aviation Administration (FAA) and aviation programs. This bill would fund the Airport Improvement Program (AIP) at a level of \$3.35 billion, and would prohibit the FAA from requiring airports to provide space free of charge in airport owned buildings. The Committee report accompanying this bill states that funding to transfer the ATC functions from the FAA will be prohibited.

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

If enacted, this bill would provide continued funding in FY 2017 for the FAA and aviation programs that benefit SDIA, such as AIP and other airport priorities.

**Status:** 4/21/16 – Approved by Senate Appropriations Committee

**Position:** Support (5/19/16)

#### **Legislation/Topic**

#### **S.1608 (Feinstein) – Consumer Safety Drone Act**

#### **Background/Summary**

This bill would require the Administrator of the Federal Aviation Administration to issue a regulation governing the operation of consumer drones. Specifically, the regulation would include: limits on altitude for consumer drones; a means of preventing unauthorized operation within protected airspace; a system that enables the avoidance of collisions; a technological means to maintain safety in the event of compromised communications between drone and operator; and a means to prevent tampering with safety mechanisms and educational materials for consumers.

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

This legislation would assist Authority staff in maintaining public safety and could help prevent drone incursions on airport property and in the flight path of aircraft operating at SDIA.

*\*Shaded text represents new or updated legislative information*

**Status:** 6/18/15 – Introduced and Referred to the Senate Committee on Commerce, Science and Transportation

**Position:** Support (9/17/15)

**Legislation/Topic**

**S. 2361 (Thune) – Airport Security Enhancement and Oversight Act**

**Background/Summary**

This bill would require the Administrator of the TSA to determine the level of risk posed to the domestic air transportation system by individuals with unescorted access to secure areas. It would also require additional oversight of the credentialing and vetting process for unescorted personnel. Specifically, the bill includes the following provisions:

- Requires the TSA Administrator to issue guidance to airport operators regarding placement of an expiration date on each airport credential issued to non-U.S. citizens for the time they are authorized to work in the U.S.
- Requires the TSA Administrator to enhance the eligibility requirements and disqualifying criminal offenses for individuals seeking or having unescorted access to an airport SIDA
- Ensures that the TSA Administrator is authorized to receive additional access to Terrorist Identities Datamart Environment data
- Requires the TSA Administrator to develop and implement performance metrics to measure the effectiveness of security for airport SIDAs
- Requires the TSA Administrator to increase covert testing of airport access controls to airport SIDAs
- Requires the TSA Administrator to submit reports to Congress on TSA's actions to improve aviation security under this bill

**Anticipated Impact/Discussion**

If enacted, this legislation may affect the current process used by Airport Authority staff in determining the eligibility of airport employees to obtain SIDA credentials.

**Status:** 12/9/15 – Approved by Senate Committee on Commerce, Science and Transportation

**Position:** Watch (1/21/16)

**Legislation/Topic**

**S. 3001 (Hoeven) – Fiscal Year 2017 Department of Homeland Security Appropriations**

**Background/Summary**

This bill would provide annual funding for Department of Homeland Security (DHS) operations and programs for fiscal year 2017. Included in S. 3001 is a \$228 million

*\*Shaded text represents new or updated legislative information*

increase in TSA funding to a level of \$7.7 billion, allowing for the addition of 1344 transportation security officers and 50 new canine teams. Annual funding for Customs and Border Protection (CBP) would be increased by \$125 million over the current level to a total of \$11.2 billion. This level would allow CBP to fund 21,370 border patrol agents and 23,775 CBP officers.

**Anticipated Impact/Discussion**

Passage of this bill would benefit San Diego International Airport by ensuring that TSA and CBP have a stable and adequate funding source for the next fiscal year. If enacted into law, Authority staff will continue discussions with CBP staff regarding the distribution of DHS staff necessary to process current and future passenger levels at SDIA.

**Status:** 5/26/16 – Approved by the Senate Appropriations Committee

**Position:** Support (6/23/16)

*\*Shaded text represents new or updated legislative information*

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

#### **Appointment of Authority Advisory Committee Members**

#### **Recommendation:**

Adopt Resolution No. 2016-0071, approving appointments to the Authority Advisory Committee.

#### **Background/Justification:**

The Authority's Advisory Committee was established to facilitate input from community stakeholders and subject matter experts regarding Authority planning and development activities. The 18-member Committee is governed by the provisions of Authority Policy 1.21. While the Board is responsible for approving the appointments of all members of the Committee, nominations are received from various sources as follows:

(Seats 1 – 6) The President/CEO shall nominate individuals to fill seats representing each of the following categories:

- (1) airport management;
- (2) passenger and freight air transportation operations and economics;
- (3) general aviation;
- (4) the natural environment;
- (5) local government; and
- (6) the campuses of the University of California and the California State Universities in the region.

(Seats 7 – 14) The Presidents of the organizations listed below may each nominate one individual. As shown below, in some cases, the nominating organization rotates among different organizations at the conclusion of each two year term.

- (7) San Diego Regional Economic Development Corporation
- (8) Rotation among:
  - a. San Diego North Economic Development Council
  - b. East County Economic Development Council
  - c. South County Economic Development Council
- (9) San Diego Regional Chamber of Commerce
- (10) Rotation among:
  - a. CleanTECH San Diego
  - b. BIOCOM
  - c. CONNECT
- (11) Metropolitan Transit System
- (12) North County Transit District
- (13) San Diego County Taxpayers Association
- (14) San Diego Tourism Authority

(Seat 15) The District Director of the California Department of Transportation for the San Diego Region or his/her designee serves in this seat.

(Seat 16) The representative of the United States Department of Defense currently serving on the Board or his/her designee serves in this seat.

(Seats 17 – 18) Two seats are reserved for members of the general public. Whenever a vacancy occurs in one of these seats, a notice is issued by the Authority. The Chief Auditor and Vice President of Development jointly review and nominate individuals to serve in these two seats.

#### NOMINATIONS TO FILL OPEN SEATS

The terms of 8 Advisory Committee members expire on October 7, 2016.

Nominations have been received for each of the 8 seats with terms commencing on October 8, 2016. Under Policy 1.21, terms of Advisory Committee appointments are two years. The name and biographical information of each nominee, category represented by the nominee, and the source of the nomination are listed below.

Seat 1: ORIS DUNHAM (reappointment) – Oris W. Dunham, Jr., a native of Missouri, served four years in the U.S. Air Force prior to attending the University of California, Los Angeles (UCLA), and the University of Washington in Seattle, where he earned a Bachelor of Science in Physics. His past positions include: Director of Aviation at Sea-Tac International Airport, Deputy Executive Director for operations and administration of the Los Angeles Department of Airports and Executive Director of the Dallas/Ft. Worth International Airport. An active civic and community leader, Mr. Dunham has served as President of the International Northwest Aviation Council, Chairman of the Washington State International Tourism Committee, has been on the board of directors of several trade associations, has served on the board of Bombardier Services America Corporation and the board of the Airports Council International – North America and is presently a Civil Service Commissioner for the Port of Seattle Police Department. In 1997, Mr. Dunham started an international aviation consulting and development business. His current clients include The Boeing Company, Delta Air Lines, Trex Enterprises and Bradford Airport Logistics. (Category: Airport Management; Nominated by: Thella Bowens, President/CEO, San Diego County Regional Airport Authority)

Seat 7: SEAN BARR (appointment) – Sean Barr is currently Senior Vice President, Economic Development at the San Diego Regional Economic Development Corporation (EDC). In this capacity, he oversees EDC's economic development programs in support of San Diego's key economic drivers and job growth strategy. Sean possesses more than 15 years of experience supporting jobs and economic growth throughout North America. In addition to maintaining the organization's relationships with local and foreign governments, Sean often represents San Diego's interests before public policy influencers such as the Brookings Institution and California Governor Jerry Brown's Military Council. Before joining EDC, Sean was Consul & Trade Commissioner at the Consulate of Canada in San Diego where he worked as a member of Canada's Department of Foreign Affairs & International Trade. Overseeing Canada's interests, Sean re-opened the country's diplomatic post in the San Diego region in 2005. Sean serves on the Board of Directors of a number of local organizations including the San

Diego Fleet Week Foundation and San Diego Military Advisory Council. (Category: Regional Economic Development; Nominated by: Mark Cafferty, President/CEO, San Diego Regional Economic Development Corporation)

Seat 9: JERRY SANDERS (reappointment) – Jerry Sanders began his lifelong career in public service when he joined the San Diego Police Department at the age of 22, fulfilling his dream of becoming a police officer. In 1999, Sanders retired from the police force and became CEO of the United Way of San Diego, where he reduced the organization's costs and increased fundraising by 20 percent. Three years later, he became board chair of the local chapter of the American Red Cross. He increased financial transparency at the chapter and helped restore the nonprofit's credibility. After winning a special election for Mayor of San Diego in 2005, Sanders immediately launched a top-to-bottom review and streamlining of city operations, which eliminated more than 1,800 positions from the city budget. Under Mayor Sanders, city financial staff completed six years' worth of back-logged audits, allowing the city to return to the public bond markets in January 2009 -- helping to fund the mayor's commitment to repair San Diego's long-neglected water, sewer and transportation infrastructure. Sanders also won City Council approval for compensation cuts for employees that saved the city more than \$34 million annually, sparing the public from drastic service cuts. He negotiated permanent changes to the pension system that delivered savings to generations of San Diego taxpayers, and reformed the retiree healthcare system, which will save approximately \$700 million over the next 25 years. Completing his second and final term as Mayor in December 2012, Sanders now is President/CEO of the San Diego Regional Chamber of Commerce. (Category: Business, Including the Technology Sector of the Economy; Nominated by: Jerry Sanders, President/CEO, San Diego Regional Chamber of Commerce)

Seat 11: HARRY MATHIS (reappointment) – Harry Mathis was unanimously elected Chairman of the Board of Metropolitan Transit System (MTS) for a four year term beginning January 1, 2006 and was reelected Board Chair in 2010 and 2014. He has had a 14-year association with local public transportation as a member of the then - Metropolitan Transit Development Board (MTDB), Chairman of San Diego Trolley, and as a member of the Board of MTS. He graduated from the University of California at Berkeley with a degree in Political Science. Commissioned an Ensign in the regular Navy at graduation, he served for 28 years, retiring as a Captain in 1981. He was elected to represent District One on the San Diego City Council in 1993, and was reelected to a second term, unopposed, in 1996. During 2000, he served as Deputy Mayor. He left the Council because of term limits in December 2000. Harry, and his wife of 45 years, Mary, have made their home in San Diego's University City for 37 years. They have two daughters and five grandchildren. Harry is an instrument-rated pilot. He and Mary regularly fly in their Cessna Centurion to visit their grandchildren in California's Santa Cruz area. (Category: Local Public Transit Authorities; Nominated by: Paul Jablonski, Chief Executive Officer, Metropolitan Transit System)

Seat 15: CHRIS SCHMIDT (reappointment) – Chris Schmidt has worked for the California Department of Transportation (Caltrans) in the District 11, San Diego, Planning Division since 2000. He is currently the Chief of the Multi-modal Transportation Branch where he oversees SANDAG's overall work program, transit capital and transportation planning grants, regional park & rides, bicycle/pedestrian planning program and special studies. He has also worked as a land-use planner for the cities of Encinitas and San Marcos, as well as a transit planner for the North County

Transit District. Chris is a member of the American Planning Association and the American Institute of Certified Planners and holds a Master of Planning degree from the University of Virginia and Master of Health Science degree from Ball State University. He has also been a research team panel member for the National Academy of Sciences, Transportation Research Board's National Highway Cooperative Research Program for studies related to highway pricing, modeling bicycle/pedestrian activity and environmental justice. (Category: The Department of Transportation; Nominated by: Laurie Berman, District 11 Director, California Department of Transportation)

Seat 16: CARL F. HUENEFELD II, COLONEL, USMC (Ret.) (reappointment) - Colonel Huenefeld is the Community Liaison for the Marine Corps Recruit Depot San Diego (MCRD). Now a civilian employee, he retired from the Marine Corps in 2011 after forty years of active duty. His most recent post prior to retirement was Chief of Staff of MCRD. Prior posts included command of the 8th Marine Corps District, Force Fires Coordinator and Assistant Chief of Staff for Operations of the 3rd Marine Expeditionary Force in Okinawa, Japan; and Depot Inspector and H&S Battalion Executive Officer at MCRD. He attended Marine Corps Command and Staff College in Quantico, Virginia and National War College in Washington, DC. (Category: The United States Department of Defense; Nominated by: Colonel Jason G. Woodworth, Commanding Officer, MCAS Miramar)

Seat 13: HANEY HONG (appointment) – Haney Hong is President and CEO of the San Diego County Taxpayers Association. Additionally, he is a Navy Reserve Lieutenant Commander in command of a submarine maintenance unit in Point Loma. Haney also owns HDH & Associates, Inc., a management consultancy focused on responsible strategic planning and change management. Prior to starting his consulting firm, he served on active duty in the United States Navy for approximately seven years. Ashore, he was the Flag Lieutenant and Executive Assistant to the Commander, Navy Recruiting Command before serving for two years in the Office of the Secretary of the Navy at the Pentagon, where his portfolio spanned a range of policy, strategy, and budgetary issues for the Department of the Navy. Haney graduated with an engineering degree from Stanford University in 2003 and graduated from Harvard University's John F. Kennedy School of Government in 2012. He is a recipient of the Stanford Associates Award of Merit, and he was selected as part of the Top 40 Under 40 Military Class of 2011. He was the Navy's recipient in 2010 for the Federal Asian Pacific American Council Military Meritorious Service Award. He has received various other personal and unit decorations as a military officer. Haney and his wife, Lauren, live in downtown San Diego. (Category: Business, Including the Technology Sector of the Economy; Nominated by: Haney Hong, President/CEO, San Diego County Taxpayers Association)

Seat 14: JOE TERZI (reappointment) – Joe Terzi began his hospitality career with ITT Sheraton Corporation in 1972. During his tenure with the company, he distinguished himself as General Manager for a diverse set of hotels in locations from coast-to-coast including: Washington, DC; Billings, MT; Tulsa, OK; Dallas, TX; Seattle, WA; Bal Harbor, FL, and, finally, San Diego, CA. Shortly after Starwood acquired ITT Sheraton in 1998, Terzi was promoted to Vice President of Operations with responsibility for all Starwood brands in California and Nevada. His role included the direction of a regional management team responsible for supervision and support of all Starwood owned, managed and franchised brands in the region. This included Westin, Sheraton, W, St. Regis, Luxury Collection, Le Meridien, Four Points and Aloft brands, totaling 38 hotels

with annual revenues of \$1 billion. In recognition of his performance and leadership, Terzi received numerous awards during his tenure in hotel management, including twice helping Sheraton Corporation's *Hotel of the Year*, first at the Sheraton Seattle and second at the Sheraton San Diego. In addition, he was inducted into the *ITT Ring of Quality*, the highest award given by the ITT Corporation for exceptional business performance. In 2002, Terzi was promoted to Senior Vice President for Starwood Hotels & Resorts and continued in that capacity until his retirement on January 1, 2009. Terzi was recruited to fill the role of President and CEO for the San Diego Tourism Authority in March 2009. Joe Terzi and his family have resided in Poway, CA for 22 years. (Category: Business, Including the Technology Sector of the Economy; Nominated by: Joe Terzi, President/CEO, San Diego Tourism Authority)

Staff recommends that the board appoint each of the individuals listed above.

**Fiscal Impact:**

Funds for Advisory Committee meetings are included in the annual 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:**

MATTHEW C. HARRIS  
SENIOR DIRECTOR, ASSETS & ALLIANCES



RESOLUTION NO. 2016-0071

A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
APPROVING APPOINTMENTS TO THE  
AUTHORITY ADVISORY COMMITTEE

WHEREAS, California Public Utilities Code §170054 requires the establishment of an advisory committee (“Advisory Committee”) to assist the San Diego County Regional Airport Authority (“Authority”) in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego; and

WHEREAS, the Board of the Authority desires to have timely and qualitative input from a diverse community in the planning and development of airport facilities; and

WHEREAS, pursuant to Authority policy 1.21, nominations for seats on the Advisory Committee are received from various sources; and

WHEREAS, the terms of eight (8) Advisory Committee seats expire on October 7, 2016, and nominations for the appointments and reappointments to those seats were received; and

WHEREAS, the Board desires to appoint to the Advisory Committee individuals whose nominations were received pursuant to Authority Policy 1.21.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the appointment of the individuals listed on “Attachment A” as members of the Advisory Committee for the terms of service stated; and

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 15<sup>th</sup> day of September, 2016, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**ATTACHMENT A**

<b>San Diego County Regional Airport Authority</b>			
<b>Advisory Committee Members</b>			
	<b>Seat</b>	<b>Appointed</b>	<b>Term Ends</b>
<b>Airport Management</b>			
Oris Dunham	1	10/08/16	10/07/18
<b>Passenger and Freight Air Transportation Operations and Economics</b>			
Jim Panknin	2	10/08/15	10/08/17
<b>General Aviation</b>			
Peter Drinkwater	3	10/08/15	10/07/17
<b>The Natural Environment</b>			
Emily Young	4	10/08/15	10/07/17
<b>Local Government</b>			
Deanna Spehn	5	10/08/15	10/07/17
<b>The Campuses of the University of California and the California State Universities in the Region</b>			
Megan Collins	6	10/08/15	10/07/17
<b>Regional Economic Development</b>			
Sean Barr	7	10/08/16	10/07/18
Cindy Gompper-Graves	8	10/08/15	10/07/17
<b>Business, Including the Technology Sector of the Economy</b>			
Jerry Sanders	9	10/08/16	10/07/18
Nate Turnbull	10	10/08/15	10/07/17
<b>Local Public Transit Authorities</b>			
Harry Mathis	11	10/08/16	10/07/18
Johnny Dunning	12	10/08/15	10/07/17
<b>The Department of Transportation</b>			
Chris Schmidt	15	10/08/16	10/07/18
<b>The United States Department of Defense</b>			
Col. Carl Huenefeld II (Ret.)	16	10/08/16	10/07/18
<b>Other Groups and Residents of San Diego County</b>			
Haney Hong	13	10/08/16	10/07/18
Joe Terzi	14	10/08/16	10/07/18
Frederick Ladit	17	10/08/15	10/07/17
Robert Orr, M.D.	18	10/08/15	10/07/17

**STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

**Subject:**

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

**Recommendation:**

Adopt Resolution No. 2016-0072, 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 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

**Environmental Review:**

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

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

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

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

RESOLUTION NO. 2016-0072

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.

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.

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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
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 Statements 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 Statements 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

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



Chief Auditor	1
Construction Inspector	3
Construction Inspector/ Quieter Home Program	3
Construction Manager	2,4
Construction Manager, Quieter Home Program	2,4
Construction Safety Program Manager	2,4
Consultant*	1**
Contract Manager	4
<del>Database Administrator</del>	<del>4</del>
Deputy Director, Public & Customer Relations	4
Director, Accounting	4
Director, Air Service Development	4
Director, Airport Design & Construction	2,4
Director, Airport Noise Mitigation	4
Director, Airport Planning	2,4
Director, Airside Operations/Public Safety & Security	4
Director, Aviation Operations & Public Safety	4
Director, Business Development	4
Director, Corporate & Information Governance	4
<u>Director, Counsel Services</u>	<u>1</u>
Director, Environmental <u>Affairs</u>	3,4
Director, Facilities Development	2,4
Director, Facilities Management	2,4
Director, Financial Management	4
<u>Director, Financial Planning and Budget</u>	<u>4</u>
Director, Ground Transportation	4
<del>Director, Human Resources</del>	<del>4</del>
Director, Information & Technology Services	4
Director, Inter-Governmental Relations	4
<u>Director, Talent, Culture &amp; Capability</u>	<u>4</u>
<u>Director, Terminal &amp; Tenants</u>	<u>4</u>
Director, Procurement	3,4
Director, Vision, Voice & Engagement	4
General Counsel	1
Management Analyst	3
Manager, Aviation and Landside Property	4
Manager, Airport Finance	4
Manager, Airport Planning	2,4
Manager, Airside Operations	4

Manager, Audit Services	2,3,4
Manager, Aviation Security & Law Enforcement	4
<u>Manager, Business &amp; Systems Applications</u>	<u>4</u>
Manager, Concession Development	4
Manager, Emergency Preparedness & Public Safety	4
Manager, Environmental <u>Affairs</u>	4
Manager, Geographic Information System & Computer Aided Design	4
Manager, Ground Transportation	4
<u>Manager, Facilities Management</u>	<u>2,4</u>
<u>Manager, Information Technology Operations</u>	<u>4</u>
<u>Manager, Information Technology Terminal Services</u>	<u>4</u>
<u>Manager, Insurance &amp; Construction, Risk</u>	<u>4</u>
<u>Manager, Intelligence &amp; Planning</u>	<u>4</u>
<u>Manager, Landside Operations</u>	<u>4</u>
<u>Manager, Learning &amp; Capability</u>	<u>4</u>
Manager, Procurement & Contract Services	4
Manager, Regional Planning	2,4
<u>Manager, Small Business Development</u>	<u>4</u>
Manager, Talent & Rewards	4
Manager, Technical Services	4
Manager, Tenant Improvement	4
Manager, Terminal Operations	4
President/CEO (Executive Director)	1
Procurement Analyst	4
Program Manager/ <u>Labor Compliance</u>	4
Project Architect	4
Project Engineer	2,4
<u>Project Manager</u>	<u>4</u>
Public Audit, and Art Advisory Committee Members)	1
Quality Assurance/Quality Control Manager	4
Quieter Home Program Coordinator	4
Real Estate Manager	4
Records & Information Manager	4
<u>Senior Airport Planner</u>	<u>4</u>
Senior Airport Traffic Supervisor	3
Senior Attorney	1

Senior Auditor	2,3,4
Senior Construction Inspector /Quieter Home Program	3
Senior Director, Assets & Alliances	4
Senior Director, Counsel Services	1
Senior Director, Finance & Asset Management	4
<del>Senior Director, Organizational Performance &amp; Development</del>	<del>4</del>
<del>Senior Director, Talent &amp; Engagement</del>	<del>4</del>
Senior Engineer	2,4
Senior Maintenance Project Inspector	2,3
Senior Management Analyst	3
Senior Manager, Accounting	4
<del>Senior Manager, Airport Finance</del>	<del>4</del>
<del>Senior Manager, Art &amp; Community Partnership</del>	<del>4</del>
Senior Manager, Aviation & Commercial Business	2,3,4
Senior Manager, Facilities Management	4
Senior Manager, Organizational Development	4
<del>Senior Manager, Risk Management</del>	<del>4</del>
<del>Senior Manager, Vision, Voice &amp; Engagement</del>	<del>4</del>
Senior Marketing Specialist	4
Senior Program Manager	2,4
Senior Project Architect	2,4
Senior Project Engineer	2,4
Senior Purchasing Analyst	4
Senior Risk Management Analyst	4
Small Business Development Program Coordinator	4
Small Business Development Program Manager	2,4
Vice President, Development	1
Vice President, Finance & Asset Management/Treasurer	1
Vice President, 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 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 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.

[Amended by Resolution No. 2014-0083 dated September 4, 2014]  
[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]

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

### **Review and Amendment of the Airport Authority's Records and Information Management Program and Records Retention Schedules**

#### **Recommendation:**

Adopt Resolution No. 2016-0061, approving amendments to the Authority's Records and Information Management Program and Records Retention Schedules.

#### **Background/Justification:**

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

Authority Policy 8.60 (1) requires Authority staff to oversee the development of the Authority's records retention policy. Section 8.60 (1)(a), (b) and (c) requires the Authority to retain each record for at least such period of time as applicable federal and state laws require; that each record is available and accessible for so long as the availability of such record is reasonably necessary for legal, historical, fiscal or administrative purposes; and that records are economically and efficiently managed and discarded according to the adopted retention schedules.

Section 8.60 (3) requires a regular review, no less than biennially, of the Authority Retention Policy. As part of the review, staff researched federal, state, and local codes and guidelines to determine if the approved records retention schedules meet current legal requirements.

The Records and Information Management Program and the Authority's Records Retention Schedules were approved by the Board on May 2, 2005. On September 6, 2012, the Board adopted amendments to the Authority's Records and Information Management Program and Records Retention Schedules. Due to the planning, development and implementation of an enterprise content management system and an extensive review of electronically held information, the Department postponed the biennial review until completion of the implementation and associated classification activities.

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

**Page 2 of 2**

Staff consulted with each department's director, manager and records coordinator to determine if the approved schedules reflect the current fiscal, administrative and historical requirements. Changes to the approved schedules are recommended based on current needs and requirements. Examples of proposed changes include the addition of new record series due to the establishment of new programs, processes, or re-classification of existing record sets; deletion of outdated series that are not being used or no longer in existence; revised retention periods due to changes in operational or regulatory requirements; and revised record series descriptions to more accurately reflect the record type.

The draft revised retention schedules were reviewed and approved by department directors and the General Counsel.

**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:**

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



RESOLUTION NO. 2016-0061

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

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

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

WHEREAS, the Board adopted the Authority's Records and Information Management Program and Records Retention Schedules on May 5, 2005, which was last amended on September 6, 2012; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to the Authority's Records and Information Management Program (Attachment A) and Records Retention Schedules (Attachment B); 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 15<sup>TH</sup> day of July, 2016, 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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AMY G. GONZALEZ  
GENERAL COUNSEL

## RECORDS AND INFORMATION MANAGEMENT PROGRAM

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### SECTION 1. Purpose.

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

### SECTION 2. Definitions.

- a. “Authority” means the San Diego County Regional Airport Authority.
- b. “Active Record” means a record that continues to be used with sufficient frequency to justify keeping the record in the office of creation.
- c. “Board” means the Board of the San Diego County Regional Airport Authority, consisting of nine members selected by diverse appointing authorities in the San Diego region and that is responsible for setting policies related to airport operations and the future air transportation planning needs of the region.
- d. “Director/Clerk” means Director, ~~Corporate Services~~Corporate & Information Governance/Authority Clerk or a designated representative of the Authority Clerk of the Authority.
- e. “Disposition” means the allocation of public records to a particular location according to their categorization or for destruction.
- f. “Functional Filing Plan” is a logical and systematic structure, into which records are arranged and stored according to functions, to facilitate efficient retrieval and disposal of records.
- g. “Inactive Record” means a record that is no longer used in the day-to-day course of business, but must be preserved until the end of its retention period. Inactive records are often stored ~~out of the office of creation in a~~at an offsite records center or on nearline or offline media. They may either be destroyed according to established procedures or they may be transferred to an archival repository for permanent retention.
- h. “Public Record” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by the Authority, regardless of physical form or characteristic. It does not include the records exempt from disclosure by express provisions of the law.
- i. “Public Records Request” means a formal request under the California Public Records Act for records held by a public entity. A request may

be made in writing or orally. The request may be mailed, emailed, faxed, or personally delivered.

- j. A “record” shall mean any recorded information, regardless of medium or characteristics, that has been created or received by the Authority and that has been or is used in the accomplishment of work, as evidence of its activities or because of the information contained therein.
- k. “Records Center” means a contracted or Authority-operated central repository for housing all inactive records until they have met their specific retention requirements.
- l. “Records and Information Management” means the systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all records and information, including the establishment and maintenance of a system of filing, indexing, storing, preserving and disposing.
- m. “Retention Schedule” means that portion of the Records and Information Management Program approved by the Authority by resolution, describing records and information maintained by Authority departments and specifying, in accordance with statutory requirements or evaluation, the period of time which must elapse before disposition may be made of the body of records.
- n. “Writing” means handwriting, typewriting, printing, photostatting, photographing, and every other means of recording upon any form of communications or representation, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums and other documents.

### SECTION 3. Ownership of Records and Information.

~~All records and information shall be the property of the Authority and, in this regard, outgoing officers, employees, and consultants shall deliver such records and information to their successors. No records and information are to be removed from the premises and stored in any unauthorized location (e.g., employee residences).~~

All records and information shall be the property of the Authority and shall not be stored in any unauthorized locations, such as employee residences, unapproved removable storage devices or third party cloud-based services. Outgoing officers, employees, and consultants shall deliver all Authority-owned records and information to their successors.

### SECTION 4. Responsibilities; Adoption.

- a. Board. The responsibility for approving the policy for the management of the records and information of the Authority rests with the Board of the Authority.

- b. Officers, employees, and consultants. It shall be the duty of each officer, employee, and consultant of the Authority to protect, preserve, store, transfer, destroy or otherwise dispose of, use, and manage Authority records and information only in accordance with applicable federal, state, or local law, including this Program and such rules as may be promulgated or approved by the Authority.
  
- c. Director/Clerk. It shall be the duty of the Director/Clerk to manage the Program for the Authority. The Director/Clerk may, among other things, do the following to ensure the proper and efficient management of the records and information of the Authority:
  - 1. Develop and circulate such instructions and regulations as may be necessary and proper to implement and maintain the Program, including instructions encouraging officers, employees, and consultants to dispose of or not place in files those documents, such as preliminary drafts, notes or interagency or intra-agency memoranda, not retained in the ordinary course of business;
  - 2. Advise and assist Authority departments in the preparation of records inventories and updating retention schedules;
  - 3. Contract with a Records Center to store records no longer required in active office areas, but which require further retention due to legal, operating or historical reasons;
  - 4. Maintain an index of all records stored offsite and respond to requests for inspection and/or copying of public records maintained in the Records Center, with the assistance of a department representative of the affected Department;
  - 5. Advise and assist other departments in reviewing and selecting materials to be transferred to the Records Center for preservation;
  - 6. Advise and assist other departments in conducting surveys, studies and investigations, as well as assist in promoting an efficient Program for the Authority, including information management systems;
  - 7. Develop procedures for the protection of Authority records and information against natural or other disasters; and
  - 8. Periodically, on a regular basis not less than biennially, prepare and promulgate amendments to the Retention Schedule to reflect new categories and/or subcategories in the Functional Filing Plan determined by the Director/Clerk to be necessary, subject to the approval of the Board.

d. General Counsel. It shall be the responsibility of the General Counsel to review the master retention schedule and records destruction requests to ensure that legal requirements are met.

e. Departments. Each Authority Department shall establish and maintain an active, continuing program for the economical and efficient management of the records and information of the Department. Such program shall, among other things, provide for:

1. Effective control over the creation, maintenance and use of records and information in the conduct of business;
2. Promotion of the maintenance and security of records deemed appropriate for preservation;
3. Identification and disposal of working files, in accordance with established procedures; and
4. Respond to requests for inspection and/or copies of public records and information of the department.

In accordance with Authority records retention timetableschedules, those records and information which are not required in the current operation of a Department where they are made, used or kept shall be transferred to the Records Center so that the inactive records of the Authority may be centralized, efficiently and economically stored, and ensured of appropriate retention; and all records and information which can properly be destroyed or discontinued, shall be destroyed in accordance with Section "f." .

f. Destruction of Records and Information.

1. The Board of the Authority hereby grants Division Vice Presidents and Department Directors, who are custodians of records and information for their division or department, authority to destroy records and information according to established retention periods, if the procedure for Destruction of Records and Information is followed. Requests for the destruction of original records, without making a copy thereof and in accordance with established retention schedules, shall be forwarded to the Director/Clerk and General Counsel for their written approval. The Board will receive written notification of destructions.
2. At a minimum, an annual destruction of inactive records shall occur in accordance with the Retention Schedule in order to

release valuable storage space for additional records and information.

3. This section shall not be construed as limiting or qualifying in any manner the authority provided in Section "g", hereinafter, provided for the destruction of records and information, documents, instruments, books and papers in accordance with the procedures therein prescribed.
- g. Conditions of Destruction. Notwithstanding the provisions of Section "f", hereinabove, the Director/Clerk, having custody of records and information, regardless of the age of records and information, may, without approval of the Board of the Authority or the written consent of the General Counsel, cause to be destroyed any or all of such records and information if all the following conditions are met:
1. The record is microfilmed, imaged or otherwise photographically reproduced as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent or nonpermanent records;
  2. The system used to capture and maintain such a record is one that accurately and legibly reproduces the original thereof in all details and which does not permit additions, deletions or changes to the original document images;
  3. The reproductions are made as accessible for public reference as the original records were; and
  4. The microfilmed, electronically imaged, or otherwise photographically reproduced record shall remain accessible, accurate, authentic, reliable, legible, and readable throughout the record lifecycle; and no page of any record shall be destroyed if any such page cannot be reproduced with full legibility.

#### SECTION 5. Inspection of Public Records.

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

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0105-05	<b>Correspondence</b> - general correspondence, such as departmental memos, letters, and e-mail that do not fall under another records category	Department	2		2		Paper / Electronic	No		GC 34090 PUC 170046 GC 60201
0105-06	<b>President-CEO Correspondence</b> -correspondence received or sent by the President/CEO	Executive Office	2		2		Paper / Electronic	No		GC 34090 GC 60201
0105-15	<b>Administrative Reference Guide (ARG)</b> - contains administrative procedures for the Authority	<del>Business- Planning Talent, Culture, and Capability</del>	<del>S Active; 5 year - review for currency required</del>		<del>S Active; 5 year - review for currency required</del>		<del>Paper / Electronic</del>	No		GC 34090 GC 60201
0105-20	<b>Biographies</b> - brief biographies of Executives, Board Members, and other staff as needed	<del>Marketing &amp;- Public Relations Vision, Voice &amp; Engagement / Department</del>	<del>S Active; 3 year review for currency required</del>		<del>S Active; 3 year review for currency required</del>		Electronic	No		GC 34090 GC 60201
0105-25	<b>Reception Logs Books</b> - includes but is not limited to visitors, delivery, incoming FedEx, etc. logs and <b>USPS Firm Mailing Book for Accountable Mail</b>	<del>Corporate- Services- Corporate &amp; Information Governance</del>	<del>D/R 2</del>		<del>D/R 2</del>		Paper	No		GC 34090 GC 60201
0105-35	<b>Professional Development Records</b> - records documenting participation in conference, training, or other continuing education programs that support professional development, continuing education or other certifications	Department	<del>D/R 5</del>		<del>D/R 5</del>		Paper / Electronic	No		GC 34090 GC 60201
0105-40	<b>Professional Associations</b> - agendas, minutes and general information for various professional organizations	Department	<del>D/R 5</del>		<del>D/R 5</del>		Paper / Electronic	No		GC 34090 GC 60201
<del>0105-45</del>	<del><b>USPS Firm Mailing Book For Accountable Mail</b> -log to track certified mail, return receipts, and international mail with the US Postal Service</del>	<del>Corporate- Services- Corporate &amp; Information Governance</del>	<del>2</del>		<del>2</del>		<del>Paper</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0105-50	<b>Departmental Policies and Procedures</b> - specific departmental instructions, policies and procedures	Department	<del>S Active; 5 year review for currency required</del>		<del>S Active; 5 year review for currency required</del>		Paper / Electronic	No		GC 34090 GC 60201
0105-55	<del><b>Departmental Working Files Administrative Files</b> - includes material associated with works in progress that do not fall under a record category.</del> files related to the administration of the department and not its core functions and activities. Documents may include but are not limited to: contact lists, templates, logs, calendars, departmental meeting notes, newsletters, and departmental events.	Department	<del>D/R 3</del>		<del>D/R 3</del>		Paper / Electronic	No		GC 34090 GC 60201



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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0105-60	<b>Project Files</b> - documents related to departmental projects that do not fall under another record category.	Department	CL + 5		CL + 5		Paper / Electronic	No		GC 34090 GC 60201
0105-65	<b>Ad Hoc Work Group and Task Force Records</b> - records documenting the work of internal work groups, task forces, and committees. Records include but are not limited to: agendas, meeting notes, correspondence, plans, schedules, and reports.	Department	CY or FY+ 3		CY or FY + 3		Paper / Electronic	No		GC 34090 GC 60201
0110-05	<b>Reference Publications Materials - External</b> - publications and materials from various external organizations, businesses, and governmental agencies	Department	D/R 5 year review for currency required		D/R 5 year review for currency required		Paper / Electronic	No		GC 34090 GC 60201
<del>0110-15</del>	<del><b>Brochures and Catalogs</b>—consultant and vendor publications for equipment, services &amp; supplies</del>	<del>Department</del>	<del>D/R-3</del>		<del>D/R-3</del>		<del>Paper</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0125-00	<b>Records and Information Management General Files</b> - working files related to the activity of records and information management	Department	3		3		Electronic	No		GC 34090 GC 60201
0125-05	<b>Records and Information Management Procedures Manual- Program Records</b> - records related to the Authority's Records and Information Management Program and includes but is not limited to: procedures, retention schedule, and compliance reports.	Corporate-Services- Corporate & Information Governance	S 5		S 5		Electronic	No		GC 6253 GC 34090 GC 60201
<del>0125-10</del>	<del><b>Records Retention Schedule</b>—adopted schedule for all Authority records and information (approved schedule is attached to the executed resolution and maintained indefinitely)</del>	<del>Corporate-Services-</del>	<del>S-3?</del>		<del>S-3?</del>		<del>Paper</del>	<del>Yes</del>		<del>GC-14750</del>
0125-10	<b>Records and Information Management Program Records-Historical</b> - records documenting the history of the Authority's Records and Information Management Program, including but not limited to: reports, record category history file, records transmittal data, and disposition certification	Corporate & Information Governance	Ind		Ind		Electronic	No		GC 34090 GC 60201
<del>0125-15</del>	<del><b>Record Retrieval Requests</b>—completed request for the retrieval of information from off-site storage. <b>REMOVE FROM SCHEDULE?</b></del>	<del>Corporate-Services-</del>	<del>D/R-1</del>		<del>D/R-1</del>		<del>Paper</del>	<del>No</del>		<del>GC 6253 GC 34090 GC 60201</del>
<del>0125-20</del>	<del><b>Records Transmittal Data</b>—data documenting transfer of records to off-site storage-</del>	<del>Corporate-Services-</del>	<del>Ind</del>		<del>Ind</del>		<del>Paper / Electronic (RS-SQL)</del>	<del>No</del>		<del>GC 6253 GC 34090 GC 60201</del>
<del>0125-25</del>	<del><b>Disposition Certification</b>—certificate verifying the destruction of records</del>	<del>Corporate-Services-</del>	<del>Ind</del>		<del>Ind</del>		<del>Paper</del>	<del>No</del>	<del>X?</del>	<del>GC 6253 GC 34090 GC 60201</del>
0125-30	<b>Public Records Requests</b> - completed requests for information received from the public pursuant to the California Public Records Act	Corporate-Services- Corporate & Information Governance	CL+CY + 2		CL+ CY + 2		Paper	No		GC 6253 GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0125-35	<del>Compliance Reports</del> -- annual reports of departmental compliance with the Authority's Records and Information Program; and includes retention schedule change approval forms	Corporate Services	3		3		Electronic / Paper	No		<del>GC 34090 GC 60201</del>
0130-00	<del>Business Planning General Files</del> - working files related to the activity of business planning	Department	3		3		Electronic	No		GC 34090 GC 60201
0130-10	<del>Strategic Business Organizational Planning Records</del> - records relating to project planning Authority-wide projects, including but not limited to: organizational design, process improvement, and strategic workforce plans, procedures and tools. charts, timelines, workflows, and correspondence	Business Planning Talent, Culture, and Capability	S Active; 10 year review for currency required		S Active; 10 year review for currency required		Electronic / Paper	No		GC 34090 GC 60201
0130-15	<del>Short Term Business Planning Projects</del> -- these are projects that have a limited durations of less than two years	Business Planning Talent, Culture, and Capability	2 CL + 5		2 CL + 5		Paper / Electronic	No		<del>GC 34090 GC 60201</del>
0130-20	<del>Long Term Business Planning Programs</del> -- these are programs that have a long term duration of more than two s	Business Planning Talent, Culture, and Capability	2	Ind	Ind		Paper / Electronic	No		<del>GC 34090 GC 60201</del>
0135-00	<del>Customer Service General Files</del> - working files related to the activity of customer service	Department	3		3		Electronic	No		GC 34090 GC 60201
<del>0135-05 0130-25</del>	<del>Customer Relations Metrics and Surveys and Assessments</del> - records documenting internal and external analysis of organization performance. Includes but is not limited to: goals, assessments, metrics, dashboards, reports and related action plans.	<del>Landside Operations Talent, Culture &amp; Capability / Department</del>	<del>Ind FY+ 5</del>		<del>Ind FY + 5</del>		Paper / Electronic	No	X	GC 34090 GC 60201
0135-06	<del>Customer Service Comments and Inquiries</del> - customer inquiries, comments, and responses ( <i>paper comment cards discarded after data input</i> )	<del>Landside Operations Terminals &amp; Tenants</del>	2		2		Paper / Electronic	No		GC 34090 GC 60201
0135-15	<del>Customer Service Project Files</del> - contains information on special projects coordinated by Customer Service	<del>Landside Operations Terminals &amp; Tenants</del>	CL + 2		CL + 2		Paper / Electronic	No		GC 34090 GC 60201
0135-20	<del>ADA Customer Service Projects</del> - customer service initiatives and projects conducted to promote airport accessibility services and features in accordance with the Americans with Disabilities Act	<del>Airport Planning Facilities Development</del>	<del>C +10 Ind</del>		<del>C +10 Ind</del>		Paper / Electronic	No		GC 34090 GC 60201
0135-21	<del>ADA Assessments and Audits</del> - records documenting compliance with the Americans with Disabilities Act	<del>Airport Planning Facilities Development</del>	Ind		Ind		Paper / Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0135-22	<b>ADA Grievance</b> - records documenting grievances filed on the Authority. May include but is not limited to: written grievances, appeals, and final responses or resolutions.	Terminals & Tenants	CL + 3		CL + 3		Paper	No		ADA Title II, Section 35.107(b)
0140-05	<b>Art Program Records</b> - information pertaining to the Airport's art program administration, performing arts and cultural exhibits, annual art contests, and Art Committee meetings (artists' contracts maintained by Corporate Services)	Marketing & Public Relations Vision, Voice & Engagement	CY + 3		CY + 3		Electronic / Paper	No		GC 34090 GC 60201
0140-10	<b>Public Art Files</b> – information pertaining to the Airport's permanent public art assets, as well as significant art proposals	Marketing & Public Relations Vision, Voice & Engagement	Ind		Ind		Electronic / Paper	No		GC 34090 GC 60201
0145-00	<b>Small Business Development General Files</b> - working files related to the activity of small business development	Department	3		3		Electronic	No		GC 34090 GC 60201
0145-10	<b>FAA DBE and ACDBE Program Files Part 23 ACDBE Program Records</b> - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the ACDBE Program.	Procurement & Small Business Development	CL + 5		CL + 5		Electronic	No		49 CFR 23
0145-20	<b>Part 26 DBE Program Records</b> - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the DBE Program.	Procurement & Small Business Development	CL + 5		CL + 5		Electronic	No		49 CFR 26
0145-25	<b>Contract Tracking</b> - records documenting the collection and tracking of contract compliance. Includes but is not limited to: prompt payment reporting, contract commitments, achievements, bidder lists, local participation, policy analysis, and correspondence.	Procurement & Small Business Development	CL + 5		CL + 5		Electronic	No		49 CFR 23 49 CFR 26
0145-30	<b>Education and Outreach Program Files</b> - includes documents promoting local small business participation. May include but not limited to: costs, events, notifications, and correspondence	Procurement & Small Business Development	5		CY + 5		Electronic	No		NC-174-227 Item 8

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0145-35	<b>Bonding and Contract Financing Assistance Program Contractor Files</b> – documenting preliminary outreach efforts, business profiles and contracts to assist small business in obtaining and increasing bonding capacity. May include but not limited to: business financial documentation, business profiles, contracts, and correspondence	Procurement & Small Business Development	CL + 10		CL + 10		Paper	No	X	49 CFR 26.51 10 CCR 2695.3
0145-36	<b>Bonding Program Administrative Files</b> - records documenting preliminary outreach efforts, tracking contractors enrolled in program who are currently bidding or have been awarded projects. May include but not limited to monthly activity reports, events, workshop flyers, and workshop RSVP lists.	Procurement & Small Business Development	CY + 5		CY + 5		Electronic	No		GC 34090 GC 60201
0145-40	<b>DBE and ACDBE Certification</b> - records documenting the <del>initial</del> -certification and maintenance of firms. Includes but is not limited to: the initial certification application and supporting documentation, on-site reports, recommendations, any investigative reports pertaining to the original certification, documentation pertaining to business ownership or other business changes, and determinations for certification as a disadvantaged business, and updates.	Procurement & Small Business Development	<del>Decertification-Termination + 4 5</del>		<del>Decertification-Termination + 4 5</del>		Paper / Electronic	No	X	49 CFR 23 49 CFR 26
0145-41	<del>DBE and ACDBE Certification Updates – annual and 5– updates and supporting documentation, including but not limited to tax returns and on-site reviews</del>	<del>Small Business Development</del>	<del>5-s-or-until-subsequent 5– update has been completed, whichever is longer</del>		<del>5-s-or-until-subsequent 5– update has been completed, whichever is longer</del>		Paper	No	X	<del>49 CFR 23 49 CFR 26</del>
0145-42	<del>DBE and ACDBE Certifications – Denied – files of firms who have been denied certification</del>	<del>Small Business Development</del>	<del>Denial + 3 s</del>		<del>Denial + 3 s</del>		Paper	No	X	<del>49 CFR 23 49 CFR 26</del>
0145-55	<b>Complaints and Investigations</b> - records documenting complaints, investigations, and audits. May include but not limited to: complaints, supporting documentation, DOT OIG audit visits, audit supportive documentation, and correspondence.	Procurement & Small Business Development	CL + 5		CL + 5		Electronic	No	X	49 CFR 23 49 CFR 26
0208-00	<b>Water Management General Files</b> - working files related to the activity of water use, stormwater and waste water management	Department	3		3		Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
<del>0201-05-0208-05</del>	<b>Water Management Inspection and Incident Records:</b> storm water and waste water management records pertaining to regularly scheduled and incident-specific inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images. Beginning in 2012, these records are maintained in the SANTRACK db.	Environmental Affairs	CY + 10		CY +10		Electronic / (SANTRACK)	No		40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; <del>42 USC 9603</del> ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
<del>0201-06-0208-10</del>	<b>Water Management Monitoring Records:</b> storm water and waste water sampling records pertaining to dry and wet weather monitoring and other monitoring requirements as needed. Includes but is not limited to: samples and analysis	Environmental Affairs	CY + 5		CY + 5		Electronic	No		40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; <del>42 USC 9603</del> ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
<del>0201-07-15</del>	<b>Education and Outreach Records:</b> storm water management records supporting education and outreach. Includes but is not limited to: marketing collateral and presentations	Environmental Affairs	5		5		Electronic	No		
<del>0201-08-0208-20</del>	<b>Water Management Plans:</b> written account of the overall storm water and waste water management program to be conducted by the Airport Authority to comply with the requirements of the storm water permits	Environmental Affairs	Ind		Ind		Electronic	No		<del>40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; SWPPP 600.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973</del>

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File			May Contain Confidential Information	
						Retention	Media	Vital	Information	Citations
<del>0201-09-0208-20</del>	<b>Water Management Plans and Reports:</b> plans and reports documenting water use, storm water and waste water management activities. Annual reports include detailed information about findings, actions, and applicable supporting documentation. Category also includes reports documenting construction inspection activities related to storm water management.	Environmental Affairs	Ind		Ind		Electronic	No		40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; <del>42 USC 9603</del> ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
<del>0201-10-06</del>	<del><b>Construction Inspection Records:</b> records pertaining to storm water monitoring activities during construction projects. Includes but is not limited to: dates, findings, correspondence, and images. Final report located in category 0201-09, Reports.</del>	<del>Environmental Affairs</del>	<del>CL+5</del>		<del>CL+5</del>		<del>Electronic</del>	<del>No</del>		
<del>0202-05-0207-30</del>	<b>Site Assessment and Mitigation Case Files:</b> records pertaining to the assessment of environmental pollutants on Airport property and any applicable clean-up efforts. Includes but is not limited to: investigations, logs, correspondence, sampling, analysis, and reports	Environmental Affairs	<del>CL+10</del> Ind		<del>CL+10</del> Ind		Electronic / Paper	No		CA Civ Proc 338(k), 338(l), 338.1; <del>42 USC 9603</del> ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
<del>0202-10-0207-40</del>	<b>Tenants Environmental Exposure:</b> documents provided by Tenants pertaining to their compliance with environmental laws or regulations enforced by external regulatory agencies	Environmental Affairs	E + 10		E + 10		Electronic / Paper	No		GC 34090 GC 60201
<del>0202-15-25</del>	<del><b>Site Assessment and Mitigation Reports:</b> final reports documenting site assessment and mitigation case actions and applicable supporting documentation</del>	<del>Environmental Affairs</del>	<del>Ind</del>		<del>Ind</del>	<del>2</del>	<del>Electronic</del>	<del>No</del>		
0207-00	<b>Waste Management General Files -</b> working files related to the activity of waste management	Department	3		3		Electronic	No		GC 34090; GC 60201
0207-05	<b>Waste Management Inspection and Incident Records -</b> records pertaining to regularly scheduled and incident-specific waste management inspections and audits. May include but is not limited to: samples and analysis, dates, findings, and correspondence.	Environmental Affairs	CY + 10		CY + 10					GC 34090; GC 60201
0207-10	<b>Waste Management Monitoring Records -</b> waste management monitoring records including but not limited to: disposal data, manuals, procedures, and logs.	Environmental Affairs	CY + 5		CY + 5					GC 34090; GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention			May Contain Confidential Information	Citations
						Media	Vital			
0207-20	<b>Waste Management Plans and Reports</b> - plans and reports documenting the overall waste management program to be conducted by the Airport Authority	Environmental Affairs	Ind		Ind					GC 34090; GC 60201
0203-05	<del><b>Industrial Hygiene Inspection and Incident Records:</b> industrial hygiene records pertaining to the investigation of potential environmental pollutants in Authority buildings. Includes but not limited to: correspondence.</del>	Environmental Affairs	CY + 5		CY + 5		Paper / Electronic	No		40 CFR 763.121
0203-06-25	<del><b>Industrial Hygiene Reports:</b> reports and surveys documenting findings, analysis, recommendations, and actions from industrial hygiene inspection and incident investigations. Category also includes reports documenting construction inspection activities related to industrial hygiene.</del>	Environmental Affairs	Ind		Ind		Electronic / Paper	No		40 CFR 763.121
0203-07-0201-45	<b>Asbestos and Lead-based Paint Database:</b> sample library to be used for identification and analysis. Includes but is not limited to: sample data and images	Environmental Affairs	Ind		Ind		Electronic	Yes		40 CFR 763.121
0203-08-06	<del><b>Construction Inspection Records:</b> records pertaining to industrial hygiene monitoring activities during construction projects. Includes but is not limited to: dates, findings, correspondence, and images. Final report located in category 0203-06, Reports.</del>	Environmental Affairs	CL + 5		CL + 5		Electronic	No		
0201-00	<b>Air Quality Management General Files</b> - working files related to the activity of air quality management	Department	3		3		Electronic	No		17 CCR § 95105; 40 CFR §98.3(g)-(h)
0204-05-0201-05	<b>Air Quality Management Inspection and Incident Records:</b> air quality management logs documenting the monthly inspection of equipment and associated permits, such as boilers and generators. Also includes records related to industrial hygiene	Environmental Affairs	CY + 10		CY + 10		Electronic	No		17 CCR § 95105; 40 CFR §98.3(g)-(h)
0204-06-0201-20	<del><b>Air Quality Management Plans:</b> written account of the overall air quality management program to be conducted by the Airport Authority to comply with the requirements of the Attorney General Memorandum of Understanding</del>	Environmental Affairs	Ind		Ind		Electronic	No		17 CCR § 95105; 40 CFR §98.3(g)-(h)
0204-07-0201-20	<b>Air Quality Management Plans and Reports:</b> plans and reports documenting the air quality management activities conducted to comply with air quality standards and measures. Also includes reports related to industrial hygiene	Environmental Affairs	Ind		Ind		Electronic	No		17 CCR § 95105; 40 CFR §98.3(g)-(h)
0201-10	<b>Air Quality Monitoring Records</b> - air quality monitoring records including but not limited to: use data, manuals, maintenance and calibration records, procedures and logs	Airport Planning & Noise Mitigation / Environmental Affairs	CY + 10		CY + 10		Electronic / Paper	No		17 CCR § 95105; 40 CFR §98.3(g)-(h)
0203-00	<b>Energy Management General Files</b> - working files related to the activity of energy management	Environmental Affairs	CY + 10		CY + 10		Electronic	No		GC 34090 GC 60201

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0203-20	<b>Energy Management Plans and Reports</b> - reports documenting the energy management activities conducted in support of its initiatives	Environmental Affairs	Ind		Ind		Electronic	No		GC 34090 GC 60201
0204-00	<b>Environmental Affairs General Files</b> - working files related to Environmental Affairs Department activities which are unrelated to categories outlined elsewhere	Environmental Affairs	3		3					GC 34090 GC 60201
0204-06	<b>Construction Inspection Records</b> - records pertaining to environmental review during construction projects. Includes but is not limited to: dates, findings, correspondence, and images. Final report located in corresponding reports categories	Environmental Affairs	CL + 5		CL + 5		Electronic	No		Combo - need to review stormwater, iH, etc.
<del>0205-30</del> 0204-30	<b>Environmental Affairs Project Files</b> - documents and records related to activities initiated and managed by the Environmental Affairs Department which are unrelated to projects and activities outlined elsewhere	Environmental Affairs	CL + 10		CL + 10		Electronic/ Paper	No		GC 34090; GC 60201
<del>0205-35</del> 0204-35	<b>Environmental Permits</b> - all environmental permits held by the Authority and related documentation	Environmental Affairs	§ Expired + 5		§ Expired + 5		Paper / Electronic	Yes		GC 34090 GC 60201
0207-06	<b>Hazardous Materials Inspection and Incident Records:</b> records pertaining to regularly scheduled and incident-specific hazardous materials inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images	Environmental Affairs	Ind		Ind		Electronic	No		CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
<del>0206-06</del> 20	<b>Hazardous Materials Management Plans:</b> written account of the overall hazardous materials management program to be conducted by the Airport Authority to comply with the requirements of the hazardous materials permit(s)	Environmental Affairs	Ind		Ind		Electronic	No		<del>CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973</del>



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<del>0206-07-25</del>	<del>Hazardous Materials Reports: reports documenting hazardous materials management</del>	<del>Environmental Affairs</del>	<del>Ind</del>		<del>Ind</del>		<del>Electronic</del>	<del>No</del>		<del>CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973</del>
<del>0206-08-0207-50</del>	<del>Hazardous Waste Manifests: shipping record documenting the chain of custody of hazardous waste generated and removed from airport property, including e-waste disposal</del>	<del>Environmental Affairs</del>	<del>CY + 5</del>		<del>CY + 5</del>		<del>Paper / Electronic</del>	<del>No</del>	<del>X</del>	<del>CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973</del>
0209-00	<b>Wildlife and Pest Management General Files</b> - working files related to the activity of wildlife and pest management	Department	3		3		Electronic	No		GC 34090; GC 60201
<del>0207-05-0209-05</del>	<del><b>Wildlife and Pest Management Inspection and Incident Records:</b> records pertaining to incident-specific wildlife and pest management inspections and audits. Includes but is not limited to: findings, correspondence, and images</del>	<del>Environmental Affairs</del>	<del>CY + 5</del>		<del>CY + 5</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090; GC 60201</del>
<del>0207-06-0209-10</del>	<del><b>Wildlife and Pest Management Monitoring Records:</b> wildlife and pest management research records pertaining to the wildlife located on Airport property. Includes but is not limited to: samples and analysis</del>	<del>Environmental Affairs</del>	<del>CY + 5</del>		<del>CY + 5</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090; GC 60201</del>
<del>0207-07-0209-20</del>	<del><b>Wildlife and Pest Management Plans:</b> written account of the overall wildlife and pest management program to be conducted by the Airport Authority</del>	<del>Environmental Affairs</del>	<del>Ind</del>		<del>Ind</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090; GC 60201</del>
<del>0207-08-0209-20</del>	<del><b>Wildlife and Pest Management Plans and Reports:</b> plans and reports documenting findings, analysis and recommendations from wildlife and pest management monitoring activities and incident investigations</del>	<del>Environmental Affairs</del>	<del>Ind</del>		<del>Ind</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090; GC 60201</del>
0210-00	<b>Security General Files</b> - working files related to the activity of security management	Department	3		3		Electronic	No		GC 34090; GC 60201

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0210-05	<b>Airport Security Program (ASP)</b> - includes Procedures, Measures, Facilities and Equipment Used to Comply with 49 CFR Part 1542 – Airport Security; includes Parts 1520 and 1540. Maintained by Aviation Security personnel	Aviation Security and Public Safety	Ind		Ind		Paper / Electronic	Yes	X	CFR 1542.103 Note: The airport operator shall maintain one current and complete copy of its security program and provide a copy to the Administrator upon request. Each airport operator shall restrict the distribution, disclosure, and availability
0210-10	<b>Airport Security Program (ASP) Audit Program</b> - employment history investigations. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	180 days after terminate access authority		180 days after terminate access authority		Paper / Electronic	No	X	49 CFR 1542.209(k)
0210-15	<b>Audits of Identification System</b> - audits required under the ASP. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	AU + 2		AU + 2		Paper	No	X	49 CFR 1542.21
0210-20	<b>Airport Access Control Applicant Records</b> - includes fingerprint application, employment history and finger-print based criminal history records check to comply with 49 CFR Part 1542.209. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	180 days after terminate access authority		180 days after termination of unescorted access authority		Paper	Yes	X	49 CFR 1542.209(k)
0210-25	<b>Security Incidents</b> - includes bomb threats, potential hijacking, sabotage, unauthorized access & other security breeches & violations <i>Note: Series discontinued effective 2013.</i>	Airside Operations	2		2		Paper	No	X	14 CFR 139.325
0210-30	<b>Security Management Files</b> - records documenting TSA, law enforcement, and intelligence activities. Includes but is not limited to: TSA directives and circulars, law enforcement activity records and SOPs, and intelligence bulletins and assessments.	Aviation Security & Public Safety	Active; 5 year review for currency required		Active; 5 year review for currency required		Paper	No	X	49 CFR 1520 49 CFR 1542 49 CFR 1542.221
0210-35	<b>Security Case Files</b> - records documenting security violations. Includes but is not limited to: correspondence, reports, and video.	Aviation Security & Public Safety	CR + 30		CR + 30		Electronic	No	X	49 CFR 1520
0210-40	<b>AVSEC Data</b> - data transmitted to external stakeholders, such as TSA; Access Control System Technical Documents, policies and procedures.	Aviation Security & Public Safety	2		2		Electronic	No	X	49 CFR 1520

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0210-45	<b>Aviation Security Programmatic Records</b> - records documenting Authority security programmatic activities and technical documentation. Includes but is not limited to: departmental security plans/policies/procedures, Authority Security Incentive Program, RTCA access control design standards, and Safe Skies security program initiatives.	Aviation Security & Public Safety	5		5		Electronic	No	X	49 CFR 1520 49 CFR 1542
0210-50	<b>Video and Audio Monitoring Records</b> - video and audio monitoring recordings downloaded from the continuous recording systems employed by the Authority or its designee for purposes related to the safety and security of employees, customers and property and to assist with the investigation of unlawful activities, accidents, claims or potential claims. Copies may be transferred to other related record categories when applicable.	Aviation Security and Public Safety / Ground Transportation / Facilities Management	1		1	Continuous Recording System; Superseded (between 1-60 days)	Electronic	No	X (AVSEC)	49 CFR 1520 GC 26202.6 GC 34090.6 GC 34090.7 PUC 170016
0215-00	<b>Noise General Files</b> - working files associated with the activity of noise.	Department	3		3		Electronic	No		GC 34090 GC 60201
0215-05	<b>Noise Monitoring Data</b> - Airport Noise and Operations Monitoring System (ANOMS) and Geographic Information System (GIS) data	Airport Planning & Noise Mitigation	10		10		Electronic (ANOMS)	No		14 CFR 150.1 et seq 21 CCR 5023, 5045
0215-10	<b>Noise Monitoring Reports and Logs</b> - records documenting complaints, missed approach & early turn data, GIS data, <b>fleet mix forms</b> , etc. based on data from the Airport Noise and Operations Monitoring System (ANOMS)	Airport Planning & Noise Mitigation	≥ CY + 5	CY + 3	≥ CY + 5		Paper / Electronic	No		GC 34090 GC 60201
0215-20	<b>Noise Matters Newsletter</b> - community newsletter required by Title 21	Airport Planning & Noise Mitigation	5 Ind	Ind	Ind		Paper / Electronic	No		Admin. GC 34090 GC 60201
0215-25	<b>Part 150 Noise Compatibility Program</b> - includes (1) noise exposure map & supporting documents; (2) description and analysis of the alternative measures; (3) program measures to reduce or eliminate present and future non-compatible land use; federal register approval publication	Airport Planning & Noise Mitigation	Ind		Ind		Paper / Electronic	No		14 CFR 150.21, 150.23, 150.31, 150.35
0215-30	<b>Noise Related Project Files</b> – documentation relating to future projects	Airport Planning & Noise Mitigation	CL + 2	3	CL + 5		Paper / Electronic	No		CCP 337.15
0215-35	<b>Title 21 Noise Monitoring Plan</b> - State plan for noise monitoring and associated approvals	Airport Planning & Noise Mitigation	§ Active	Ind	Ind		Paper / Electronic	No		21 CCR 5023, 5033

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						Retention	Media	Vital	Information	Citations
0215-40	<b>Title 21 Noise Variances</b> - includes application and supporting documentation	Airport Planning & Noise Mitigation	6	Ind	Ind		Paper / Electronic	No		21 CCR 5053, 5054, 5057
0215-45	<b>Remote Monitoring Terminal (RMT) Calibration Reports</b> - periodic calibration data	Airport Planning & Noise Mitigation	CY + 6	CY + 4	CY + 10		Electronic	No		21 CCR 5045 <del>Maintain for 10 s</del> <del>for business reasons</del> - PUC 170042
0215-50	<b>Title 21 Noise Quarterly Reports (Form DOA 617)</b> - includes contour map, annual noise impact area, daily CNEL measurement, number of total aircraft operations during quarter, estimated number of operations of the highest noise level aircraft type	Airport Planning & Noise Mitigation	3	Ind	Ind		Paper / Electronic	No		21 CCR 5025, 5045 CCP 338 <del>Maintain for 10 s</del> <del>for business reasons</del>
<del>0215-55</del>	<del><b>San Fleet Mix</b> – research data regarding arrivals and departures gathered from reports submitted by Airlines and ANOMS for inclusion in the Title 21 Noise Quarterly Reports</del>	<del>Airport Noise Mitigation</del>	<del>5</del>		<del>5</del>		<del>Paper</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0220-05	<b>Aircraft Accident-Incident Report</b> - includes description of what happened to aircraft/contents/occupants/facilities	Airside Operations	2	Ind	Ind		Electronic / Paper	No	X	14 CFR 139.301; 14 CFR 139.325
0220-10	<b>Aircraft Rescue and Firefighting (ARFF)</b> - includes training, drills, daily report, and fire alarm reports	Airside Operations	CY + 3		CY + 3		Paper / Electronic	No		14 CFR 139.301; 14 CFR 139.317, 139.319
0220-15	<b>HPD Sick and Injury Reports</b> - copies of sick and injury reports reported to HPD	Airside Operations	2		2		Paper	No	X	14 CFR 139.319
0220-20	<b>Ground Vehicles Accident-Incident Reports</b> - copies of reports issued by HPD	Airside Operations	CY + 5		CY + 5		Paper / Electronic	No	X	14 CFR 139.301; 14 CFR 139.329
0220-25	<b>Runway Incursions</b> - occurrence involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation between aircraft taking off, intending to take off, landing or intending to land at an airport	Airside Operations	CY + 5		CY + 5		Paper / Electronic	No	X	14 CFR 139.301; 14 CFR 139.329
0220-30	<b>Safety Management Files</b> - documents related to safety management (i.e. ramp walks, safety issues, SMS). Includes but is not limited to: correspondence, reference material written plans, and instructions.	Aviation Security and Public Safety	5		5		Electronic	No		GC 34090 GC 60201

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0225-05	<del>Business-Planning-</del> <b>Business-Continuity-Plan Emergency Management Plans</b> - records relating to non-standard operational practices. Documents include but are not limited to: <b>business continuity, disaster recovery, and other related plans.</b>	<del>Corporate &amp; Information Governance / Information &amp; Technology Services / Department</del>	<del>S</del> Active; 5 year review for currency required		<del>S</del> Active; 5 year review for currency required		Electronic / Paper	Yes	X	GC 34090 GC 60201
0225-10	<b>SAN-AIREX - 139 Tabletop Exercises</b> – record of the exercises to test the effectiveness of the Airport Emergency Plan (AEP) and to familiarize emergency personnel with their responsibilities in the plan. <i>Note: summary of actions is provided to Airside Operations to be included with the FAA certification inspection records.</i>	Aviation Security and Public Safety	Ind		Ind		Electronic	No	X	14 CFR 139.325
0225-15	<b>Emergency Management Files</b> - documents related to emergency management (i.e. Response, Events, Exercises, Preparedness, and Systems). Includes but is not limited to correspondence, reference material, instructions, and lists. <i>NOTE: Plans are filed under 0225-05 Emergency Management Plans.</i>	Aviation Security and Public Safety	5		5		Electronic	No		GC 34090 GC 60201
0305-00	<b>Marketing General Files</b> - working files associated with the activity of marketing.	Department	3		3		Electronic	No		GC 34090 GC 60201
0305-10	<b>Marketing Campaign File</b> - records related to the development, implementation, and management of marketing initiatives. Documents include but are not limited to: media plans, campaign strategy plans, budgets, <b>design files, copy of the final campaign deliverable</b> , and special event planning files. <i>NOTE: Archival copy of final publications/collateral are filed under 0305-15 Marketing Collateral and Publications.</i>	<del>Marketing-&amp;Public-Relations-</del> Vision, Voice & Engagement	<del>C</del> + CY + 3		<del>C</del> + CY + 3		Electronic	No		GC 34090 GC 60201
0305-15	<del>Marketing-Collateral and Publications</del> – archival copies of Authority produced brochures, posters, flyers, advertisements, announcements, programs, publications, and books	<del>Marketing-&amp;Public-Relations-</del> Vision, Voice & Engagement	Ind		Ind		Paper / Electronic	No		GC 34090 GC 60201
0305-30	<b>SDIA-Photographs-Slides-Video</b> - includes airlines, personnel, events, press conferences and airport information; and original illustrations	<del>Marketing-&amp;Public-Relations-</del> Vision, Voice & Engagement	Ind	<del>Ind-</del>	Ind		Photos/ Slides/ Video/ Electronic	No		GC 34090 GC 60201

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						Retention	Media	Vital	Information	Citations
0305-35	<b>Logo Files</b> - Authority logos and other graphics relating to SDIA and Authority	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	Ind		Ind		Electronic	No		GC 34090 GC 60201
0305-40	<b>Media Release Forms</b> - records documenting permission to use an individual's image in publications and other marketing collateral in a variety of media, such as print, video, and the internet	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	Ind		Ind		Paper	No		GC 34090 GC 60201
0310-00	<b>Public and Community Relations General Files</b> - working files related to the activity of public and community relations	Department	3		3		Electronic	No		GC 34090 GC 60201
<del>0310-05</del>	<del><b>Photographs-Slides-Video</b>— including personnel, events, press conferences and airport information</del>	<del>Marketing &amp; Public Relations</del>	<del>2</del>	<del>Ind</del>	<del>Ind</del>		<del>Slides/ Photos/ Video</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0310-10	<b>Fact Sheets</b> - <del>airport</del> statistics and facts about the Authority, airport programs and initiatives.	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	S Active; 10 year review for currency required		S Active; 10 year review for currency required		Electronic	No		GC 34090 GC 60201
0310-15	<b>News Clippings</b> – includes newspaper and video clips regarding the Authority and the airline industry Site Selection News Clippings ( <i>Site Selection News Clippings retained indefinitely; maintained electronically starting 04/2006</i> )	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	<del>-D/R 5</del>	<del>-D/R</del>	<del>-D/R 5</del>		Paper / Electronic Video	No		GC 34090 GC 60201
<del>0310-25</del>	<del><b>Publications</b>— publications created to communicate with internal and external partners, such as: annual reports, Aviation Matters: A Report to Jurisdictions, San e Newsletter, and eJetstreams</del>	<del>Marketing &amp; Public Relations</del>	<del>Ind</del>		<del>Ind</del>		<del>Paper / Electronic</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0310-30	<b>News Releases</b> - media advisories of Authority issues	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	<del>2</del> Ind		Ind		Electronic	No		GC 34090 GC 60201
0310-35	<b>Presentations Speaking Engagements</b> - for community groups, stakeholders, and other audiences. Includes but is not limited to: speaking confirmation sheets, presentations, and remarks.	<del>Marketing &amp; Public Relations</del> Vision, Voice & Engagement	<del>-S 5</del>		<del>-S 5</del>		Electronic	No		GC 34090 GC 60201
0310-40	<b>Speaking Confirmation Sheets</b> — includes an overview of the presentation/speaking points and the date, time, location of the speaking engagement and the organization	<del>Inter-Gov &amp; Community Relations</del>	<del>CY + 2</del>		<del>CY + 2</del>		Electronic	No		<del>GC 34090 GC 60201</del>

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0310-45	<b>Ceremonies and Events</b> - preparation materials, backup information and correspondence	Department	≥ CY + 4	≥	CY + 4		Paper / Electronic	No		GC 34090 GC 60201
0310-55	<b>Communications Plan</b> - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)	<del>Marketing &amp;- Public Relations</del> Vision, Voice & Engagement	§ Ind	Ind	Ind		Paper / Electronic	No		GC 34090 GC 60201
0310-60	<b>Media Inquiries</b> - documents related to the development of media responses to specific questions; research documents necessary to formulate replies or final correspondence to media inquiries	Vision, Voice & Engagement	CY + 5		CY + 5		Electronic	No		GC 34090 GC 60201
0310-65	<b>Media Statements</b> - formal replies or correspondence to media inquiries regarding a specific situation or issue; explanation of the Authority's position on a topic, situation or issue; broader distribution capabilities	Vision, Voice & Engagement	CY + 5		CY + 5		Electronic	No		GC 34090 GC 60201
0310-70	<b>Public Relations Initiatives</b> - records related to the management, development and implementation of marketing initiatives. Documents include but are not limited to: media plans, strategy plans, budgets and contact lists.	Vision, Voice & Engagement	CY + 3		CY + 3		Electronic	No		GC 34090 GC 60201
0310-75	<b>Aviation Education Research and Development Records</b> - records pertaining to R&D of aviation education programs. <i>NOTE: Final deliverables are maintained in 0305-15 Collateral and Publications.</i>	<del>Marketing &amp;- Public Relations</del> Vision, Voice & Engagement	Close of project + 1		Close of project + 1		Electronic	No		GC 34090 GC 60201
0405-00	<b>Accounting and Revenue General Files</b> - working files related to the activity of accounting and revenue	Department	3		3		Electronic	No		GC 34090 GC 60201
0405-05	<b>Accounts Payable</b> - includes invoices, check requests, contract payments, travel and expense reports, P.O. payments, Pcard payments, payroll obligations, 1099's & 1096 and W-9s and correspondence. (data maintained in E-1 indefinitely) Beginning in FY 2015 - all accounts types of accounts payable records are managed as one category.	Accounting	4 FY + 2	3	4FY + 5		Paper	Yes (E-1)	X	PUC 170046; CCP 337, 337.15
0405-06	<b>Accounts Payable - Regulatory Compliance</b> - includes processed invoices and supporting documentation for those payments that must be maintained longer to support regulatory or other long-term retention requirements and are not maintained by the project department, e.g., PM/CM account payable records. (data maintained in E-1 indefinitely)	Accounting	FY + 2	Ind	Ind		Paper	Yes (E-1)	X	PUC 170046; CCP 337, 337.15, 49 CFR18.36, 49 CFR 18.42

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0405-10	<b>Accounts Receivable</b> - including billing records and master transaction data and supporting documentation. <i>For recordkeeping related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity not associated with Financial Management's efforts.</i>	Accounting / Ground Transportation	4 FY + 2	2	4 FY + 4		Paper / Electronic (E-1, Gatekeeper / Dynamics)	Yes (E-1)		PUC 170046
0405-11	<b>Surplus Equipment Sales</b> – includes Board resolution copy, transfer report, correspondence and check copy	Procurement	FY + 3		FY + 3		Paper / Electronic	No		GC34090 GC 60201
0405-15	<b>Cancelled Checks</b> - returned paid Authority checks	Accounting	4		4		Electronic	No		PUC 170046 CCP 337, 337.15
0405-20	<b>Contract Payments</b> - documentation to make payments <i>Series discontinued as of FY 2015. Records now managed as part of 0405-05.</i>	Accounting	FY + 1	4	FY + 5		Paper	No	X	PUC 170046 CCP 337, 337.15
0405-40	<b>Monthly Accounting Entries</b> – includes but not limited to journal entry form and backup documentation, monthly banking and account reconciliations, unaudited financial statements, and allocations	Accounting	2 FY + 4		2 FY + 4		Paper / Electronic	No	X	PUC 170046



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<del>0405-45-0445-05</del>	<b>Grant Records</b> – includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records may be found in other departmental records categories. <i>For grants not involving equipment, close is defined as "the day the grantee submits its final expenditure." For grants involving equipment, close is defined as "the day the equipment is disposed or replaced."</i> <i>Equipment is defined as: machinery, including facility operations (such as air conditioning/heating units, backup generators, jetways, etc.) and heavy equipment machinery; vehicles (with or without an engine, such as trams and carts; pre-fabricated buildings, computer equipment, including scanners, printers, etc.; and office furniture and furnishings.(original grant agreement on file with <b>Corporate Services &amp; Information Governance</b> and maintained indefinitely)</i>	Department / <del>Financial-Planning &amp; Budget-</del> Business & Financial Management	Close +4, or Granting Agency requirement, whichever is longer		Close + 4, or Granting Agency requirement, whichever is longer		Paper / Electronic	No		PUC 170046 GC 60201 GC 34090 49 CFR18.36, 49 CFR 18.42
<del>0405-47-0445-06</del>	<b>Grant Records-Unsuccessful</b> - includes application and related correspondence for unsuccessful grant applications	Department / <del>Financial-Planning &amp; Budget-</del> Business & Financial Management	FY + 2		FY + 2		Paper / Electronic	No		GC 34090 GC 60201
0405-50	<b>Travel and Expense Reports</b> - receipts and back-up data <i>Series discontinued as of FY 2015. Records now managed as part of 0405-05.</i>	Accounting	FY + 1	3	FY + 4		Paper	No	X	GC 34090 GC 60201 PUC 170046
0405-60	<b>Telecommunications Invoices</b> - invoice detail for Authority Telecommunication systems	Information & Technology Services	2		FY + 2		Paper / Electronic	No		CCP 337 <del>GRS-24 Item 11</del>
<del>0405-65</del>	<del><b>Passenger Facility Charges (PFC) Reports</b> – back up information related to life to date PFC approval, revenue &amp; reimbursement expenses. Data entered into FAA-SOAR system.</del>	<del>Financial-Planning &amp; Budget</del>	<del>Application-Closeout + 1-</del>	<del>2</del>	<del>Application-Closeout + 3-</del>		<del>Paper-</del>	<del>No</del>		<del>44-CFR-158.67</del>
<del>0405-68-0445-10</del>	<b>Passenger Facility Charges (PFC) Applications-Records</b> - back up information related to life to date PFC approval, revenue & reimbursement expenses. Includes but is not limited to: applications, audits closeouts, FAA correspondence, record of decision, and airline consultation documents	<del>Financial-Planning &amp; Budget-</del> Business & Financial Management	Application Closeout + 1	2	Application Closeout + 3		Paper / Electronic	No		PUC 170046 GC 60201 GC 34090 14 CFR 158.67
0405-75	<b>Airport Parking Lot Profit and Loss Statements</b> - revenue and expense reports. <i>Note: Series discontinued as of March 16, 2012. Statements are now filed with 0405-05 Accounts Payable.</i>	Ground Transportation	CY + 1	CY + 3	CY + 4		Paper	No		PUC 170046

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File			May Contain Confidential Information	
						Retention	Media	Vital	Information	Citations
<del>0405-77-0410-07</del>	<del>Airlines Rates and Charges Work Papers</del> — models, presentations, supporting information and analysis in the development of rates, fees and charges to airlines as part of the airline operating agreement; also includes annual settlement of actual revenue collected versus budgeted collections.	<del>Financial-Planning &amp; Budget-Business &amp; Financial Management</del>	<del>FY + 10</del>		<del>FY + 10</del>		<del>Electronic</del>	<del>No</del>		<del>PUC 170046 GC 60201 GC 34090</del>
0405-90	<b>General Ledger</b> – general ledger data, trial balance, fixed assets and other related schedules	Accounting / Ground Transportation	Ind		Ind	<b>FY + 4</b>	Electronic (E-1, Dynamics)	Yes		GC 34090 GC 60201 PUC 170046
0410-00	<b>Financial Planning and Budget General Files</b> - working files related to the activity of financial planning and budget	Department	3		3		Electronic	No		<del>GC 60201 GC 34090</del>
0410-05	<b>Budget Work Papers</b> - back-up information and analysis related to the development of the proposed and adopted capital program <del>improvement</del> and operating budgets. Includes annual consolidation of estimated expenditures as submitted by departments, presentations to the Board, compilation of the Budget Book and communication relating to the Budget. <i>NOTE: adopted budget on file with the Corporate Services Department)</i>	<del>Financial-Planning &amp; Budget-Business &amp; Financial Management</del>	<del>5 FY + 7</del>		<del>5 FY + 7</del>		<del>Electronic</del>	<del>No</del>		<del>PUC 170046 PUC 170000-170084</del>
0410-06	<b>Actuals Work Papers</b> - Includes actuals and budget database, reports, variance analysis spreadsheets and other supplemental schedules and back-up information related to the monthly, quarterly and annual variance between actual outcomes versus projected figures.	Business & Financial Management	FY + 7		FY + 7		Electronic	No		<del>PUC 170000-170084</del>
0410-30	<b>Financial Analysis</b> - studies of a variety of potential Authority projects and financing scenarios and options. Includes business case analysis, consultant created studies and in-house analysis.	Business & Financial Management / Business Development	CL + 5		CL + 5		Electronic	No		GC 34090 GC 60201
<del>0440-30-0450-15</del>	<del>Treasurer's Report Treasury Management and Account Reports</del> - includes the daily bank statement report, on-line deposit reports, detailed items for daily bank deposits, monthly ACH summary reports, tracking and miscellaneous research reports <del>quarterly and annual summaries of Authority investments</del>	<del>Financial-Planning &amp; Budget-Business &amp; Financial Management</del>	<del>2 FY + 5</del>	<del>3</del>	<del>FY + 5</del>		<del>Paper / Electronic</del>	<del>No</del>		<del>PUC 170046 GC 60201 GC 34090</del>
0410-35	<b>Departmental Budget</b> - departmental budget working papers	Department	FY + 2		FY + 2		<del>Paper / Electronic</del>	No		GC 34090 GC 60201
<del>0440-40-0405-12</del>	<del>Daily Deposit Receipts</del> - includes cash receipt batches, parking revenue reports and other documents in support of daily deposits to the general operating bank accounts. <del>detailed items for daily bank deposit</del>	<del>Accounting</del>	<del>FY + 4 2</del>	<del>-3-2</del>	<del>FY + 4</del>		<del>Paper</del>	<del>No</del>		<del>GC 34090 GC 60201 PUC 170046</del>
0410-45	<b>Monthly Financial Statements</b> – includes balance sheet & income statement w/variance analysis & other supplemental schedules	Accounting	D/R		D/R		Electronic	No		<del>GC 34090 GC 60201 PUC 170046</del>

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0410-50	<del>Investment Account Statements – statement of Authority investments from our investment advisors</del>	<del>Financial Planning &amp; Budget</del>	<del>3</del>		<del>3</del>		<del>Paper / Electronic</del>	<del>No</del>		<del>PUC 170046 GC 60201 GC 34090</del>
0410-55-0450-10	Trade Tickets - authorization to purchase or sell a security, includes transaction details	Business & Financial Management	Life of Sale of Security + 1		Life of Sale of Security + 1		Paper	No		PUC 170046 GC 60201 GC 34090
0415-00	Risk Management General Files - working files related to the activity of risk management and not associated with a more specific records category	Risk Management	3		3		Electronic	No		GC 34090 GC 60201
0415-05	Insurance Claim Files - includes invoice, supporting records, pictures, photographs, medical records, and other supporting documentation related to insurance and/or cost recovery claims, not including workers' compensation claims. <i>NOTE: Paper format ceased in 2015.</i>	Risk Management	CL + 2	2	CL + 4		Paper / Electronic	No	X	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-07	Insurance Claim Data - data created or received regarding incidents, claims, and cost recovery. <i>EVT definitions: claim and cost recovery data = close of claim; incident reporting = date of incident.</i>	Risk Management	EVT + 10		EVT + 10		Electronic (RMIS System)	No	X	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-10	Insurance Policies - includes policies, certificates, endorsements, and binders. <i>NOTE: Insurance policy data is stored in the Department's RMIS System.</i>	Risk Management	S Active	Ind	Ind		Paper / Electronic	Yes	X	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-20	Annual Risk Management Reports	Risk Management	2-5	Ind	Ind 5		Electronic	No		GC 34090 GC 60201
0415-30	Vendor Insurance Files – includes correspondence, Insurance Certificate, and contractual insurance requirements (correspondence and supporting documentation are removed prior to offsite storage and only insurance certificates are retained indefinitely.) <i>NOTE: Paper format discontinued in 2015.</i>	Risk Management	E+2 Close of Relationship + 5	Ind	Ind Close of Relationship + 5		Paper / Electronic	No		GC 34090 GC 60201
0415-40	Insurance Inspection Reports – includes loss control inspection reports, property appraisals and related reports	Risk Management	S 5	Ind	Ind 5		Paper / Electronic	Yes		GC 34090 GC 60201
0415-45	Renewal Correspondence – records relating to the renewal of Authority insurance policies. Documents include but are not limited to renewal information and correspondence. <i>NOTE: Paper format discontinued in 2015.</i>	Risk Management	Policy Expiration + 4 8		Policy Expiration E + 4 8		Paper / Electronic	No	X	GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0415-50 0725-40	<b>DMV Information Security Statement</b>	Risk Management	Account Deactivation + 2		Account Deactivation + 2		Paper	No		Per DMV Reg. - see statement form
0415-55 0725-41	<b>Fleet Safety Program Authorizations</b> - includes authorization request forms	Risk Management	Termination of Driving Privileges		Termination of Driving Privileges		Paper / Electronic	No		GC 34090 GC 60201
0415-60 0725-42	<b>Fleet Safety Committee Reports - Consultants</b> - reports documenting investigations and actions against authorized drivers. <i>Note: Reports relating to employees are located in the employee's personnel file.</i>	Risk Management / <del>Human Resources - Talent, Culture &amp; Capability</del>	∅ FY + 3		∅ FY + 3		Paper	No		GC 34090 GC 60201
0415-65	<b>Permittee Certificates of Insurance</b> - insurance certificates for automobile liability insurance related to Ground Transportation and Access Control Permit holders. <i>NOTE: Paper format ceased in 2015.</i>	Risk Management	Expiration of Permit Period + 2		Expiration of Permit Period + 2		Paper / Electronic (RMIS)	No		GC 34090 GC 60201
0420-00	<b>Audit General Files</b> - working files related to the activity of audit	Department	3		3		Electronic	No		GC 34090 GC 60201
0420-05	<b>Audit Reports</b> - final reports of internal process and business partner audits	Chief Auditor	Completed + 5	Ind	Ind		Paper / Electronic	No		PUC 170046
0420-10	<b>Audit Work Papers</b> - documentation in support of the audit reports, includes recommendation follow-up data ( <i>maintained electronically in TeamMate beginning 2007</i> )	Chief Auditor	Completed + 3	7	Completed + 10		Paper / Electronic (TeamMate)	No	X	PUC 170046
0420-15	<b>Internal and Quality Assessment Reviews</b> - records documenting the review of the Chief Auditor Department's internal quality control system and performance. Includes but is not limited to: work papers, certifications, and final assessment reports.	Chief Auditor	Completed + 6		Completed + 6		Paper / Electronic	No		GC 34090 GC 60201
0420-16	<b>External Audit Reports</b> - comprehensive annual financial reports & single audits	Accounting	∅/R- FY + 2		∅/R- FY + 2		Paper / Electronic	No		GC 34090 GC 60201 PUC 170046
0420-20	<b>Risk Assessments - Audit Plans - Activity Reports</b> - records documenting the risk assessment process and subsequent audit plan and activity reports. Includes but is not limited to: assessments, plans, and monthly, quarterly and annual reports. <i>Note: plans and reports are maintained indefinitely as part of 0655-10 Committee Agenda Packets and 0630-10 Board and ALUC Agenda Packets.</i>	Chief Auditor	FY + 5		FY + 5		Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0420-25	<b>Audit Reference and Resources</b> - reference documents created internally or received from external sources, such as professional associations or federal and state governments. Includes but is not limited to: articles, templates, memos, and reports.	Chief Auditor	5		5		Electronic	No		GC 34090 GC 60201
0425-00	<b>Payroll General Files</b> - working files related to the activity of payroll	Department	3		3		Electronic	No		GC 34090 GC 60201
0425-05	<b>Employee Payroll Files</b> - includes copies of W4's PAFS, and PERS/CERS Information ( <i>originals maintained in Human Resources</i> )	Accounting	T		T		Paper	No	X	LC 226, 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0425-10	<b>Employee Time Sheets</b> - completed approved employee timesheets ( <i>payroll data maintained indefinitely in E-1; electronic effective 1/1/06</i> )	Accounting / Facilities Management / <del>Landside-Operations- Ground Transportation</del>	CY + 4		CY + 4		Paper / Electronic (E-1)	Yes	X	LC 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5 29 CFR 516.2
0425-15	<b>Payroll Register</b> - listing of each employee's gross pay w/tax, deduction information per pay period, and payroll journal entries.	Accounting	Ind		Ind	CY + 4	Electronic (E-1)	No	X	PUC 170046 GC 34090 GC 37207
0425-30	<b>Payroll Tax Reports</b> - quarterly and annual reports, such as W-2, 940, 941, DE 6, DE 7 and DE 166	Accounting	CY + 2	2	CY + 4		Paper / Electronic	No	X	GC 34090 <del>29 USC 436</del> 26 CFR 31.6001.1-4 IRS REG 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6
0425-35	<b>Pay Period Adjustment File</b> – correspondence, calculations, and supporting documentation regarding requests for payroll adjustment	Accounting	CY + 2		CY + 2		Paper	No	X	LC 226, 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0425-40	<b>Payroll Obligations</b> - includes invoices, check requests, and correspondence related to payroll obligations, such as garnishments and union dues <i>Series discontinued as of FY 2015. Records now managed as part of 0405-05.</i>	Accounting	FY + 1	3	FY + 4		Paper	No	X	GC 4090 29 CFR 516.2 PUC 170046
0430-00	<b>Procurement General Files</b> - working files related to the activity of procurement	Department	3		3		Electronic	No		GC 34090 GC 60201
0430-05	<b>Purchase Orders</b> - orders to purchase goods or services	Procurement & Small Business Development	FY + 5		FY + 5		Paper / Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Retention			Working File Retention	Media	Vital	May Contain Confidential Information	
			Onsite	Offsite	Total				Information	Citations
0430-10	<b>Solicitation Records</b> - records documenting the solicitation and procurement of goods, services, and public works projects related to bids, RFQ's, RFQL's, RFP's Includes but is not limited to: solicitation request, correspondence, evaluations, RFP, and any applicable bid protests. <i>Notes: The proposal, qualifications, quotation or specification of the successful solicitation, evaluation summary or sole source memo, bid advertisement, and debarment certification (if applicable) are filed with the approved agreement in Corporate Services) Beginning in January 2011, FDD is no longer the office of original for records related to on-call or service-related solicitations; however, they continue to be the office of original for construction bids. Business and Financial Management are the office of record for certain revenue-generating solicitation records.</i>	Procurement & Small Business Development / Business & Financial Management	FY + 5 7		FY + 5 7		Paper / Electronic	No		CCP 337 GC 34090 GC 60201
0430-11	<b>Proposals - Unsuccessful</b> - proposals, qualifications, bids, quotations, specifications, and/or other supporting documents submitted by the unsuccessful bidder(s). <i>Note: The proposal, qualifications, quotation or specification submitted by the successful bidder are filed with the approved agreement in Corporate Services.</i>	Procurement & Small Business Development / Airport Design & Construction / Airport Planning & Noise Mitigation / Facilities Development	FY + 2		FY + 2		Paper / Electronic	No	X	CCP 337 GC 34090 GC 60201
0430-12	<b>P-Card Cardholder Files</b> – may include but is not limited to p-card request/change form, cardholder agreement, and correspondence (destruction may occur within 1 after deactivation of card provided audit has occurred)	Procurement & Small Business Development	CL + Audit		CL + Audit		Paper	No	X	GC 34090 GC 60201
0430-15	<b>Luggage Cart Cardholder Files</b> - records documenting the authorization, acceptance and management of luggage cart credit cards. Records include but are not limited to: annual authorization forms, monthly departmental work papers, and correspondence	Landside-Operations-Terminals & Tenants	2 T + 3		2 T + 3		Paper	No		GC 34090 GC 60201
0435-05	<b>Commercial Paper Variable Debt Borrowings</b> - includes but is not limited to: trustee and LOC account statements, variable rate debt agreements, revolving letter of credit and other short term debt agreements and statements and correspondence.	Financial-Planning-& Budget Business & Financial Management / Accounting	Expiration of Agreement + 1	9	Expiration of Agreement + 10		Paper / Electronic	No		CCP 337.5

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0435-10	<del>Bonds (Senior Lien) - includes trustee account statements &amp; administration includes but is not limited to feasibility analysis and reports, board documents, debt service, trustee account statements &amp; administration, pricing, investments, official statement, cost of issuance, requisitions, rating agency, bond-related continuing disclosure, underwriting, arbitrage, and tax compliance.</del>	Financial- Planning & Budget Business & Financial Management / Accounting	Expiration of Bond + 1	9	Expiration of Bond + 10		Paper / Electronic	No		CCP 337.5
0435-12	<del>Bond Closing Documents - includes all tax certificates, legal opinions, and all documents included in the Official Statement</del>	Financial- Planning & Budget	Last Debt Service- Payment + 1	4	Last Debt- Service- Payment + 5		Paper	No		<del>PUC 170046 GC 60201 GC 34090</del>
0435-20	<del>Financial Feasibility Studies and Long Term Plans - a variety of Authority projects and financings</del>	Financial- Planning & Budget	2	2	4		Paper / Electronic	No		<del>PUC 170046 GC 60201 GC 34090</del>
0435-25	<del>Arbitrage Report - calculation of interest earned on tax-exempt borrowings as required by US Treasury Regulations</del>	Financial- Planning & Budget	2	3	5		Paper	No		<del>PUC 170046 GC 60201 GC 34090</del>
0435-40	Repurchase Agreement Sweep Account Statements - Operating cash reporting by primary Commercial Bank ( <i>series discontinued as of March 1, 2010</i> )	Financial- Planning & Budget Business & Financial Management	FY + 1	FY + 4	FY + 5		Paper	No		PUC 170046 GC 60201 GC 34090
0440-00	Business Development General Files - working files associated with the activity of business development	Department	3		3		Electronic	No		GC 34090 GC 60201
0440-05	Air Service Business Development Projects - includes- <del>PowerPoint presentations, surveys, data analysis, strategic plan.</del> records documenting the development of new air service, products, and other services currently being researched for business plan phase and/or execution. Includes but is not limited to: presentations, surveys, data analysis, plans, reports, and correspondence. Note: presentations may include restricted data per BTS, <a href="http://www.bts.gov/programs/airline_information/sources/#RES TRICT">http://www.bts.gov/programs/airline_information/sources/#RES TRICT</a> for more information	Air Service Development / Business Development	CL + 2		CL + 2		Paper / Electronic	No	X	GC 34090 GC 60201
0440-11	Business Development Proposals and Ideas - database of ideas, research results, and unsolicited proposals from vendors. Includes but is not limited to: databases, spreadsheets, reports, brochures, presentations, analysis, and correspondence.	Business Development	5		5		Electronic	No		GC 34090 GC 60201
0445-11	Passenger Facility Charge (PFC) Records - Unsuccessful - includes application and related correspondence for unsuccessful PFC applications	Business & Financial Management	FY + 2		FY + 2		Electronic	No		PUC 170046 GC 60201 GC 34090



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0445-15	<b>Capital Improvement Program Work Papers</b> - a rolling, near-term five- program that provides for critical needed improvements and asset preservation. Projects address federal security requirements, airfield safety improvement and enhanced revenue potential. Documents include but are not limited to: annual budgets, management and funding reports, and project information.	Business & Financial Management	FY + 7		FY + 7		Paper / Electronic	No		GC 34090 GC 60201
0445-20	<b>Funding Control</b> - includes monthly cost reports, cash flow reports, general ledger reports, bond draw down schedules and monthly working files.	Business & Financial Management	FY + 7		FY + 7		Electronic	No		GC 34090 GC 60201
0450-00	<b>Treasury and Investments General Files</b> - working files associated with the activity of treasury management	Department	3		3		Electronic	No		GC 34090 GC 60201
0450-05	<b>Investment Reports</b> - monthly, weekly and quarterly summaries of Authority investments and bond proceeds, tracking of money between investment accounts, statement of Authority investments from investment advisors and miscellaneous investment-related research reports	Business & Financial Management	FY + 5		FY + 5		Paper / Electronic	No		PUC 170046 GC 34090 GC 60201
0450-20	<b>Letters of Credit</b> - letters from banks guaranteeing that a vendor's payment to the Authority will be received on time and for the correct amount. <i>Note: Letters of Credit (LOCs) guaranteeing Authority variable debt are located in category 0435-05 Variable Debt Borrowings.</i>	Business & Financial Management	E + 7		E + 7		Paper	No		GC 34090 GC 60201
0450-25	<b>Collection Records</b> - records documenting collection efforts and case files include but are not limited to the weekly accounts receivable (AR) report, tracking and research reports, and correspondence.	Business & Financial Management	CL + 2		CL + 2		Electronic	No		GC 34090 GC 60201
0505-05	<b>Vehicle Titles</b> - titles for Authority owned vehicles	Facilities Management	<del>US</del> /Disposition Date of Vehicle		<del>US</del> /Disposition Date of Vehicle		Paper	Yes		GC 34090 GC 60201
0505-10	<b>Equipment Records</b> - case files for the maintenance or repair work of individual pieces of equipment. Includes but is not limited to: manuals, <b>O &amp; M manuals</b> , maintenance histories, <b>warranty information</b> and correspondence	Department	<del>US</del> / D + 3	3	<del>US</del> /Disposition of Equipment + 3		Paper / Electronic	No		GC 34090 GC 60201
0505-15	<b>Inventories</b> - departmental inventories of Authority equipment	Department	US Active; 5 - year review for currency no later		US Active; 5 - year review for currency no later		Electronic / Paper	No		GC 34090 GC 60201

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0505-20	<b>Safety Inspections Log</b> – log book of daily inspections of elevators, escalators, and terminals	Facilities Management	CY + 3		CY + 3		Paper / Electronic	No		GC 34090 GC 60201
0505-25	<b>Vehicle Maintenance and Inspection</b> – relating to Authority owned vehicles	Facilities Management	<del>US/Disposition of Vehicle</del>		<del>US/Disposition of Vehicle</del>		Paper	No		GC 34090 GC 60201
<del>0605-05</del>	<del><b>Attorney Service Request</b> – completed request forms</del>	<del>General Counsel</del>	<del>S</del>		<del>S</del>		<del>Paper</del>	<del>No</del>	<del>X</del>	<del>GC 34090 GC 60201</del>
0605-10	<b>Legal Advice</b> - memoranda, advice, and opinions on Authority matters issued by the General Counsel	General Counsel / Department	Ind		Ind		Paper / Electronic	No	X	<del>PUC 25772</del> GC 34090 GC 60201
0605-15	<b>Subject Matter Files</b> - legal issues relating to Projects; Airport Issues, etc.	General Counsel	2 Ind	Ind	Ind		Paper / Electronic	No	X	GC 34090 GC 60201
0605-20	<b>Chronological Files</b> - copies of outgoing correspondence generated by the General Counsel's Office	General Counsel	2 Ind	Ind	Ind		Paper / Electronic	No	X	GC 34090 GC 60201
0605-25	<b>Assignment Log Legal Assignments</b> - log of all internal and external assignments completed by the General Counsel's Office	General Counsel	Ind		Ind		Electronic	No	X	GC 34090 GC 60201
0605-35	<b>Closed Session Notes</b> - official notes of closed session meetings	General Counsel	2 CY + 10	8	CY + 10		Paper / Electronic	No	X	GC 54957.2
0605-40	<b>Oaths of Office</b> - oaths administered to public officials/employees as required by the California Constitution	<del>Corporate-Services- Corporate &amp; Information Governance</del>	CY + 4		CY + 4		Paper	No		GC 34090 GC 60201
0605-45	<del><b>Affidavits of Posting and Publication</b> - Board/Committee-Meeting Agendas and other miscellaneous postings– Board/Committee meeting agendas, public notices, and other miscellaneous postings and publications</del>	<del>Corporate-Services- Corporate &amp; Information Governance</del>	CY + 2		CY + 2		Paper	No		GRS 14 Item 15 GC 34090 GC 60201
0605-50	<b>Driver Permit Appeals</b> - correspondence regarding the denial of Authority driver permits	Ground Transportation	<del>CL Disposition</del> + 2	3	<del>CL Disposition</del> + 5		Paper / Electronic	No		Authority Code 9.22 GC 34090 GC 60201
<del>0605-51</del>	<del><b>Appeals Log</b> – log of appeals received by Corporate Services</del>	<del>Corporate-Services-</del>	<del>Ind</del>		<del>Ind</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090(a) GC 60201</del>
0605-55	<b>Case Log</b> - chronological listing of cases	General Counsel	Ind		Ind		Paper / Electronic	No	X	PUC 25772 GC 34090 GC 60201

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0605-60	<b>Ethics Program Records</b> – documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation.	Chief Auditor	Determination + 10		Determination + 10		Electronic ( <del>TeamMate</del> – External Drive)	No	X	GC 34090 GC 60201
0605-65	<b>Governmental Filings</b> - records relating to the provision of information to local, state, and federal agencies. Documents include but are not limited to: Statement of Facts, Annual Survey of Public Employment & Payroll, and Waste Diversion and Recycling	<del>Corporate-Services-</del> Corporate & Information Governance	CY + 2		CY + 2		Paper	No		GC 34090 GC 60201
0610-05	<b>Contracts and Agreements</b> - includes all CIP, MOU's, Grants and professional service contracts & agreements for the Authority. <i>Note: The bid advertisement (when applicable), proposal, qualifications, or quotation of the selected vendor and bid evaluation/sole source memo are filed with the approved agreement)</i>	<del>Corporate-Services-</del> Corporate & Information Governance	CL + 1	Ind	Ind	E+1	Paper	Yes		CCP 336, 337 et seq.
0610-06	<b>Contract Management File</b> - records related to the management of an agreement or contract, such as service agreements, ready service on-call agreements, public works contracts, etc. Documents include but are not limited to: correspondence, work plans, task authorizations, and copies of agreements or contracts. <i>(Original task authorizations or related records changing the scope of work are transferred to Corporate Services for inclusion in the official agreement/contract file)</i>	Department	E + 1		E + 1		Paper / Electronic	No		GC 34090 GC 60201
0610-10	<b>Leases</b> - includes tenant leases, permits, licenses, noise monitoring easements, etc. <i>(if applicable: the proposal, qualifications, or quotation of the selected lessee and bid evaluation memo are filed with the approved lease)</i>	<del>Corporate-Services-</del> Corporate & Information Governance	CL + 1	Ind	Ind		Paper	Yes		CCP 336, 337 et seq.
0610-15	<del><b>Carrier Agreements</b> – plan documents and back-up information for employee benefits</del>	<del>Human-Resources-</del>	E+3	2	E+5		<del>Paper /</del> Electronic	No		<del>29 USC 1113 29 USC 1027 29 USC 1059 29 CFR 2520-104b(1)</del>
0620-00	<b>Legislation General Files</b> - working files related to the activity of legislation	Department	3		3		Electronic	No		GC 34090 GC 60201
0620-10	<b>Inter-Governmental Correspondence</b> - letters to and from elected officials and government agencies regarding legislative Issues and Authority updates	Inter-Governmental & Community Relations	2 5	Ind	Ind 5		<del>Paper /</del> Electronic	No		NC1-237-77-3Item 83(1b) GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0620-30	<b>Lobbyist Filings</b> – records related to the registration and activities of Authority-contracted and external lobbyists pursuant to state and federal law and Authority Code requirements. Documents may include: registration forms, disclosure statements, quarterly filings, and logs	Inter-Governmental Relations <del>Community Relations / Corporate Services /</del> Corporate & Information Governance	CY + 5		CY + 5		Paper / Electronic	No		GC 34090 GC 60201
0620-35	<b>Codes and Policies</b> - codes and policies adopted by the Board governing the conduct of Authority business <i>(approved redline version is attached to the executed resolution and maintained indefinitely; copies of supplements maintained separately)</i>	Corporate-Services- Corporate & Information Governance	\$ Active; 10 - year review for currency required		\$ Active; 10 - year review for currency required		Paper	Yes		GC 34090 GC 60201
0620-36	<b>Codes and Policies Supplements</b> - records documenting Board-approved revisions to existing Authority Codes and Policies; also includes original 2002 version	Corporate & Information Governance	Ind		Ind		Electronic	No		GC 34090 GC 60201
0620-40	<b>Board and ALUC Resolutions</b> - resolutions adopted by the Board/ALUC	Corporate-Services- Corporate & Information Governance	Ind		Ind		Paper	Yes		GC 34090 GC 60201
<del>0620-45</del>	<del><b>Board and ALUC Ordinances</b>—ordinances adopted by the Board/ALUC</del>	Corporate-Services-	Ind		Ind		Paper	Yes		<del>GC 34090(e) GC 60201</del>
0625-05	<b>Litigation Legal Case Files</b> - records documenting claims, litigation, administrative actions, subpoenas, and civil penalties. Include but is not limited to: logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, and correspondence etc.	General Counsel	Ind		Ind		Paper / Electronic	No	X	<del>NC1-237-77-3-Item 82</del> GC 6254
0625-10	<del><b>Subpoenas-Summons</b>—filed against the Authority (duplicate, originals sent to General Counsel)</del>	Corporate-Services	2		2		Paper	No	X	<del>GC 26201 GC 34090(d) GC 60201</del>
0625-10	<del><b>Subpoenas</b>—related to non-Authority matters handled by the General Counsel (Corporate Services receives and logs all subpoenas and summons received by the Authority; original documents are forwarded to the General Counsel's Office; copies maintained for 2 s)</del>	General Counsel	3		3		Paper	No	X	<del>GC 34090 GC 60201</del>
0625-20	<del><b>Subpoenas-Summons Log</b>—log of all subpoenas and summons received by Corporate Services</del>	Corporate-Services	Ind		Ind		Electronic	No		<del>GC 26201 GC 34090(d) GC 60201</del>
0630-00	<b>Board Operations General Files</b> - working files related to the activity of board operations	Department	3		3		Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File			May Contain Confidential Information	Citations
						Retention	Media	Vital		
0630-05	<b>Board and ALUC Minutes</b> - approved minutes of Board/ALUC meetings	<del>Corporate-Services-</del> Corporate & Information Governance	Ind		Ind		Paper	Yes		GC 34090 GC 60201
0630-10	<b>Board and ALUC Agenda Packets</b> - records documenting agenda items presented to the Board. Includes but is not limited to: staff reports, presentations and back-up information. <i>Note: All materials associated with the Interim Board held in 2002; format paper/electronic.</i>	<del>Corporate-Services-</del> Corporate & Information Governance	2	Ind	Ind		Paper	No		GC 34090 GC 60201
0630-15	<b>Board and ALUC Meeting Recordings</b> - recordings of meetings used for the preparation of minutes and public access	<del>Corporate-Services-</del> Corporate & Information Governance	Ind		Ind		Audio Cassette / Compact Disc / DVD / Webcast	No		<del>GRS 21 Item 22-</del> GC 34090.7
0630-20	<b>Affidavit of Publication</b> - board/committee meetings and public notices <i>Series discontinued as of January 1, 2015.</i>	<del>Corporate-Services-</del> Corporate & Information Governance	CY + 2		CY + 2		Paper	No		GRS 14 Item 15 GC 34090 GC 60201
0630-30	<b>Board Correspondence</b> - letters/memos of Board Members	<del>Authority Board /</del> Corporate & Information	2	2	4		Paper / Electronic	No		GC 34090 GC 60201
0630-35	<b>Information Packet</b> - internal communication distributed to Board Members weekly and as needed	<del>Authority Board /</del> Corporate & Information Governance	<del>2</del> CY + 4	<del>2</del>	<del>4</del> CY + 4		Paper / Electronic	No		GC 34090 GC 60201
0630-55	<b>Board Member Appointments and Resignations</b> - correspondence confirming appointments and resignations. <i>Note: Rosters of Board Member appointments and terms are maintained indefinitely.</i>	<del>Corporate-Services-</del> Corporate & Information Governance	CY + 4		CY + 4		Paper	No	X	GC 34090 GC 60201
0635-05	<b>Conflict of Interest Filings</b> - completed FPPC Form 700 (Statement of Economic Interests) filed by Board Members, public members of the Audit committee, designated employees, and consultants	<del>Corporate-Services-</del> Corporate & Information Governance	CY + 7		CY + 7		Paper	No		GC 81009(e) & (g)
0640-05	<b>Deeds and Easements</b> - original deeds & easements recorded by the County	<del>Corporate-Services-</del> Corporate & Information Governance	Ind		Ind		Paper	No		GC 34090 GC 60201
0640-10	<b>Avigation Easements</b> - easements filed by homeowners acknowledging noise conditions	<del>Corporate-Services-</del> Corporate & Information Governance	Ind		Ind		Paper	No		GC 34090

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0645-05	<del>Claims against the Authority</del> —filed by the Public— <del>(duplicate, originals sent to General Counsel)</del>	Corporate Services	2		2		Paper	No		<del>GC 34090 GC 60201</del>
0645-10	<del>Claims Log</del> —log of all claims received by Corporate Services	Corporate Services	Ind		Ind		Electronic	No		<del>GC 34090(d) GC 60201</del>
0645-20	<del>Claims Case Files</del> —record of claim filed against the Authority for damage to person or personal property, supporting documentation, investigative reports, correspondence with carriers and Audit & Risk, staff report and resolutions of the Board concerning claims.— <del>(In case of litigation, subject to retention per 0625-05.)</del>	General Counsel	D+2	3	D+5		Paper	No	X	GC 25105.5
0645-25	<del>Harbor Police Reports and Claims</del> —general memos and statistical information re: airport accidents/ incidents.— <del>(In case of litigation, subject to retention per 0625-05.)</del>	General Counsel	2-5	3	5		Paper	No	X	<del>GC 34090 GC 60201</del>
0650-00	<b>Legal Operations General Files</b> - working files related to the activity of legal operations, including litigation.	Department	3		3		Electronic	No	X	GC 34090 GC 60201
0650-05	<del>Permit Denial Appeals</del> —filed against the Authority and includes appeal letter and supporting documentation— <del>(duplicate, originals sent to Landside)</del>	Corporate Services	2		2		Paper	No		<del>GC 26201 GC 34090 GC 60201</del>
0650-10	<b>Incident Reports</b> - general reports, correspondence and back-up information regarding incidents involving drivers <i>(documentation may be transferred to permit file depending on severity of incident)</i>	Ground Transportation	Disposition + 2		Disposition + 2		Electronic	No		GC 34090 GC 60201
0650-15	<b>Parking Citations</b> - Includes appeals and related correspondence	Ground Transportation	Disposition + 3		Disposition + 3		Paper	No		GC 34090 GC 60201
0650-25	<b>Notices of Violations - Permitted</b> - includes currently permitted vehicle violations and appeals	Ground Transportation	Date of Violation + 2		Date of Violation +2		Paper	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0650-26	<b>Notices of Violation - SAN</b> - records documenting a violation of Authority Codes and/or Rules and Regulations. Documents include but are not limited to: notice of violations, investigative notes, logs and correspondence.	Airside Operations / Aviation Security and Public Safety / Terminals & Tenants / Environmental Affairs / Ground Transportation	Date of Incident + 30		Date of Incident + 30		Paper/ Electronic	Yes No	X	49 CFR 1542 SDCRAA Rules & Regulations, Section 7
0650-30	<b>Airport Rules and Regulations</b> - document governing the general conduct of the public, tenants, employees and commercial users of the San Diego International Airport as their activities relate to the possession, management, supervision, operation and control of the airport by the San Diego County Regional Airport Authority.	<del>Business-Planning</del> Airside Operations	S Active; documents older than 3 years to be reviewed for currency.		S Active; documents older than 3 years to be reviewed for currency.		Electronic	Yes		GC 34090 GC 60201
0650-31	<b>Quarterly Amendments to Airport Rules and Regulations</b> <del>Quarterly Amendments</del> - approved redline and final version of updated sections	<del>Business-Planning</del> Airside Operations	Ind		Ind		Paper	No		GC 34090 GC 60201
0650-35	<b>TSA Punitive Action</b> - correspondence to and from the TSA regarding punitive action against the Authority. May include but not limited to: Letters of Investigation, Warning, and Civil Penalties	Aviation Security and Public Safety	Ind		Ind		Paper / Electronic	No	X	49 CFR 1542
0650-40	<b>Legal Service Acceptance</b> - records documenting the legal filings served on the Authority and accepted by the Authority Clerk or his/her designee, such as claims, subpoenas, summons, ADA grievances, and appeals. Documents include but are not limited to: logs and copy of legal filing. Note: Paper copies are retained for 2 s only.	Corporate & Information Governance	Ind		Ind		Electronic	No		GC 34090 GC 60201
0655-00	<b>Committee Operations General Files</b> - working files related to the activity of committee operations	Department	3		3		Electronic	No		GC 34090 GC 60201
0655-05	<b>Committee Minutes</b> - approved minutes of Board and citizen committees	<del>Corporate-Services</del> Corporate & Information Governance	Ind		Ind		Paper	No		GC 11125.1 GC 34090 GC 60201

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0655-10	<b>Committee Agenda Packets</b> - includes reports, presentations and back-up information	Corporate-Services- Corporate & Information Governance	Ind		Ind		Paper	No		GC 34090 GC 60201
0655-15	<b>Airport Noise Advisory Committee (ANAC)</b> – minute copies, agendas, notices and recommendations ( <i>original minutes to Corporate Services</i> )	Airport Planning & Noise Mitigation	CY + 3	CY + 3	CY + 6		Paper / Electronic	No		14 CFR 150.1 et seq 21 CCR 5023, 5045
<del>0655-20</del>	<del><b>Airport Site Selection Program (formerly ATAP) – Public Working Group and Policy Advisory Group</b>— working group meeting agendas, action notes, correspondence and presentations (<i>series has been discontinued</i>)</del>	<del>Airport Planning &amp; Noise Mitigation</del>	<del>2-10</del>	<del>Ind</del>	<del>Ind</del>		<del>Electronic / Paper</del>	<del>No</del>		<del>CA PUC 170000 et seq.</del>
0655-25	<b>Committee Meeting Recordings</b> - recordings of meetings used for the preparation of minutes and public access	Corporate-Services- Corporate & Information Governance	Ind		Ind		Audio Cassette / Compact Disc	No		GC 34090 GC 60201
0655-30	<b>Committee Appointments and Resignations</b> - correspondence confirming appointments and resignations. <i>Note: Rosters of Committee Member appointments and terms are maintained indefinitely.</i>	Corporate & Information Governance	CY + 4		CY + 4		Paper	No	X	GC 34090 GC 60201
0705-00	<b>Human Resources General Files</b> - working files related to the activity of human resources	Department	3		3		Electronic	No	X	GC 34090 GC 60201
0705-05	<b>Position Recruitment Files</b> - records relating to the sourcing, screening and selection of talent. Documents include but are not limited to: requisitions, eligibility requirements, advertisements, candidate profiles and applications, diversity disclosures and examination methods and plans. <del>including applications, resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database, personnel requisition, applicant flow logs, application—candidate, aptitude and skills test records (pending), DISC profiles &amp; Myers Briggs-type inventory, other assessments, employment ads (<i>files maintained in NeoGov since July 2008</i>)</del>	Human-Resources- Talent, Culture & Capability	<del>C+CY + 2</del>	<del>CY+2</del>	<del>C+CY +4 2</del>		Paper / Electronic (NeoGov)	No	X	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 CA Gov Code 12946 CA Gov Code 12960



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						Media	Vital	Citations		
0705-10	<b>Cultural Development Trip Files</b> - back-up information and correspondence ( <i>Series has been discontinued</i> )	<del>Corporate-Services-Corporate &amp; Information Governance</del>	Ind		Ind		Paper	No		GC 34090 GC 60201
0705-15	<b>Resident I-9 Forms</b> - forms used to verify the employment eligibility and identity documents presented by the employee	<del>Human-Resources-Talent, Culture &amp; Capability</del>	Later of hired + 3 or Term + 1		Later of hired + 3 or Term + 1		Paper	No	X	8 CFR 274a
0705-25	<del>Authority Employment Standards and Procedures</del> - records relating to practices and procedures governing the employment relationship and employee conduct <del>employee standards and procedures and handbook governing employee conduct</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	S Ind	Ind	Ind		Electronic	Yes		GC 34090 GC 60201
<del>0705-30</del>	<del>Employee Handbook</del> - employee standards and procedures - <del>easy reference handbook</del>	<del>Human-Resources-</del>	<del>S Ind</del>	<del>Ind</del>	<del>Ind</del>		<del>Electronic</del>	<del>No</del>		<del>GC 34090 GC 60201</del>
0705-35	<del>Class Job Analysis and Compensation Studies Records</del> - records relating to managing employee and executive compensation. Documents include but are not limited to job evaluation, banding, salary surveys and benchmark analysis. <del>includes compensation studies reports, adjustments and approval documents</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	<del>S Date Inactivated + 5</del>		<del>S Date Inactivated + 5</del>		<del>Paper-Electronic</del>	No		GC 34090 GC 60201
0705-40	<del>Employee Administrative Programs</del> - records related to <del>employee participation in individual and organizational development administrative programs, such as Fitness Focus and Employee Recognition.</del> Documents include but are not limited to: planning, marketing, correspondence, participation nad program evaluation information. <del>reimbursement claim forms, correspondence, receipts, and tracking spreadsheets.</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	CY + 2		CY + 2		Paper / Electronic	No		GC 34090 GC 60201
0705-45	<b>Employee Benefits Program</b> - records relating to health and welfare benefits. Documents include but are not limited to plan description, annual renewal and enrollment, reporting, evidence of coverage, and communication files.	Talent, Culture & Capability	Plan Year + 6		Plan Year + 6		Electronic	No		29 U.S.C. § 1027; 29 U.S.C. § 1024(a)(6); 29 U.S.C. § 1059(b); 29 U.S.C. § 1132(c)(6); 29 CFR 2575.209b-1
0705-50	<b>Class Specifications</b> - job descriptions, including all associated task or skill statements	<del>Human-Resources-Talent, Culture &amp; Capability</del>	<del>S Date Inactivated + 5</del>		<del>S Date Inactivated + 5</del>		<del>Paper / Electronic</del>	Yes		GC 34090 GC 60201

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0705-55	<del>Garnishments - records related to court enforced orders and associated correspondence. court-enforced garnishment orders. Documents include but are not limited to: court orders and correspondence.</del> See related payroll records maintained by Accounting.	<del>Human-Resources-Talent, Culture &amp; Capability</del>	CL + 3		CL + 3		Paper	No	X	GC 4090 29 CFR 516.2
0710-05	<del>Disciplinary Investigation File - investigation back-up documentation. (The final action is transferred to personnel file)</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	T + 2	3	T + 5		Paper / Electronic	No	X	FAA Order 5100.38 29 CFR 1602.12, 14 49 CFR 18.36
0710-10	<del>Grievance Files - investigation and back-up information</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	T + 2	3	T + 5		Paper / Electronic	No	X	CA labor Code 1174 CA Civ proc 338 (a) 29 CFR 1602.12, 14 GC 12946
0710-15	<del>Union-Negotiations Labor Relations Records - records related to managing the Authority's Memorandum of Agreement (MOA) with the Union. Includes but is not limited to documents associated with negotiation, meet and confer, and contract management. all back-up information generated during negotiations</del>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	CY + 10		CY + 10		Paper / Electronic	No	X	14 CFR 152.214
0715-00	<del>Employee General Files - working files associated with the activity of employee records.</del>	<del>Department</del>	3		3		Electronic	No	X	GC 34090 GC 60201

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0715-05	<b>Personnel Records</b> - records related to the employment relationship. Includes but is not limited to documentation on job offers, pre-employment screening, right to work, fitness for duty, benefit elections and administration, performance evaluations for represented employees, personnel actions, recognitions, disciplinary actions and terminations.inclusive new employee or change notice, work permit, beneficiary designation for Life Insurance, Cobra notification form, choice of personal physician form, confidentiality forms, direct deposit form, drug test results, emergency contact, 401(A) & 457 plan, employee application, time & attendance reports, benefit plan documents - inclusive of medical, dental, life, AD&D, and disability, benefit files, change notice - status changes, choice of personal physician, choice of personal physician for worker's comp., unemployment benefits, DISC profiles & Myers Briggs type inventory, other assessments, family medical leave act documents, insurance endorsements, insurance enrollment forms, letters of resignation, long term disability enrollment forms, mutual agreement to arbitrate, performance evaluations, record of safety training and safety training certifications, jury duty, training records and education, transcripts, tuition reimbursement records, and W-4 form (data in E1 maintained indefinitely)	Human-Resources-Talent, Culture & Capability	T + 5 1 (1st Gen T+10)	54 9	T + 56 10		Paper / Electronic	Yes	X	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946
0715-06	<b>Benefit Forms 1st Generation Employees</b> - records documenting beneficiary and election information related to an employee's SDCERS, Life Insurance, Hartford, Standard, Aetna, 457, medical, dental, and vision enrollments	Talent, Culture & Capability	Death of Retiree + 2		Death of Retiree + 2		Electronic	No	X	29 CFR 2520.107-1
0715-10	<b>Department Supervisor's Notes</b> – documentation to assist supervisor/evaluator with staff performance reviews	Department	T + 2		T + 2		Electronic / Paper	No		GC 34090 GC 60201
0715-15	<b>Performance Evaluations</b> – includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp. Prior to 2010, performance evaluations were maintained in the employee's personnel record)	Human-Resources-Talent, Culture & Capability	T + 5		T + 5		Electronic (WingSpan)	No	X	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946

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						Retention	Media	Vital	Information	Citations
0715-20	<b>Leave of Absence Claims</b> - records related to an employee's leave of absence claim, such as FMLA/CFRA, PDL, LWOP, and military leave. Includes but is not limited to: basic employee data, correspondence, forms, certifications, timesheets, and records of payments. <i>Note: This category excludes records related to employee exposure to toxic or hazardous materials.</i>	<del>Human-Resources-Talent, Culture &amp; Capability</del>	CL + 3		CL + 3		Paper / Electronic	No	X	29 CFR 825.500; 2 CCR 7292; 29 USC 2617 (c) (1)
0715-25	<b>Relocation File</b> - records relating to the administration of relocation benefits provided to eligible employees. Documents include but are not limited to: correspondence, benefit summaries, and check requests.	<del>Human-Resources-Talent, Culture &amp; Capability</del>	CL + 4		CL + 4		Paper	No	X	GC 34090 GC 60201
0720-00	<b>Training General Files</b> - working files related to the activity of training	Department	3		3		Electronic	No		GC 34090 GC 60201
0720-05	<b>Law Enforcement Training Roster</b> - record of attendance for most current training provided in conjunction with the Port District. Maintained and disposed of by Aviation Security personnel ( <i>Port District maintains official training record</i> )	Aviation Security and Public Safety	S Active; 3 year review for currency required		S Active; 3 year review for currency required		Paper / Electronic	No	X	<del>49-CFR-1542.217</del> GC 34090 GC 60201
0720-10	<b>New Personnel Training</b> - records documenting annual training, including but not limited to: airport familiarization, pedestrian/ground vehicles procedures, communications & ACM duties	Airside Operations	CY + 2		CY + 2		Paper	No		14 CFR 139.301; 14 CFR 139.303, 14 CFR 139.329
0720-15	<b>P-Card Procedures and Regulations</b> - includes procedural documentation and user guide	Procurement & Small Business Development	S Active; 3 year review for currency required		S Active; 3 year review for currency required		<del>Paper</del> / Electronic	No		GC 34090 GC 60201
0720-20	<b>Airport Security Coordinator (ASC) Training Documentation</b> - outline of training requirements and individual training records. Maintained and disposed of by Aviation Security personnel	Aviation Security and Public Safety	Withdrawal of ASC Desig. + 180 days		Withdrawal of ASC Desig. + 180 days		Paper	No	X	49 CFR 1542.3
0720-25	<b>Ethics Training (AB1234)</b> - Certificates of Training required by Authority Code 2.05	<del>Corporate-Services-Corporate &amp; Information Governance</del>	CY + 5		CY + 5		Paper	No		GC 53235.2

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0720-30	<b>Mandatory Training</b> – records documenting mandatory training content and attendance required of some or all of Authority employees, and includes sign-in sheet, presentation or agenda	<del>Training &amp; Organization Development / Talent, Culture &amp; Capability</del>	3 CY + 5		3 CY + 5		Electronic (LMS)	No		GC 34090 GC 60201
0720-35	<b>Incident Support Team Training Files</b> - includes registration forms and training materials related to volunteer assistance during emergency events	Aviation Security and Public Safety	S Active; 3 year review for currency required		S Active; 3 year review for currency required		Electronic	No	X	GC 34090 GC 60201
0720-40	<b>Departmental Training</b> – non-mandatory training provided by the Department. Includes but is not limited to: presentation, evaluations, handouts, and sign-in sheet	Department	CY + 2		CY + 2		Paper / Electronic	No		GC 34090 GC 60201
0720-45	<b>Training Content Library</b> - records related to the design and delivery of organizational training initiatives. Documents include but are not limited to facilitation guides, participant materials, videos, and presentations used in learning and development programs.	Talent, Culture, and Capability / Department	Active; 5 year review for currency required		Active; 5 year review for currency required		Electronic	No		GC 34090 GC 60201
0725-00	<b>Employee Safety General Files</b> - working files associated with the activity of employee safety	Department	3		3		Electronic	No		GC 34090 GC 60201
0725-10	<del>Injury and Illness Notifications</del> – records documenting the notification of an injury or illness. Includes but is not limited to: correspondence and forms	<del>Human Resources Risk Management</del>	2		2		<del>Paper / Electronic</del>	No	X	<del>GC 34090 GC 60201</del>
<del>0725-15-0415-06</del>	<b>Workers Compensation Claims</b> - case file for injury and illness notifications and claims including but not limited to: forms, reports, correspondence, legal filings, and other supporting documentation. <i>Paper format discontinued in 2016.</i>	Human Resources Risk Management	CL + 2 20	<del>CL + 3</del>	CL + 5 20		Paper / Electronic	No	X	8 CCR 10102 8 CCR 14307 29 CFR 1904 29 CFR 1910.1020
0725-20	<b>OSHA Form 300 Log</b> – log of recordable injuries or illnesses	Human Resources Risk Management	CY + 5		CY + 5		Electronic	No	X	29 CFR 1904.2, 1904.4, 1904.6, 1904.7
<del>0725-25</del>	<del>Workers' Compensation Loss Run Report</del> – comprehensive report of workers compensation losses	<del>Human Resources Risk Management</del>	10	5	15		<del>Paper / Electronic</del>	No	X	<del>8 CCR 10102</del>

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0725-30	<b>Employee Exposure Case File</b> - records relating to an employee's exposure to toxic substance or harmful physical agents and accompanying workers' compensation claim or leave of absence, if applicable. Includes but is not limited to: background data, material safety data sheets, biological monitoring results, forms, legal filings, correspondence, analysis, reports, and correspondence. <i>Note: A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, which meet certain criteria. Please see citations for additional information.</i>	Human-Resources-Risk Management	2	28	30		Paper / Electronic	No	X	29 CFR 1910.1020; 8 CCR 3204
0725-35	<b>MSDS - Material Safety Data Sheets</b> - information data for storage and usage of hazardous chemicals	Procurement & Small Business Development / Facilities Management	<del>S Date Inactivated</del> + 30		<del>S Date Inactivated</del> + 30		Paper / Electronic	No		29 CFR Parts 1910, 1926 14 CFR 139.321 CCP 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0725-40	<b>Employee Safety Program Records</b> - records related to the Authority's Employee Safety Program and include but are not limited to: Safety Programs, written safety programs as required by CalOSHA, such as: IIPP, Hazard Communications, Lock Out/Tag Out, Respiratory Protection, and Confined Spaces; Safety Committee records, including agendas, minutes, and follow-up documentation; Safety Inspections, including checklists and correspondence related to safety inspections of work areas; hot work and confined space permits, and Ergonomic Evaluations, including reports and recommendations generated from evaluations of employee workstations.	Risk Management	CY + 5		CY + 5		Paper / Electronic	No		8 CCR 3200-6184); 8 CCR 3203; 8 CCR 5110
0725-45	<b>Audiogram Records</b> - annual hearing test results for employees who may be exposed to noise as required by the Hearing Conservation Program.	Risk Management	Ind		Ind		Paper	No		8 CCR 5097
0805-05	<del>CEQA Documentation-Categorical Exclusions— environmental review documents for Authority projects that are categorically excluded from state law</del>	Airport Planning	<del>C + 2</del>	Ind	Ind		<del>Paper / Electronic</del>	No		<del>California-Environmental-Quality-Act-(CEQA)</del>

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						Retention	Media	Vital	Information	Citations
0805-10	<b>CEQA Documentation-Categorical Exemptions</b> - environmental review documents for Authority projects that are categorically exempt from state law	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		California Environmental Quality Act (CEQA)
0805-15	<b>CEQA Documentation-Negative Declarations</b> - environmental review documents for Authority projects for which there are no significant environmental impacts after mitigation	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		California Environmental Quality Act (CEQA)
0805-20	<b>CEQA Documentation-Environmental Impact Reports (EIR)</b> - environmental review documents for which there are potentially significant environmental impacts	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		California Environmental Quality Act (CEQA)
0805-25	<b>NEPA Documentation-Finding of No Significant Impact (FONSI)</b> - environmental review documents for Authority projects where a Finding of No Significant Impact was determined per Federal law	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		National Environmental Policy Act (NEPA)
0805-30	<b>NEPA Documentation-Environmental Assessments</b> - environmental review documents for Authority projects which may have significant impacts	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		National Environmental Policy Act (NEPA)
0805-35	<b>NEPA Documentation-Environmental Impact Statements</b> - environmental review documents of Authority projects which have potentially significant environmental impacts according to Federal law	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Electronic / Paper	No		National Environmental Policy Act (NEPA)
0805-40	<del>CA Coastal Act Exclusions – Authority projects within the coastal zone that are a type of project that are excluded from a Coastal Development Permit</del>	Airport Planning	C+2	Ind	Ind		Electronic / Paper	No		CA Coastal Act
0805-45	<del>CA Coastal Act Exemptions – Authority projects within the coastal zone that are a type of project that is exempt from a Coastal Development Permit</del>	Airport Planning	C+2	Ind	Ind		Paper	No		CA Coastal Act
0805-50	<b>CA Coastal Act Permits (CDP)</b> - Authority projects that require a Coastal Development permit	Airport Planning & Noise Mitigation	C+2 Ind	Ind	Ind	20	Paper / Electronic	No		CA Coastal Act
0805-55	<b>Local Coastal Program</b> - documents related to establishing the Authority's own Local Coastal Program	Airport Planning & Noise Mitigation	Ind Ind	Ind	Ind	20	Paper	No		GC 34090 GC 60201
0810-05	<b>Comprehensive Land Use Plan and Updates</b> - public use and Military Airports land use compatibility plans	Airport Planning & Noise Mitigation	C+20 Ind	Ind	Ind	20	Electronic / Paper	No		14 CFR 150.11 PUC 21675
0810-10	<b>FAA Land Use Approvals</b> - FAR Part 77 Airspace Analysis Determinations for Notices to Proposed Construction and Alternations (airport Projects)	Airport Planning & Noise Mitigation	E-Ind	Ind	Ind	20	Paper / Electronic	No		14 CFR 150.1 et seq

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
0810-15	<del>Air Transportation Action Program Study</del> – documents from Phase I of the Site Selection Study including, Scope, Contract, Initial Screening, Airspace Review and Tier I ( <i>series has been discontinued</i> )	Airport Planning & Noise Mitigation	C + 20	Ind	Ind	20	Electronic / Paper	No		<del>GC 34090 GC 60201</del>
0810-20	<del>Airport Site Selection Program Project Files</del> - reports, documents, presentations, historical material and deliverables from Phase I and II of the Site Selection Study. <del>and deliverables from Phase II of the program</del>	Airport Planning & Noise Mitigation	C + 20 Ind	Ind	Ind	20	Electronic / Paper	No		CA PUC 21701, et seq.
0810-25	<del>Airport Land Use Determination (ALUC) Project Files</del> - includes notes, reports, resolutions and maps	Airport Planning & Noise Mitigation	C + 20 Ind	Ind	Ind	20	Electronic / Paper	No		CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 PUC 21675 33 USC 1251 et seq
0815-00	<del>Construction General Files</del> - working files related to the activity of construction	Department	3		3		Electronic	No		GC 34090 GC 60201
0815-05	<del>Construction Projects</del> - includes correspondence, presentations, phasing schedules and safety plans for onsite/offsite construction projects as they relate to aircraft operations	Airside Operations	CL + 2		CL + 2		Paper / Electronic	No		14 CFR 77.19 GC 34090 GC 60201
0815-10	<del>Lease Plats</del> - record drawings	Facilities Development	Ind		Ind		Paper	Yes		21 CCR 3534 GC 34090(a)
0815-15	<del>Construction Project Files</del> – (CIP, TDP, and Major Maintenance), including plans, planning, design, construction, final inspection, final document audit, final project report, costs, OSHA training records, FAA Grant Information, TSA Information, Cost Trends, etc. – (CIP, ADC, and Major Maintenance) may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion. <i>NOTE: The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning August 2014, official pay applications, including supporting documentation, are maintained in this category for projects not backed by long-term financial instruments and federal monies.</i>	Facilities Development/ <del>Terminal Development</del> Airport Design & Construction / Facilities Management	CL + 2	8	CL + 10	CL + 2	Paper / Electronic (DocuShare)	No	X	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973



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0815-16	<p><b>Critical Construction Project Files</b> --includes submittals, environmental, city/government, additional work authorization form, Design Report/Basis of Design Report, calculations, survey/geotechnical data, existing site condition photos, bid tabulation, shop drawings, bulletins, change orders, test reports, construction photos, surveys, start-up &amp; commissioning plans, Project Close-out documents/Final Inspection, warranty info, Maintenance reports, O &amp; M manuals and conformed specifications-- may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers. <i>NOTE: FMD maintains O&amp;M Manuals separately as part of 0505-10 Equipment Records. The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning August 2014, official pay applications, including supporting documentation, are maintained in this category for projects backed by long-term financial instruments and federal monies.</i></p>	Facilities Development/ <del>Terminal Development</del> Airport Design & Construction / Facilities Management	CL + 2	Ind	Ind		Paper / Electronic (DocuShare)	No	X	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-17	<p><b>Construction Project As-Built Record Drawings</b> – final drawings, structures &amp; systems (maintained by Technical Services) Note: See GIS database (0820-20) for related records.</p>	Facilities Development	Ind		Ind		Paper / Electronic	Yes		CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-18	<p><b>Construction Project Reference Files</b> - reference files or copies of records related to a construction project file that are maintained by Document Control while the project is active.</p>	Airport Design & Construction / Facilities Development	CL		CL		Paper / Electronic	No		GC 34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File			May Contain Confidential Information	
						Retention	Media	Vital	Information	Citations
0815-20	<del>Quieter Homes Program Construction Project Files (Planning Phase) including plans, planning, design, construction, final inspection, final document audit, final project report, costs, OSHA training records, etc.— may include but is not limited to Project Administration, Planning &amp; Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion. NOTE: The project close date is the date indicated on the project close memo or close out form submitted to Accounting.</del>	<del>Quieter Home-Program Airport Planning &amp; Noise Mitigation</del>	<del>CL + 2</del>	<del>8</del>	<del>CL + 10</del>		<del>Paper / Electronic (DocuShare)</del>	<del>No</del>		<del>21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338</del>
0815-21	<del>Quieter Homes Program Critical Construction Project Files, including submittals, grant information, environmental, city/government/TSA information, Design Change requests, additional work authorization form, Design Report/Basis of Design Report, calculations, survey/geotechnical data, existing site condition photos, bid tabulation, shop drawings, bulletins test reports, construction photos, surveys, Contract Close out documents, Final Inspection, warranty issues, O&amp;M manuals, conformed specifications: may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers NOTE: FMD maintains O&amp;M Manuals separately as part of 0505-10 Equipment Records. The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning on August 2014, official pay applications, including supporting documentation, are maintained in this category.</del>	<del>Quieter Home-Program Airport Planning &amp; Noise Mitigation</del>	<del>CL + 2</del>	<del>Ind</del>	<del>Ind</del>		<del>Paper / Electronic (DocuShare)</del>	<del>No</del>		<del>21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338</del>
0815-22	<del>Quieter Home Programmatic Records - key records documenting the creation and administration of the program including but not limited to: FAA correspondence, statistics, summary reports, plans, public relations materials, and historical program material.</del>	<del>Airport Planning &amp; Noise Mitigation</del>	<del>Program Completion + 3</del>		<del>Program Completion + 3</del>		<del>Electronic</del>	<del>No</del>		<del>21 CCR 5023; 21 CCR 5053, 5054, 5057; GC 34090 GC 60201</del>
0815-25	<del>Labor Compliance Records – records documenting compliance with all applicable federal and state labor laws. Documents include but are not limited to: checklists, site visit evaluation forms, contractor documents, certified payrolls, court documents, inspection reports, and related correspondence (Certified payrolls are maintained electronically in LCPtracker)</del>	<del>Facilities Development</del>	<del>CL + 2</del>	<del>3</del>	<del>CL + 5</del>		<del>Paper / Electronic (LCPtracker)</del>	<del>No</del>	<del>X</del>	<del>LC226</del>

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						Retention	Media	Vital	Information	Citations
0815-30	<b>Homeowner Files</b> – data and supporting documentation for each participant in the Quieter Home Program	<del>Quieter Home-Program Airport Planning &amp; Noise Mitigation</del>	Ind		Ind		Paper / Electronic (QuietLink)	No	X	21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338
0815-35	<b>Canceled Projects</b> – projects canceled during the planning and design phase that may be reopened at a later date	Facilities Development / <del>Quieter Home-Program Airport Planning &amp; Noise Mitigation</del>	Canceled + 2		Canceled + 2		Paper / Electronic (DocuShare)	No		CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-40	<b>Tenant Improvement Project File</b> - records related to the construction of tenant improvements to Authority property. Documents include but are not limited to: application, request for review, approval letter, contractor documents, schedules, notice to proceed, notice of completion, photographs, and inspector reports. Related records in categories 0815-10 Lease Plats and 0815-17 Construction Project As-Built Drawings and maintained by FDD. <i>(FDD is the office of original for all projects completed before 2011)</i>	<del>Aviation &amp; Commercial-Business</del> Facilities Development	Expiration of Lease + 3	2	Expiration of Lease + 5		Paper / Electronic	No		CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0820-00	<b>Planning General Files</b> - working files related to the activity of planning	Department	3		3		Electronic	No		GC 34090 GC 60201
0820-05	<b>Airport Master Plan and Master Plan Amendments</b> - includes facilities inventory; forecasts of aviation demand; assessment of existing facilities' ability to accommodate forecasted demand; identification of future facility needs based upon forecasted demand; assessment of the environmental impacts of developing airport facilities, with emphasis on such factors as noise, land use, and other quality of life issues; development and assessment of various planning alternatives for operational efficiency, economic feasibility, and environmental impact; the identification of costs and timing of a preferred alternative; and the preparation of plans for proposed development	Airport Planning & Noise Mitigation	S Ind	Ind	Ind	Active; 10 year review for currency required	Electronic / Paper	No		GC 34090 GC 60201

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0820-10	<b>Airport Planning Projects</b> - any Authority projects that involve long-term facility or airport planning	Airport Planning & Noise Mitigation	<del>C</del> +3 Ind	<del>Ind</del>	Ind	20	Electronic / Paper	No		GC 34090 GC 60201
0820-15	<b>Other Agency Planning and Environmental Projects</b> - projects by other agencies that may impact the Authority	Airport Planning & Noise Mitigation	<del>C</del> +2 Ind	<del>Ind</del>	Ind	10	Electronic / Paper	No		GC 34090 GC 60201
0820-20	<b>Geographic Information Systems (GIS) Data Layers and Datasets</b> - all engineering, environmental, surveying, aerial photography, leasehold, and internal/external utilities above and below ground. Data covers the utilities and facilities Airport-wide. The GIS database is comprised of two main categories of information: GIS-level data and copies of Project/Drawing documents and information from categories 0815-15, 0815-16, and 0815-17.	Facilities Development	Active		Active	5 year review cycle for any GIS data maintained in ECMS	Electronic (GIS System)	Yes	X	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 <del>42 USC 9603</del> 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0905-00	<b>Property Management General Files</b> - working files related to the activity of property management	Department	3		3		Electronic	No		GC 34090 GC 60201
0905-05	<b>Tenant-Property File</b> - supporting documents regarding the sale, purchase, exchange, lease or condemnation of property by the Authority ( <i>tenant/property data retained indefinitely in E1</i> ).	<del>-Aviation &amp; Commercial-Business &amp; Financial Management / Terminals &amp; Tenants</del>	Expiration of Lease + 3	2	Expiration of Lease + 5		Paper / Electronic	No		<del>GRS 3 Item 1(a)</del> GC 34090 GC 6254
0905-10	<b>Appraisals</b> - of Authority property	<del>-Aviation &amp; Commercial-Business &amp; Financial Management</del>	<del>S</del> Date Inactivated + 4		<del>S</del> Date Inactivated + 4		Paper / Electronic	No		GC 6254(h) GC 34090
0905-20	<b>Damage to Property Reports</b> - copies of reports regarding damage to Authority property issued by HPD, including corresponding photos taken by Airside Operations staff	Airside Operations	CY + 2		CY + 2		Paper / Electronic	No	X	14 CFR 139.329

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0905-25	<b>Acquisitions</b> – for property where the Authority is the lessee (original lease on file with Corporate Services; and if applicable, the proposal, qualifications, or quotation of the selected lessee and evaluation memo)	<del>Aviation &amp; Commercial Business &amp; Financial Management</del>	T Disposition of Property + 3	2	T Disposition of Property + 3		Paper / Electronic	Yes		GC 34090 GC 60201
<del>0905-300910-15</del>	<b>Facilities Maintenance Work Requests</b> - requests for service and related information.	Facilities Management	Ind		Ind		Electronic (E-1)	No		GC 34090 GC 60201
0910-00	<b>Facilities Management General Files</b> - working files related to the activity of facilities management	Department	3		3		Electronic	No		GC 34090 GC 60201
0910-05	<b>Facilities Management Studies and Reports</b> - studies and reports prepared by consultants as needed. Includes but is not limited to: condition assessments, commissioning reports, and case studies related to facilities, property, utilities, and systems.	Facilities Management	Ind		Ind		Electronic / Paper	No		GC 34090 GC 60201
0910-10	<b>Utility Tracking Files</b> - records documenting utility use, such as water and electricity. Includes but is not limited to: invoice copies, correspondence, rebates, reports, and meter maps.	Facilities Management	Ind		Ind		Electronic	No		GC 34090 GC 60201
1005-00	<b>Information Technology General Files</b> - working files associated with the activity of information technology	Department	3		3		Electronic	No		GC 34090 GC 60201
1005-05	<b>IT Project Files</b> - records relating to various IT related projects	Information & Technology Services	Ind CL + 5		Ind CL + 5		<del>Paper</del> / Electronic	No		PUC 25772 GC 34090 GC 60201 GRS 24 Item 11
1005-10	<b>Network Account Log and Applications</b> - list of current and past accounts, back-up information, and Network Access Request forms	Information & Technology Services	T + 3 1		T + 3 1		Paper / Electronic	No		GRS 24 Item 6-(a) GC 34090 GC 60201
1005-15	<b>Data Domain</b> - daily back-ups for network systems	Information & Technology Services			Active		Electronic	Yes		GRS 24 Item 8(C) GC 34090 GC 60201
1005-20	<b>Technical Documentation</b> - records necessary for reading or processing of electronic records, user guides, definitions, system specifications, system flowchart, code book or tables, modifications	Information & Technology Services / Department	Disposition + 3		Disposition + 3		Paper / Electronic	Yes		GRS 24 Item 8, Item 11

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1005-50	<b>Help Desk Requests</b> - records relating to requests for technical assistance and responses to those requests	Information & Technology Services	CY + 2		CY + 2		Electronic (Track-IT!)	No		GC 34090 GC 60201
1105-00	<b>Operations General Files</b> - working files related to the activity of operations administration	Department	3		3		Electronic	No		GC 34090 GC 60201
1105-10	<b>Airfield Obstructions (Part 77) - Onsite</b> - includes all obstructions, airfield lights & construction equipment that are localized within the boundaries and jurisdiction of the airport	Airside Operations	CY + 2		CY + 2		Paper / Electronic	No		14 CFR 139.331
1105-15	<b>Part 139 Daily Self-Inspections</b> - includes pavement areas, safety areas, marking & signs, obstructions, fueling, construction, ARFF, public protection wildlife hazards, ground vehicles & special inspections	Airside Operations	CY + 2		CY + 2		Paper	No		14 CFR 139.301; 14 CFR 139.327
1105-20	<b>Airport Operations 24-hour Daily Log</b> - record of all activities conducted by the operations division	Airside Operations	CY + 5		CY + 5		Paper / Electronic - AIMS	No	X	14 CFR 139.327
1105-25	<b>Fuel Facility and Vehicle Inspections</b> - quarterly inspections and fuel truck driver certification of training	Airside Operations	CY + 2		CY + 2		Paper / Electronic	No		14 CFR 139.301; 14 CFR 139.321 CCP 338
1105-30	<b>Deviation Reports</b> - report to the FAA Regional Airports Division Manager stating the nature, extent and duration of the deviation due to an emergency	Airside Operations	CY + 4		CY + 4		Paper / Electronic	No	X	14 CFR 139.113 CCP 338
1105-35	<b>Obstruction-Notice of Construction or Alterations and Airspace Determination (FAR77)</b> - records documenting all obstructions that are outside the boundaries and jurisdiction of the airport. Includes but is not limited to 7460-1, 117-1, and all FAA & email correspondence	Airside Operations	5 IND		5 IND		Paper / Electronic	No		14 CFR 77.19 GC 34090 GC 60201 PUC 170042
1105-36	<b>RON Parking Schedules</b> - drawings documenting the parking schedule for aircraft remaining overnight (RON)	Airside Operations	CY + 2		CY + 2		Paper / Electronic	No		GC 34090 GC 60201
1105-40	<del>FAA Advisory Circulars (ACs) - including but not limited to 150 Series</del>	Airside Operations	<del>S Active; 3 review for currency required</del>		<del>S Active; 3 review for currency required</del>		<del>Paper / Electronic</del>	<del>Yes</del>		<del>14 CFR 139.305-139.343</del>
1105-45	<b>Notice to Airmen (NOTAM)</b> - airport condition reports	Airside Operations	CY + 3		CY + 3		Paper / Electronic	No		14 CFR 139.339

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1105-50	<b>Air Traffic Reports</b> - monthly overview of airline operating statistics, includes Air Traffic Summary Report	Air Service Development	5	Ind	Ind		Paper / Electronic	No		GC 34090 GC 60201
1105-51	<b>Airline Operating Statistics</b> - data forms submitted by airlines to the Airport Authority for inclusion in the Air Traffic Reports	Air Service Development	CY + 2		CY + 2		Electronic	No		GC 34090 GC 60201
1105-55	<b>Charter Advisories</b> - correspondence between charter operator, ground handling agent & airside operations, and includes Prior Permission Required events.	Airside Operations	CY + 2		CY + 2		Paper	No		GC 34090 GC 60201
1105-60	<b>Tenant Advisories and Notices</b> - operational and non-operational notices to tenants	Airside Operations	CY + 2	CY + 3	CY + 5		Paper / Electronic	No		GC 34090 GC 60201
1105-70	<b>Curfew Violations</b> - correspondence, documentation, background information and review panel records of decisions	Airport Planning & Noise Mitigation	D+ CY + 6		D+ CY + 6		Paper / Electronic	No		San Diego Airport Use Regulations SDCRAA Code 9.40
1105-75	<b>Air Ambulance Landings</b> - emergency landings to transport the injured or human organs	Airport Planning & Noise Mitigation	CY + 5		CY + 5		Paper / Electronic	No		SDCRAA Code 9.40
1105-80	<b>Parking Card Applications</b> - applications of parking card holders, log, and security threat assessment when applicable	Ground Transportation / Aviation Security and Public Safety	Termination + 2		Termination + 2		Paper / Electronic	No	X	GC 34090 GC 60201 PUC 170046
1105-81	<b>Parking Gate Access Control Data</b> - records relating to the time and day of parking card usage and the rights used for security access to the parking facilities. Data include but are not limited to: name, company, access rights, vehicle information; time, date, and location of proximity card usage.	Ground Transportation	3		3		Electronic (DSX)	No		GC 34090 GC 60201
1105-82	<b>Parking Card Reports and Audits</b> - monthly reports and audits of applicable parking cards	Ground Transportation	CY + 2		CY + 2		Electronic	No		GC 34090 GC 60201
1105-85	<b>Wildlife Management</b> - correspondence relating to any wildlife activity on the airport property or aircraft, including but not limited to wildlife or bird strikes, the USDA Japanese Beetle Control Program, and contract wildlife control measures	Airside Operations	CY + 5		CY + 5		Paper / Electronic	No		14 CFR 139.337
1105-86	<b>Exit Passes Log</b> - log of all passes issued	Ground Transportation	CY + 2		CY + 2		Paper / Electronic	No		GC 34090 GC 60201
1105-95	<b>Lost and Found Records</b> – records documenting agency receipt, storage and disposition of lost and found or abandoned property not related to a crime	Landside-Operations-Ground Transportation	Disposition +3 4		Disposition +3 4		Electronic / Paper (Returnity / RepoApp)	No	X	Cal Civ Code 2080 GC 50050-50057

**San Diego County Regional Airport Authority  
Master Records Retention Schedule**

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File			May Contain Confidential Information	
						Retention	Media	Vital	Information	Citations
1110-05	<del>Expressive Terminal Activities Permits</del> - completed permits and correspondence related to terminal activities and include but are not limited to expressive activities and film shoots.	<del>Landside-Operations-Terminals &amp; Tenants</del>	E+ CY + 2		E+ CY +2		Paper / Electronic	No		CCP 337 Authority Code 8.40
<del>1110-10</del>	<del>Film Shoot Permits</del> – completed permits and correspondence	<del>Landside-Operations-</del>	E + 2		E + 2		<del>Paper / Electronic</del>	No		<del>GCP 337- Authority Code 8.41</del>
1110-15	<b>Vehicle Permits</b> - includes taxi, charter, vehicle for hire, courtesy, off-airport parking, rent-a-car, vendor, notice of insurance cancellations, application, insurance, registrations, TCP/PSC certificates. <i>(Electronic Information maintained in Gatekeeper)</i>	Ground Transportation	Termination + 1	4	Termination + 5	5	Paper / Electronic (Gatekeeper)	Yes		CCP 337
1110-20	<b>Taxi and Shuttle Driver Permits</b> - includes applications, copy of driver license and Sheriff's permit (taxi) or DMV printout (shuttle), security threat assessment (STA) application and clearance, copy of permit, and test. <del>(STA documentation is purged from the file and shredded prior to offsite storage, onsite retention only, T+1).</del> NOTE: STA documentation is returned to the Access Control Office upon driver inactivation. is retained for T+1 only and submitted for onsite destruction prior to offsite storage.	Ground Transportation	Termination + 1	4	Termination + 5	5	Paper / Electronic (Gatekeeper)	Yes		CCP 337 49 CFR 1542.209(k)
<del>1110-25</del>	<del>Airport Site Approval Permit Application</del> – includes scaled-airport drawings, topographic map re aircraft traffic patterns, local area map, Approval of construction plan, documentation of action by the Airport Land Use Commission, CEQA compliance, ownership documentation, Airspace Determination FAA Form 7480-1 (Notice of Landing Area Proposal)	<del>Airport Planning</del>	<del>Ind</del>		<del>Ind</del>		<del>Paper</del>	<del>Yes</del>		<del>21 CCR 3530, 3534</del>
1110-30	<b>State Operating Permit</b> - permit issued by the state regarding noise abatement	Airport Planning & Noise Mitigation	S Inactive +1	Ind	Ind		Paper / Electronic	No		21 CCR 3534
1110-35	<b>Curbside Parking Permits</b> – copy of placards and signed receipts	Ground Transportation	CY + 2		CY + 2		Paper / Electronic	No		CCP 337
1110-36	<b>Cal Trans Permits</b> - includes related documentation, such as annual inspections, etc.	Airside Operations	3	Ind	Ind		Paper / Electronic	No		14 CFR 139.217
1120-00	<b>Certification General Files</b> - working files related to the activity of certification	Department	3		3		Electronic	No		GC 34090 GC 60201



**San Diego County Regional Airport Authority  
Master Records Retention Schedule**

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Working File Retention	Media	Vital	May Contain Confidential Information	Citations
1120-05	<b>FAA Airports Division Applications</b> - application and back-up information to the FAA for the issuance of airport operations certifications, including related certificates	Airside Operations	Ind		Ind		Electronic / Paper	No		14 CFR 139.101, 139.103, 139.109, 139.205
1120-10	<b>Airport Certification Manual (ACM)</b> - policies and procedures governing operations, <b>rescue and firefighting requirements</b> , and includes letters of agreement	Airside Operations	S Active; 3 year review for currency required		S Active; 3 year review for currency required		Electronic / Paper	Yes		14 CFR 139.101, 139.103, 139.201, 139.203, 139.205, 139.205, 139.207, 139.305, 139.343
1120-15	<b>ACM Applications Amendments</b> - approvals and disapprovals involving various FAA activities	Airside Operations	Ind		Ind		Paper	No		14 CFR 139.205 14 CFR 139.217
1120-20	<b>FAA Annual Certification Inspection</b> - includes documents & correspondence resulting from the inspections to & from the FAA	Airside Operations	3	Ind	Ind		Paper	No		14 CFR 139.217
1120-25	<b>Airport Emergency Plan (AEP)-Certification Manual</b> - emergency policies for the Airport	Aviation Security and Public Safety	Ind		Ind		Electronic / Paper	Yes	X	14 CFR 139.325
<del>1120-30</del>	<del><b>Airport Certification Manual Procedures</b> - description regarding rescue and firefighting requirements</del>	<del>Airside-Operations-</del>	<del>Ind</del>		<del>Ind</del>		<del>Electronic / Paper</del>	<del>Yes</del>		<del>14 CFR 139.317, 139.319</del>
1120-35	<b>KSAN Approach-Departure Procedures</b> - notices from FAA regarding required changes to aircraft approach and departure procedures	Airside Operations	2 Ind		2 Ind		Paper / Electronic	No		GC 34090 GC 60201

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Fiscal Year 2016 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.

The Fiscal Year 2016 Annual Report from the Audit Committee (Attachment A) for the period July 1, 2015, through June 30, 2016, was reviewed by the Committee during its September 6, 2016, meeting; and subsequently received a unanimous vote to forward to the Board for acceptance.

### **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

**Board Members**

C. April Boling  
Board Chair

Greg Cox  
Jim Desmond  
Robert H. Gleason  
Lloyd B. Hubbs  
Jim Janney  
Mark Kersey  
Paul Robinson  
Mary Sessom

**Ex-Officio Board Members**

Laurie Berman  
Eraina Ortega  
Col. Jason Woodworth

**President / CEO**

Thella F. Bowens

September 6, 2016

C. April Boling  
Board Chair  
San Diego County Regional Airport Authority  
P.O. Box 82776  
San Diego, CA 92138-2776

Dear. Ms. Boling:

The annual report from the Audit Committee is herein provided to the San Diego County Regional Airport Authority Board for the Fiscal Year 2016.

The Audit Committee convened four times during Fiscal Year 2016. Following are a list of the meeting dates:

- August 17, 2015
- November 16, 2015 – *Canceled*
- December 7, 2015 – *Special Meeting*
- February 1, 2016
- May 2, 2016

The meeting minutes for these public sessions are on file with the Clerk of the Board and can also be found on the San Diego International Airport website [www.san.org](http://www.san.org).

During Fiscal Year 2016, the Authority's financial records were audited by the independent public accounting firm BKD, LLP. The Audit Committee reviewed and approved the Fiscal Year Ended June 30, 2015, audited financials during its December 7, 2015, special meeting, as well as the Comprehensive Annual Financial Report (CAFR) issued by the Authority's Finance Department. The reports included:

- Audited Financial Statements
- Compliance (single audit) Report
- Passenger Facility Charge (PFC) Compliance Report
- Customer Facility Charge (CFC) Compliance Report
- Report to the Audit Committee
- 2015 Comprehensive Annual Financial Report (CAFR)

In conjunction with its financial oversight the Audit Committee monitored the performance

RE: Annual Report  
from the Audit  
Committee

*Page 2 of 2*

of the Airport Authority, in part, by informational reports provided by the Office of the Chief Auditor (OCA). The Audit Committee reviewed, approved, or received as information, the following reports and presentations submitted by the OCA:

- Fiscal Year 2015 Annual Report of the Office of the Chief Auditor
- Fiscal Year 2016 Quarterly Reports and corresponding audit recommendations
- Audit Reports issued during Fiscal Year 2016, totaling 36
- Recommendations issued during Fiscal Year 2016, totaling 15
- Fiscal Year 2017 Audit Plan and Proposed Budget for the Office of the Chief Auditor
- Construction Audit Updates
- Ethics Program and Confidential Hotline Updates
- Public Employee Performance Evaluation Goal Setting for the Chief Auditor

In addition, Audit Committee Members contributed leadership and expertise in their roles as Airport Authority Board Members and within the San Diego communities that they serve. The Audit Committee also continues to benefit by the contribution of three public members, whose expertise and participation are valued and counted upon.

Sincerely,



Paul Robinson  
Audit Committee Chair

PR/MAB/sro

cc: Thella F. Bowens, President/CEO

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Fiscal Year 2016 Annual Audit Activities Report from the Office of the Chief Auditor**

### **Recommendation:**

The Audit Committee recommends that the Board accept the report.

### **Background/Justification:**

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

As directed in the Charter, the Chief Auditor shall annually report to the Board on audits completed, findings, corrective actions, and the implementation status on recommendations.

On September 6, 2016, in accordance with the Charter of the Office of the Chief Auditor, the Fiscal Year 2016 Annual Report (Attachment A) was submitted to the Audit Committee by the Office of the Chief Auditor. The Annual Report provides an account of activities and accomplishments for Fiscal Year 2016, furnishes a projection for the 2017 Fiscal Year, and features details on all recommendations issued and completed during Fiscal Year 2016. Also included is the status on audit recommendations still pending. The Audit Committee voted unanimously to forward the report to the Board for acceptance.

### **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

# FISCAL YEAR 2016 ANNUAL REPORT





August 25, 2016

Fiscal Year 2016 Annual Report

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

Dear Mr. Robinson:

The Office of the Chief Auditor (OCA) presents our Annual Report for Fiscal Year 2016. The report details the audit and administrative activities of the Office, the resolution of past audit findings, and highlights the Fiscal Year 2017 Audit Plan.

Fiscal Year 2016 was another productive year for the OCA that included:

- Issuance of 36 audit reports
- Continued construction audit activities
- 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 blue ink handwritten signature, appearing to read 'Mark A. Burchyett', is written over a horizontal line.

Mark A. Burchyett  
Chief Auditor

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## Audit Activities

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The Office of the Chief Auditor's (OCA) Fiscal Year 2016 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 2016 (see Appendix A) included 40 planned audits. Also incorporated within the Fiscal Year 2016 plan were three (3) audits carried over from the Fiscal Year 2015 audit plan that were not completed during that fiscal year. Furthermore, during the 2016 fiscal year, one (1) unplanned audit was added to the audit schedule as a "Special Request" and one (1) audit was removed from the audit plan.

In total during FY16, the OCA issued 36 final 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 six (6) 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 15 recommendations (See Page 5, Table 3: Status of Recommendations Issued in FY2016).

*Table 1: Total Reports Issued by the Office of the Chief Auditor in Fiscal Year 2016*

Quarter	Audits Issued	Recommendations Issued
1 <sup>st</sup>	8	0
2 <sup>nd</sup>	8	6
3 <sup>rd</sup>	9	5
4 <sup>th</sup>	11	4
<b>Total</b>	<b>36</b>	<b>15</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, IT Monitoring and Evaluation, and Contract Management. Each of these audits identified several potential improvements to the Authority's processes to mitigate certain identified risks.

### Expense Contract Audits

Included within this category are audits of consulting, service, and construction contracts. During Fiscal Year 2016 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 Nuera Contracting and Consulting LP and Ace Parking Management. Additionally, the annual audits of the Port District Billings and the Aircraft Rescue and Fire Fighting Expense Billings are included within this category.

### 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 14 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 DTG, BW-Budget-SDA LLC, and Midway Rent A Car, Inc., which identified a total of \$466,845 in additional revenue for the Authority.

### In Progress Audits

In Fiscal Year 2016, 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, 2016, the following audits had been sent to the audited departments as Draft audit reports:

- Airport Security Management
- Airport Terminal Services, Inc.
- Business and Travel Expenses
- Duty Free Americas San Diego, LLC
- Ricondo and Associates, Inc.
- SSP America, Inc. (FSP 6)

Additionally, the audit of The Hertz Corporation was nearing completion of auditor Fieldwork on June 30, 2016.

Each of the above audits should be completed within the 1<sup>st</sup> Quarter of Fiscal Year 2017.

## 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 Fiscal Year 2016, the OCA issued a total of 15 recommendations, of which seven (7) are fully implemented (See Table 2 for an overview of recommendations issued in Fiscal Year 2016). For detailed descriptions of recommendations that were unresolved as of June 30, 2016, and for details of all recommendations completed in Fiscal Year 2016, see Appendices B and C respectively.

*Table 2: Status of Recommendations Issued in Fiscal Year 2016*

Quarter	Recommendations				
	Issued	Completed <sup>1</sup>	In-Progress <sup>2</sup>	Open <sup>3</sup>	Not Accepted
1 <sup>st</sup>	0	0	0	0	0
2 <sup>nd</sup>	6	4	2	0	0
3 <sup>rd</sup>	5	2	3	0	0
4 <sup>th</sup>	4	1	1	2	0
<b>Total</b>	<b>15</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>0</b>

In addition to the recommendations issued in Fiscal Year 2016, the OCA continued to track the status of recommendations issued in prior fiscal years. In total, the OCA tracked 17 recommendations issued prior to this fiscal year and not fully complete as of June 30, 2015. As of June 30, 2016, 16 of those recommendations have been implemented and only one (1) was in process.

Beginning this fiscal year we endeavored to identify and measure an expected completion timeframe for recommendations. Table 3 below shows the recommendations issued in Fiscal Year 2016 along with the completion results.

*Table 3: Completion of Recommendations issued in Fiscal Year 2016*

Estimated Completion Timeframe	Completed Within Estimate	Completed Outside Estimate	Outstanding	Total
Zero to 6 Months	7	0	5	12
6 Months to 1 Year	0	0	2	2
Over 1 Year	0	0	1	1
<b>Total</b>	<b>7</b>	<b>0</b>	<b>8</b>	<b>15</b>

<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 2016, which are described below. For Fiscal Year 2017, the OCA will continue its activities in support of the Authority and the Board.

### **Training**

Office of the Chief Auditor staff attend training to maintain acquired certifications and informally comply 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 local IIA Government Audit Seminars
- Attendance at the 2016 ALGA Regional Training
- Attendance at the National Association of Construction Auditors 5th Annual Conference

Additionally, staff completed or attended webinars and self-study courses in order to meet their minimum CPE requirements in a cost efficient manner and to limit travel costs and time.

### **Audit Committee Support**

During Fiscal Year 2016, the Audit Committee met four (4) times, which occurred on:

- August 17, 2015
- December 7, 2015
- February 1, 2016
- May 2, 2016

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

### **Staffing**

During the fiscal year, the OCAs Ethics/Compliance Officer left employment with the Authority, and the Ethics Program responsibilities continue, performed by a Senior Auditor. The OCA welcomed a new Auditor to the staff in May. The Auditor was formerly with the Authority's Accounting Department and has quickly learned the OCAs processes and has already become a valuable member of the team. Additionally during the fiscal year, the OCA continued to augment the department with graduate level interns who were hired following a previous auditor's exit in April 2015.

## Performance Measures

---

Each fiscal year the OCA develops and tracks performance measures to gauge the progress and success of the office. For Fiscal Year 2016, the OCA developed five (5) separate measures that could be used to evaluate OCA performance. Table 4 below outlines the OCAs performance against the selected measures.

*Table 4: Status of Performance Measures as of June 30, 2016*

Performance Measure	Goal	Progress as of June 30, 2016
Percentage of the audit plan completed annually	100%	84%
Additional revenue/cost savings identified through audits	n/a	\$466,845
Percentage of staff time spent on audit activities	80%	82%
Percentage of audits completed within budgeted time	80%	83%
Implementation of Recommendations	90%	72%

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 out of those planned for the year. At the end of the fiscal year, the OCA completed 84% of the Fiscal Year 2016 Audit Plan. Specifically, 36 out of 43 audits were finalized as issued audit reports. Additionally, on June 30, 2016, there were six (6) audits that were either draft reports awaiting review and comment from the audited departments or that were in the report writing process. If these reports are included in the completed audits total, the percent of the Fiscal Year 2016 Audit Plan completed 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, claiming the revenue identified is highly dependent on circumstances outside the control of the OCA, and therefore, revenue/cost savings identified through audits does not make a clear measure of the efficiency and effectiveness of the department. For the year, the OCA identified over \$466,000 in new revenue, as shown in Table 5 below.

Table 5: Additional Revenue and Cost Savings Identified through Audit Activity

Audit Report Number	Title	Amount Identified	Amount Collected
16020	Midway Rent A Car Inc.	\$435,783	\$0
16018	DTG Operations, Inc., dba Thrifty and Dollar	22,220 <sup>4</sup>	0
16016	BW-Budget-SDA LLC	8,842	8,842
<b>Total</b>		<b>\$466,845</b>	<b>\$8,842</b>

**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 2016, the OCA exceeded its goal of 80% percent. This goal is the cumulative percentage of the target utilization for all audit staff.

**Percentage of audits completed within budgeted time:** This category monitors how efficient audit staff is in performing their audits. Specifically, audit staff is held accountable to the internally prepared audit budgets for each project. However, it does recognize that budgets may need adjustment(s) as additional facts become known during an audit and as the availability of requested documentation is known. In Fiscal Year 2016, the OCA completed 83 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, 72% of the recommendations have been implemented, which is under our goal. However, as shown by Table 6, the percentage of recommendations completed greatly increases as time proceeds, and, in addition, the percentage is affected by the 4 recommendations issued during June 2016.

Table 6: Percentage of Recommendations Completed by Quarter

Recommendation Origination	Recommendation				
	Tracked	Completed	Not Accepted	Outstanding	% Completed
Carryover	17	16	0	1	94%
1 <sup>st</sup> Quarter	0	0	0	0	N/A
2 <sup>nd</sup> Quarter	6	4	0	2	67%
3 <sup>rd</sup> Quarter	5	2	0	3	40%
4 <sup>th</sup> Quarter	4	1	0	3	25%
<b>Total</b>	<b>32</b>	<b>23</b>	<b>0</b>	<b>9</b>	<b>72%</b>

See Appendix F for a detailed listing of the OCA performance measures for the past 5 Fiscal Years.

<sup>4</sup> The initial audit report identified a net underpayment of \$35,847. However, subsequent to the audit, DTG provided information and records not previously available and/or provided to the OCA. As a result, the net underpayment was reduced to \$22,220, which is reflected here.



## *Construction Audit Activities*

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Throughout Fiscal Year 2016, the OCA continued its Construction Audit and Monitoring Activity separate from its annual Audit Plan. The OCA Construction Auditor completed the Business Process audit of Contract Management in June 2016 as part of the Fiscal Year 2016 Audit Plan. The knowledge gained in this audit, observing how Authority personnel handled the issues with managing the various types of contracts, is currently being used in our review of managing construction projects and the related contracts in the Airport Design & Construction Department and the Facilities Development Department.

As part of the Construction Audit Activity in Fiscal Year 2016, the OCA Construction Auditor issued the summary audit report on Capital Improvement Program Project Management & Construction Management Costs. The OCA Construction Auditor is in the preliminary phase of auditing the close-out of the Green Build project and the related contracts with the two joint ventures, Turner/PCL/Flatiron and Kiewit/Sundt.

Through attendance at the Capital Improvement Committee meetings, Development Program meetings, Parking Plaza Stakeholders meetings, and other construction planning related meetings; and working closely with members of the Accounting and the Business & Financial Management Departments, the OCA Construction Auditor continues to provide assistance in ensuring that the Authority is meeting compliance requirements for ongoing and planned projects.

Additionally, the OCA Construction Auditor remains involved with issues identified by the Airport Design & Construction team, Facilities Development team, and Authority Management, providing assistance and attending meetings specific to the aspects of the Authority's construction activity.

## *Ethics Program Activities*

---

The OCA continues to run the Authority Ethics Program and confidential hotline system. During the fiscal year, the previous Ethics Compliance Officer left the Authority to pursue other opportunities. As a result, a Senior Auditor on staff picked up the duties associated with managing the Ethics Program and monitoring the various reporting. We saw an initial uptick of notifications and/or complaints received through the hotline immediately following the transition; but, notifications returned to previous levels within a few months.

During Fiscal Year 2016, three reported items warranted further investigation into potential Code of Ethics violations. All three issues were resolved without a finding.

The Ethics Officer continues to receive numerous employee-related concerns as well. Items that continue to surface are:

- Volunteer opportunity emails; quantity and feeling pressured.
- Workplace practices and equitability; perceived inequities between departments and within departments.
- United Way; desire for organization to support donations to additional charities.

See Appendix E, Ethics Hotline Call Summary, for a complete summation of calls received during Fiscal Year 2016.

### *Fiscal Year 2017 Projection*

---

The Audit Committee approved the Fiscal Year 2017 Audit Plan during its May 5, 2016, meeting. Before commencing work on the Fiscal Year 2017 Audit Plan (Appendix D), the OCA will complete the outstanding audits from Fiscal Year 2016.

For the 1st Quarter of Fiscal Year 2017, the OCA plans to complete the following 14 audits:

- AECOM Technical Services, Inc
- Agreements with Expenditure Limits Not to Exceed \$100,000
- Airline & Others (Ogden Aviation)
- Airport Security Management
- Airport Terminal Services, Inc.
- Avis Rent A Car Systems LLC
- Board Member and Executive Business Expenses
- Business and Travel Expenses
- Duty Free Americas San Diego LLC
- HSS, Inc
- Ricondo and Associates, Inc.
- SP Plus Corporation
- SSP America, Inc. (FSP 6)
- The Hertz Corporation

Completion of the above audits will result in accomplishing 32% of the Fiscal Year 2017 Audit Plan. Throughout Fiscal Year 2017, the OCA will continue conducting the balance of the audit plan, including any special requests that may be approved by the Audit Committee.

*Appendix A – Fiscal Year 2016 Audit Plan*

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**BUSINESS PROCESS AUDITS**

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- 1 Contract Management
- 2 Airport Security Management
- 3 ~~Environmental Compliance~~ (Revision 5/2/16)
- 4 Grant and Non-Airline Revenue Management
- 5 Information Technology Monitoring and Evaluation

**EXPENSE CONTRACT AUDITS**

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- 6 Ocean Blue Environmental Services
- 7 Hazard Construction Company
- 8 Kimley-Horn and Associates Inc.
- 9 Abadjis Systems, Ltd.
- 10 Ricondo and Associates
- 11 Nuera Contracting & Consulting LP
- 12 ThyssenKrupp Airport Systems, Inc.
- 13 VA Consulting, Inc.
- 14 Ace Parking Management, Inc.
- 15 Helix Electric, Inc.

**REVENUE CONTRACT AUDITS**

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- 16 BW - Budget - SDA, LLC
- 17 Nevada Lease and Rental Inc dba Payless Car Rental System
- 18 DTG Operations Inc dba Thrifty & Dollar
- 19 Simply Wheelz LLC dba Advantage Rent-A-Car
- 20 Midway Rent A Car, Inc.
- 21 Airport Terminal Services Inc.
- 22 Landmark Aviation GSO-SAN, LLC
- 23 Sky Chef Inc. dba LSG Sky Chefs
- 24 Smarte Carte Inc.
- 25 Host International Inc. (FSP 2)
- 26 SSP America Inc. (FSP 6R)
- 27 SSP America Inc. (FSP 3)
- 28 Duty Free Americans San Diego LLC
- 29 InMotion Entertainment (RP 8)
- 30 New Zoom Inc. dba ZoomSystems (RP 6)
- 31 Hudson Group - CV - Epicure - Martinez San Diego (RP 2)

**ANNUAL ONGOING AUDITS AND SUPPORT**

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- 32 Aircraft Rescue & Fire Fighting (ARFF)
- 33 Board Member and Executive Business Expenses
- 34 Rental Car Center Fund Review
- 35 Procurement Card Spending
- 36 Agreements with Expenditure Limits not to Exceed \$100,000
- 37 Biennial Airline Landing Fees
- 38 Transportation Network Company Reviews and Assistance
- 39 Emergency Medical Technician & Paramedic Services
- 40 San Diego Unified Port District Billings
- 41 Special Request Audits
  
- 42 ETHICS PROGRAM ACTIVITY
- 43 CONSTRUCTION AUDIT AND MONITORING ACTIVITY

## *Appendix B – Status of OCA Recommendations*

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The following recommendation implementation report contains the status of recommendations from OCA audits that remained unresolved as of June 30, 2016. 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, 2016	OCA's Assessment	Estimated Completion Date
16-09	ACCOUNTING DEPARTMENT	Audit Report 16040, dated June 30, 2016, San Diego Unified Port District Billings - Fiscal Year 2015	19	Impact: 10 Probability: 9	We recommend that the Accounting department notify Port staff concerning the Fiscal Year 2015 under-billing for Harbor Police Department services, and determine the most appropriate method for the Authority to remit the additional \$1,695,283 owed to the Port. In addition, the Port should analyze all actual and estimated billings, especially overhead, and update the Accounting and the Aviation Security & Public Safety Departments frequently, to avoid significant year-end adjustments.	The Authority has received an invoice from the Port and is currently processing the invoice for payment. Airport and Port staff have communicated to analyze and discuss that all actual and estimated billings for FY16 and FY17 are sufficient to avoid significant year-end adjustments. These communications will continue on a regular and on-going basis.	Completed	N/A
16-07	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16020, dated June 14, 2016, Midway Rent A Car, Inc.	18	Impact: 9 Probability: 9	The Business and Financial Management Department should request that the Accounting Department issue an invoice to Midway in the amount of \$435,783, for the underpayment of license fees due to the reclassification of non-airport revenue to airport revenue.	Staff met with corporate representatives from Midway Car Rental to review the Audit Findings. Midway requested time to review their records for accuracy and have time to evaluate how best to address the findings. Staff granted Midway until August 31, 2016, to conduct such internal evaluation and provide the Authority a plan to address the Audit finding by such date.	In Progress	2nd Quarter FY17

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, 2016	OCA's Assessment	Estimated Completion Date
15-18	ACCOUNTING DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	17	Impact: 9 Probability: 8	The Accounting Department should develop a transaction-specific documentation requirement guide to be included in the Manual, and in the guidance for check requests, to mitigate any conflicts between the various Authority purchasing guidelines.	Accounting has reviewed all payment methods to ensure that the documentation requirements are consistent throughout. An Accounts Payable Guidebook has been developed to provide consistent detailed guidance for the documentation required for a broad variety of transactions. In May, approximately 35 copies were distributed to the appropriate Airport Authority staff. The guidebook was rolled out in conjunction with a workshop that was attended by over 50 Authority Administrative Assistants, Managers, and other staff members, to comprehensively communicate the processes and procedures related to submitting payment requests.	Completed	N/A
16-04	INFORMATION & TECHNOLOGY SERVICES DEPARTMENT	Audit Report 16005, dated February 29, 2016, Information Technology Monitoring and Evaluation	17	Impact: 9 Probability: 8	Information & Technology Services Department should implement a proactive and systematic program for evaluating and monitoring compliance to IT cybersecurity policies.	I&TS has engaged a consultant to draft a scope of work to implement the NIST Cyber Security Framework. The Security Framework RFP process is expected to commence prior to 11/1/16.	In Progress	November 2016
15-19	PROCUREMENT DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	15	Impact: 8 Probability: 7	Procurement should ensure that a fully trained backup is performing the full duties and responsibilities of the P-Card Program Analyst during extended absences. A formal training manual should be created and updated annually to address any new procedures or issues noted in the preceding year. The manual can then be used by the backup person to provide the annual training if the P-Card Analyst is not available.	The P-Card Program Analyst continues to work on the draft desk manual. A final review of this living document is anticipated to be completed by the end of October.	In Progress	October 2016

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, 2016	OCA's Assessment	Estimated Completion Date																																	
15-22	PROCUREMENT DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	14	Impact: 7 Probability: 7	Procurement should provide additional analysis of the P-Card Program to Management on a regular basis.	Reports were distributed for all of calendar year 2015. The P-Card Program Analyst will continue to distribute a full spend analysis to all departments twice annually and will provide additional reports by request.	Completed	N/A																																	
15-31	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16018, dated December 23, 2015, DTG Operations, Inc., dba Thrifty and Dollar	14	Impact: 7 Probability: 7	Business and Financial Management should request that Accounting generate an invoice to DTG in the amount of \$35,847, as detailed below: <b>License Fee and CFC Recalculation</b>	A corrected invoice was issued to DTG in July.	In Progress	August 2016																																	
					<table border="1"> <thead> <tr> <th></th> <th>Dollar</th> <th>Thrifty</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td><b>Finding 1</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>License Fees</td> <td>&lt;\$12,383&gt;</td> <td>&lt;\$4,449&gt;</td> <td>&lt;\$16,832&gt;</td> </tr> <tr> <td><b>Finding 2</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CFC</td> <td>&lt;2,052&gt;</td> <td>18,011</td> <td>15,959</td> </tr> <tr> <td><b>Finding 3</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Non-Airport</td> <td>27,476</td> <td>9,244</td> <td>36,720</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$13,041</b></td> <td><b>\$22,806</b></td> <td><b>\$35,847</b></td> </tr> </tbody> </table>		Dollar	Thrifty	Total	<b>Finding 1</b>				License Fees	<\$12,383>	<\$4,449>	<\$16,832>	<b>Finding 2</b>				CFC	<2,052>	18,011	15,959	<b>Finding 3</b>				Non-Airport	27,476	9,244	36,720	<b>Total</b>	<b>\$13,041</b>	<b>\$22,806</b>	<b>\$35,847</b>				
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16-03	INFORMATION & TECHNOLOGY SERVICES DEPARTMENT	Audit Report 16005, dated February 29, 2016, Information Technology Monitoring and Evaluation	12	Impact: 6 Probability: 6	Information & Technology Services Department should take immediate measures to identify and protect data and systems by implementing comprehensive IT Cybersecurity policy.	Our Cyber Security Specialist has attended SANS Critical Security Controls Planning, Implementing, and Auditing training. This training has prepared him to plan the Critical Security Controls as documented by the Center for Internet Security (CIS). The ITS Information Security Policy is in progress and scheduled to be completed on 6/1/17.	In Progress	June 2017																																	
16-06	AVIATION SECURITY & PUBLIC SAFETY DEPARTMENT	Audit Report 16039, dated June 7, 2016, Emergency Medical Technician-Paramedic Services - Expense for FY15	12	Impact: 6 Probability: 6	The Aviation Security & Public Safety Department should confer with the City of San Diego to identify the best method to remit the \$37,946 underpayment.	This recommendation was issued during the month of June, so no follow-up activity was performed.	Open	Unknown																																	

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, 2016	OCA's Assessment	Estimated Completion Date
15-29	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16030, dated December 8, 2015, NewZoom, Inc. dba ZoomSystems	11	Impact: 5 Probability: 6	Monitoring of requirements of each concessionaire lease agreement needs to be strengthened and well documented. Differences in processes used by concessionaires should be analyzed for adequacy to determine if they provide the outcome that the Authority is actually seeking. The pricing and product processes used by ZoomSystems appear to be reasonable and ones that can be easily monitored by the Authority, but the lease should be changed to reflect the processes used.	Business Management has a review process and continues to review the agreements to ensure adherence. The pricing and product operating standards have been discussed with Zoom and implemented. A lease amendment with Zoom is being formalized that clarifies agreement ambiguities and addresses the noted items.	In Progress	1st Quarter FY17
16-08	PROCUREMENT DEPARTMENT/ AUTHORITY MANAGEMENT	Audit Report 16001, dated June 21, 2016, Contract Management	11	Impact: 6 Probability: 5	Authority Management should ensure that a complete formal contract management procedure manual is in place in all departments to ensure compliance with Board policies, consistent practices, and proper internal controls. Manuals should be reviewed and updated as needed, on a regular basis, preferably at least every two years.	This recommendation was issued during the month of June, so no follow-up activity was performed.	Open	Unknown
16-05	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16004, dated March 30, 2016, Grant & Non-Airline Revenue Management	9	Impact: 5 Probability: 4	The Business and Financial Management Department (BFM) should expand and enhance documentation pertaining to the grant management program. In addition, the current grant manual should be updated and reviewed and formal training should be conducted periodically, to ensure consistent knowledge of procedures and regulations and to provide guidance for employee(s), including required documents needed by the employee(s) to complete their job duties, as well as the assignment of responsibility for tasks and actions.	Training is being conducted through October on grant procedures to key staff. This training will be captured and provide a basis for the update of the grants manual to be completed by the end of December. The manual will include roles and responsibilities, ACIP timeline and process, grant applications, grant drawdowns, and grant closeouts.	In Progress	December 2016

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 2016*

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The following report provides all recommendations that were completed during Fiscal Year 2016.

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
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.	September 30, 2015
15-10	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #15018, dated March 12, 2015, Enterprise Holdings Inc.	13	Impact: 7 Probability: 6	The Business and Financial Management Department should request that the Accounting Department issue an invoice to Enterprise Holdings Inc. in the amount of \$45,427 for the underpayment of license fees and CFCs.	September 30, 2015
15-11	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #15026, dated March 18, 2015, Gate Gourmet Inc.	10	Impact: 5 Probability: 5	We recommend that the Business and Financial Management Department request the Accounting Department to issue an invoice to Gate Gourmet in the amount of \$1,719.16 for underpaid concession fees. Also, the department should introduce controls to ensure that revenue from all Gate Gourmet customers is included in monthly concession calculations.	September 30, 2015
15-13	AVIATION SECURITY & PUBLIC SAFETY DEPARTMENT	Audit Report #15040, dated April 17, 2015, San Diego Unified Port District Billings - Fiscal Year 2014	15	Impact: 8 Probability: 7	We recommend that the Aviation Security & Public Safety Department notify Port staff concerning the Fiscal Year 2014 under-billing for Harbor Police Department services, and determine the most appropriate method for the Authority to remit the additional \$269,942 owed to the Port.	September 30, 2015
15-14	AVIATION SECURITY & PUBLIC SAFETY DEPARTMENT	Audit Report #15040, dated April 17, 2015, San Diego Unified Port District Billings - Fiscal Year 2014	11	Impact: 6 Probability: 5	The Aviation Security & Public Safety Department should review and approve General Service hours and expenses prior to exceeding agreed upon estimated hours and costs. In addition, the Department should work with the Port to determine if an increase of the approved estimated hours and expense would be appropriate for future fiscal years.	September 30, 2015

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
15-15	FACILITIES DEVELOPMENT DEPARTMENT	Audit Report #15010, dated April 30, 2015, PCL Construction Services, Inc.	16	Impact: 8 Probability: 8	The Facilities Development Department (FDD) should ensure their contract management procedures include requiring contractors submit a full Schedule of Values (SOV) with each payment application detailing the work performed to date to support the amount billed. Additionally, an updated SOV should be required for all change orders, indicating by line item each revision in value and additions to the SOV for additional work approved in the change orders.	September 30, 2015
15-24	AIRSIDE OPERATIONS PUBLIC SAFETY & SECURITY DEPARTMENT	Audit Report #15039, dated May 22, 2015, Emergency Medical Technician-Paramedic Services	9	Impact: 5 Probability: 4	The Airside Operations/Public Safety & Security Department should request the City to add as an Authority credit \$1,495 (\$4,486/3) to the City's EMT-P service invoices for the next three (3) months.	September 30, 2015
15-25	CORPORATE & INFORMATION GOVERNANCE DEPARTMENT	Audit Report #15005, dated June 5, 2015, Public Records Management	9	Impact: 5 Probability: 4	Authority Policy 8.61, Document Reproduction for the Public, should be amended to ensure compliance with the California Public Records Act (CPRA) . Specifically, the Policy should ensure that the fees for duplication of records are consistent with the CPRA and recover the direct cost of duplication. Additionally, to ensure that the Policy is consistent with the CPRA, and completely transparent regarding all costs for duplication of records from Public Records Requests, we recommend that the Policy should include the formats of records to be provided, with the costs to be charged for producing those records, and a statement regarding charges for actual shipping costs.	September 30, 2015
15-29	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report #15029, dated March 30, 2015, Hudson Group	15	Impact: 8 Probability: 7	We recommend that the Business & Financial Management Department notify the concessionaires that the Authority may periodically request documents for the purpose of an audit and that it is the responsibility of the concessionaire to comply with the request, or penalties may be imposed.	September 30, 2015
15-17	ACCOUNTING DEPARTMENT	Audit Report #15037, dated May 18, 2015, Procurement Card Program	11	Impact: 6 Probability: 5	To ensure that personnel changes do not diminish reviews of P-Card purchases, Accounting should ensure that personnel assigned to this function are properly trained.	December 31, 2015

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
15-20	PROCUREMENT DEPARTMENT	Audit Report #15037, dated May 18, 2015, Procurement Card Program	10	Impact: 5 Probability: 5	Procurement should ensure that the Manual and the User Guide are reviewed and updated annually to ensure that internal controls are in place and effective surrounding all P-Card transactions.	December 31, 2015
15-21	PROCUREMENT DEPARTMENT	Audit Report #15037, dated May 18, 2015, Procurement Card Program	15	Impact: 8 Probability: 7	Procurement should evaluate the feasibility of instituting an approved vendor list or reviewing all vendors and utilizing some of the built in controls within the US Bank cards.	December 31, 2015
15-23	AVIATION SECURITY & PUBLIC SAFETY DEPARTMENT	Audit Report #15034, dated May 18, 2015 Aircraft Rescue and Fire Fighting Expense Billings - Fiscal Year 2014	14	Impact: 8 Probability: 6	We recommend that the Aviation Security & Public Safety Department (AVSEC) notify the City concerning the overbilling of \$39,668 for personnel expenses. These adjustments should be included in the final calculation of the amount due to the City for Fiscal Year 2014 ARFF services.	December 31, 2015
15-26	AIRPORT NOISE MITIGATION/ QUIETER HOME PROGRAM	Audit Report 16011, dated October 19, 2015, Nuera Contracting and Consulting LP	12	Impact: 6 Probability: 6	We recommend that the Quieter Home Program develop a mechanism to bill contractor's liquidated damages as they are incurred. The mechanism should track and aggregate the amounts owed, thus ensuring compliance with Authority Policy. Additionally, all liquidated damages should be collected prior to final payments to contractors.	December 31, 2015
15-27	AIRPORT NOISE MITIGATION/ QUIETER HOME PROGRAM	Audit Report 16011, dated October 19, 2015, Nuera Contracting and Consulting LP	11	Impact: 6 Probability: 5	We recommend that the Quieter Home Program (QHP) evaluate whether it can and should bill Nuera for the past liquidated damages. If it is determined that the damages will be collected, QHP should work in conjunction with the Accounting Department and Nuera to determine the best method of payment.	December 31, 2015
15-16	PROCUREMENT DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	13	Impact: 6 Probability: 7	To ensure that Approving Officials take ownership of their review responsibilities, the Procurement Department should revise the Manual to include the same disciplinary measures for Approving Officials who approve reconciliations with inadequate documentation, or questionable, prohibited, or restricted purchases, as those imposed on P-Cardholders.	March 31, 2016

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
15-28	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16016, dated November 6, 2015, BW-Budget-SDA LLC	8	Impact: 3 Probability: 5	The Business and Financial Management Department should request that the Accounting Department issue an invoice to Budget for the net amount of \$8,842.	March 31, 2016
15-30	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 16030, dated December 8, 2015, NewZoom, Inc. dba ZoomSystems	13	Impact: 7 Probability: 6	More in-depth monitoring of sales and payments of concessionaires should be performed on a monthly/on-going basis. Changes in sales and late payments should be analyzed more thoroughly and any alarming trends should be reported to senior management. Each monthly statement sent to concessionaires should include a delinquency report with the associated assessed late fees with a request for payment.	March 31, 2016
16-01	AIRSIDE OPERATIONS DEPARTMENT	Audit Report 16032, dated February 1, 2016, Aircraft Rescue and Fire Fighting Expense Billings - Fiscal Year 2015	14	Impact: 7 Probability: 7	We recommend that the Airside Operations Department notify the Accounting Department to issue a payment to the City of San Diego for the underbilling of \$159,226 for personnel expenses. The adjustments to firefighter fringe rates, Fair Labor Standards Act overtime expenses, and the Tele Staff Desk credit, should be included in the final calculation of the amount due to the City for Fiscal Year 2015 ARFF services.	March 31, 2016
16-02	INFORMATION & TECHNOLOGY SERVICES DEPARTMENT	Audit Report 16005, dated February 29, 2016, Information Technology Monitoring and Evaluation	15	Impact: 8 Probability: 7	In order to maintain a comprehensive Cyber-security Policy for all Authority IT systems, the oversight of systems security should be centralized to the Information and Technology Services Department (I&TS). For Facilities Development Department (FDD) and Airport Development Program (ADP) personnel currently managing the GIS and DocuShare systems, business processes should maintain oversight within the respective department, while the IT processes would be the responsibility of I&TS.	March 31, 2016
15-18	ACCOUNTING DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	17	Impact: 9 Probability: 8	The Accounting Department should develop a transaction-specific documentation requirement guide to be included in the Manual, and in the guidance for check requests, to mitigate any conflicts between the various Authority purchasing guidelines.	June 30, 2016

Rec. No.	Department Name	Audit Report Description	Risk Score	Risk	Recommendation	Date Completed
15-22	PROCUREMENT DEPARTMENT	Audit Report 15037, dated May 18, 2015, Procurement Card Program	14	Impact: 7 Probability: 7	Procurement should provide additional analysis of the P-Card Program to Management on a regular basis.	June 30, 2016
16-09	ACCOUNTING DEPARTMENT	Audit Report 16040, dated June 30, 2016, San Diego Unified Port District Billings - Fiscal Year 2015	19	Impact: 10 Probability: 9	We recommend that the Accounting department notify Port staff concerning the Fiscal Year 2015 under-billing for Harbor Police Department services, and determine the most appropriate method for the Authority to remit the additional \$1,695,283 owed to the Port. In addition, the Port should analyze all actual and estimated billings, especially overhead, and update the Accounting and the Aviation Security & Public Safety Departments frequently, to avoid significant year-end adjustments.	June 30, 2016

*Appendix D – Fiscal Year 2017 Audit Plan*

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**BUSINESS PROCESS AUDITS**

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- 1 Telecommunications Services and Billing
- 2 Process Control - Airport Development & Construction
- 3 Property and Inventory Management
- 4 Airport Lost and Found
- 5 Environmental Compliance

**EXPENSE CONTRACT AUDITS**

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- 6 Austin/Sundt
- 7 AECOM Technical Services, Inc.
- 8 AMEC Environmental and Infrastructure, Inc.
- 9 Orion Construction Corporation
- 10 Jones Payne Group
- 11 Hearne Corporation
- 12 Bradford Airport Logistics
- 13 HSS, Inc.
- 14 SP Plus Corporation

**REVENUE CONTRACT AUDITS**

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- 15 Enterprise Rent A Car Company (Enterprise, Alamo, National)
- 16 Coronado Transportation System
- 17 Avis Rent A Car Systems LLC
- 18 The Hertz Corporation
- 19 Fox Rent A Car
- 20 Ace Parking
- 21 Airline & Others (Ogden Aviation)
- 22 JCDecaux, Inc.
- 23 Gate Gourmet Inc.
- 24 High Flying Foods San Diego (FSP 8)
- 25 Host International Inc. (FSP 1)
- 26 Swissport Lounge LLC
- 27 Spa Didacus Inc. (RP 5)
- 28 High Flying Foods San Diego (FSP 7)
- 29 Paradies - San Diego LLC (RP1)

**ANNUAL ONGOING AUDITS AND SUPPORT**

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- 30 Aircraft Rescue and Fire Fighting (ARRF)
- 31 Board Member and Executive Business Expenses
- 32 Rental Car Center Fund
- 33 Procurement Card Program
- 34 Agreements with Expenditure Limits Not to Exceed \$100,000
- 35 Transportation Network Company Reviews and Assistance
- 36 Emergency Medical Technician & Paramedic Services
- 37 San Diego Unified Port District Billing
- 38 Special Request Audits
  
- 39 ETHICS PROGRAM ACTIVITY
- 40 CONSTRUCTION AUDIT AND MONITORING ACTIVITY



Appendix E – Ethics Compliance Program

	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>Construction/Car Rental</i>	42	24	0	n/a	18
<i>Construction/Access Roads</i>	6	5	0	n/a	1
<i>Construction</i>	4	4	0	n/a	0
<i>Public Art</i>	1	1	0	n/a	0
Potential Misuse of Resources					
<i>Advertising</i>	4	4	0	n/a	0
<i>Employee Barbeque</i>	12	5	0	n/a	7
<i>Holiday Party</i>	5	5	0	n/a	0
<i>General Misuse of Resources</i>	2	2	0	n/a	0
Acceptance of Gifts	5	0	0	n/a	5
<b>Non Ethics Related Concerns</b>					
Aircraft Noise	20	17	0	n/a	3
ATO Practices and Behavior	25	19	0	n/a	6
Land Use Compatibility	1	1	0	n/a	0
Pubic Art Practices	1	1	0	n/a	0
RCC Operations	3	3	0	n/a	0
TSA Practices and Behavior	31	22	0	n/a	9
<b>General Workplace Concerns</b>					
Performance Reviews	7	6	0	n/a	1
Potential Discrimination	2	2	2	Y (1)	0
Potential Conflict of Interest	3	3	0	n/a	0
Prohibited Use of Position	8	8	5	Y (2)	0
United Way	21	18	0	n/a	3
Volunteer Opportunity Emails	31	18	0	n/a	13
Workplace Equitability	8	8	0	n/a	0
Workplace Practices/Behavior	22	19	0	Y (3)	3

- (1) One issue investigated; no evidence of violation found.
- (2) One issue investigated; no evidence of violation found.
- (3) One issue investigated; no evidence of violation found.

*Appendix F – Performance Measures Historical Data*

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	Fiscal Year				
Performance Measure	2012	2013	2014	2015	2016
Percentage of the audit plan completed annually	80%	81%	88%	86%	84%
Additional revenue/cost savings identified through audits	\$1,113,856	\$628,835	\$1,110,651	\$271,755	\$466,845
Percentage of staff time spent on audit activities	84%	91%	86%	86%	82%
Percentage of audits completed within budgeted time	82%	82%	81%	81%	83%
Implementation of Recommendations	41%	74%	52%	64%	72%

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Revision to the Fiscal Year 2017 Audit Plan of the Office of the Chief Auditor**

### **Recommendation:**

Adopt Resolution No. 2016-0073, approving the revision to the Fiscal Year 2017 Audit Plan.

### **Background/Justification:**

Pursuant to Section 4 and Section 5 of the Charter of the Office of the Chief Auditor, amendments to an Audit Plan for unforeseen and special request audits may be performed after review and consultation with the Audit Committee.

The Office of the Chief Auditor's (OCA) Annual Audit Plan for Fiscal Year 2017 was approved by the Audit Committee during its May 2, 2016, meeting and subsequently approved by a resolution of the Authority Board on May 19, 2016.

The Fiscal Year 2016 Audit Plan requires a revision due to circumstances presented by Authority management and presented to the Office of the Chief Auditor:

**Delete: Coronado Transportation System**

The Coronado Transportation System ceased operating in October 2015, filed bankruptcy and closed. The business is currently non-existent. The Authority's Business & Financial Management Department collected against the Coronado Transportation System Letter of Credit and the General Counsel's office worked to resolve other issues.

**Add: Pneuma dba Ace Rent A Car**

Authority management requested to replace the audit of Coronado Transportation System with Pneuma dba Ace Rent A Car on the Office of the Chief Auditor's Fiscal Year 2017 Audit Plan.

The revised Fiscal Year 2017 Audit Plan (Attachment A) was presented to the Audit Committee during a regular meeting held on September 6, 2016, and was voted unanimously to forward to the Board for approval.

### **Fiscal Impact:**

No impact to the Fiscal Year 2017 Budget of the Office of the Chief Auditor.

**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. 2016-0073

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING THE REVISION TO THE FISCAL YEAR 2017 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

WHEREAS, California Public Utilities Code §170018 specifies the membership (consisting of board members and public members), the terms, and the responsibilities of the Audit Committee; and

WHEREAS, §170018(g) of the California Public Utilities Code and the Authority Charter of the Office of the Chief Auditor require the Audit Committee to approve the annual internal and external audits, including the auditor's annual audit plan, for each fiscal year and submit the same to the Board for approval; and

WHEREAS, at its regular meeting on May 2, 2016, the Audit Committee was presented with the Fiscal Year 2017 Proposed Audit Plan and voted to accept the plan and forward it for Board approval; and

WHEREAS, on September 6, 2016, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2017 Audit Plan to reflect current activities of the Office of the Chief Auditor.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Revised Fiscal Year 2017 Audit Plan (Attachment A) of the Office of the Chief Auditor; and

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 15<sup>th</sup> day of September, 2016, 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:

---

AMY GONZALEZ  
GENERAL COUNSEL

**San Diego County Regional Airport Authority  
Office of the Chief Auditor  
Fiscal Year 2017 Audit Plan**

ATTACHMENT A

**BUSINESS PROCESS AUDITS**

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- 1 Telecommunications Services and Billing
- 2 Process Control - Airport Development & Construction
- 3 Property and Inventory Management
- 4 Airport Lost and Found
- 5 Environmental Compliance

**EXPENSE CONTRACT AUDITS**

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- 6 Austin/Sundt
- 7 AECOM Technical Services, Inc.
- 8 AMEC Environmental and Infrastructure, Inc.
- 9 Orion Construction Corporation
- 10 Jones Payne Group
- 11 Hearne Corporation
- 12 Bradford Airport Logistics
- 13 HSS, Inc.
- 14 SP Plus Corporation

**REVENUE CONTRACT AUDITS**

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- 15 Enterprise Rent A Car Company (Enterprise, Alamo, National)
- 16 ~~Coronado Transportation System~~
- 17 Avis Rent A Car Systems LLC
- 18 The Hertz Corporation
- 19 Fox Rent A Car
- 20 Ace Parking
- 21 Airline & Others (Ogden Aviation)
- 22 JCDecaux, Inc.
- 23 Gate Gourmet Inc.
- 24 High Flying Foods San Diego (FSP 8)
- 25 Host International Inc. (FSP 1)
- 26 Swissport Lounge LLC
- 27 Spa Didacus Inc. (RP 5)
- 28 High Flying Foods San Diego (FSP 7)
- 29 Paradies - San Diego LLC (RP1)

**ANNUAL ONGOING AUDITS AND SUPPORT**

---

- 30 Aircraft Rescue and Fire Fighting (ARRF)
- 31 Board Member and Executive Business Expenses
- 32 Rental Car Center Fund
- 33 Procurement Card Program
- 34 Agreements with Expenditure Limits Not to Exceed \$100,000
- 35 Transportation Network Company Reviews and Assistance
- 36 Emergency Medical Technician & Paramedic Services
- 37 San Diego Unified Port District Billing
- 38 Special Request Audits

**Pneuma dba Ace Rent A Car**

- 39 ETHICS PROGRAM ACTIVITY
- 40 CONSTRUCTION AUDIT AND MONITORING ACTIVITY

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Award of Contract to MarCon Engineering, Inc., for Demolition of World Trade Center at San Diego International Airport**

### **Recommendation:**

Adopt Resolution No. 2016-0074, (1) relieving the apparent low bidder, Whillock Contracting, Inc., of its bid; and (2) awarding a contract to MarCon Engineering, Inc., in the amount of \$684,320 for Project No.104215, Demolition of World Trade Center at San Diego International Airport.

### **Background/Justification:**

This project is a San Diego County Regional Airport (“Airport”) Authority (“Authority”) Board (“Board”) approved project in the FY2017 Capital Improvement Program (“CIP”).

This project will provide for the demolition of the World Trade Center building. This two story 7,300 square foot building was constructed in 1969 by the Port of San Diego as a General Aviation Building and has served as a joint Weather Bureau, training, and office building since its inception. Changes in the seismic building codes for southern California; as well as changes in the Americans with Disabilities Act (ADA) access requirements, present significant construction and financial challenges should the Authority opt to renovate the building for future use.

A few of these challenges would require construction of an elevator to access the second floor of the building; complete renovation of the men’s and women’s restrooms on each floor; modifications to the building entrance exterior to provide code compliant ADA ingress/egress; fire alarm and fire sprinkler life safety upgrades together with a complete seismic upgrade of the building’s exterior to meet current seismic codes.

The construction costs associated with this effort to bring the 47 year-old building to current codes could easily exceed \$1M, not including interior and exterior tenant improvements. Furthermore, there is no guarantee the renovated building could be leased to obtain a positive rate of return as the building has been vacant for approximately two years. Given the building’s deteriorated condition, coupled with the costs for upgrading the building to current codes, Staff recommends the building be demolished and the site prepared for future development. Staff is currently pursuing revenue opportunities for this site in conjunction with the planned Observation Park located just south of the World Trade Center. (Attachment A)



The scope of work for this project includes demolition of the existing building, asbestos and lead-based paint abatement, site clearing, utility disconnects, earthwork, finish grading, and capping the vacant site with asphalt for future development.

This contract was advertised on July 8, 2016, and sealed bids were opened on August 9, 2016. The following bids were received: (Attachment B)

Company	Total Bid
Whillock Contracting, Inc.	\$355,730
MarCon Engineering, Inc.	\$684,320
Sierra Pacific West, Inc.	\$882,628
National Demolition Contractors	\$929,220

The Engineer's estimate is \$980,816.30

At the bid opening, Whillock Contracting, Inc. ("Whillock") was the apparent low bidder. Following the bid opening, on August 12, 2016, Whillock submitted a letter to the Authority, requesting to be relived from its bid on the basis of a mistake in its bid. Authority staff recommends that the Board relieve Whillock of its bid because of the mistake in accordance with Public Contract Code §5101 and the provisions of the Request for Bids section 1A-3.2, allowing rejection on the basis that the bid price, when compared to other bids received, or to the Authority's internal estimates, does not accurately reflect the cost to perform the work, or portions of the work, and that the bid is unreasonably low.

The next apparent low bidder, MarCon Engineering, Inc., with a bid in the amount of \$684,320, is responsive, and MarCon Engineering, Inc. is considered responsible. Staff recommends award to MarCon Engineering, Inc., in the amount of \$684,320.

### **Fiscal Impact:**

Adequate funds for Demolition of the World Trade Center are included within the Board approved FY2017-FY2021 Capital Program Budget in Project No. 104215. Source of funding for this project is Airport Cash.

### **Authority Strategies:**

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

- Community Strategy  
  Customer Strategy  
  Employee Strategy  
  Financial Strategy  
  Operations Strategy

**Environmental Review:**

- A. CEQA: A Categorical Exemption was prepared for this project and filed on July 24, 2014. The Categorical Exemption is based on and consistent with 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 previously existing, including: (l)(3) demolition and removal of individual structures including a store, motel, office, restaurant or similar small commercial structure if designed for an occupant load of 30 persons or less. In urbanized areas, the exemption also applies to the demolition of up to three such commercial buildings on sites zoned for such use, and 15304 - Minor Alterations in the Condition of Land – Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature scenic trees, including (a) grading on land with a slope less than 10 percent; and (f) minor trenching and backfilling where the surface is restored.
- 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.

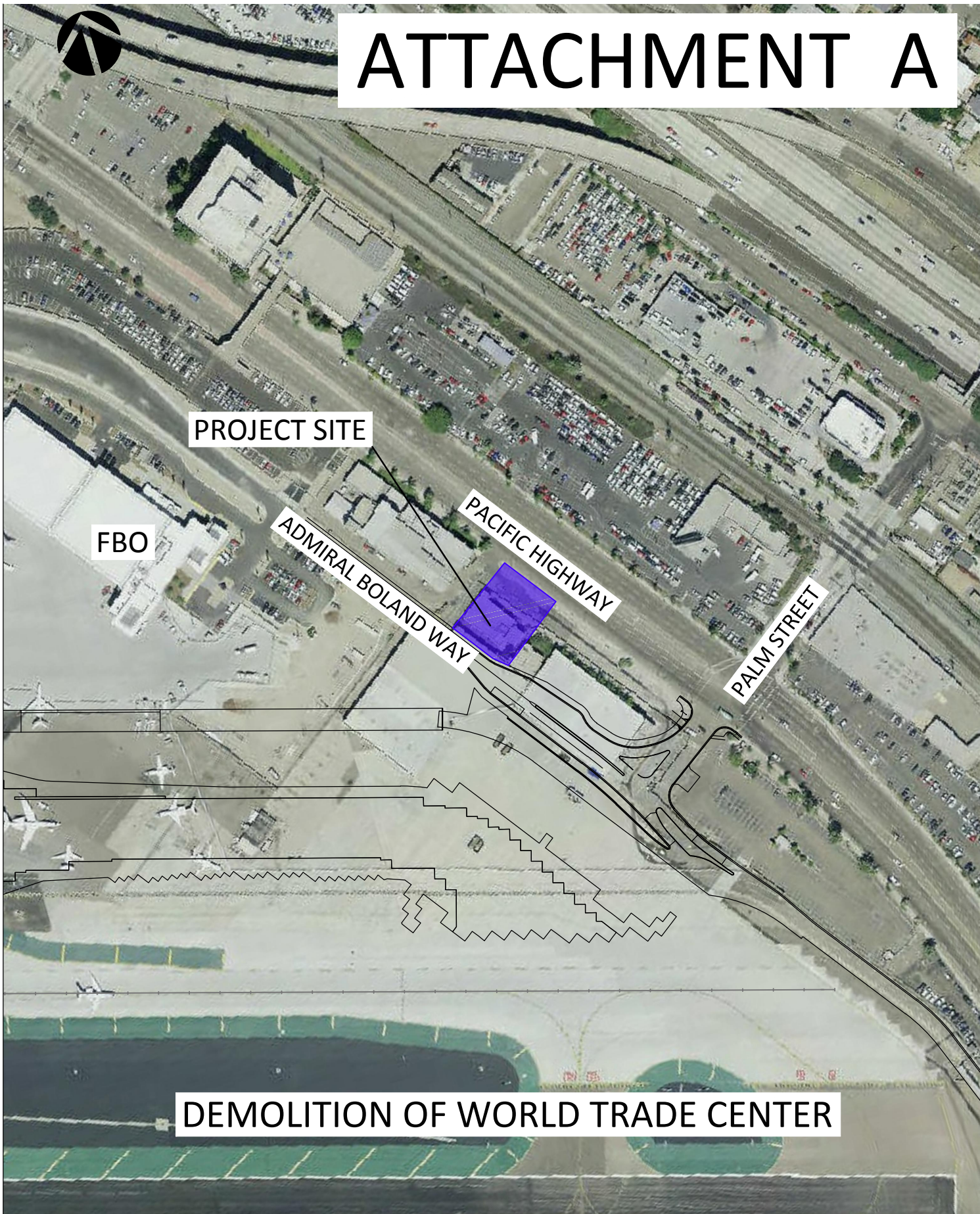
This contract does not utilize federal funds and provides opportunities for sub-contractor participation; therefore; at the option of the Authority, Policy 5.14 was applied. Policy 5.14 establishes separate goals for the participation of: (1) small businesses; (2) local businesses; and, (3) service disabled veteran owned small businesses (SDVOSB). The local business participation goal can only be applied when the overall local business participation of all Authority contracts at the time of solicitation is less than 60%. The maximum preference applied under Policy 5.14 is seven percent (7%): three percent (3%) for small business participation; two percent (2%) for local business participation; and, two percent (2%) for SDVOSB participation. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid. When bid price is not the primary selection criteria, the preference is only applied to determine which proposers are interviewed for final consideration. Per Policy 5.14, the preference is not applied in the final selection.

In accordance with Policy 5.14, MarCon Engineering, Inc. did not meet the SBE goal of 42% with 4% small business participation for a 0% certified small business preference and met the SDVOSB goal of 3% for a 2% SDVOSB participation preference. At the time of the solicitation it was determined that the Authority's overall local business participation exceeded 60%, therefore no preference was applied for local business participation.

**Prepared by:**

IRAJ GHAEMI  
DIRECTOR, FACILITIES DEVELOPMENT

# ATTACHMENT A



PROJECT SITE

FBO

ADMIRAL BOLAND WAY

PACIFIC HIGHWAY

PALM STREET

DEMOLITION OF WORLD TRADE CENTER

**ATTACHMENT B**

Project Title: **Demolition of World Trade Center**

CIP Number: **104215.00**

DATE/TIME BIDS OPENED: **August 9, 2016 @2:00 PM**

ENGINEER'S ESTIMATE: \$ 980,816.30				ENGINEER'S ESTIMATE		1 Whillock Contracting, Inc PO Box 2322 La Mesa, CA 91943 Travelers Casualty and Surety Company of America		2 MarCon Engineering 876 North Broadway Escondido, CA 92025 The Hanover Insurance Company		3 Sierra Pacific West, Inc. PO Box 231640 Encinitas, CA 92023-1640 Western Surety Company		4 National Demolition Contractors 1536 W. 25th St. #248 San Pedro, CA 90732 Fidelity and Deposit Company of Maryland	
GUARANTEE OF GOOD FAITH:													
BID ITEM NO.	TITLE	QUANTITY	UNIT ITEM	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)
<b>Bid Schedule A</b>													
1	Overhead	90	DAY	\$ 1,050.00	\$ 94,500.00	\$ 53.00	\$ 4,770.00	\$ 1,400.00	\$ 126,000.00	\$ 555.56	\$ 50,000.00	\$ 1,278.00	\$ 115,020.00
2	Mobilization and Demobilization	1	LS	\$ 40,250.00	\$ 40,250.00	\$ 48,960.00	\$ 48,960.00	\$ 22,000.00	\$ 22,000.00	\$ 150,000.00	\$ 150,000.00	\$ 34,000.00	\$ 34,000.00
3	Allowance for Reimbursement of	1	AL	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
4	Allowance for Unforeseen and	1	AL	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
5	Traffic Control	1	LS	\$ 11,250.00	\$ 11,250.00	\$ 2,927.00	\$ 2,927.00	\$ 12,000.00	\$ 12,000.00	\$ 7,300.00	\$ 7,300.00	\$ 2,100.00	\$ 2,100.00
6	Temporary Erosion and Sedimentation Control - Schedule A	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 2,718.00	\$ 2,718.00	\$ 12,000.00	\$ 12,000.00	\$ 8,740.00	\$ 8,740.00	\$ 10,000.00	\$ 10,000.00
7	Remove Flag Pole and Foundation	1	EA	\$ 1,380.00	\$ 1,380.00	\$ 51.00	\$ 51.00	\$ 3,000.00	\$ 3,000.00	\$ 791.00	\$ 791.00	\$ 1,800.00	\$ 1,800.00
8	Remove Existing Stone/CMU Wall	64	LF	\$ 78.13	\$ 5,000.32	\$ 11.00	\$ 704.00	\$ 80.00	\$ 5,120.00	\$ 31.88	\$ 2,040.00	\$ 55.00	\$ 3,520.00
9	Remove Existing Telephone Cabinet	1	EA	\$ 1,920.00	\$ 1,920.00	\$ 51.00	\$ 51.00	\$ 1,700.00	\$ 1,700.00	\$ 756.00	\$ 756.00	\$ 600.00	\$ 600.00
10	Remove Existing Mailbox	1	EA	\$ 1,380.00	\$ 1,380.00	\$ 52.00	\$ 52.00	\$ 1,700.00	\$ 1,700.00	\$ 120.00	\$ 120.00	\$ 550.00	\$ 550.00
11	Remove Existing Electrical Riser	1	EA	\$ 3,250.00	\$ 3,250.00	\$ 153.00	\$ 153.00	\$ 1,700.00	\$ 1,700.00	\$ 260.00	\$ 260.00	\$ 3,500.00	\$ 3,500.00
12	Remove Existing Electrical Cabinet	1	EA	\$ 3,250.00	\$ 3,250.00	\$ 153.00	\$ 153.00	\$ 1,600.00	\$ 1,600.00	\$ 506.00	\$ 506.00	\$ 1,500.00	\$ 1,500.00
13	Remove Existing Handrail	14	LF	\$ 98.57	\$ 1,379.98	\$ 11.00	\$ 154.00	\$ 70.00	\$ 980.00	\$ 12.14	\$ 170.00	\$ 50.00	\$ 700.00
14	Remove Existing Sign	2	EA	\$ 690.00	\$ 1,380.00	\$ 51.00	\$ 102.00	\$ 300.00	\$ 600.00	\$ 96.50	\$ 193.00	\$ 450.00	\$ 900.00
15	Utility Shut-off, Decommissioning and Removal	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 3,552.00	\$ 3,552.00	\$ 43,000.00	\$ 43,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 18,000.00
16	Remove Existing Irrigation System	1	LS	\$ 5,250.00	\$ 5,250.00	\$ 770.00	\$ 770.00	\$ 5,000.00	\$ 5,000.00	\$ 1,162.00	\$ 1,162.00	\$ 7,950.00	\$ 7,950.00
17	Building Demolition	1	LS	\$ 135,550.00	\$ 135,550.00	\$ 118,275.00	\$ 118,275.00	\$ 73,000.00	\$ 73,000.00	\$ 263,500.00	\$ 263,500.00	\$ 144,450.00	\$ 144,450.00
18	Asbestos Hazard Control Activities	1	LS	\$ 350,000.00	\$ 350,000.00	\$ 82,975.00	\$ 82,975.00	\$ 204,000.00	\$ 204,000.00	\$ 268,560.00	\$ 268,560.00	\$ 228,090.00	\$ 228,090.00
19	Lead in Construction	1	LS	\$ 115,000.00	\$ 115,000.00	\$ 510.00	\$ 510.00	\$ 16,000.00	\$ 16,000.00	\$ 15,280.00	\$ 15,280.00	\$ 8,500.00	\$ 8,500.00
20	Handling of Lighting Ballasts and Lamps Containing PCBs and Mercury	1	LS	\$ 3,850.00	\$ 3,850.00	\$ 6,180.00	\$ 6,180.00	\$ 10,000.00	\$ 10,000.00	\$ 12,510.00	\$ 12,510.00	\$ 33,600.00	\$ 33,600.00
<b>Total for Bid Schedule A</b>				<b>\$ 864,590.30</b>		<b>\$ 313,057.00</b>		<b>\$ 579,400.00</b>		<b>\$ 831,888.00</b>		<b>\$ 654,780.00</b>	

# BID TABULATION

Project Title: **Demolition of World Trade Center** CIP Number: **104215.00**

DATE/TIME BIDS OPENED: **August 9, 2016 @2:00 PM**

ENGINEER'S ESTIMATE: \$ 980,816.30				ENGINEER'S ESTIMATE		1 Whilock Contracting, Inc PO Box 2322 La Mesa, CA 91943 Travelers Casualty and Surety Company of America		2 MarCon Engineering 876 North Broadway Escondido, CA 92025 The Hanover Insurance Company		3 Sierra Pacific West, Inc. PO Box 231640 Encinitas, CA 92023-1640 Western Surety Company		4 National Demolition Contractors 1536 W. 25th St. #248 San Pedro, CA 90732 Fidelity and Deposit Company of Maryland	
GUARANTEE OF GOOD FAITH:													
BID ITEM NO.	TITLE	QUANTITY	UNIT ITEM	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)
<b>Bid Schedule B</b>													
1	Temporary Erosion and Sedimentation Control - Schedule B	1	LS	\$ 54,050.00	\$ 54,050.00	\$ 5,555.00	\$ 5,555.00	\$ 11,000.00	\$ 11,000.00	\$ 13,145.00	\$ 13,145.00	\$ 6,800.00	\$ 6,800.00
2	Misc. Improvements Demolition	1	LS	\$ 10,100.00	\$ 10,100.00	\$ 11,475.00	\$ 11,475.00	\$ 20,000.00	\$ 20,000.00	\$ 12,180.00	\$ 12,180.00	\$ 76,000.00	\$ 76,000.00
3	Building Pad and Foundation	1	LS	\$ 27,740.00	\$ 27,740.00	\$ 14,098.00	\$ 14,098.00	\$ 21,000.00	\$ 21,000.00	\$ 11,015.00	\$ 11,015.00	\$ 143,900.00	\$ 143,900.00
4	Site Grading	1	LS	\$ 19,908.00	\$ 19,908.00	\$ 7,937.00	\$ 7,937.00	\$ 48,000.00	\$ 48,000.00	\$ 4,600.00	\$ 4,600.00	\$ 42,000.00	\$ 42,000.00
5	Bituminous Tack Coat	16400	SF	\$ 0.27	\$ 4,428.00	\$ 0.22	\$ 3,608.00	\$ 0.30	\$ 4,920.00	\$ 0.60	\$ 9,800.00	\$ 0.35	\$ 5,740.00
<b>Total for Bid Schedule B</b>				\$	<b>116,226.00</b>	\$	<b>42,673.00</b>	\$	<b>104,920.00</b>	\$	<b>50,740.00</b>	\$	<b>274,440.00</b>
<b>Total for (Bid Schedule A+B)</b>				\$	<b>980,816.30</b>	\$	<b>355,730.00</b>	\$	<b>684,320.00</b>	\$	<b>882,628.00</b>	\$	<b>929,220.00</b>
							<b>Bid Withdraw</b>				<b>\$ 882,668.68</b>		
<b>ADDENDUM NO. NOTED BY BIDDERS ON THEIR SUBMITTED BID SCHEDULE:</b>													
1						Yes		Yes		Yes		Yes	

**CONTRACTOR'S Submitted Bid Schedule Amount** \$ 355,730.00 \$ 684,320.00 \$ 882,628.00 \$ 929,220.00

Policy 5.14 Points and Bid Adjustment Amount Table			
Low Bid Amt	\$	684,320.00	5%
Points	Bid Adjustment Amount Based on Low Bid or Max. \$200,000		
7 or 7%	\$47,902.40	7%	7
6 or 6%	\$41,059.20	6%	6
5 or 5%	\$34,216.00	5%	5
4 or 4%	\$27,372.80	4%	4
3 or 3%	\$20,529.60	3%	3
2 or 2%	\$13,686.40	2%	2
1 or 1%	\$6,843.20	1%	1

Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount	
Points	3	Points	2	Points	3	Points	4
Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$20,529.60	Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$13,686.40	Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$20,529.60	Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$27,372.80
	\$335,200.40		\$670,633.60		\$862,098.40		\$901,847.20 #

Distribution: Project Bid Review Checklist (Original)  
 Staff Report  
 FDD Estimator (Excel File)  
 Director, Small Business (PDF copy)  
 Program Coordinator, Small Business (PDF copy)  
 Project Procurement Analyst (PDF copy)

RESOLUTION NO. 2016-0074

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY (1) RELIEVING THE APPARENT LOW BIDDER, WHILLOCK CONTRACTING, INC., OF ITS BID; AND (2) AWARDING A CONTRACT TO MARCON ENGINEERING, INC., IN THE AMOUNT OF \$684,320 FOR PROJECT NO. 104215, DEMOLITION OF WORLD TRADE CENTER AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, this project is a San Diego County Regional Airport Authority (“Authority”) Board (“Board”) approved project in the FY2017 Capital Improvement Program (“CIP”); and

WHEREAS, this project will provide for the demolition of the World Trade Center building; and

WHEREAS, as part of the Airport’s north side development program, the existing, vacant, World Trade Center needs to be demolished; and

WHEREAS, following demolition, the cleared site will enable development of a revenue generating facility; and

WHEREAS, the scope of work for this project includes demolition of the existing building, asbestos and lead-based paint abatement, site clearing, utility disconnects, earthwork, finish grading, and capping the vacant site with asphalt for future development; and

WHEREAS, the Request for Bids for this project was advertised on July 8, 2016; and

WHEREAS, on August 9, 2016, the Authority opened sealed bids received in response to the Bid Solicitation package; and

WHEREAS, Whillock Contracting, Inc. (“Whillock”), was the apparent low bidder; and

WHEREAS, after bids were opened, Whillock submitted a letter to the Authority requesting to be relieved from its bid on the basis of a mistake within its bid; and

WHEREAS, Authority staff recommends that the Board relieve Whillock of its bid because of the mistake in its bid, in accordance with Public Contract Code §5101 and the provisions of the Request for Bids section 1A-3.2, allowing rejection on the basis that the bid price, when compared to other bids received, or to the Authority's internal estimates, does not accurately reflect the cost to perform the work, or portions of the work, and that the bid is unreasonably low; and

WHEREAS, the second apparent low bidder, MarCon Engineering, Inc., submitted a bid in the amount of \$684,320 and Staff has duly considered MarCon Engineering, Inc.'s bid, and has determined MarCon Engineering, Inc., is responsible and that its bid is responsive in all material 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 MarCon Engineering, Inc., the contract for Project No. 104215, Demolition of World Trade Center, 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 MarCon Engineering, Inc., in the amount of \$684,320 for Project No. 104215, Demolition of World Trade Center at San Diego International Airport; and

BE IT FURTHER RESOLVED, that the Board hereby relieves the apparent low bidder, Whillock Contracting Inc., of its bid; and

BE IT FURTHER RESOLVED, that the Authority's President/CEO or designee hereby is authorized to execute and deliver such contract to MarCon Engineering, Inc.; and

BE IT FURTHER RESOLVED, that the San Diego County Regional Airport Authority and its officers, employee, 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 resolutions; and



BE IT FURTHER RESOLVED by the Board that it finds that this Board action is for a project that a Categorical Exemption was prepared for and filed on July 24, 2014. The Categorical Exemption is based on and consistent with 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 previously existing, including: (l)(3) demolition and removal of individual structures including a store, motel, office, restaurant or similar small commercial structure if designed for an occupant load of 30 persons or less. In urbanized areas, the exemption also applies to the demolition of up to three such commercial buildings on sites zoned for such use, and 15304 - Minor Alterations in the Condition of Land – Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature scenic trees, including (a) grading on land with a slope less than 10 percent; and (f) minor trenching and backfilling where the surface is restored; 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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Approve and Authorize the President/CEO to execute a Third Amendment to the Agreement with Gatzke Dillon & Balance**

### **Recommendation:**

Adopt Resolution No. 2016-0075, approving and authorizing the President/CEO to execute a Third Amendment to the Agreement with Gatzke Dillon & Balance LLP for Professional Legal Services extending the term for one year.

### **Background/Justification:**

On October 7, 2010, the Board authorized the award of an agreement with Gatzke Dillon & Ballance LLP ("Law Firm") to provide professional legal services regarding Airport Land Use Compatibility Plans ("ALUCPs") and noise issues [Resolution No. 2010-0107]. The Agreement has a term of three years with two one-year options to renew at the discretion of the President/CEO and a maximum compensation amount of three hundred thousand dollars (\$300,000). The First Amendment to the Agreement, executed by the President/CEO on February 4, 2011, corrected the start date of the term to reflect the Board's action awarding an agreement to Law Firm. The President/CEO exercised the first and second options to extend the term.

On September 17, 2015, the Board authorized a Second Amendment to add three hundred thousand dollars (\$300,000) and extend the term for one (1) year to allow Law Firm to continue to represent the Authority in the litigation entitled Dryden Oaks, LLC and Durkin-CAC Lot 24 v. San Diego County Regional Airport Authority, et al. [San Diego Superior Court Case No. 37-2014-00004077-CU-EI-NC] ("Dryden Oaks Litigation") and other legal matters pertaining to ALUCPs and noise. [Resolution No. 2015-0099]. The Authority prevailed in the Dryden Oaks Litigation at the trial court level and the case is pending before the Court of Appeal. The Authority's brief is due October 28, 2016. Due to the Law Firm's knowledge of and involvement in the Dryden Oaks Litigation, the General Counsel believes it is in the best interest of the Authority to continue to retain Law Firm to handle matters associated with the Dryden Oaks Litigation and other legal matters pertaining to ALUCPs and noise.

**Fiscal Impact:**

Adequate funding for this agreement is included in the adopted FY 2017 and conceptually approved FY 2018 Operating Expense Budgets within the Contractual Services 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:**

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.

Due to the specialized nature of the above-described legal services, no preference was applied.

Prepared by:

AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO. 2016-0075

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AGREEMENT WITH GATZKE DILLON & BALLANCE LLP FOR PROFESSIONAL LEGAL SERVICES EXTENDING THE TERM FOR ONE YEAR

WHEREAS, on October 7, 2010, the Board approved the award of an agreement with Gatzke Dillon & Balance LLP (“Law Firm”) to provide professional legal services regarding Airport Land Use Compatibility Plans (“ALUCPs”) and noise issues [Resolution No. 2010-0107]; and

WHEREAS, the Agreement has a term of three years with two one-year options to renew at the discretion of the President/CEO and a maximum compensation amount of three hundred thousand dollars (\$300,000); and

WHEREAS, the First Amendment to the Agreement was executed by the President/CEO on February 4, 2011; and

WHEREAS, the President/CEO exercised the first and second options to extend the term; and

WHEREAS, on September 17, 2015, the Board authorized the Second Amendment to add \$300,000 and extend the term for one year to allow Law Firm to continue to represent the Authority in the litigation entitled Dryden Oaks, LLC and Durkin-CAC Lot 24 v. San Diego County Regional Airport Authority, et al. [San Diego Superior Court Case No. 37-2014-00004077-CU-EI-NC] (“Dryden Oaks Litigation”) and other legal matters pertaining to ALUCPs and noise [Resolution No. 2015-0099]; and

WHEREAS, the Authority prevailed in the Dryden Oaks Litigation at the trial court level and the case is now pending in the Court of Appeal; and

WHEREAS, due to the Law Firm’s knowledge of and involvement in the Dryden Oaks Litigation, the General Counsel believes it is in the best interest of the Authority to continue to retain Law Firm to handle matters associated with the Dryden Oaks Litigation and other legal matters pertaining to ALUCPs and noise.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a Third Amendment to the Agreement with Gatzke Dillon & Balance LLP for Professional Legal Services extending the term by one year; 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 Control 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 Board meeting this 15<sup>th</sup> day of September, 2016, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

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

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Approve and Authorize the President/CEO to Execute Three On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreements**

### **Recommendation:**

Adopt Resolution No. 2016-0076, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with AMEC Foster-Wheeler Environment & Infrastructure, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.

Adopt Resolution No. 2016-0077, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Group Delta Consultants, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.

Adopt Resolution No. 2016-0078, approving and authorizing the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Kleinfelder, Inc., for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program at San Diego International Airport.

### **Background/Justification:**

The San Diego County Regional Airport Authority (“Authority”) has improved facilities and infrastructure at San Diego International Airport (“SDIA”) through its ongoing Capital Improvement Program. SDIA is built on hydraulic fill dredged from San Diego Bay as a result of at least four fill operations which occurred in 1925, 1940, 1942 and 1949. The land substrate is comprised of fine sands, silty sands, and sandy clays with variable depth clay lense-layers (firm to stiff clays) spread throughout the airport. These non-uniform clay lense-layers can deform under load and are directly attributed to occasional pavement failure at SDIA. As a result, the Authority augments its staff with specialized on-call geotechnical consultant firms which provide engineering design, testing, and specialized inspection work in support of the Authority’s Capital Improvement Program. Geotechnical work is highly specialized in dealing with the principals of soil mechanics to investigate subsurface conditions, material properties, and associated risks for stability of man-made soil deposits, earthwork, pavement and foundation construction.

Given the magnitude of work proposed over the next few years, the Authority has selected three geotechnical firms to perform these services on an as-needed basis, to include materials testing, special inspections to verify code compliance, analysis and summaries of testing and inspection results.

**Page 2 of 6**

On May 4, 2016, a Request for Qualifications (“RFQ”) was issued to obtain Statement of Qualifications (“SOQ”) from qualified firms to provide On-Call Materials Testing, Special Inspection, and Geotechnical Services for the Capital Improvement Program.

A Selection Panel (“Panel”) was established which included key representatives from the Authority’s Departments of Facilities Development and Facilities Management.

On June 3, 2016, the Authority received ten SOQs from prospective consultant firms. The Panel conducted a thorough review of the SOQs and determined that seven firms were uniquely qualified to perform the requested on-call services. The SOQ Scoring Criteria used to short-list qualified firms was based on the Consultants’ Project Manager’s and project team’s qualifications, organizational structure, proposed work plan and approach methodology, sustainable practices, and small business inclusionary approach and outreach.

During the week of August 15, 2016, the Panel interviewed and ranked the seven short-listed firms as follows:

1. AMEC Foster-Wheeler Environment & Infrastructure, Inc.
2. Group Delta Consultants, Inc.
3. Kleinfelder, Inc.
4. Twining, Inc.
5. Ninyo & Moore Geotechnical Consultants
6. SCST, Inc.
7. Geocon Incorporated

The Evaluation Criteria used by the Panel to rank the above firms matched the Evaluation Criteria used during the SOQ short-listing process.

**Final Rank**

<b>Firms</b>	<b>Panelist 1</b>	<b>Panelist 2</b>	<b>Panelist 3</b>	<b>Panelist 4</b>	<b>Panelist 5</b>	<b>Total</b>	<b>Rank</b>
AMEC Foster-Wheeler Environment & Infrastructure Inc.	1	1	2	1	1	6	1
Geocon Incorporated	7	7	7	7	6	34	7
Group Delta Consultants, Inc.	1	2	4	3	1	11	2
Kleinfelder, Inc.	3	3	3	6	3	18	3
Ninyo & Moore Geotechnical Consultants	5	5	1	5	5	21	5
SCST, Inc.	3	6	6	3	7	25	6
Twining, Inc.	6	3	5	2	4	20	4

### Final Combined Scoring

Firms	Project Manager	Project Team	Organizational Structure	Proposed Work Plan	Sustainability	Inclusionary Approach & Outreach	Total
AMEC Foster-Wheeler Environment & Infrastructure Inc.	1200	1175	460	940	440	430	4645
Geocon Incorporated	850	775	310	660	290	310	3195
Group Delta Consultants, Inc.	1100	1150	460	920	400	410	4440
Kleinfelder, Inc.	1100	1100	420	940	410	390	4360
Ninyo & Moore Geotechnical Consultants	1050	1075	430	880	420	410	4265
SCST, Inc.	1075	1000	380	820	300	350	3925
Twining, Inc.	1025	1150	410	820	370	380	4155

The top firms selected by the Panel were AMEC Foster-Wheeler Environment & Infrastructure Inc., Group Delta Consultants, Inc., and Kleinfelder, Inc. A brief background of the selected firms is provided:

#### **Amec Foster-Wheeler Environment & Infrastructure, Inc.**

AMEC Foster Wheeler Environment & Infrastructure, Inc. (“AMEC Foster-Wheeler”) formerly known as MACTEC, merged to enable both organizations to leverage one another’s strengths, adding value for clients worldwide. AMEC Foster-Wheeler’s long history spans more than 160 years, from its inception as a UK-based construction company, supplying consultancy, engineering, and project management services to its customers in the world’s oil and gas, minerals and metals, clean energy, environment and infrastructure markets in 40 countries around the globe.

AMEC Foster-Wheeler has more than of 600 employees in Southern California and the ability to draw on national and worldwide staff as needed. The San Diego Branch provides complete soils and construction materials testing, geotechnical, geological, and special inspection services, as well as environmental and facilities engineering services. All testing will be done in-house. AMEC Foster-Wheeler is an incumbent consultant for performing on-call materials testing, special inspection and geotechnical services for the Authority. In this capacity, AMEC Foster-Wheeler has performed work on various Authority projects, such as: Runway/Taxiway Rehabilitation Program, West Terminal Apron and Paving Concourse F Terminal Two, East Terminal Apron Rehabilitation, Aircraft Parking Apron and Triangle Area projects, Lindbergh Field Pavement Rehabilitation Project, West Terminal Expansion Program, and Authority On-Call Testing and Inspection Agreements/Contracts, all of which were performed during the period of 1995 to present. In addition to the above listed projects, AMEC Foster-Wheeler has extensive nationwide airport project experience providing construction materials testing and inspection services for more than 175 airports, including 20 airports in California. AMEC Foster-Wheeler proposes to perform all services, including laboratory services, in-house.



AMEC Foster-Wheeler gave a professional, well documented, and highly effective presentation. AMEC Foster-Wheeler's responses to questions were on target and reflected its experience in performing the various services covered by the Scope of Work. AMEC Foster-Wheeler rated very well against the other firms interviewed and, as a result, AMEC Foster-Wheeler was ranked as the Panel's first choice.

#### **Group Delta Consultants, Inc.**

Group Delta Consultants, Inc. specializes in providing geotechnical consulting, environmental consulting, and construction management testing services for public and private sector clients throughout Southern California. The firm has been in business for over 20 years, and employs more than 125 experienced professionals consisting of civil and geotechnical engineers, engineering geologists, laboratory and field technicians, deputy inspectors, drafting/CADD, and drilling and support personnel.

Group Delta Consultants, Inc. has performed work at more than 20 airports in California, including San Diego International Airport, Los Angeles International Airport, John Wayne Airport, Long Beach Airport, and Ontario International Airport.

Group Delta Consultants, Inc. performed an in-depth fault study and was able to secure approval from the City of San Diego ("City") for a 5 foot fault setback, when the usual City requirements are 25 feet. This is a noteworthy accomplishment that was not achieved by any of the other short-listed firms.

Group Delta's San Diego laboratory has been awarded accreditation to the technical competence and quality assurance requirements of the International Organization of Standards (ISO) / International Electrotechnical Commission (IEC) 17025. These are general requirements for the competence of testing and calibration laboratories, which certifies Group Delta's laboratory to work on FAA-funded projects.

Group Delta Consultants, Inc.'s presentation and responses to questions by the Panel were outstanding, thorough, and were presented by a very experienced and knowledgeable management team. Based upon their Statement of Qualifications, professional presentation, sound answers to the Panel's questions, and overall ratings and rankings assigned by the Panel, Group Delta Consultants, Inc. was selected as the Panel's second choice.

#### **Kleinfelder, Inc.**

Kleinfelder, Inc. ("Kleinfelder") is a recognized local San Diego and statewide California firm specializing in geotechnical engineering, construction materials testing, special inspection, environmental engineering, and hazardous materials testing. Kleinfelder has extensive experience with airport projects. Since its inception in 1961, Kleinfelder has been involved in hundreds of airfield projects throughout California and the western United States. This organization has a San Diego-based staff of 110 professional and technical staff members, supported by 1,900 additional employees located in 80 offices throughout the United States.

Kleinfelder is an incumbent consultant for performing on-call materials testing, special inspection, and geotechnical services for the Authority. In this capacity, Kleinfelder has performed on various Authority projects such as: Rehabilitate Taxiway "C", the Green Build, Runway 9-27 Rehabilitation and Taxiway Paving, Passenger Loading Bridges, Aircraft Fueling Facility, and San Diego International Airport Pavement Management Study. In addition, Kleinfelder has performed on-call geotechnical/materials testing services for the John Wayne Airport, on-call soils and construction materials testing and inspection services for the San Diego Unified School District, as well as on-call general construction materials testing, geotechnical consulting and materials engineering services for San Diego Association of Governments (SANDAG).

Kleinfelder, Inc.'s, presentation and responses were thorough and well received by the Panel. The quality of their presentation and responses resulted in their being ranked the Panel's third choice.

### **Future Steps:**

Authority Staff recommends that the Authority enter into an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement ("Agreement") with the top ranked firms: AMEC Foster-Wheeler Environment & Infrastructure Inc., Group Delta Consultants, Inc., and Kleinfelder, Inc. In order to enter into an agreement with the top ranked firms, Staff will negotiate the scope of work and billing rates. If Staff cannot reach an agreement with one, or all of the top three ranked firms, Staff will then enter into negotiations with the next ranked firm(s) until a scope and billing rates are achieved to the satisfaction of the Authority and the Consultant(s). Under the proposed resolution, the President/CEO would then have the authority to award an agreement to the next ranked firm and establish an agreement with that firm.

### **Fiscal Impact:**

Funds for the On-Call Materials Testing, Special Inspection, and Geotechnical Consulting Services Agreement Contracts are included within the approved FY2017-FY2021 Capital Program Budget and the adopted FY2017 Operating Budget, on an as-needed basis. Capital sources of funding will include Passenger Facility Charges, Airport Revenue Bonds, Airport Improvement Program Grants, and Airport Cash, depending on the individual project.

### **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.

No preferences were applied to the award of the On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement, however, AMEC Foster-Wheeler Environment & Infrastructure, Inc., Group Delta Consultants, Inc., and Kleinfelder, Inc., have committed to working with the Airport Authority to maximize participation by small, local, historically underutilized and service disabled veteran owned small businesses on this contract.

**Prepared by:**

IRAJ GHAEMI  
DIRECTOR, FACILITIES DEVELOPMENT

RESOLUTION NO. 2016-0076

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN ON-CALL MATERIALS TESTING, SPECIAL INSPECTION, AND GEOTECHNICAL CONSULTANT SERVICES AGREEMENT WITH AMEC FOSTER-WHEELER ENVIRONMENT & INFRASTRUCTURE, INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS, IN AN AMOUNT NOT-TO-EXCEED \$3,500,000, IN SUPPORT OF THE CAPITAL IMPROVEMENT PROGRAM AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Regional Airport (“Airport”) Authority (“Authority”) has improved facilities and infrastructure at San Diego International Airport (“SDIA”) through its on-going Capital Improvement Program; and

WHEREAS, Authority Staff (“Staff”) utilizes on-call consultants to provide the engineering design work for these improvements on an as-needed basis, to include materials testing, special inspections to verify code compliance, analysis and summaries of testing and inspection results; and

WHEREAS, on May 4, 2016, a Request for Qualifications (“RFQ”) was issued to obtain Statement of Qualifications (“SOQ”) from qualified firms to provide on-call materials testing, special inspection, and geotechnical services for the Capital Improvement Program; and

WHEREAS, a Selection Panel (“Panel”) was established which included key representatives from the Authority’s Facilities Development and Facilities Management departments; and

WHEREAS, on June 3, 2016, the Authority received ten SOQs from prospective consultant firms; and

WHEREAS, the Panel conducted a thorough review of the SOQs and determined that seven firms were uniquely qualified to perform the requested on-call services; and

WHEREAS, the SOQ Scoring Criteria used to short-list the qualified firms was based on the consultants' Project Manager's and project team's qualifications, organizational structure, proposed work plan and approach methodology, sustainable practices, and small business inclusionary approach and outreach; and

WHEREAS, during the week of August 15, 2016, the Panel interviewed and ranked the seven short-listed firms; and

WHEREAS, the interviews included Evaluation Criteria used by the Panel and upon conclusion of the interviews, the Panel ranked the firms as follows:

1. AMEC Foster-Wheeler Environment & Infrastructure, Inc.
2. Group Delta Consultants, Inc.
3. Kleinfelder, Inc.
4. Twining, Inc.
5. Ninyo & Moore Geotechnical Consultants
6. SCST, Inc.
7. Geocon, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with AMEC Foster-Wheeler Environment & Infrastructure, Inc., for a term of three years, with the option for two one-year extensions, exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program; and

BE IT FURTHER RESOLVED that in order to enter into an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement, Staff will negotiate the scope of work and billing rates; and

BE IT FURTHER RESOLVED that if Staff cannot reach an agreement with the firm, Staff will then enter into negotiations with the next ranked firm; and

BE IT FURTHER RESOLVED that if agreement cannot be reached with AMEC Foster-Wheeler Environment & Infrastructure, Inc., the Board authorizes the President/CEO to award an agreement to the next ranked firm and establish an agreement with that firm; and

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

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO. 2016-0077

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN ON-CALL MATERIALS TESTING, SPECIAL INSPECTION, AND GEOTECHNICAL CONSULTANT SERVICES AGREEMENT WITH GROUP DELTA CONSULTANTS, INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS, IN AN AMOUNT NOT-TO-EXCEED \$3,500,000, IN SUPPORT OF THE CAPITAL IMPROVEMENT PROGRAM AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Regional Airport (“Airport”) Authority (“Authority”) has improved facilities and infrastructure at San Diego International Airport (“SDIA”) through its on-going Capital Improvement Program; and

WHEREAS, Authority Staff (“Staff”) utilizes on-call consultants to provide the engineering design work for these improvements on an as-needed basis, to include materials testing, special inspections to verify code compliance, analysis and summaries of testing and inspection results; and

WHEREAS, on May 4, 2016, a Request for Qualifications (“RFQ”) was issued to obtain Statement of Qualifications (“SOQ”) from qualified firms to provide on-call materials testing, special inspection, and geotechnical services for the Capital Improvement Program; and

WHEREAS, a Selection Panel (“Panel”) was established which included key representatives from the Authority’s Facilities Development and Facilities Management departments; and

WHEREAS, on June 3, 2016, the Authority received ten SOQs from prospective consultant firms; and

WHEREAS, the Panel conducted a thorough review of the SOQs and determined that seven firms were uniquely qualified to perform the requested on-call services; and

WHEREAS, the SOQ Scoring Criteria used to short-list the qualified firms was based on the consultants' Project Manager's and project team's qualifications, organizational structure, proposed work plan and approach methodology, sustainable practices, and small business inclusionary approach and outreach; and

WHEREAS, during the week of August 15, 2016, the Panel interviewed and ranked the seven short-listed firms; and

WHEREAS, the interviews included Evaluation Criteria used by the Panel and upon conclusion of the interviews, the Panel ranked the firms as follows:

1. AMEC Foster-Wheeler Environment & Infrastructure, Inc.
2. Group Delta Consultants, Inc.
3. Kleinfelder, Inc.
4. Twining, Inc.
5. Ninyo & Moore Geotechnical Consultants
6. SCST, Inc.
7. Geocon, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Group Delta Consultants, Inc., for a term of three years, with the option for two one-year extensions, exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program; and

BE IT FURTHER RESOLVED that in order to enter into an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement, Staff will negotiate the scope of work and billing rates; and

BE IT FURTHER RESOLVED that if Staff cannot reach an agreement with the firm, Staff will then enter into negotiations with the next ranked firm; and

BE IT FURTHER RESOLVED that if agreement cannot be reached with Group Delta Consultants, Inc., the Board authorizes the President/CEO to award an agreement to the next ranked firm and establish an agreement with that firm; and

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



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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO. 2016-0078

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN ON-CALL MATERIALS TESTING, SPECIAL INSPECTION, AND GEOTECHNICAL CONSULTANT SERVICES AGREEMENT WITH KLEINFELDER, INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS, IN AN AMOUNT NOT-TO-EXCEED \$3,500,000, IN SUPPORT OF THE CAPITAL IMPROVEMENT PROGRAM AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Regional Airport (“Airport”) Authority (“Authority”) has improved facilities and infrastructure at San Diego International Airport (“SDIA”) through its on-going Capital Improvement Program; and

WHEREAS, Authority Staff (“Staff”) utilizes on-call consultants to provide the engineering design work for these improvements on an as-needed basis, to include materials testing, special inspections to verify code compliance, analysis and summaries of testing and inspection results; and

WHEREAS, on May 4, 2016, a Request for Qualifications (“RFQ”) was issued to obtain Statement of Qualifications (“SOQ”) from qualified firms to provide on-call materials testing, special inspection, and geotechnical services for the Capital Improvement Program; and

WHEREAS, a Selection Panel (“Panel”) was established which included key representatives from the Authority’s Facilities Development and Facilities Management departments; and

WHEREAS, on June 3, 2016, the Authority received ten SOQs from prospective consultant firms; and

WHEREAS, the Panel conducted a thorough review of the SOQs and determined that seven firms were uniquely qualified to perform the requested on-call services; and

WHEREAS, the SOQ Scoring Criteria used to short-list the qualified firms was based on the consultants’ Project Manager’s and project team’s qualifications, organizational structure, proposed work plan and approach methodology, sustainable practices, and small business inclusionary approach and outreach; and

WHEREAS, during the week of August 15, 2016, the Panel interviewed and ranked the seven short-listed firms; and

WHEREAS, the interviews included Evaluation Criteria used by the Panel and upon conclusion of the interviews, the Panel ranked the firms as follows:

1. AMEC Foster-Wheeler Environment & Infrastructure, Inc.
2. Group Delta Consultants, Inc.
3. Kleinfelder, Inc.
4. Twining, Inc.
5. Ninyo & Moore Geotechnical Consultants
6. SCST, Inc.
7. Geocon, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement with Kleinfelder, Inc., for a term of three years, with the option for two one-year extensions, exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$3,500,000, in support of the Capital Improvement Program; and

BE IT FURTHER RESOLVED that in order to enter into an On-Call Materials Testing, Special Inspection, and Geotechnical Consultant Services Agreement, Staff will negotiate the scope of work and billing rates; and

BE IT FURTHER RESOLVED that if Staff cannot reach an agreement with the firm, Staff will then enter into negotiations with the next ranked firm; and

BE IT FURTHER RESOLVED that if agreement cannot be reached with Kleinfelder, Inc., the Board authorizes the President/CEO to award an agreement to the next ranked firm and establish an agreement with that firm; and

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

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

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Approve and Authorize the President/CEO to Execute On-Call Airport Signage Fabrication and Repair Service Agreements with Sign Age Identity Systems, Inc.; Fluoresco Services LLC; and Risner Naukam Design Group, Inc. dba The Bubble**

### **Recommendation:**

Adopt Resolution No. 2016-0079, approving and authorizing the President/CEO to execute on-call airport signage fabrication and repair service agreements with Sign Age Identity Systems, Inc.; Fluoresco Services LLC; and Risner Naukam Design Group, Inc. dba The Bubble - each agreement, for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$2,000,000 for all three firms, to provide on-call airport signage fabrication and repair services, at San Diego International Airport ("SDIA").

### **Background/Justification:**

On May 23, 2016, the San Diego County Regional Airport Authority ("Authority") issued a Request for Proposal ("RFP") for provision of on-call airport signage fabrication and repair services. The RFP included the selection of up to four contractors to perform Services which include, but are not limited to: on-call fabrication, modification, installation, removal, cleaning and repair of terminal informational and wayfinding signage and roadway system signage. Services also include the maintenance of wayfinding signs pursuant to the Public Improvement Maintenance Agreement with the City of San Diego for signs installed within the City's right-of-way (Board Resolution 2015-0048).

On June 24, 2016, the Authority received three responses to the RFP from Sign Age Identity Systems, Inc. ("Sign Age"); Fluoresco Services LLC ("Fluoresco"); and Risner Naukam Design Group, Inc. dba The Bubble ("The Bubble").

On August 2, 2016, the Authority's Evaluation Panel ("Panel"), which was comprised of representatives from Facilities Management, Ground Transportation, Terminals and Tenants, and Environmental Affairs, interviewed the three respondents. The scoring criteria used to evaluate the firms was a weighted criteria of seven factors: the firm's organizational structure and prior experience; prior experience of the firm's primary staff; proposed approach to perform services; sustainability; proposed fees; renderings; and small business preference under Authority Policy 5.12.

The final ranking matrix from the Panel is as follows:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Final Rank
Fluoresco	2	2	2	2	2	10	2
The Bubble	3	3	3	3	3	15	3
Sign Age	1	1	1	1	1	5	1

The final combined scoring matrix is as follows:

Firms	Organizational Structure	Prior Experience of Primary Staff	Approach to Perform Services	Sustainability	Fees	Renderings	Small Business	Total
Fluoresco	1000	900	510	135	450	540	0	3535
The Bubble	825	725	420	95	450	540	0	3055
Sign Age	1100	1075	615	210	750	615	250	4615

A brief background of the three ranked firms is provided:

#### Sign Age Identity Systems, Inc.

- Sign Age is a certified small business, San Diego based firm founded in 1998
- Fabricates and installs signage for every commercial interior and exterior application including architectural, dimensional, ADA, industrial and directional
- SDIA's signage service provider for the past three years
- Signage subcontractor to Turner Construction and Austin Sundt for the Green Build and Rental Car Center, respectively
- Clients include SDIA, UCLA, The City of Anaheim, and The Cross Border Xpress

#### Fluoresco Services LLC

- Fluoresco is an Arizona Limited Liability Corporation with an office in San Diego County
- Has been in business over 50 years performing sign manufacturing and installation
- SDIA's signage service provider November 2009 – 2013 providing fabrication, installation, and repair services
- Clients include SDIA, Bay Area Rapid Transit (BART)
- Signage subcontractor to Devcon Construction (contractor of Levi's Stadium, Santa Clara)

#### Risner Naukam Design Group, Inc. dba The Bubble

- The Bubble is an S-Corporation incorporated in the state of Texas in August 2000
- Has been in business since June 1999 providing signage fabrication, banner programs, and project management
- Manages a network of production and installation management services & solutions in addition to their own production and creative services

**Page 3 of 4**

- Engaged with an Imperial County sign subcontractor who will perform installation and repairs
- Clients include Texas A&M University, Six Flags Corporate Alliances, and Arlington Convention and Visitors Bureau

Staff recommends the award of On-Call Airport Signage Fabrication and Repair Services Agreements to the three ranked firms: Sign Age Identity Systems, Inc.; Fluoresco Services LLC; and Risner Naukam Design Group, Inc. dba The Bubble, each agreement for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$2,000,000 for all three firms.

**Fiscal Impact:**

Adequate funding for the airport signage fabrication and repair service agreement is included in the adopted FY 2017 and conceptually approved FY 2018 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 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. California Environmental Quality Act (“CEQA”) review: This Board action is not a project that would have a significant effect on the environment as defined by the CEQA, as amended, 14 Cal. Code Regs. §15378. This Board action is not a “project” subject to CEQA Pub. Res. Code §21065;

B. California Coastal Act review: This Board action is not a “development” as defined by the California Coastal Act. Pub. Res. Code §30106.

**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 subcontractor participation; therefore; at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses. Policy 5.12 provides a

preference of up to five percent (5%) to small businesses in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance to Policy 5.12, one out of the three recommended firms received the small business preference. Sign Age Identity Systems, Inc. received 5% small business preference and Fluoresco Services LLC and Risner Naukam Design Group, Inc. dba The Bubble did not receive the small business preference.

**Prepared by:**

DAVID LAGUARDIA  
DIRECTOR, FACILITIES MANAGEMENT



RESOLUTION NO. 2016-0079

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE ON-CALL AIRPORT SIGNAGE FABRICATION AND REPAIR SERVICE AGREEMENTS WITH SIGN AGE IDENTITY SYSTEMS, INC.; FLUORESCO SERVICES LLC; AND RISNER NAUKAM DESIGN GROUP, INC. DBA THE BUBBLE – EACH AGREEMENT, FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS EXERCISABLE AT THE DISCRETION OF THE PRESIDENT/CEO, FOR AN AGGREGATE TOTAL NOT-TO-EXCEED AMOUNT OF \$2,000,000 FOR ALL THREE FIRMS, TO PROVIDE ON-CALL AIRPORT SIGNAGE FABRICATION AND REPAIR SERVICES, AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, on May 23, 2016 the San Diego County Regional Airport Authority (“Authority”) issued a Request for Proposals (“RFP”) for the provision of on-call airport signage fabrication and maintenance services; and

WHEREAS, the RFP included the selection of up to four contractors to perform Services; and

WHEREAS, on June 24, 2016, the Authority received three responses to the RFP from Sign Age Identity Systems, Inc. (“Sign Age”); Fluoresco Services LLC (“Fluoresco”); and Risner Naukam Design Group, Inc. dba The Bubble (“The Bubble”), in response to the RFP; and

WHEREAS, on August 2, 2016, the Authority’s Evaluation Panel (“Panel”), which was comprised of representatives from Facilities Management, Ground Transportation, Terminals and Tenants, and Environmental Affairs interviewed the three respondents; and

WHEREAS, the scoring criteria used to evaluate the firms was a weighted criteria of seven factors: the firm’s organizational structure and prior experience; prior experience of the firm’s primary staff; proposed approach to perform services; sustainability; proposed fees; renderings; and small business preference under Authority Policy 5.12; and

WHEREAS, upon conclusion of the evaluation process, the Panel ranked Sign Age first; Fluoresco second; and The Bubble third.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute on-call airport signage fabrication and repair service agreement with Sign Age Identity Systems, Inc.; Fluoresco Services LLC; and Risner Naukam Design Group, Inc. dba The Bubble, each agreement for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$2,000,000 for all three firms, to provide on-call airport signage fabrication and repair services, at San Diego International Airport; and

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

BE IT FURTHER RESOLVED that the Board finds this 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; 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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Approve and Authorize the Sixth Amendment to the Agreement with Leigh Fisher to Support Additional Grant-Funded Sustainability Management Planning**

### **Recommendation:**

Adopt Resolution No. 2016-0080, approving and authorizing the Sixth Amendment to the Agreement with Leigh Fisher increasing the amount by \$675,730 for a new total not-to-exceed amount of \$9,367,875 for the Airport Development Plan (ADP) to support additional grant-funded sustainability management planning.

### **Background/Justification:**

In 2010, the Federal Aviation Administration initiated a pilot program to provide grant funding to foster the full integration of sustainability into airports' long-range planning. Through the development of a Sustainability Management Plan, airports are able to proactively identify sustainability objectives and related implementation strategies that will help them reduce environmental impacts, realize economic benefits, and improve community relations. To date, over 40 US airports – from regional to large-hubs – have developed a Sustainability Management Plan with the support of FAA grant funds.

Over the past few months, Airport staff has been working with the FAA Airport District Office in Los Angeles to explore the possibility of using available grant funds in the FAA's fiscal year 2016 budget to initiate a similar sustainability management planning effort at the San Diego International Airport. With the Airport Development Plan entering its programming, environmental assessment, and design phase over the next few years, it offers a chance to identify additional sustainable design, construction, and operational best practice opportunities. As such, staff has proposed the development of a Sustainability Management Plan (SMP) that would focus on the following elements: air quality and emissions, climate resilience, waste management and recycling, alternative fuels and transportation, and wildlife management. The SMP would also incorporate the recently-completed energy and water resource plans.

To support the proposed sustainability management planning, staff is seeking approval of an amendment to the agreement with Leigh Fisher for consultant services related to the Airport Development Plan (ADP). The amendment would increase the not-to-exceed agreement amount by \$675,730 to \$9,367,875. This contract increase would allow Leigh Fisher and its sub-consultant team to assist the Airport in developing a set of "strategic plans" for each above-mentioned sustainability element, which can be used to inform future ADP-related implementation activities and, when combined, will serve as a

Sustainability Management Plan to inform ongoing Airport operations and the general public. The contract increase would be fully offset by FAA grant funding (up to \$500,000 or 75%) and existing Airport Authority operational budgets (25%).

The Airport Authority released a Request for Qualifications in 2011 for consultant services to help identify future needs and develop plans for the San Diego International Airport through the year 2035. The services included sustainability planning as it relates to the Airport Development Plan. In October 2011, the Board adopted Resolution No. 2011-0115, approving a contract of up to \$6.5 million and four (4) years for a consultant team lead by Leigh Fisher for the Airport Development Plan and the associated environmental documentation. In December 2015, the Board approved the contract's fourth amendment (Resolution No. 2015-0131), which increased the not-to-exceed value to \$8,692,145 and extended the contract term to February 21, 2020. The other contract amendments changed payment schedules, added staff titles, and changed task names in the scope. As mentioned, the proposed amendment would increase the not-to-exceed agreement amount to \$9,367,875, but there would be no changes to the contract duration.

### **Fiscal Impact:**

Adequate funds to support the Sustainability Management Plan development over the next two years are included in the Environmental Affairs Department's FY2017 Operating Expense Budget and its FY2018 Conceptual Operating Budget. Funds to support the project's third year will be included in the Environmental Affairs Department's FY2019 budget request (at a similar amount to previous years). Up to 75% (or \$500,000) of costs over the 3-year project period would be reimbursed through the FAA Sustainability Management Plan grant funds.

### **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. At the time of this RFQ/Statement of Qualification, September 2011, the ADP study was anticipated to utilize FAA grant funding. The plan of finance ultimately scheduled the use of Passenger Facility Charges as the funding source of this project, a non-federal source. Consequently, no preferences were applied to the award of this contract. However, Leigh Fisher & Associates committed to working with the Airport Authority to maximize participation by small, local, historically underrepresented businesses on the project. To date, there is 7% small business participation on the contract.

**Prepared by:**

BRENDAN REED  
ENVIRONMENTAL AFFAIRS, DIRECTOR

RESOLUTION NO. 2016-0080

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE SIXTH AMENDMENT TO THE AGREEMENT WITH LEIGH FISHER INCREASING THE AMOUNT BY \$675,730 FOR NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$9,367,875 FOR THE AIRPORT DEVELOPMENT PLAN (ADP) TO SUPPORT ADDITIONAL GRANT-FUNDED SUSTAINABILITY MANAGEMENT PLANNING

WHEREAS, the Federal Aviation Administration initiated a pilot program in 2010 to foster the full integration of sustainability into airports' long-range planning through grant funding; and

WHEREAS, these grants have allowed over 40 U.S. airports to develop Sustainability Management Plans in order to proactively identify sustainability objectives and related implementation strategies that will help reduce environmental impacts, realize economic benefits, and improve community relations; and

WHEREAS, Authority staff has been working with the FAA Airport District Office in Los Angeles to explore the possibility of using available grant funds in the FAA's fiscal year 2016 budget to initiate a similar sustainability management planning effort at the San Diego International Airport; and

WHEREAS, with the Airport Development Plan entering its programming, environmental assessment, and design phase over the next few years, it offers a chance to identify additional sustainable design, construction, and operational best practice opportunities; and

WHEREAS, staff has proposed the development of a Sustainability Management Plan that would focus on the following elements: air quality and emissions, climate resilience, waste management and recycling, alternative fuels and transportation, and wildlife management; and

WHEREAS, to support the proposed sustainability management planning, staff is seeking approval of an amendment to the agreement with Leigh Fisher for consultant services related to the Airport Development Plan (ADP); and

WHEREAS, the Leigh Fisher contract was the result of a Request for Qualifications in 2011 for consultant services to help identify future needs and develop plans for the San Diego International Airport through the year 2035, which included sustainability planning as it relates to the Airport Development Plan; and

WHEREAS, the proposed amendment would increase the not-to-exceed Leigh Fisher agreement amount by \$675,730 to \$9,367,875 and would allow the consultant team to assist the Airport in developing a set of “strategic plans” for each above-mentioned sustainability element.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a Sixth Amendment to the agreement with Leigh Fisher increasing the amount by \$675,730 for a new total not-to-exceed amount of \$9,367,875 for the Airport Development Plan (ADP) to support additional grant-funded sustainability management planning; 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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

## STAFF REPORT

Meeting Date: **SEPTEMBER 15, 2016**

### Subject:

### **Approve and Authorize the President/CEO to Execute an Agreement with SITA Information Networking Computing, Inc. for Technical Support Services**

#### **Recommendation:**

Adopt Resolution No. 2016-0081, approving and authorizing the President/CEO to execute an Agreement with SITA Information Networking Computing, Inc., for a term of three years, with the option for two one-year extensions to be exercised at the discretion of the President/CEO, in an amount not-to-exceed \$5,000,000 to provide Technical Support Services at the Airport.

#### **Background/Justification:**

Authority staff seeks to enter into an agreement with SITA Information Networking Computing, Inc. (SITA) to provide professional services to replace the existing ServiceTec common use technicians agreement (208060OS) and to provide additional onsite personnel to support the Authority's Information & Technology Services (I&TS) department at the Airport. The existing common use technicians agreement was awarded to ServiceTec in December of 2013, and expires in December of 2016.

In addition to supporting the Terminal 2 common use installation, the SITA contracted personnel will provide:

- Installation and support of additional Automated Passport Control (APC) kiosks and Customs and Border Patrol (CBP) displays in the event the Federal Inspection Service (FIS) facilities are expanded.
- Help desk response and technical support to Authority staff in conjunction with I&TS personnel to resolve service requests and respond to routine technical issues.
- First level support and maintenance of the technology systems in the parking lots and Parking Plaza.
- First level support and maintenance of the technology systems used by the Ground Transportation department including:
  - o GateKeeper: Commercial vehicle management software and equipment
  - o DSX: Access control system software and equipment
  - o Transcore: Automated vehicle identification system
  - o BLIP System: Taxi queue monitoring system
  - o Taxi Hold Lot: Entry, exit, and dispatch equipment
  - o Rental Car Center Bus Operation: Equipment and software to control gate arms, door access, readers, LCP displays, and cameras.
- Future Authority-wide PC rollouts to deploy new computers.
- Tracing and documenting cabling throughout the airport.



The proposed agreement will eliminate the need for additional contracts and temporary employees to execute these tasks and initiatives, and provides a pre-negotiated hourly rate for these services.

On January 22, 2016 the Authority issued a– Request For Proposals for Technical Support Services (“RFP”). Notice of the RFP was advertised in the San Diego Daily Transcript and on the Authority’s Website. Sixty-Three (63) firms were contacted independently from the Authority’s bid management system (PlanetBids) in an effort to increase competition for the solicitation.

On March 9, 2016, the Authority received eight (8) proposals from the following firms: DatamanUSA, E.K. Technologies, Gazos Creek, Modis, Inc. (Modis), My Next Career Path, LLC., Robert Half Technology, ServiceTec International, Inc. (ServiceTec), SITA Information Networking Computing (SITA).

The Authority’s Evaluation Panel (“Panel”), which was comprised of three (3) representatives from the I&TS Department, one representative from the Terminal and Tenants Department and one representative from the Ground Transportation Department, conducted a thorough review of the proposals. The scoring criteria used to short-list qualified firms was a weighted criteria of four (4) factors (the firm’s overall experience and qualifications; skill and experience of the proposed personnel; planned procedures and methodology for performing services; cost; and Authority Policy 5.12, Small Business Preference).

On May 31, 2016 the Panel interviewed the three (3) firms, Modis, ServiceTec and SITA, determined to be the best qualified to perform the services. Each Panel member evaluated the firms using the same weighted criteria used to determine the short-list. The Panel’s scoring is reflected in the table below:

<b>Combined Scores</b>	<b>SB Preference</b>	<b>Cost / Fees</b>	<b>Sustainability</b>	<b>Organizational Experience</b>	<b>Project Team Experience</b>	<b>Approach of Services</b>	<b>Total</b>
Modis, Inc	0	900	85	165	330	250	1730
ServiceTec International, Inc	0	200	100	405	930	650	2285
SITA Information Networking Computing	0	500	120	510	1110	875	3115

Negotiated Fees: On June 13, 2016 the Procurement department reached out to SITA Information Networking Computing requesting a reduction in their proposed hourly rates. On June 16, 2016, SITA provided the Procurement department a proposed hourly rate reduction of up to 12%.

Staff requests the Board approve and authorized the President/CEO to execute an Agreement with SITA for an amount not-to-exceed \$5,000,000 and a term of 3 years with 2 one-year options to extend exercisable at the sole discretion of the President/CEO.

**Fiscal Impact:**

Adequate funding for this I&TS Operations Technician Agreement is included in the adopted FY17 and approved conceptual FY18 O&M budgets within the Contractual Services line item. Funding for the subsequent years of the agreement will be included in I&TS Department's FY19 through FY21 O&M 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

**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 \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance to Policy 5.12, the recommended firm SITA Information Networking Computing, Inc. did not receive the small business preference.

**Prepared by:**

RICK BELLIOTTI  
DIRECTOR, I&TS DEPARTMENT

RESOLUTION NO. 2016-0081

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH SITA INFORMATION NETWORKING COMPUTING, INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS TO BE EXERCISED AT THE DISCRETION OF THE PRESIDENT/CEO, IN AN AMOUNT NOT TO EXCEED \$5,000,000 TO PROVIDE TECHNICAL SUPPORT SERVICES AT THE AIRPORT

WHEREAS, the Authority advertised a Request for Proposals (“RFP”) on January 16, 2016, to provide technical support services for the I&TS Department; and

WHEREAS, on March 9, 2016, the Authority received Proposals from DatamanUSA, E.K. Technologies, Gazos Creek, Modis, Inc. (Modis), My Next Career Path, LLC., Robert Half Technology, ServiceTec International, Inc. (ServiceTec), SITA Information Networking Computing (SITA) in response to the RFP; and

WHEREAS, Modis, Inc., ServiceTec and SITA were determined to be qualified to perform the technical support services and were invited to appear for an interview before an Authority Selection Panel (“Panel”); and

WHEREAS, the Panel evaluated the firms on comparable experience and qualifications, primary staff, methodology, fees, interview and applied Authority Policy 5.12, Small Business Preference Program; and

WHEREAS, the Panel’s evaluation process determined SITA to be the best qualified overall to perform technical support services.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an Agreement with SITA Information Networking Computing, Inc., for a term of three years, with the option for two one-year extensions in an amount not-to-exceed \$5,000,000 to provide Technical Support Services at the Airport; and

BE IT FURTHER RESOLVED that the Authority and its officers, employees, and agents hereby are authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriate in order to effectuate fully the foregoing resolutions; 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 15<sup>th</sup> day of September, 2016, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

**Automated License Plate Reader (ALPR) - Privacy and Personal Information Security Procedures and Practices and Amendment to Authority Policy 8.63**

### **Recommendation:**

Adopt Resolution No. 2016-0059, authorizing the use of an Automated License Plate Recognition (ALPR) System in compliance with California Civil Codes §1798.25-1798.29 and §1798.90.5 – 1798.90.55 at San Diego International Airport.

Adopt Resolution No. 2016-0083, amending Authority Policy 8.63 to reference the Authority's compliance with the California Civil Code relating to the use of its ALPR System.

### **Background/Justification:**

#### Purpose and Scope

Public agencies using an automated license plate recognitions system ("ALPR system") are required to comply with California Civil Code §§1798.25- 1798.29 and §§1798.90.5 – 1798.90.55 (Attachment A and Attachment B). This Staff Report outlines the allowable uses, key restrictions and personal privacy safeguards of the proposed ALPR system at San Diego International Airport ("SAN"). The information contained in this staff report closely resembles the ALPR Security Procedures and Practices ("ALPR Procedures"), which will be posted on the Authority's website in accordance with the California Civil Code, should the Board approve Staff's recommendation authorizing the use of an ALPR system.

The ALPR Procedures are consistent with Authority Policy 8.63 concerning privacy of personal information. If use of the ALPR system is authorized, Staff also recommends amending Policy 8.63, which would be changed to reference the Authority's compliance with the California Civil Code relating to the use of its ALPR system. The proposed amendment to Policy 8.63 is attached in redlined form for reference. (Attachment C.)

ALPR systems, also known as License Plate Recognition, provide automated imaging, digitization, recording and reporting of vehicle license plate numbers. ALPR systems have two distinct technologies: 1) Stationary systems using fixed cameras to collect and process digitized license plate numbers and 2) Mobile systems that rely on portable cameras to collect and process digitized license plate numbers.

The San Diego County Regional Airport Authority (“Authority” or “End User”) and its Parking Contractor (“Operator”) currently use a mobile ALPR system. A special camera, mounted on the Operator’s vehicle, systematically traverses the parking lots collecting license plate data. This process, performed each night, gathers and records parked vehicle license plate numbers.

#### Authorized Purposes For Accessing And Using ALPR Information

The collection, use and retention of license plate numbers through the ALPR system by End User and Operator will be performed to:

1. Verify and document revenue control for lost or contested parking tickets;
2. Process vehicles parked in Authority Parking Lots exceeding 60 days to request vehicle identification/ownership from Harbor Police Department and issue an impending Intent to Tow Notice to the vehicle’s owner pursuant to California Vehicle Code § 22852;
3. Reconcile overnight parking inventories with the Parking Access and Revenue Control System;
4. Respond to Authority or law enforcement agency inquiries regarding stolen or suspicious vehicles; and
5. Identify a passenger’s vehicle location.

License plate information collected by the ALPR system will not be provided, sold and/or exchanged outside these provisions under any circumstances or conditions without the consent of the Authority’s Board of Directors or as required by law. License plate numbers will not be photographed, copied or in any way reproduced, except as authorized in this procedure.

#### ALPR Overview

The ALPR system at SAN collects license plate numbers using specially-designed mobile cameras affixed to a moving vehicle to accurately capture a vehicle’s license plate number, convert the plate’s alphanumeric characters into a digital image using optical character recognition technology and store the number in an electronic file. The ALPR Operator follows a prescribed route nightly to collect and process license plate images. The ALPR Operator confirms the digitized image is accurate before accepting it into the file, while performing the ALPR license plate collection. ALPR files are transmitted wirelessly to a central computer database (located in the SAN’s Parking Management Office) where they are retained and accessed for approved use until deleted.

### ALPR Administration

The Authority retains control and ownership of the license plate information collected from the ALPR system as the official custodian of its records. Requests for records containing information from the ALPR system under the California Public Records Act or other legal process outside the authorized uses described in this ALPR Procedure will be processed by the Authority. The Operator performs and manages all tasks associated with the ALPR operation including equipment specification, installation, operation and maintenance as well as the collection, control, archival and destruction of license plate number information. The Operator is responsible for ensuring only authorized persons (approved by the Authority) access, operate and/or maintain the ALPR equipment. The Authority further approves individual access and administrative rights to the ALPR applications (See Attached E - Operator Procedures). The Authority approves the procedures and practices for license plate number collection, storage, retention, archival and deletion.

### ALPR Use Restrictions

ALPR use is restricted for the purposes described within these ALPR Procedures. ALPR Operator and End User personnel do not use or allow others to use the equipment or database records for any unauthorized purpose. The following restrictions apply:

1. License plate numbers collected with the ALPR system are for official and approved Authority business.
2. License plate numbers collected with the ALPR system may be used in conjunction with Authority-related investigations that require fact-finding or data collection.
3. Operator or End User personnel may not operate ALPR system equipment or access the license plate numbers without first completing training approved by the Authority's Ground Transportation Department.

### ALPR License Plate Number Collection And Retention

Data and images of license plate numbers collected by the ALPR system are the property and possession of the Authority. License plate numbers collected by the ALPR system are for official use only by authorized Authority personnel, the authorized ALPR Operator or law enforcement agencies. License plate numbers collected by the ALPR system are retained and deleted according to the Authority's records retention policies for the Operator and End User.

### ALPR System Quality And Accuracy

The Authority will take reasonable measures to ensure the accuracy of license plate numbers collected by the Operator and other authorized personnel. The Operator and Authority correct mistaken translation and other database errors when identified. The Authority acknowledges that, in rare instances, the ALPR system may inadvertently capture information contrary to the collection guidelines set forth in this policy. Such records will be purged upon identification.

### Authorized Users

Authority personnel authorized to obtain and use the ALPR system and/or to request ALPR system information from the Operator are:

1. The Vice President, Operations, as the Authority official and custodian accountable for all compliance with the ALPR; and
2. The Director, Ground Transportation and the Manager, Ground Transportation as the Authority officials responsible for the Personal Information Implementation and Maintenance Procedures, the interface/liaison with law enforcement agencies, the interface/liaison with the ALPR Operator and the implementation of the Authority's ALPR procedures.

Law enforcement agencies (whether local, county, state or Federal) may also obtain information from the ALPR system through the Authority's Ground Transportation Department as part of a law enforcement investigation either in person (with identification) or through a written notice (agency letterhead).

### Training

Training requirements for those with access to and use of the ALPR system are consistent with those defined in the Authority's Personal Information Policy Implementation and Maintenance Procedures. This training is conducted annually to review Authority Policy 8.63 and these ALPR Procedures. Records acknowledging completion of the training with the employee's signature will be kept in the employee's file. Access to the Authority's ALPR system is limited to persons who have successfully completed the training.

### Monitoring And Compliance

Procedural and technological measures will safeguard and protect information from the ALPR system at all times. These safeguards are followed to access and use information from the ALPR system:

1. All non-law enforcement requests to access stored information from the ALPR system will be referred to the Authority's Ground Transportation Director and processed in accordance with these ALPR Procedures.
2. All information from the ALPR system downloaded to the Operator's mobile workstation will be sent via a secure protocol to a server accessible only through a login/password-protected system and capable of documenting all access of information by name, date and time.
3. All information from the ALPR system is collected and retained by the Operator. The End User will verify the license plate information with the Operator prior to any action being taken.
4. Persons accessing information from the ALPR system will be permitted to use the information only for purposes authorized in these ALPR Procedures.



5. Information from the ALPR system may be released to verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

Annual ALPR system audits will be conducted to ensure compliance with these ALPR Procedures.

Ace Parking, the Authority's current parking contractor, would be the Operator of the ALPR system. The Ace Parking ALPR Policy is maintained on their website, (<http://www.aceparking.com/alpr-privacy-policy/>) (Attachment D).

**Fiscal Impact:**

Adequate funding for the Automated License Plate Recognition System is included in the adopted FY 2017 and conceptually approved FY 2018 Operating expense budgets within the contractual services line item. Expenses for this item that will impact budget years not yet adopted by the Board will be included in future year budget requests.

**Authority Strategies:**

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

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

DAVID BOENITZ  
DIRECTOR, GROUND TRANSPORTATION

# CIVIL CODE

## SECTION 1798.25-1798.29

Attachment A
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1798.25. Each agency shall keep an accurate accounting of the date, nature, and purpose of each disclosure of a record made pursuant to subdivision (i), (k), (l), (o), or (p) of Section 1798.24. This accounting shall also be required for disclosures made pursuant to subdivision (e) or (f) of Section 1798.24 unless notice of the type of disclosure has been provided pursuant to Sections 1798.9 and 1798.10. The accounting shall also include the name, title, and business address of the person or agency to whom the disclosure was made. For the purpose of an accounting of a disclosure made under subdivision (o) of Section 1798.24, it shall be sufficient for a law enforcement or regulatory agency to record the date of disclosure, the law enforcement or regulatory agency requesting the disclosure, and whether the purpose of the disclosure is for an investigation of unlawful activity under the jurisdiction of the requesting agency, or for licensing, certification, or regulatory purposes by that agency.

Routine disclosures of information pertaining to crimes, offenders, and suspected offenders to law enforcement or regulatory agencies of federal, state, and local government shall be deemed to be disclosures pursuant to subdivision (e) of Section 1798.24 for the purpose of meeting this requirement.

1798.26. With respect to the sale of information concerning the registration of any vehicle or the sale of information from the files of drivers' licenses, the Department of Motor Vehicles shall, by regulation, establish administrative procedures under which any person making a request for information shall be required to identify himself or herself and state the reason for making the request. These procedures shall provide for the verification of the name and address of the person making a request for the information and the department may require the person to produce the information as it determines is necessary in order to ensure that the name and address of the person are his or her true name and address. These procedures may provide for a 10-day delay in the release of the requested information. These procedures shall also provide for notification to the person to whom the information primarily relates, as to what information was provided and to whom it was provided. The department shall, by regulation, establish a reasonable period of time for which a record of all the foregoing shall be maintained.

The procedures required by this subdivision do not apply to any governmental entity, any person who has applied for and has been issued a requester code by the department, or any court of competent jurisdiction.

1798.27. Each agency shall retain the accounting made pursuant to Section 1798.25 for at least three years after the disclosure for which the accounting is made, or until the record is destroyed, whichever is shorter.

Nothing in this section shall be construed to require retention of the original documents for a three-year period, providing that the agency can otherwise comply with the requirements of this section.

1798.28. Each agency, after July 1, 1978, shall inform any person or agency to whom a record containing personal information has been disclosed during the preceding three years of any correction of an error or notation of dispute made pursuant to Sections 1798.35 and 1798.36 if (1) an accounting of the disclosure is required by Section 1798.25 or 1798.26, and the accounting has not been destroyed pursuant to Section 1798.27, or (2) the information provides the name of the person or agency to whom the disclosure was made, or (3) the person who is the subject of the disclosed record provides the name of the person or agency to whom the information was disclosed.

1798.29. (a) Any agency that owns or licenses computerized data that includes personal information shall disclose any breach of the

security of the system following discovery or notification of the breach in the security of the data to any resident of California whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subdivision (c), or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

(b) Any agency that maintains computerized data that includes personal information that the agency does not own shall notify the owner or licensee of the information of any breach of the security of the data immediately following discovery, if the personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

(c) The notification required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. The notification required by this section shall be made after the law enforcement agency determines that it will not compromise the investigation.

(d) Any agency that is required to issue a security breach notification pursuant to this section shall meet all of the following requirements:

(1) The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described in paragraph (2) under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.

(A) The format of the notice shall be designed to call attention to the nature and significance of the information it contains.

(B) The title and headings in the notice shall be clearly and conspicuously displayed.

(C) The text of the notice and any other notice provided pursuant to this section shall be no smaller than 10-point type.

(D) For a written notice described in paragraph (1) of subdivision (i), use of the model security breach notification form prescribed below or use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

(NAME OF INSTITUTION / LOGO)	
Date: (insert date)	
NOTICE OF DATA BREACH	
What Happened?	
What Information Was Involved?	
What We Are Doing.	
What You Can Do.	
Other Important Information. (insert other important information)	

For More Information .	Call (telephone number) or go to (Internet Web site)
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(E) For an electronic notice described in paragraph (2) of subdivision (i), use of the headings described in this paragraph with the information described in paragraph (2), written in plain language, shall be deemed to be in compliance with this subdivision.

(2) The security breach notification described in paragraph (1) shall include, at a minimum, the following information:

(A) The name and contact information of the reporting agency subject to this section.

(B) A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

(C) If the information is possible to determine at the time the notice is provided, then any of the following: (i) the date of the breach, (ii) the estimated date of the breach, or (iii) the date range within which the breach occurred. The notification shall also include the date of the notice.

(D) Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.

(E) A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

(F) The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a social security number or a driver's license or California identification card number.

(3) At the discretion of the agency, the security breach notification may also include any of the following:

(A) Information about what the agency has done to protect individuals whose information has been breached.

(B) Advice on steps that the person whose information has been breached may take to protect himself or herself.

(e) Any agency that is required to issue a security breach notification pursuant to this section to more than 500 California residents as a result of a single breach of the security system shall electronically submit a single sample copy of that security breach notification, excluding any personally identifiable information, to the Attorney General. A single sample copy of a security breach notification shall not be deemed to be within subdivision (f) of Section 6254 of the Government Code.

(f) For purposes of this section, "breach of the security of the system" means unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the agency. Good faith acquisition of personal information by an employee or agent of the agency for the purposes of the agency is not a breach of the security of the system, provided that the personal information is not used or subject to further unauthorized disclosure.

(g) For purposes of this section, "personal information" means either of the following:

(1) An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

(A) Social security number.

(B) Driver's license number or California identification card number.

(C) Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

(D) Medical information.

(E) Health insurance information.

(F) Information or data collected through the use or operation of an automated license plate recognition system, as defined in Section 1798.90.5.

(2) A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

(h) (1) For purposes of this section, "personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local

government records.

(2) For purposes of this section, "medical information" means any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional.

(3) For purposes of this section, "health insurance information" means an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

(4) For purposes of this section, "encrypted" means rendered unusable, unreadable, or indecipherable to an unauthorized person through a security technology or methodology generally accepted in the field of information security.

(i) For purposes of this section, "notice" may be provided by one of the following methods:

(1) Written notice.

(2) Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in Section 7001 of Title 15 of the United States Code.

(3) Substitute notice, if the agency demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds 500,000, or the agency does not have sufficient contact information. Substitute notice shall consist of all of the following:

(A) Email notice when the agency has an email address for the subject persons.

(B) Conspicuous posting, for a minimum of 30 days, of the notice on the agency's Internet Web site page, if the agency maintains one. For purposes of this subparagraph, conspicuous posting on the agency's Internet Web site means providing a link to the notice on the home page or first significant page after entering the Internet Web site that is in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from the surrounding text of the same size by symbols or other marks that call attention to the link.

(C) Notification to major statewide media and the Office of Information Security within the Department of Technology.

(4) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for an online account, and no other personal information defined in paragraph (1) of subdivision (g), the agency may comply with this section by providing the security breach notification in electronic or other form that directs the person whose personal information has been breached to promptly change his or her password and security question or answer, as applicable, or to take other steps appropriate to protect the online account with the agency and all other online accounts for which the person uses the same user name or email address and password or security question or answer.

(5) In the case of a breach of the security of the system involving personal information defined in paragraph (2) of subdivision (g) for login credentials of an email account furnished by the agency, the agency shall not comply with this section by providing the security breach notification to that email address, but may, instead, comply with this section by providing notice by another method described in this subdivision or by clear and conspicuous notice delivered to the resident online when the resident is connected to the online account from an Internet Protocol address or online location from which the agency knows the resident customarily accesses the account.

(j) Notwithstanding subdivision (i), an agency that maintains its own notification procedures as part of an information security policy for the treatment of personal information and is otherwise consistent with the timing requirements of this part shall be deemed to be in compliance with the notification requirements of this section if it notifies subject persons in accordance with its policies in the event of a breach of security of the system.

(k) Notwithstanding the exception specified in paragraph (4) of subdivision (b) of Section 1798.3, for purposes of this section, "agency" includes a local agency, as defined in subdivision (a) of Section 6252 of the Government Code.

# CIVIL CODE

## SECTION 1798.90.5-1798.90.55

Attachment B
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1798.90.5. The following definitions shall apply for purposes of this title:

(a) "Automated license plate recognition end-user" or "ALPR end-user" means a person that accesses or uses an ALPR system, but does not include any of the following:

(1) A transportation agency when subject to Section 31490 of the Streets and Highways Code.

(2) A person that is subject to Sections 6801 to 6809, inclusive, of Title 15 of the United States Code and state or federal statutes or regulations implementing those sections, if the person is subject to compliance oversight by a state or federal regulatory agency with respect to those sections.

(3) A person, other than a law enforcement agency, to whom information may be disclosed as a permissible use pursuant to Section 2721 of Title 18 of the United States Code.

(b) "Automated license plate recognition information," or "ALPR information" means information or data collected through the use of an ALPR system.

(c) "Automated license plate recognition operator" or "ALPR operator" means a person that operates an ALPR system, but does not include a transportation agency when subject to Section 31490 of the Streets and Highways Code.

(d) "Automated license plate recognition system" or "ALPR system" means a searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of registration plates and the characters they contain into computer-readable data.

(e) "Person" means any natural person, public agency, partnership, firm, association, corporation, limited liability company, or other legal entity.

(f) "Public agency" means the state, any city, county, or city and county, or any agency or political subdivision of the state or a city, county, or city and county, including, but not limited to, a law enforcement agency.

1798.90.51. An ALPR operator shall do all of the following:

(a) Maintain reasonable security procedures and practices, including operational, administrative, technical, and physical safeguards, to protect ALPR information from unauthorized access, destruction, use, modification, or disclosure.

(b) (1) Implement a usage and privacy policy in order to ensure that the collection, use, maintenance, sharing, and dissemination of ALPR information is consistent with respect for individuals' privacy and civil liberties. The usage and privacy policy shall be available to the public in writing, and, if the ALPR operator has an Internet Web site, the usage and privacy policy shall be posted conspicuously on that Internet Web site.

(2) The usage and privacy policy shall, at a minimum, include all of the following:

(A) The authorized purposes for using the ALPR system and collecting ALPR information.

(B) A description of the job title or other designation of the employees and independent contractors who are authorized to use or access the ALPR system, or to collect ALPR information. The policy shall identify the training requirements necessary for those authorized employees and independent contractors.

(C) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

(D) The purposes of, process for, and restrictions on, the sale, sharing, or transfer of ALPR information to other persons.

(E) The title of the official custodian, or owner, of the ALPR system responsible for implementing this section.

(F) A description of the reasonable measures that will be used to ensure the accuracy of ALPR information and correct data errors.

(G) The length of time ALPR information will be retained, and the process the ALPR operator will utilize to determine if and when to destroy retained ALPR information.

1798.90.52. If an ALPR operator accesses or provides access to ALPR information, the ALPR operator shall do both of the following:

- (a) Maintain a record of that access. At a minimum, the record shall include all of the following:
  - (1) The date and time the information is accessed.
  - (2) The license plate number or other data elements used to query the ALPR system.
  - (3) The username of the person who accesses the information, and, as applicable, the organization or entity with whom the person is affiliated.
  - (4) The purpose for accessing the information.
- (b) Require that ALPR information only be used for the authorized purposes described in the usage and privacy policy required by subdivision (b) of Section 1798.90.51.

1798.90.53. An ALPR end-user shall do all of the following:

- (a) Maintain reasonable security procedures and practices, including operational, administrative, technical, and physical safeguards, to protect ALPR information from unauthorized access, destruction, use, modification, or disclosure.
- (b) (1) Implement a usage and privacy policy in order to ensure that the access, use, sharing, and dissemination of ALPR information is consistent with respect for individuals' privacy and civil liberties. The usage and privacy policy shall be available to the public in writing, and, if the ALPR end-user has an Internet Web site, the usage and privacy policy shall be posted conspicuously on that Internet Web site.
  - (2) The usage and privacy policy shall, at a minimum, include all of the following:
    - (A) The authorized purposes for accessing and using ALPR information.
    - (B) A description of the job title or other designation of the employees and independent contractors who are authorized to access and use ALPR information. The policy shall identify the training requirements necessary for those authorized employees and independent contractors.
    - (C) A description of how the ALPR system will be monitored to ensure the security of the information accessed or used, and compliance with all applicable privacy laws and a process for periodic system audits.
    - (D) The purposes of, process for, and restrictions on, the sale, sharing, or transfer of ALPR information to other persons.
    - (E) The title of the official custodian, or owner, of the ALPR information responsible for implementing this section.
    - (F) A description of the reasonable measures that will be used to ensure the accuracy of ALPR information and correct data errors.
    - (G) The length of time ALPR information will be retained, and the process the ALPR end-user will utilize to determine if and when to destroy retained ALPR information.

1798.90.54. (a) In addition to any other sanctions, penalties, or remedies provided by law, an individual who has been harmed by a violation of this title, including, but not limited to, unauthorized access or use of ALPR information or a breach of security of an ALPR system, may bring a civil action in any court of competent jurisdiction against a person who knowingly caused the harm.

- (b) The court may award a combination of any one or more of the following:
  - (1) Actual damages, but not less than liquidated damages in the amount of two thousand five hundred dollars (\$2,500).
  - (2) Punitive damages upon proof of willful or reckless disregard of the law.
  - (3) Reasonable attorney's fees and other litigation costs reasonably incurred.
  - (4) Other preliminary and equitable relief as the court determines to be appropriate.


1798.90.55. Notwithstanding any other law or regulation:

- (a) A public agency that operates or intends to operate an ALPR system shall provide an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before implementing the program.
- (b) A public agency shall not sell, share, or transfer ALPR information, except to another public agency, and only as otherwise permitted by law. For purposes of this section, the provision of data

hosting or towing services shall not be considered the sale,  
sharing, or transferring of ALPR information.

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## ALPR Privacy Policy

### PRIVACY POLICY REGARDING AUTOMATED LICENSE PLATE READERS (ALPRs)

Ace's Privacy Policy as it relates to California Civil Code 1798.90.51 et seq. is as follows:

**A. Purpose and Scope**

The purpose of this privacy policy is to ensure that the collection, use, maintenance, sharing and dissemination of ALPR information is consistent with respect for individuals' privacy and civil liberties and to comply with the provisions of California Civil Code Section 1798.90.51 et seq. This policy is available to members of the public, in writing, upon request to Ace Parking.

**B. Administration**

At some Ace Parking Locations, nightly vehicle inventories are conducted using automated license plate recognition technology. This data may be used for all or any of the following purposes:

1. To determine correct parking fees for lost ticket transactions;
2. To identify and track abandoned vehicles;
3. To verify overnight vehicle counts;
4. To respond to inquiries of law enforcement agencies.

All access to, and retention of, ALPR data shall be managed by Chief Information Officer or his designee.

1. Ace's Chief Information Officer or his designee shall be responsible for the monitoring of the ALPR system accessed by Ace to ensure the security of the information and compliance with applicable privacy laws. Ace's Chief Information Officer or his designee shall also be responsible for the correction of data errors of which he becomes aware.

## PRIVACY POLICY REGARDING AUTOMATED LICENSE PLATE READERS (ALPRs)

2. Ace's Chief Information Officer or his designee shall ensure that only authorized personnel with a legitimate business need shall be granted access to ALPR data.

3. Authorized personnel include:

a. Lot checkers – When conducting nightly vehicle inventories, it is necessary for lot checkers to review and enter license plate information into the onboard computerized ALPR system. Lot checkers must verify all images being recorded are accurate.

b. Office Coordinators – When assisting cashiers with lost ticket transactions, it is necessary for office coordinators to retrieve the entry date for the vehicle by running the license plate through the Parking Access and Revenue Control System (PARCS) in order to assist the cashier with charging the customer the correct amount.

c. Supervisors – Supervisors cover for office coordinators and run reports on a regular basis in order to flag possibly abandoned vehicles. Supervisors also use the inventory numbers to calibrate the lot counts in PARCS on a nightly basis. Supervisors will also call in and request vehicle location information from the office coordinator when assisting lost customers with finding their vehicles.

d. Managers – Managers cover for supervisors and office coordinators. Additionally, managers are responsible for handling inquiries made by law enforcement agencies.

e. Auditors – Auditors have access to all facets of the PARCS reporting portal. This is necessary to ensure all revenues are being properly captured and recorded and that there is no manipulation of the system. Specifically, auditors will confirm the correct parking fee was assessed for all lost ticket transactions by reviewing the entry date first-hand in the PARCS.

f. Maintenance Technicians – HUB and SAS maintenance technicians provide service and maintenance to the PARCS system and have access to all reports within the system.

All personnel with access undergo training on proper use and handling of ALPR data in order to safeguard customer privacy and comply with applicable laws. shall be responsible for the development and implementation of training requirements for all authorized personnel.

The Chief Information Officer or his designee will monitor querying activity via electronic logs to ensure searches are tied to legitimate transactions and other aforementioned business needs.

## PRIVACY POLICY REGARDING AUTOMATED LICENSE PLATE READERS (ALPRs)

The sale and unauthorized dissemination of customer license plate information is strictly prohibited by company policy. Violations will include disciplinary action up to and including termination of employment. shall develop, implement and monitor the process for and restrictions upon the sharing or transfer of ALPR information to other persons. The process for sharing or transfer of ALPR information shall, at a minimum, include:

1. a written request is made for ALPR data which includes: the name of the entity requesting information; the name of the person requesting; and the intended purpose of obtaining the information;
2. the request is reviewed by The Chief Information Officer or his designee;
3. The approved request is retained on file;

The Chief Information Officer or his designee is responsible for ensuring all locations are operating the ALPR system within the parameters of the law.

Nightly inventory personnel must review and verify all license plate information collected is accurate before uploading it into the system.

License plate information collecting using the ALPR system will remain on file for a period of 180 days and shall be automatically purged from the ALPR system upon the expiration of this period.

ALPR system audits shall be conducted on a regular basis.



## **Ace Parking Automated License Plate Recognition Policies and Procedures for San Diego Airport**

All Ace Parking personnel involved in the process of gathering license plate information using the Automated License Plate Recognition (ALPR) system must adhere to the following rules in order to comply with California State law:

Authorized uses of ALPR data:

1. To determine correct parking fees for lost ticket transactions
2. To identify and track abandoned vehicles
3. To verify overnight vehicle counts
4. Respond to inquiries of law enforcement agencies
5. To assist customers with locating their vehicles

Only authorized personnel with a legitimate business need shall be granted access to ALPR data.

Authorized personnel include:

- Lot checkers - When conducting nightly vehicle inventories, it is necessary for lot checkers to review and enter license plate information into the onboard computerized ALPR system. Lot checkers must verify all images being recorded are accurate.
- Office Coordinators – When assisting cashiers with lost ticket transactions, it is necessary for office coordinators to retrieve the entry date for the vehicle by running the license plate through the PARCS system in order to assist the cashier with charging the customer the correct amount.
- Supervisors – Supervisors cover for office coordinators and run reports on a regular basis in order to flag possibly abandoned vehicles. Supervisors also use the inventory numbers to calibrate the lot counts in PARCS on a nightly basis. Supervisors will also call in and request vehicle location information from the office coordinator when assisting lost customers with finding their vehicles.
- Managers – Managers cover for supervisors and office coordinators. Additionally, managers are responsible for handling inquiries made by law enforcement agencies.
- Auditors – Auditors have access to all facets of the PARCS reporting portal. This is necessary to ensure all revenues are being properly captured and recorded and that there is no manipulation of the system. Specifically, auditors will confirm the correct parking fee was assessed for all lost ticket transactions by reviewing the entry date first-hand in the PARCS.

- Maintenance Technicians – HUB and SAS maintenance technicians provide service and maintenance to the PARCS system and have access to all reports within the system.

**All personnel accessing license plate information must log into the PARCS portal using their own login credentials. It is not permissible to access license plate information using another user’s login credentials.**

All personnel involved with using the ALPR system and reports will receive training on the following:

- Proper use and handling of ALPR information as defined by California State Law.
- Law enforcement inquiries – Ace personnel will only give out information to law enforcement personnel if they are physically present and have the proper supporting identification. Any requests made via telephone by law enforcement personnel will be directed to the Airport’s Ground Transportation Department at 619-400-2685
- 3<sup>rd</sup> party inquiries, such as media, customers, banks, repossession companies, etc.: All requests of this nature will be directed to the Airport’s Ground Transportation Department at 619-400-2685
- Per Ace Parking Company Policy - License plate information is considered “PI”, or Personal Information. Ace Parking has a strict policy regarding the handling of confidential customer information and PI. Violation of this policy will lead to disciplinary action, up to and including termination of employment.

**By signing below I acknowledge that I have read and understand this policy.**

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**Employee Name**

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**Signature & Date**

RESOLUTION NO. 2016-0059

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE USE OF AN AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM IN COMPLIANCE WITH CALIFORNIA CIVIL CODES §1798.25- 1798.29 AND §1798.90.5 – 1798.90.55 AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, California Civil Code §1798.90.55 requires a public agency that operates or intends to operate an Automated License Plate Recognition (“ALPR”) system to provide an opportunity for public comment at a public hearing before implementing the program; and

WHEREAS, on July 11, 2016, the Authority held a public hearing at a publicly noticed meeting to provide an opportunity for public comment regarding the use of an ALPR system at San Diego International Airport; and

WHEREAS, at that July 11, 2016 public hearing, the Board requested further explanation of specific ALPR procedures and practices (“Procedures”) that would safeguard personal privacy and the protection of personal information; and

WHEREAS, on September 15, 2016, the Board was provided information about the proposed Procedures; and

WHEREAS, the Board finds it is in the best interest of the Authority to use an APLR system at the Airport to allow the Authority’s parking management operator to:

1. Verify and document revenue control for lost or contested parking tickets;
2. Process vehicles parked in Authority Parking Lots exceeding 60 days to request vehicle identification/ownership from Harbor Police Department and issue an impending Intent to Tow Notice to the vehicle’s owner pursuant to California Vehicle Code § 22852;
3. Reconcile overnight parking inventories with the Parking Access and Revenue Control System;
4. Respond to Authority or law enforcement agency inquiries regarding stolen or suspicious vehicles; and
5. Identify a passenger’s vehicle location.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the use of an Automated License Plate Recognition (ALPR) System in compliance with California Civil Codes §1798.25- 1798.29 and §1798.90.5 – 1798.90.55 at San Diego International Airport; and

BE IT FUTHER RESOLVED that the Board authorizes the President/CEO with the assistance of the General Counsel, to take all necessary and required actions to comply with applicable law before the ALPR is used, including:

1. Maintaining reasonable security procedures and practices, including operational, administrative, technical, and physical safeguards, to protect ALPR information from unauthorized access, destruction, use, modification, or disclosure.
2. Implementing a usage and privacy policy which shall be available to the public in writing, and, posted conspicuously on the Authority's Internet Web site; 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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO. 2016-0083

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY AMENDING AUTHORITY POLICY 8.63  
TO REFERENCE THE AUTHORITY'S COMPLIANCE  
WITH THE CALIFORNIA CIVIL CODE RELATING  
TO THE USE OF ITS ALPR SYSTEM

WHEREAS, on December 17, 2015, the Board adopted Policy 8.63 establishing a policy statement of the San Diego County Regional Airport Authority for prudent and reasonable protection of personal information to the extent practicable; and

WHEREAS, on September 15, 2016, the Board authorized the President/CEO to implement an automated license plate recognition ("ALPR") system at San Diego International Airport; and

WHEREAS, the Board desires to amend Policy 8.63 to declare its compliance with the California Civil Code relating to its use of an ALPR system.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendment to Authority Policy 8.63 (Attachment C) concerning privacy of personal information, in order to declare its compliance with the California Civil Code relating to its use of an ALPR system.

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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

### POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.6** - **DOCUMENTS AND RECORDS**  
**SECTION 8.63** - **PRIVACY OF PERSONAL INFORMATION**
- 

**PURPOSE:** To establish a policy statement of the San Diego County Regional Airport Authority (the “Authority”) for the prudent and reasonable protection of personal information (“PI”) to the extent practicable.

**POLICY STATEMENT:**

(1) The Authority recognizes that privacy is a personal and fundamental right protected by Section 1 of Article I of the California Constitution, the U.S. Constitution, federal, state and local law. The Authority will not sell, lease or intentionally share PI in its possession with anyone else, except as follows:

- (a) to the extent the Authority deems it necessary in furtherance of and for the purpose it was submitted;
- (b) for use by an Authority employee acting solely in his or her official capacity;
- (c) to help locate the owner of lost property;
- (d) where required by applicable laws, including the California Public Records Act (Cal. Gov. Code § 6250 *et seq.*);
- (e) where compelled by court order;
- (f) where consented-to by the subject individual;
- (g) where already in the public domain;
- (h) where provided to the Authority on a public record or other record in furtherance of conducting business with the Authority (e.g., a meeting sign-in sheet or responses to requests for proposals, qualifications or bids); or
- (i) in the course of an Authority or law enforcement investigation.

(2) In the event of any data breach of Authority records that includes PI, the Authority will make reasonable attempts to notify the owner(s) following discovery, where the PI was, or is reasonably believed to have been, accessed and/or acquired by an unauthorized person.

(3) Examples of Authority-protected PI elements include, but are not limited to:

- (a) user name and password;
- (b) full social security number;
- (c) driver's license number;
- (d) citizenship/legal status;
- (e) race/ethnicity;
- (f) birth date;
- (g) home and personal cell telephone numbers;
- (h) personal email address, mailing and home address;
- (i) religious preference;
- (j) security clearance;
- (k) mother's middle and maiden names;
- (l) family information: marital status, spouse information, child information, emergency contact information;
- (m) biometric information;
- (n) medical information;
- (o) disability information;
- (p) law enforcement records; and
- (q) military records.

(4) Examples of PI elements not protected by the Authority include, but are not limited to:

- (a) name and job description;
- (b) office location; \*
- (c) office and work cell telephone numbers; \*
- (d) business e-mail address;
- (e) information provided to the Authority on a meeting sign-in sheet or responses to requests for proposals, qualifications or bids; \*
- (f) badge number; and \*
- (g) salary, benefits and pension amounts.

(5) Prior to the intentional collection of PI from any person, the Authority will first disclose how such PI may be collected and used, and require the person's consent.

(6) The Authority shall retain PI in accordance with its Records Retention Policy.

(7) The Authority shall comply with all requirements of the California Civil Code relating to its use of any automated license plate recognition system.

**POLICY SECTION NO. 8.63**

\* *Except where disclosure is discretionary or would be in violation of local, state, or federal statutes; or release of such information would potentially jeopardize the safety of the individual.*

[Adopted by Resolution No. 2015-0124 dated December 17, 2015.]



## Automated License Plate Reader (ALPR) - Privacy and Personal Information Security Procedures and Practices and Amendment to Authority Policy 8.63

Presented by  
Marc Nichols, Mgr. Ground Transportation

September 15, 2016



# Recommendation

Adopt Resolution No. 2016-\_\_\_\_\_, authorizing the use of an Automated License Plate Recognition (ALPR) System in compliance with California Civil Codes §1798.25- 1798.29 and §1798.90.5 - 1798.90.55 at San Diego International Airport.

Adopt Resolution No. 2016-\_\_\_\_\_, amending Authority Policy 8.63 to reference the Authority's compliance with the California Civil Code relating to the use of its ALPR System.

# ALPR Civil Code (§1798.90.5 - 1798.90.55)

ALPR Civil Code Requirement §1798.90.51	ALPR Operator (Ace Parking) Procedures	ALPR End User (San Diego County Regional Airport Authority) Procedures
<p>a) <b>Reasonable security practices and procedures</b> including operational, administrative, technical and physical safeguards to protect ALPR information from unauthorized access, destruction, use, modification or disclosure</p>	<p>Ace Parking will ensure only authorized personnel have access to license plate information gathered through the ALPR system. Access rights will be granted only to employees tasked with retrieving license plate information.</p>	<p>Security practices and procedures will be incorporated into the Authority's Employee Handbook</p>
<p>b) <b>Implement a usage and privacy policy</b> in order to ensure the access, use, sharing, and dissemination of ALPR data is consistent with respect for individuals' privacy and civil liberties. The usage and privacy policy shall be available to the public in writing and if the ALPR end-user has an internet web site, the usage and privacy policy shall be posted conspicuously on the site. The usage and privacy policy shall include:</p>	<p>Ace Parking has a Privacy policy for the handling and protection of customer private/confidential information. This policy is documented in their employee handbook and communicated to employees.</p> <p>Ace has created an ALPR policy directly related to the proper handling and use of customer license plate information and all employees operating the ALPR system or able to access the data will agree to and sign prior to using the ALPR system. Additionally, Ace will add language to its privacy policy posted on the website.</p>	<p>Authority Privacy Policy (ARTICLE 8 GENERAL OPERATIONS, PART 8.6 DOCUMENTS AND RECORDS SECTION 8.63 PRIVACY OF PERSONAL INFORMATION (Amended) requires "(7) The Authority shall comply with all requirements of the California Civil Code relating to its use of any automated license plate recognition system." Implementation and Maintenance Procedures specify the specific requirements, accountability and retention.</p>

# ALPR Civil Code (§1798.90.5 - 1798.90.55)

ALPR Civil Code Requirement §1798.90.51	ALPR Operator (Ace Parking) Procedures	ALPR End User (San Diego County Regional Airport Authority) Procedures
<p><b>1. Authorized purposes for using the ALPR system and collecting ALPR data</b></p>	<ol style="list-style-type: none"> <li>1. Determine correct parking fee for lost tickets</li> <li>2. Identify vehicles parked greater than 60 days</li> <li>3. Verify overnight vehicle counts</li> <li>4. Assist customers locate their vehicles</li> </ol>	<ol style="list-style-type: none"> <li>1. Process vehicles exceeding 60 days in lot, request vehicle/owner identification through HPD and issue impending tow notice.</li> <li>2. Respond to law enforcement agency inquiries</li> </ol>
<p><b>2. (a) Description of the job title or other designation of the employees and independent contractors authorized to access and use the system or to collect ALPR information;</b> <b>(b) Training requirements necessary for those authorized employees and independent contractors.</b></p>	<p>Only authorized personnel have access to this data. Authorized persons include personnel conducting the inventories (lot checkers), office personnel responsible for retrieving the information and providing it to cashiers when processing lost ticket transactions (Office Coordinators), Supervisors, Managers and Audit Department Personnel.</p> <p>Non-Ace employees with access include SAS and HUB technicians.</p> <p>Training is conducted for personnel privy to the information prior to being granted access. Training will include an overview of the legal requirements as well as proper handling of the ALPR equipment and information.</p>	<ol style="list-style-type: none"> <li>1. Vice President, Operations</li> <li>2. Director, Ground Transportation</li> <li>3. Manager, Ground Transportation</li> </ol> <p>All personnel are trained on the proper use and security requirements of the ALPR information. All outside requests for ALPR information are directed to the Airport Authority's Ground Transportation Department. Training records (with signatures of attendance) will be maintained.</p>



# ALPR Civil Code (§1798.90.5 - 1798.90.55)

ALPR Civil Code Requirement §1798.90.51	ALPR Operator (Ace Parking) Procedures	ALPR End User (San Diego County Regional Airport Authority) Procedures
3. How the ALPR system is monitored to ensure the security of the information and compliance with applicable privacy laws.	An Electronic log documents the ALPR user access by date and time. This log can be cross-referenced to the Exception Transaction log to ensure the use for legitimate business purposes.	Annual audits of ALPR procedures and data collection will be discussed and arranged with the Office of the Chief Auditor (OCA)
4. Purpose of, process for, and restrictions on the sale, sharing, or transfer of ALPR information to other persons.	ALPR information is strictly confidential and is not sold, shared or transferred to other persons or parties	1. Except as identified in the Privacy of Personal Information Policy, Airport Authority will not sell, lease or intentionally share ALPR information. 2. ALPR information will be provided to, shared with or transferred to authorized law enforcement and/or government agencies.
5. Title of the official custodian or owner of the ALPR system responsible for implementing this section.	General Manager, Operations Manager	Vice President, Operations Director, Ground Transportation

# ALPR Civil Code (§1798.90.5 - 1798.90.55)

ALPR Civil Code Requirement §1798.90.51	ALPR Operator (Ace Parking) Procedures	ALPR End User (San Diego County Regional Airport Authority) Procedures
6. Description of the reasonable measures that will be used to ensure the accuracy of the ALPR information and the correction of data errors.	Inventory personnel review all images for accuracy as they are captured and make the necessary corrections at that time.	All ALPR data is collected, retained and protected by the Operator. The End User will verify the ALPR data with the Operator prior to any action being taken.
7. Length of time ALPR information will be retained and the process the ALPR operator will utilize to determine if and when to destroy retained ALPR information.	6 months.  The ALPR system will be programmed to purge all license plate information 6 months or older	6 months.



# Policy 8.63 Amended

(7) The Authority shall comply with all requirements of the California Civil Code relating to its use of any automated license plate recognition system.



# Automated License Plate Reader (ALPR) - Privacy and Personal Information Security Procedures and Practices

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QUESTIONS?

## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

### **Presentation and Possible Direction to Commence a Procurement Process to Address Federal Inspection Services (FIS) Capacity Needs**

#### **Recommendation:**

Receive the presentation and provide direction to staff to continue the preparation of project definition documents and commence a procurement process.

#### **Background/Justification:**

San Diego International Airport (SAN) has experienced unexpected growth in international arrivals over the past five years. This growth occurred as a result of free trade agreements and airline joint ventures. Further, advances in aircraft technology, such as the Boeing 787 and the Airbus A350, have broadened San Diego's opportunities for international air service.

SAN's current FIS facility, while adequate for current flight activity, will come under increasing strain as flights are added in 2017 and beyond. For example, the facility's physical limitations will not allow for the simultaneous arrival of two wide-body aircraft without closing the two adjacent gates, therefore limiting the potential to add new international flights.

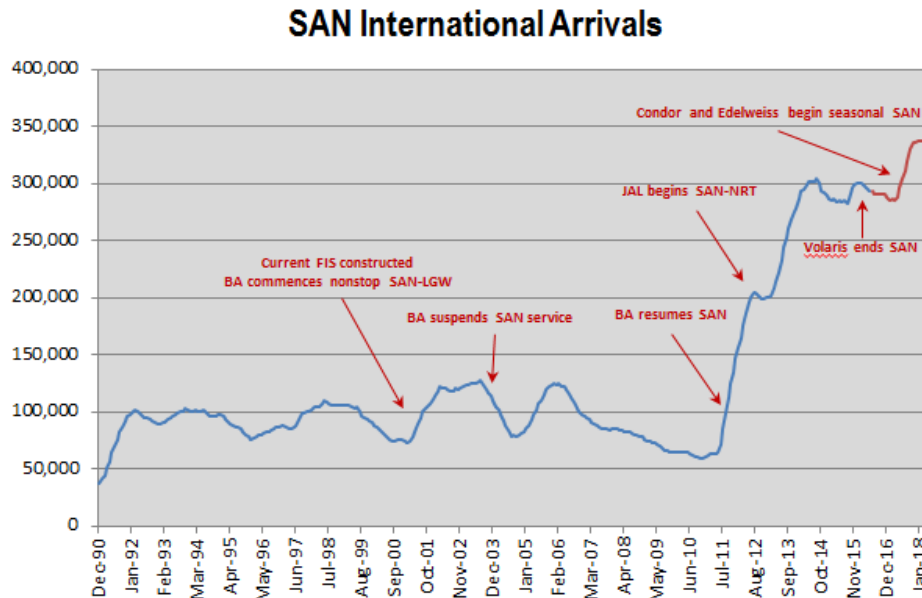
As prospective airlines look to add San Diego to their international networks, it is vitally important that SAN has adequate facilities to accommodate this potential growth. In this industry, timing is everything. If SAN does not have proper facilities available when the airlines are ready to add our region as an international destination, they will deploy their aircraft elsewhere. Airlines have choices in where to deploy scarce aircraft assets and those resources are deployed to communities that have both the demand and appropriate facilities at the time aircraft decisions are made. These opportunities are fleeting.

It is also important from an economic-development standpoint that San Diego capitalize on future opportunities for international growth. Next year alone, it is anticipated the international long-haul network at San Diego will contribute a combined \$432 million in annual economic impact.

If SAN adds all of the international routes it expects to, based on SDCRAA 2013 Economic Impact Forecast estimates (and estimates of current international flight economic activity extrapolated to growth forecast), that \$432 million is projected to grow to \$1 billion. Therefore, the region needs an enlarged world-class international arrivals facility to meet present and future demand.

## HISTORICAL GROWTH OF INTERNATIONAL AIR SERVICE

Chart 1 below shows the growth of international passenger arrivals from 1990 to 2016, with a forecast to 2018.



**Source: DOT T100 datasets and SDCRAA air carrier reports (excludes Canadian pre-clearance arrivals)**

SAN's arrivals have grown from a historical average of 100,000 to about 300,000 annual arrivals within five years. By the end of 2017, when new seasonal European service begins, the facility will handle almost 350,000 annual arrivals.

### PEAK HOUR DEMAND

FIS facilities are typically designed to accommodate peak hour demand. SAN's existing FIS can accommodate 350 passengers per hour at an acceptable level of service. However, the facility routinely has a demand of almost 500 passengers per hour, which results in major congestion during peak periods.

Based on discussions with prospective airlines, we anticipate peak hour passengers to continue to increase in the coming years. Much of the timing of growth in peak hour processing depends on the decision-making timeline of airlines. Analysis of the daily peaking characteristics of projected future flight schedules shows that, through 2025, almost all hourly activity will be less than 800 passengers per hour. By 2035, it is anticipated that most days will include at least one hour exceeding 800 passengers per hour. The table below outlines the anticipated increases in peak hour passengers for the forecasted years:

Forecast Year	Peak-Hour Passengers	% Above Current Facility Peak Hour Capacity (350 Pax)
2017	627	79%
2018	652	86%
2019	687	96%
2020	842	140%
2025	842	140%
2035	1,043	198%

### **LIMITATIONS OF CURRENT FIS**

The current FIS facility in Terminal 2 East was constructed in 2000-2002 to coincide with the introduction of nonstop British Airways flights to London Gatwick in 2001. In fact, it was developed at the insistence of British Airways to provide a more customer-friendly experience. The facility was constructed using Customs and Immigration guidelines and standards which were approved at the time. Prior to this time, all international arrivals were at Terminal 1 (Gates 1 and 2) and entry and exit from aircraft were conducted outside via air stairs, with extremely limited processing space.

The current FIS facility is housed within 23,760 sq. ft. of space. It is linked to a total of three gates: Gates 20, 21, and 22. The facility is divided between two floors with primary inspection (passport checks) occurring on the upper level and secondary inspection (customs / baggage checks) on the lower level, which was the preferred model pre 9/11. The current FIS facility only has one baggage claim device with a capacity of displaying only 158 bags at a time (according to an AECOM analysis).

### **Swing-Capable Gates at Issue**

Another limitation of the current facility is the gate environment. Gates 20, 21 and 22, which comprise the current FIS, are not fully swing-capable. A swing gate is a gate which allows for independent passenger arrival or departure at a gate without impacting adjacent gates. Swing gates essentially allow arriving and departing international passengers to be properly segregated during the deplaning and enplaning process.

Because SAN's international gates are not fully swing-capable, the current FIS requires aircraft to be sequenced based on time of departure and arrival. For instance, an international arrival at gate 22 would not permit an aircraft boarding at gate 20 or 21. An international arrival at gate 21 would not permit an aircraft boarding at gate 20 but would permit an aircraft boarding at gate 22. An international arrival at gate 20 would permit aircraft boarding at gate 21 and 22. Therefore, sequencing is critical to maintain the integrity of the arrival and boarding processes.

Further scheduling complexity is added when aircraft types are taken into account. For instance only gates 20 and 22 permit wide-body operations, often requiring the

closure of adjacent gates. In the summer of 2017, SAN may experience numerous instances where two wide-body international flights will be on the ground at the same time.

Also, beginning summer 2017, sequencing issues at the FIS gates probably will require aircraft towing operations to other gates capable of accepting wide-body aircraft for boarding purposes. This adds operational inflexibility to carriers as they must schedule additional time to tow aircraft from the international arrival gate to a domestic departure gate, which increases the aircraft turnaround time and increases the overall cost of SAN operations.

### **New Technology Impacts Peak Hour Limitations of Lower Level Customs Hall**

The peak hour forecast for international arrivals next year will increase to 627 on Fridays. We expect this peak volume to occur multiple days over a one week period by summer 2018 as the new seasonal carriers expand their schedules.

When demand peaks – even with current flight activity levels – the lower level customs hall becomes a key chokepoint for FIS traffic. New passenger processing technology introduced in the past 13 years has amplified peak time congestion.

Since 2003, Customs and Border Protection (CBP) has introduced Global Entry, an automated process that promises expedited clearance for passengers that have gone through extensive background investigations. Additionally, CBP worked with industry stakeholders to create Automated Passport Control (APC) technology, which allows passengers to complete primary inspection via a machine that collects the initial information necessary for entry. Thirdly, CBP and the airport's trade association, ACI, has teamed to bring APC to the passenger's mobile telephone through a Mobile Passport Control (MPC) application. MPC collects the same information an APC would in the primary inspection process. (SAN has not yet implemented MPC.)

All of this automation has greatly sped up the primary inspection process. Thus arriving passengers are now appearing in the lower level baggage claim more quickly. This has created overcrowding in the lower level customs hall.

### **Physical Constraints**

Congestion is a significant concern in the lower level customs hall because of the physical limitations of the space itself. The lower level customs hall is a small facility designed in the pre-9/11 era. It contains only enough space to house a single baggage claim device. Therefore there is no baggage claim redundancy. The sole luggage device has failed on several occasions in the past year causing baggage delivery delays through manual baggage delivery.



### **Lack of Restrooms**

The lack of restrooms in the lower level customs space is another key customer service issue. Although there is a restroom facility on the upper level, this restroom facility is located before the primary (passport) inspection process and passengers are rarely permitted to utilize the restroom facilities after primary clearance. CBP does not allow restrooms in the sterile corridor and, similarly, restrooms are not permitted in secondary screening queuing areas where agricultural inspection would take place.

Most large international airports in the USA have restrooms at two locations within the FIS. One location is prior to the primary inspection area and the second location is in the baggage claim hall. As SAN attracts more leisure-oriented carriers, it is anticipated that there will be an increase in number of families traveling with young children and adequate restroom facilities will become even more of a customer service necessity.

### **PLANNING FOR THE FUTURE**

The future of SAN's international air service continues to be influenced by recent factors, which have contributed to its growth in the last five years: open skies agreements (essentially free trade in air services), bilateral and multi-lateral anti-trust agreements (allows multiple airlines to share risk on a new route), and aircraft technology (Boeing 787 and Airbus 350).

### **Long-term Growth Projections**

SAN's existing FIS can accommodate about 350 passengers per hour. As free trade in air service expands and the newest aircraft types become integrated into the worldwide airline fleets, San Diego is expected to be presented with increasing international air service opportunities. The FAA forecast (2016-2036) continues to reflect a higher growth rate for international passengers versus domestic. We also expect SAN's international growth to outpace domestic growth in the long term. In fact, nationally the FAA predicts overall international passengers to/from the US will increase from 177 million in 2015 to 251 million by 2024 and 393 million by 2036. If San Diego mirrors these rates of national growth, SAN will handle about 400,000 international arrivals by 2024 and over 630,000 international arrivals by 2036. In 2015, the FIS facility handled 300,000 international arrivals. It is possible that SAN's international arrival growth may outpace the national rate, for an important reason. Historically, SAN could not handle its international market demand because its runway was incapable of accommodating fully loaded, economically viable aircraft capable of trans-oceanic flights departing from San Diego. Recent improvements in aircraft technology and a new generation of technically advanced composite aircraft such as the Boeing 787 means SAN can catch up to handling its share of international traffic.

The table below outlines two international growth scenarios for San Diego. The FAA growth forecast outlines San Diego growth as if it mirrors the overall US-international passenger growth rate. A second San Diego-specific growth rate is based on the current status of airline business development talks with specific airlines.

#### SAN DIEGO INTERNATIONAL – EXPECTED INTERNATIONAL ARRIVALS

Year	FAA US-Intl Growth Rate applied to SAN	SAN Estimate
2015	300,016	300,016
2016	313,576	315,354
2017	323,746	331,332
2018	335,611	444,979
2019	349,171	536,833
2020	364,426	648,068
2021	379,681	648,068
2022	393,241	648,068
2023	410,191	648,068
2024	427,141	648,068
2025	442,396	817,349
2026	461,042	-
2027	479,687	-
2028	496,637	-
2029	516,977	-
2030	535,622	-
2031	554,267	-
2032	576,302	-
2033	596,642	-
2034	618,677	-
2035	642,407	-
2036	666,137	-

Note: SAN Estimates were only prepared through 2025. Therefore, no data is available beyond that year.

#### ADP Considerations

An improved and expanded FIS was considered in the Airport Development Plan (ADP), which includes a temporary expansion of the existing FIS in Phase 1 and a new, permanent FIS in a later phase (year 2030 – 2035). However, SAN's recent rate of international air service growth has far outpaced the growth rate reflected in the ADP, and it is clear that a larger permanent FIS will be needed much sooner than 2030 – 2035. Simply re-phasing the ADP so that the FIS component is accelerated into Phase 1 is not possible, because as envisioned in the ADP, existing Terminal 1 must be demolished before the permanent FIS could be built. Therefore, allowing the ADP to address the concern would be impractical.

**PLANNING OPTIONS**

The cross functional planning team has identified the following needs for the FIS facility to provide for optimal customer service and future flexibility:

1. Five (5) independent / swing gates. This should handle three (3) wide-body and two (2) narrow-body aircraft simultaneously such that two (2) wide-body aircraft arrivals can occur in the same hour, which is anticipated by summer of 2018, allowing passenger boarding or alighting without restrictions on adjacent aircraft gates.
2. A facility that can process 800 passengers per hour. This would accommodate almost all anticipated peak hour activity through 2025. While some peak periods may still exceed the capacity of the FIS, a larger FIS would be akin to designing the church for Easter Sunday. Beyond 2025, further expansion will likely be necessary.
3. A facility that is expandable to permit future growth.
4. Enhanced baggage delivery systems and adequate waiting spaces.
5. Enhanced customer service with increase in holdroom seating capacity and restroom facilities in arrivals area.

Staff presented an overview of three planned options to the Airport Authority Executive – Finance Committee on September 06, 2016 as following:

**Option 1 – Cosmetic Upgrade to Existing FIS in Terminal 2 East (T2E)**

This existing capital project provides for a cosmetic upgrade of the existing FIS facility in T2E including replacement of wall, ceiling and floor material in certain areas of the facility and replacement of the existing unreliable baggage claim device. However this project will not increase the existing ramp capacity or the passenger processing capacity. This scope of work has been approved in FY2017 CIP for a project budget of \$6.3 million. The advantages and disadvantages of this option are listed in the table below.

<b>Advantages</b>	<b>Disadvantages</b>
New baggage claim equipment would be more reliable	Aircraft parking would not meet the anticipated demand of three (3) simultaneous wide-body operations
Airline relocations would not be required	Would not provide for any additional passenger processing capacity
	Baggage Claim would remain constrained
	Unacceptable level of customer service

### Option 2 – Expand Existing FIS Facilities in T2E

This option would convert aircraft Gates 24 and 26, which are adjacent to the existing FIS Gates 20, 21 and 22, such that in the final configuration the FIS facility could accommodate up to five narrow-body aircraft or two wide-body and one narrow-body aircraft. This option would add a sterile corridor system and associated vertical transportation to deplane and process passengers into the existing CBP areas and add one new baggage claim device. The rough order of magnitude cost to implement this option is estimated to be up to \$100 million. The advantages and disadvantages of this option are listed in the table below.

<b>Advantages</b>	<b>Disadvantages</b>
Would keep FIS in current location	Aircraft parking would not meet the anticipated demand of three (3) simultaneous wide-body operations
Airline relocations would not be required	Shallow aircraft apron area between T1 and T2E would continue to impact operations
Initial cost would be lower than Option 3	Passenger processing would remain constrained due to building footprint limitations
	Major impact to existing FIS operation would occur during construction
	T2E would be replaced during future phase of ADP, necessitating construction of another FIS in the future

### Option 3 – Relocate FIS Facilities in Terminal 2 West (T2W)

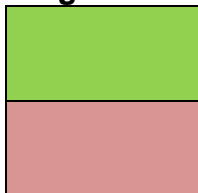
This option would relocate the existing FIS facility from T2E to the newly completed Green Build portion of the existing T2W by repurposing six existing aircraft Gates 46, 47, 48, 49, 50 and 51, to accommodate three wide-body and three narrow-body aircraft. This option would reuse existing holdrooms for these gates and add sterile corridor system and associated vertical transportation to deplane and process passengers into a new addition for CBP areas on Level 1 and use existing shell space on Level 3 built during Green Build. The rough order of magnitude cost to implement this option is estimated to be up to \$200 million. The advantages and disadvantages of this option are listed in the table below.

Advantages	Disadvantages
Aircraft parking would meet the anticipated demand of three (3) simultaneous wide-body operations	Higher cost than Options 1 and 2.
Would provide good customer service	Would require airline and other tenant relocations
Would meet anticipated demand for passenger processing and baggage handling capacity	Transfer passengers would have to walk longer distance to Terminal 1 for connecting flights
Expandable in future if needed	

A comparison of these options is summarized below.

Metric Description	Option 1 Cosmetic Upgrade	Option 2 Expand Existing FIS	Option 3 Relocate FIS in T2W
Meets the forecasted demand	No	No	Yes
Simultaneous wide-body gates (3.)	1	2	3
CBP PAX processing capacity (800/hour)	350	450	800
Provides adequate baggage claim capacity (bags displayed)	158	230	575
Future expansion capability (passenger and ramp)	No	No	Yes
Impacts international arrivals during construction	Minor	Major	None
Customer service	No increase	Low	High
Estimated cost (\$ millions)	\$6.3	Up to \$100	Up to \$200

**Legend:**



Favorable and/or meets the anticipated demand

Negative and/or does not meet the anticipated demand

If Option 3 is selected (FIS in T2W), there would be three important cost saving opportunities:

1. CIP cosmetic improvement to existing FIS = \$6 million
2. Interim FIS improvements to ADP Phase 1 = \$55 million
3. Future FIS in ADP Phase 2 = approximately the same as the FIS in T2W

Further, removing the FIS from ADP Phase 2 would allow other revenue-generating opportunities in the ADP from the availability of land currently designated as FIS.

It is possible to phase Option 3, with only 4 out of 6 gates being included in Phase 1 (Gates 48 – 51) and the other 2 gates (Gates 46 and 47) being delayed until 2025. However, all of the interior processing space would have to be constructed in Phase 1. Therefore, the Phase 1 cost would be approximately 90 percent of the total cost. Although 10 percent of the cost (up to \$20 million) could possibly be delayed until 2025, the cost of the project at that time would increase due to escalation in construction costs and the need to remobilize the project team after they've disbanded from the Phase 1 construction. Therefore, it is likely that the year 2025 construction costs would actually be about \$28 million.

Based on the favorable ratings for Option 3 in the comparison table on the previous page, staff recommends Option 3 as the preferred option. Staff requests direction to proceed with the preparation of project definition documents including preparing program criteria document and commencing with the procurement process. By providing direction to staff, the Authority at this time is not approving or committing to undertake any particular FIS project. Any definitive approval of the FIS project is expressly conditioned on completion of appropriate CEQA review. The start of the procurement process and the preliminary selection of a successful proposer, therefore, does not constitute an approval of the project, and is not a decision subject to CEQA.

## **CONCLUSION**

Experts agree that international air travel is expected to experience significant growth both over the short- and long-terms. Regions that can capitalize on this growth will reap the economic benefits. If SAN is to take part in this trend, limitations of its current FIS facility must be addressed.

In light of the increased international arrival activity expected in 2017 and anticipated expansion of international air service from 2018 onwards, a cross functional planning team was formed to evaluate improvements needed in the current FIS over the next three to four years and to identify options for a new FIS that:

- Adds greater flexibility to accommodate airline schedule changes
- Provides adequate FIS passenger processing and baggage handling capacity
- Provides adequate processing areas to address customer service issues (crowding and restroom facilities)
- Adds a second baggage claim device and more queuing space in the lower level customs hall
- Utilizes the newest processing efficiencies introduced by the CBP over the next year

Three options were identified, with a new FIS in Terminal 2 West being the staff-preferred recommendation.

### **Fiscal Impact:**

Funding for Options 1 is included in the Capital Program Budget. Funding for Options 2 and 3 is not included in the Board approved Capital Program Budget. The estimated cost of Option 2 is up to \$100 million and Option 3 is up to \$200 million. Sources of funding could include a combination of Passenger Facility Charges, Airport Cash, and/or Bonds. Upon Board direction to proceed with the procurement process, finance will present a detailed plan of finance.

### **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. The Authority at this time is not approving or committing to undertake any particular FIS project. During the RFQ/RFP process the Authority reserves full discretion to approve, change, or condition any possible project, including adopting mitigation measures or alternatives to avoid or substantially lessen any possible environmental impacts, and to decide not to pursue any FIS project. Any definitive approval of the FIS project is expressly conditioned on completion of appropriate CEQA review. The start of the RFP/RFQ process and the preliminary selection of a successful proposer for the design-build contract, therefore, does not constitute an approval of the project, and is not a decision subject to CEQA.

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:**

KEITH WILSCHETZ  
DIRECTOR, PLANNING & NOISE MITIGATION





# Federal Inspection Services (FIS) at SAN

Overview and  
Future Options

September 15, 2016

# Agenda

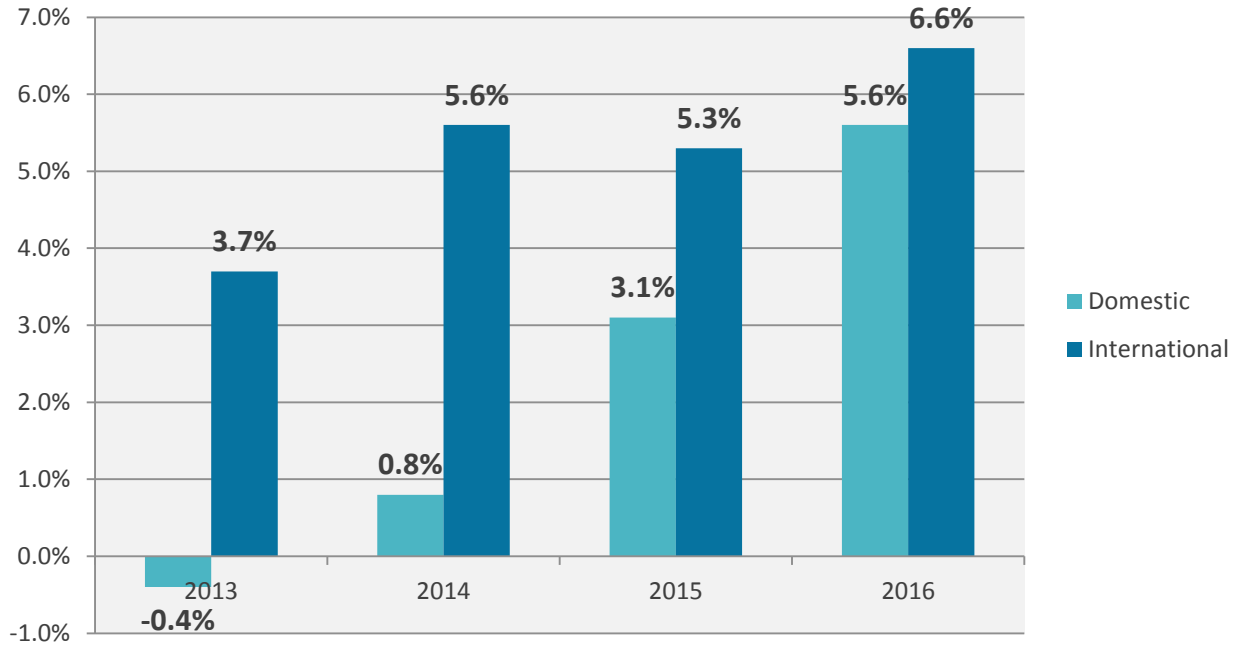
- A** Overview of International Air Service / Need for Capacity
- B** Current Facility & Limitations
- C** Overview of Planned Options
- D** Financial Analysis
- E** Next Steps



# Overview of A International Air Service

## Need for Capacity

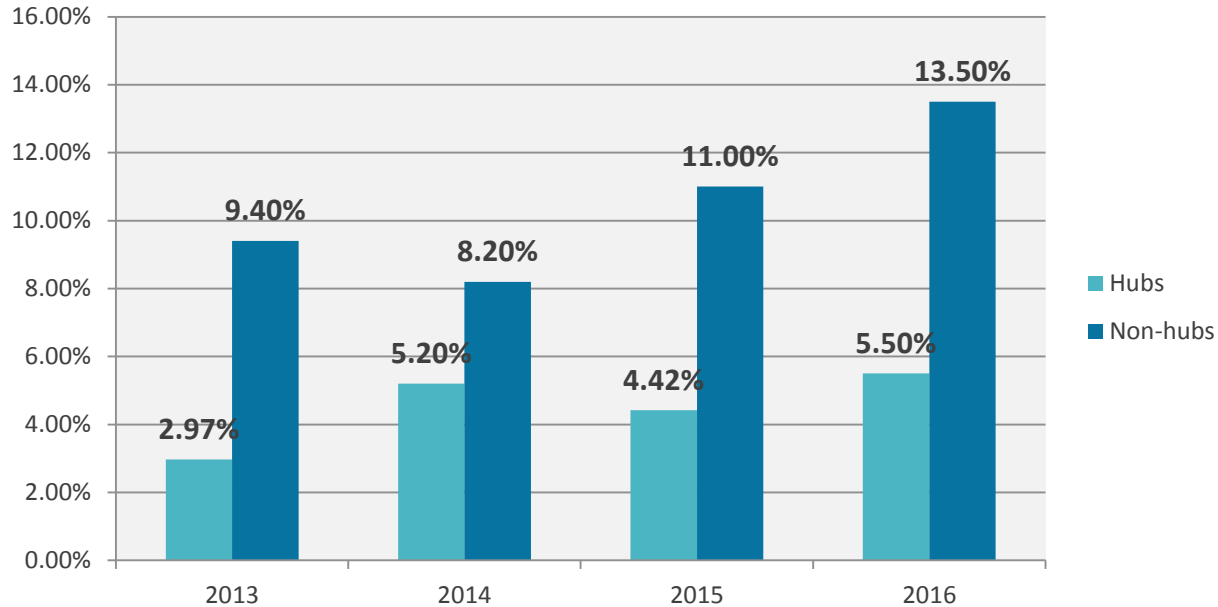
# International versus Domestic\* YOY Growth Top 60 US Airports



Source: Change in DOT T100 passenger domestic and international onboards reported YE Feb YOY

\* Canada is included in domestic as most arrivals from Canada deplane from domestic gates.

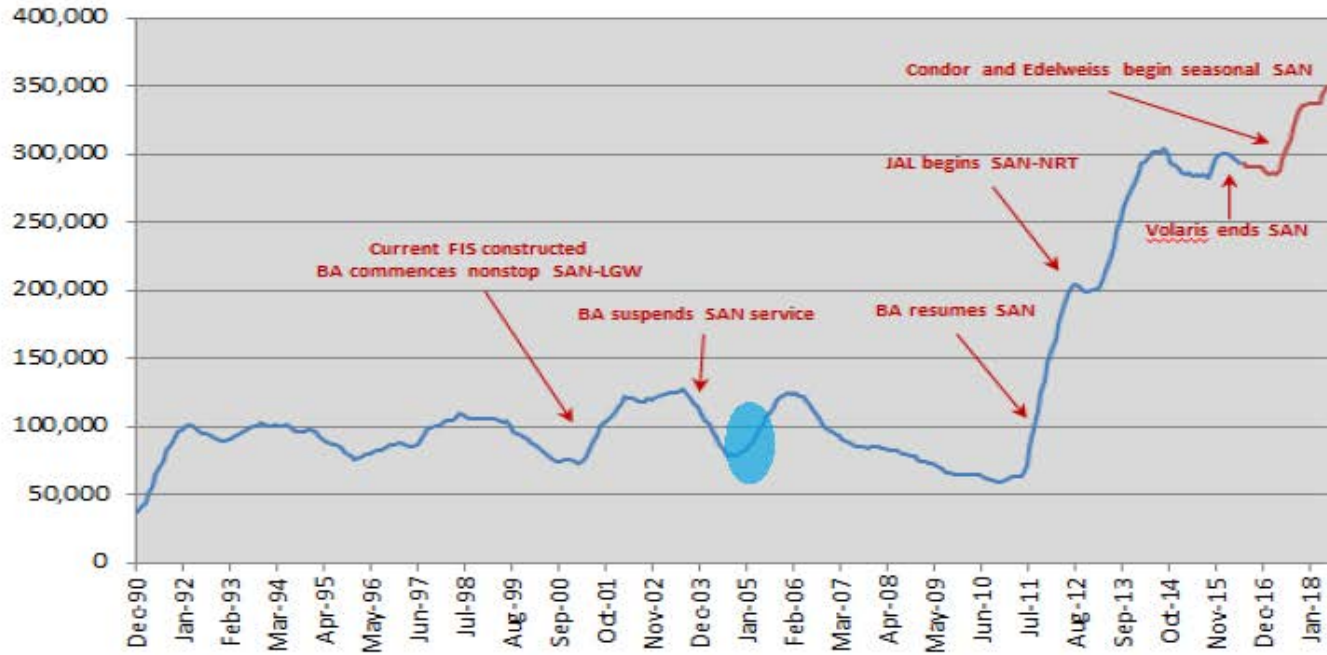
# International Growth at Non-Hubs Outpacing Hubs



Source: Change in DOT T100 passenger international onboards reported YE Feb YOY

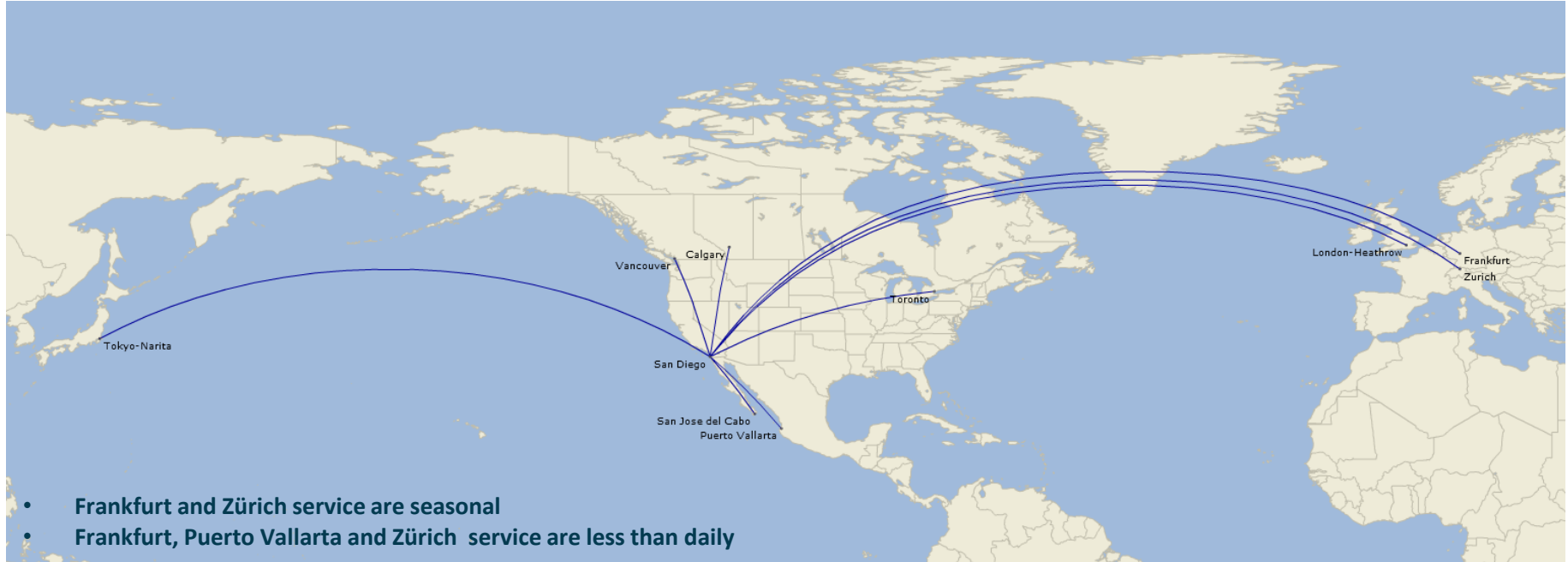
- Canada is excluded as most arrivals from Canada deplane from domestic gates.
- International defined as those passengers departing or arriving at the 60 largest US hub or non-airports on a nonstop flight to/from a foreign point
- Hubs defined as any hub identified by top three legacy network carriers United, American and Delta

# International (FIS) Arrivals have Grown Dramatically in San Diego



Source: DOT T100 dataset and SDCRAA air carrier reports (excl. Canadian arrivals)  
Year ending relevant months

# Current International Service 2016-2017



Source: June 2017 Schedules in Innovata via DIIIO

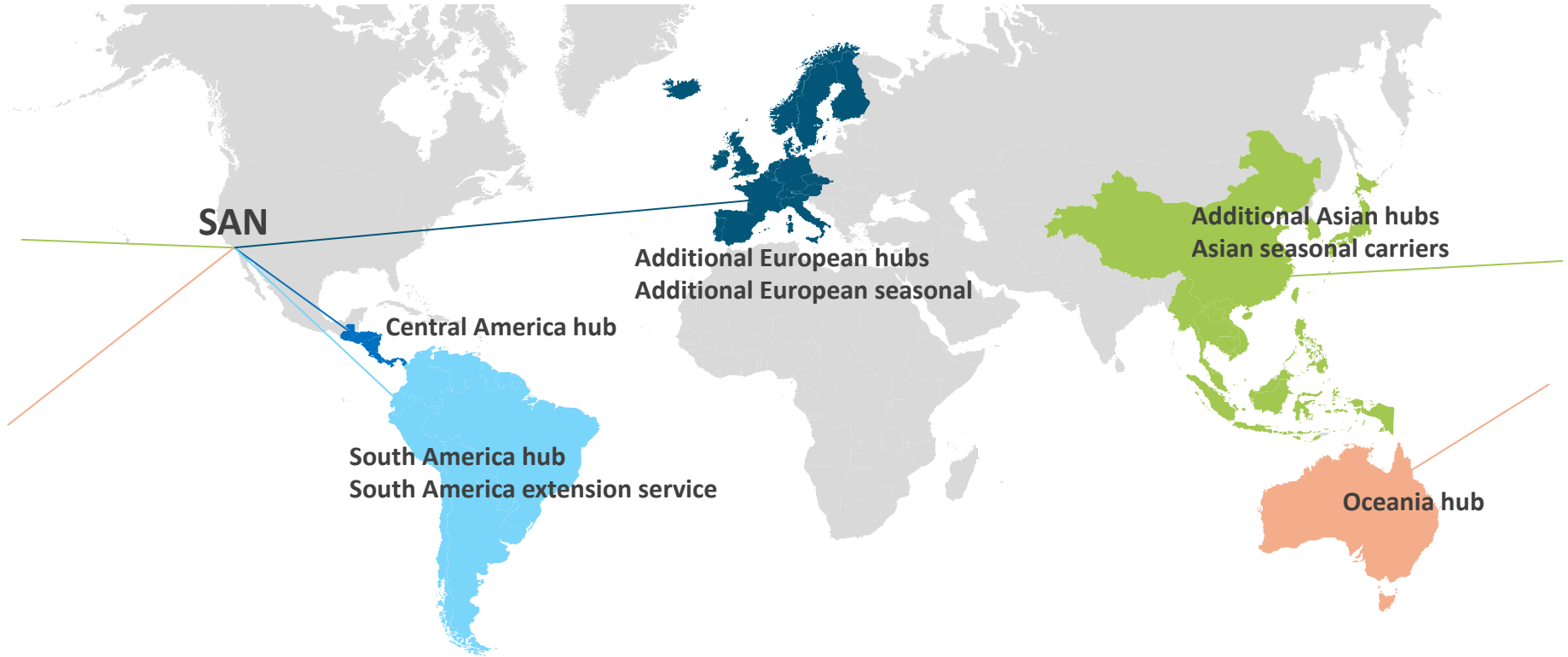
# Current and Future 787 and A350 Operators

New aircraft technology  
continue to redefine  
SAN's international capabilities



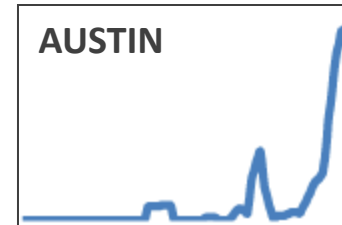
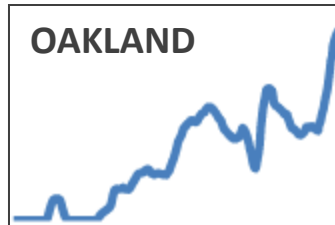
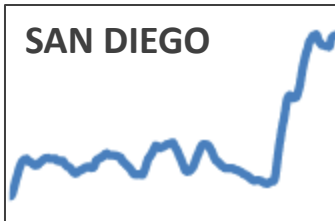


# Potential Growth 2016-2025



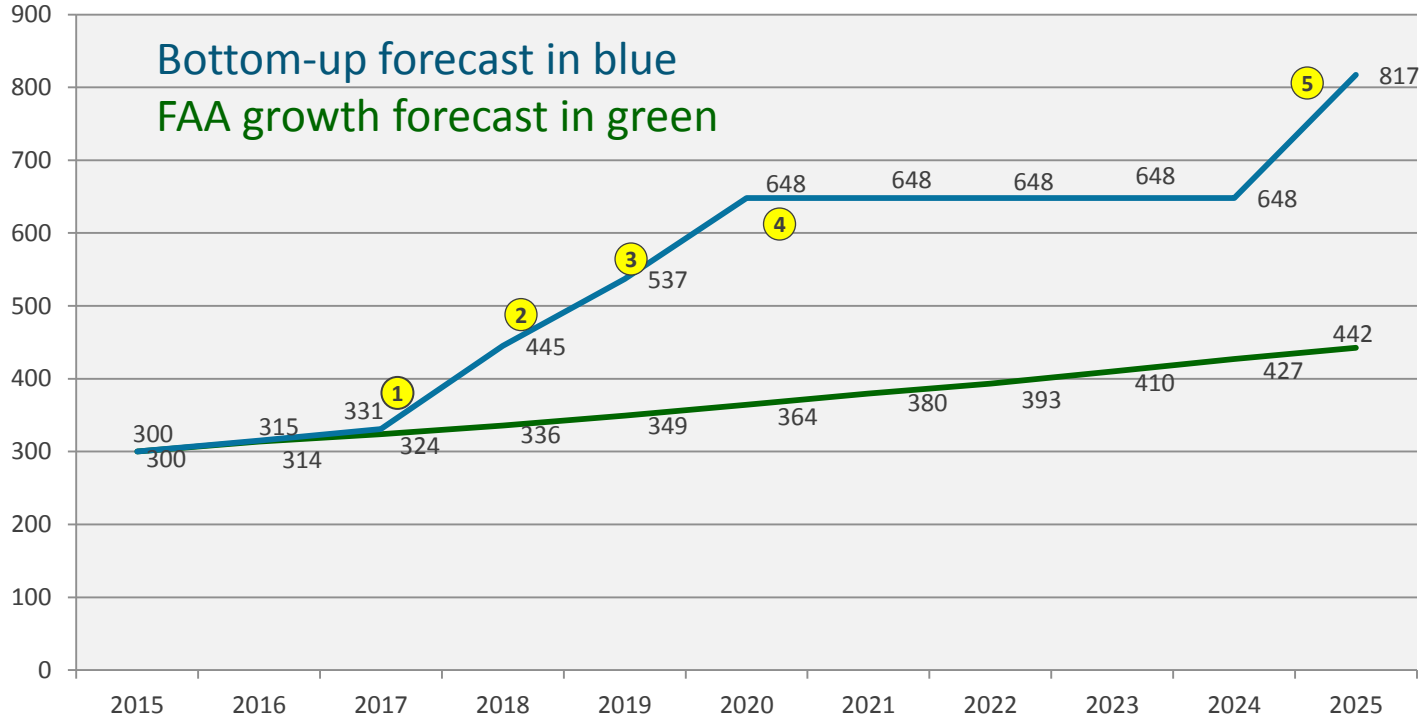
# Forecasts

- Bottom-up forecast takes current FIS arrivals and grows them based on expectations of new service in the coming years
- FAA-inspired forecast takes the overall US-International passenger growth rate and applies it to San Diego
  - Forecast is conservative in that San Diego is growing faster than the national rate.
  - FAA forecasts for long term planning of overall facility and does not forecast for specific markets acquiring service at a fixed point in time.
- International passenger arrival growth occurs in waves reflecting the impact of new service



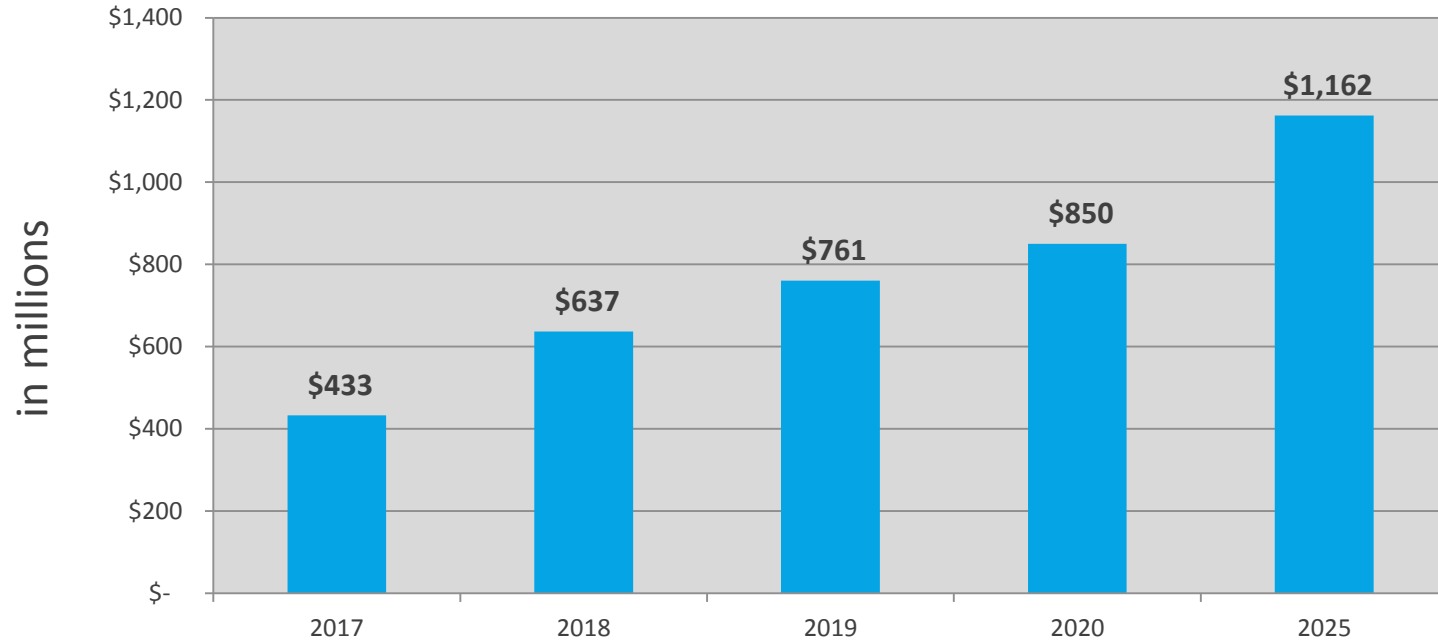
# Forecasted Growth in International (FIS) Arrivals

in thousands



1. **2017**  
-Condor and Edelweiss begin service to SAN
2. **2018**  
-2<sup>nd</sup> European hub carrier  
-Central America service  
-Incremental frequency increases by seasonal airlines
3. **2019**  
-Additional Mexico beach  
-Asia/Latin America Charters
4. **2020**  
-New service migrate to daily service  
-3<sup>rd</sup> European hub carrier
5. **2025**  
-2<sup>nd</sup> hub service to Latin America  
-2<sup>nd</sup> hub service to Asia  
-Service to Oceania

# Total Estimated Annual Economic Impact of Forecasted International Flights to San Diego



Source: SDCRAA Bottom-up Forecast and Campbell-Hill Aviation Group Economic Impact Estimates of cumulative European, Asian and Latin American services – extrapolated from 2013 CDM Smith Economic Impact Study

# SAN has Opportunities to Recapture San Diego County Passengers Using LAX

Country	Leakage	PDEW	Visa Waiver
China / Hong Kong SAR	85,744	117	
Philippines	67,897	93	
Australia	52,841	72	✓
UK	52,378	72	✓
Japan	37,448	51	✓
South Korea	34,655	47	✓
Germany	33,796	46	✓
India	33,596	46	
France	30,239	41	✓
Taiwan	27,733	38	✓
Others	473,281	648	
<b>Total</b>	<b>929,608</b>		

Source: YE Q1 2016 San Diego County adjusted ARC data  
PDEW = Passengers Daily Each Way

# Bottom-up Forecast Indicates a Future Need for Enhanced FIS

## FIS PROCESSING REQUIREMENTS DURING BUSIEST TIME

Forecast Year	Peak Hour Passengers
2017	627
2018	652
2019	687
2020	842
2025	842
2035	1,043

Source: AECOM analysis of SDCRAA Air Service bottom-up forecast

Busiest time as defined by peak hour

Current facility designed to process 350 peak-hour passengers

# Bottom-up Forecast Indicates a Future Need for Enhanced FIS

## GATE REQUIREMENTS DURING BUSIEST TIME

Forecast Year	Narrow-body	Wide-body	Total Aircraft
2017	2	1	3*
2018	2	1	3
2019	2	2	4
2020	3	2	5
2025	3	2	5
2035	3	3	6

Source: AECOM analysis of SDCRAA Air Service Bottom-up forecasted schedules  
Busiest time as defined by peak hour

\* - Will require aircraft to tow to domestic gate for boarding



# **B** Current Facility & Limitations



# Current FIS Limitations



## Gates 20, 21 and 22 Inflexible

Gates are not true swing gates, which means simultaneous arrivals and departures cannot always be effected from adjacent gates. Flights must be properly sequenced for maximum flexibility



## One Baggage Reclaim Device

Single baggage reclaim device does not offer redundancy and makes simultaneous arrivals difficult. System has failed in the prior year.



## Lower Level

Lower level is prone to crowding on busy flights. No restroom facilities for arriving passengers. As primary processing becomes more automated, passengers are arriving in the lower level more quickly



## Outdated Design

CBP is moving toward a single point of clearance to reflect the merging of separate functions into one single agency.



## Departure Hold Room Constrained

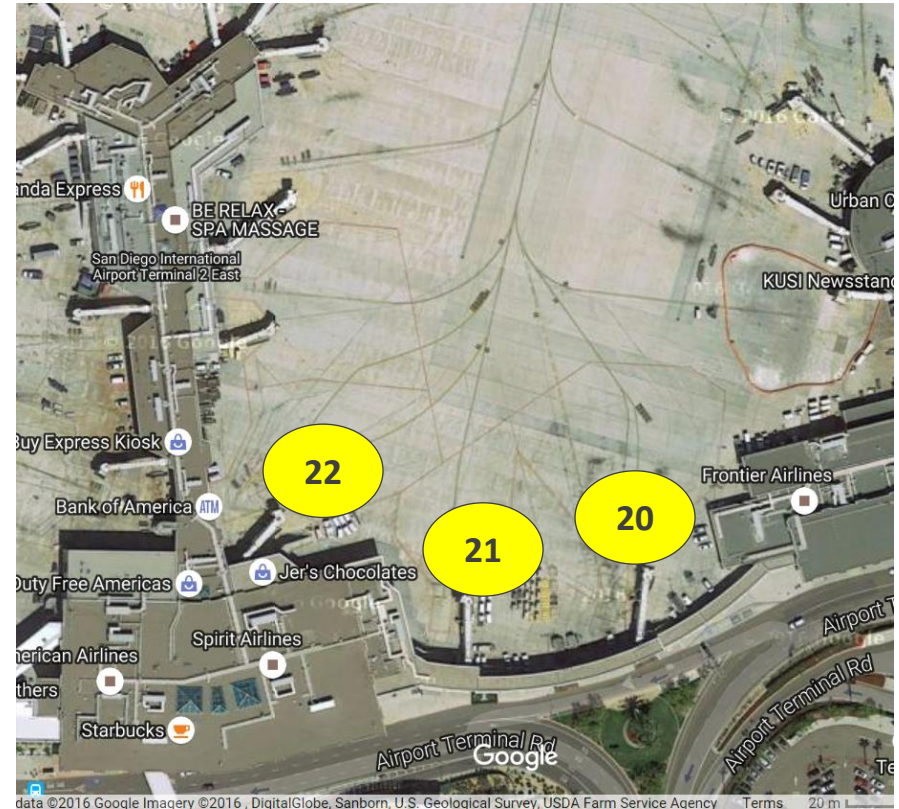
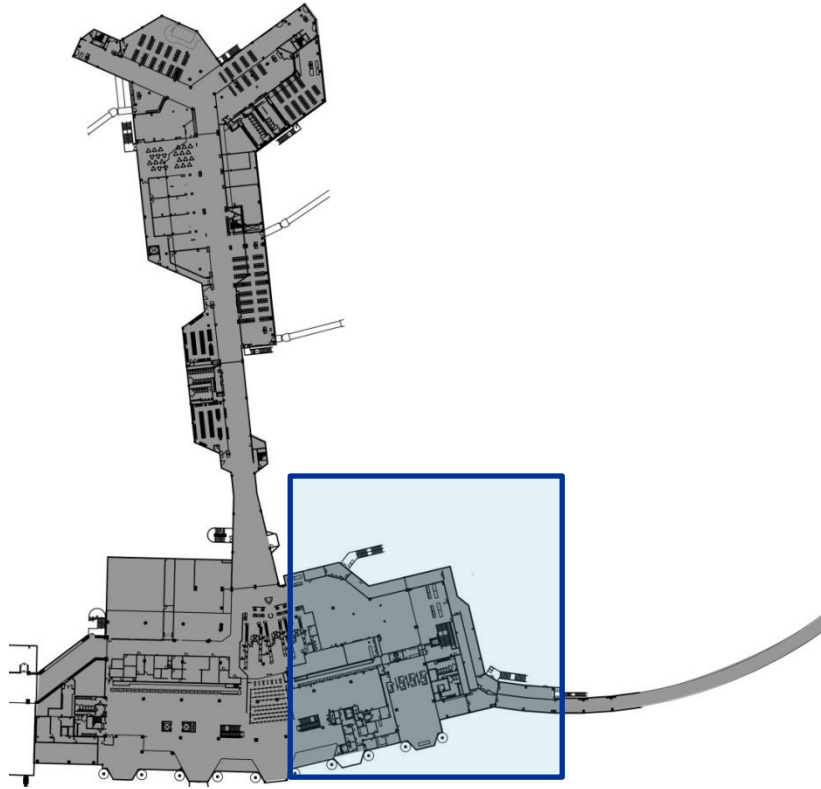
The departure hold room for Gates 20, 21, and 22 struggles to accommodate three departures.



## Options for Expansion Limited

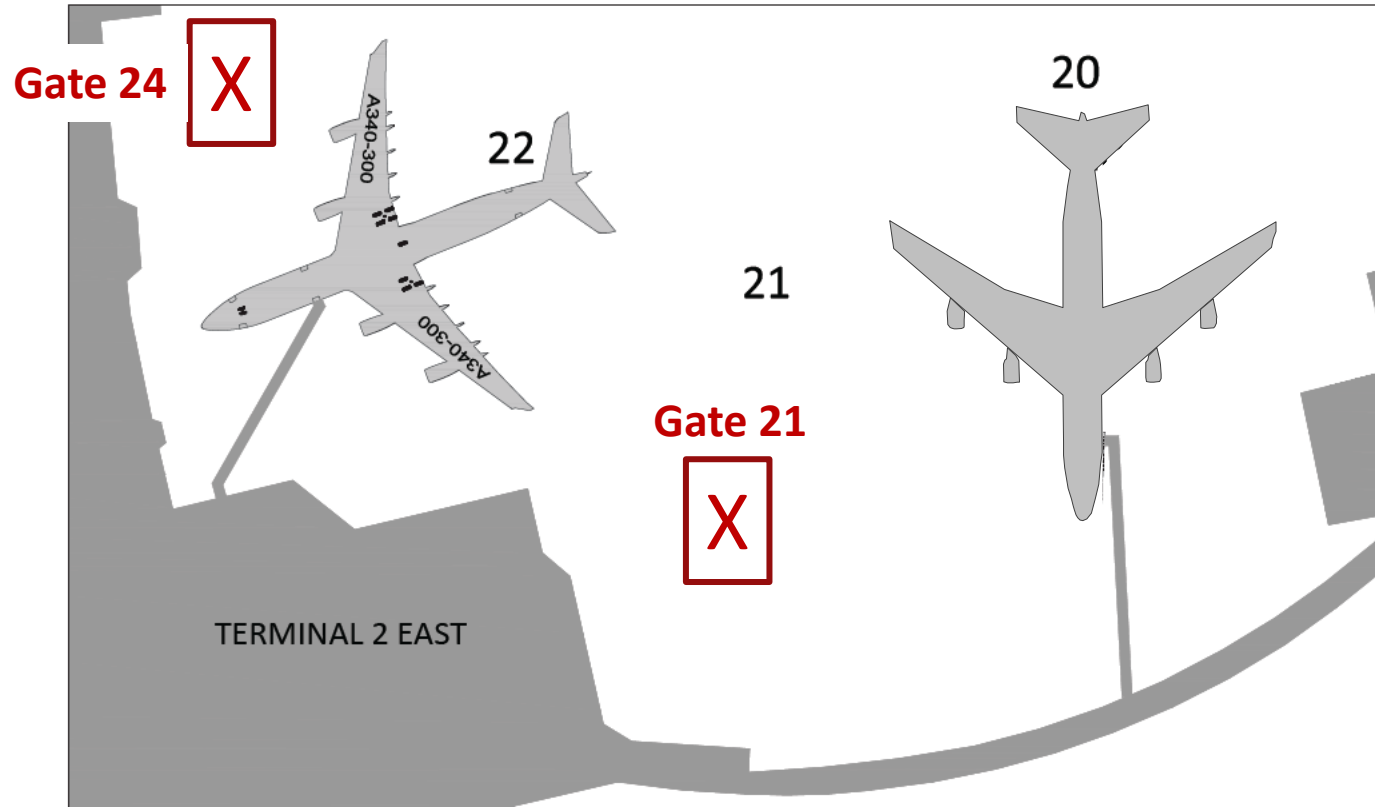
The facility is nestled between Terminal 1 and the T2E domestic pier, which constrains growth of facility to the east.

# Current Facility Housed in T2E

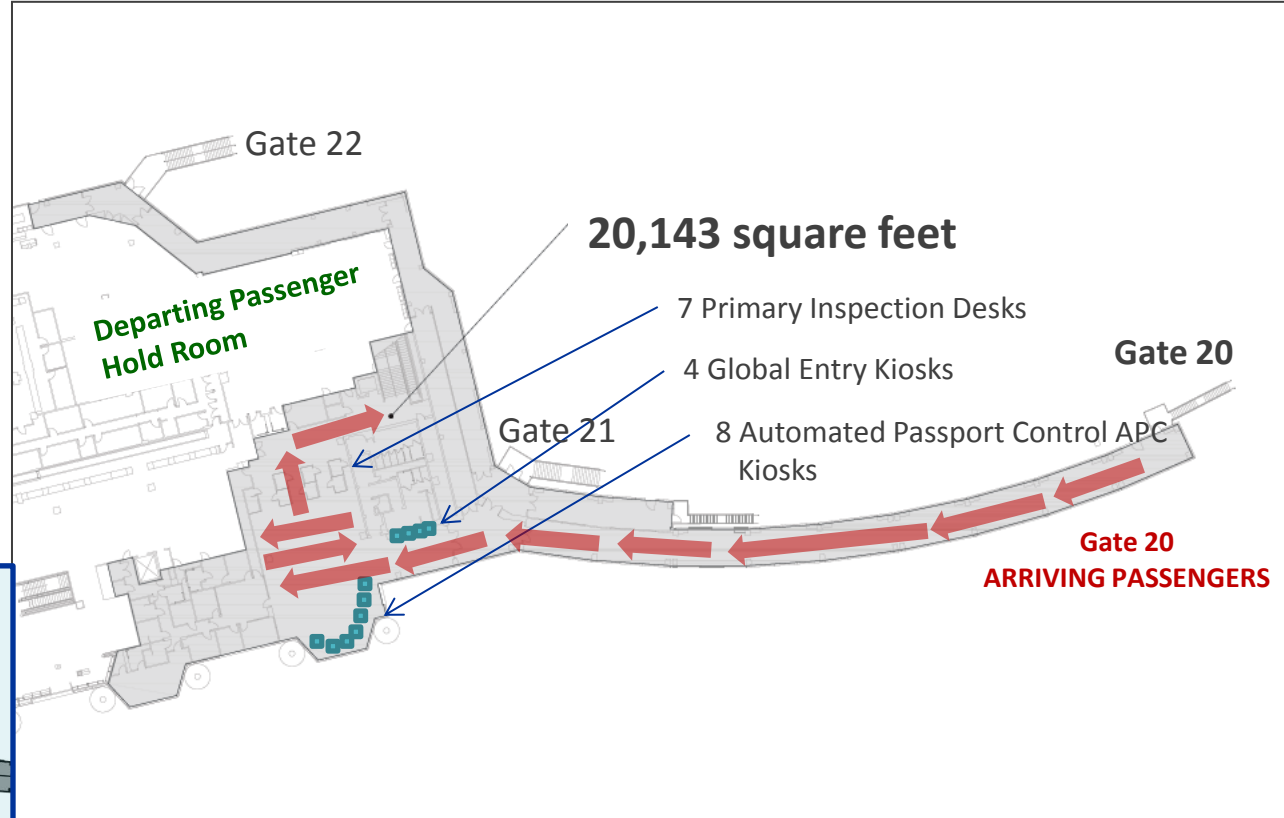
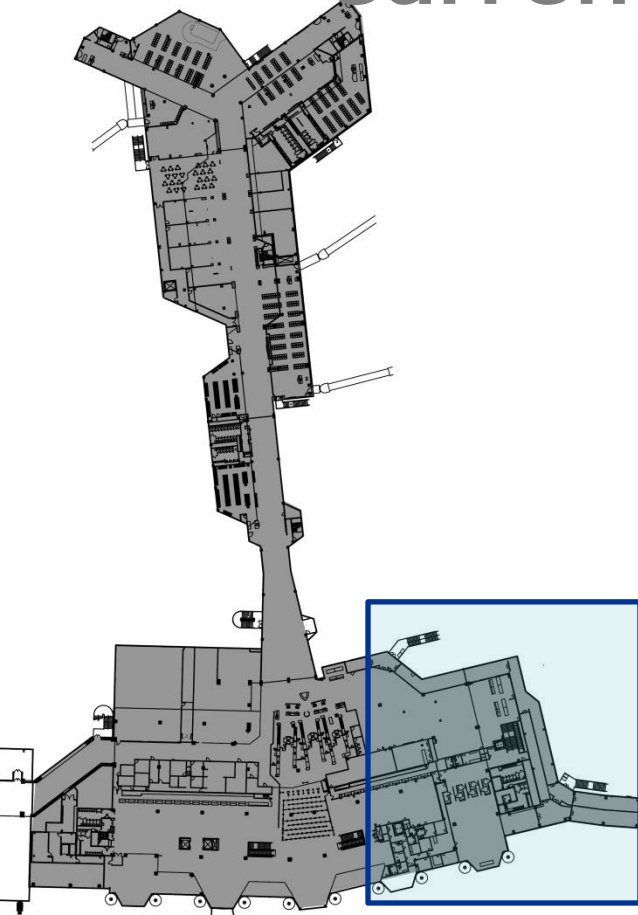


data ©2016 Google Imagery ©2016, DigitalGlobe, Sanborn, U.S. Geological Survey, USDA Farm Service Agency Terms 20 m

# Conflicts in Current Ramp Environment

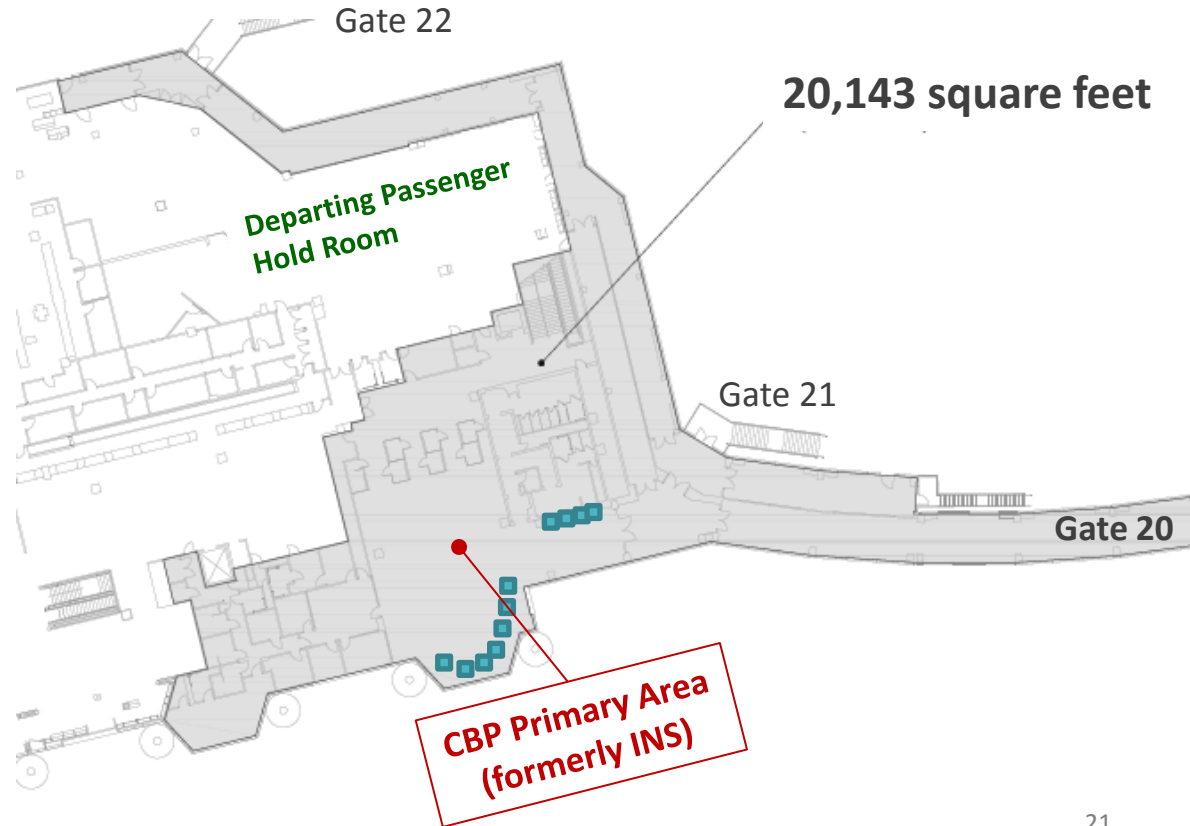


# Current Facility Upper Level



# Current Facility Upper Level

- Designed when CBP was two separate agencies in two separate Departments
- Design did not account for advances in automated passport control technology



# Upper Level Departure Hold Room

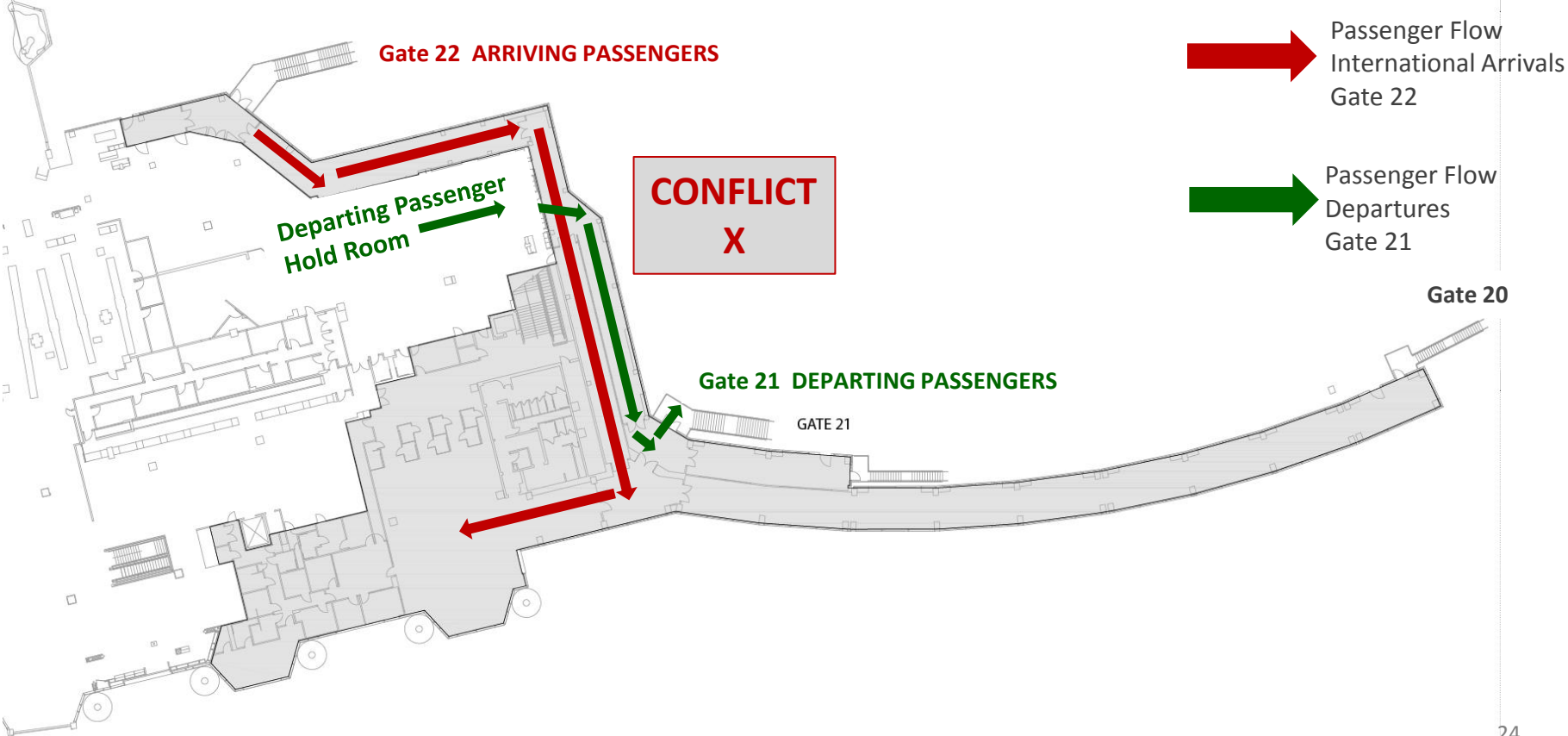
- One hold room serves three gates (Gates 20, 21, and 22)
- Seating for about 240
  - British Airways aircraft seating capacity is 337
  - Edelweiss aircraft seating capacity is 314
  - Condor aircraft seating capacity is between 245 - 259
  - Japan Airlines aircraft seating capacity is 186
- Isolated retail location for duty free

# LAX Swing - Independent Gate Example

*Swing gates allow for independent passenger arrival or departure at a gate without impacting adjacent gate activity*



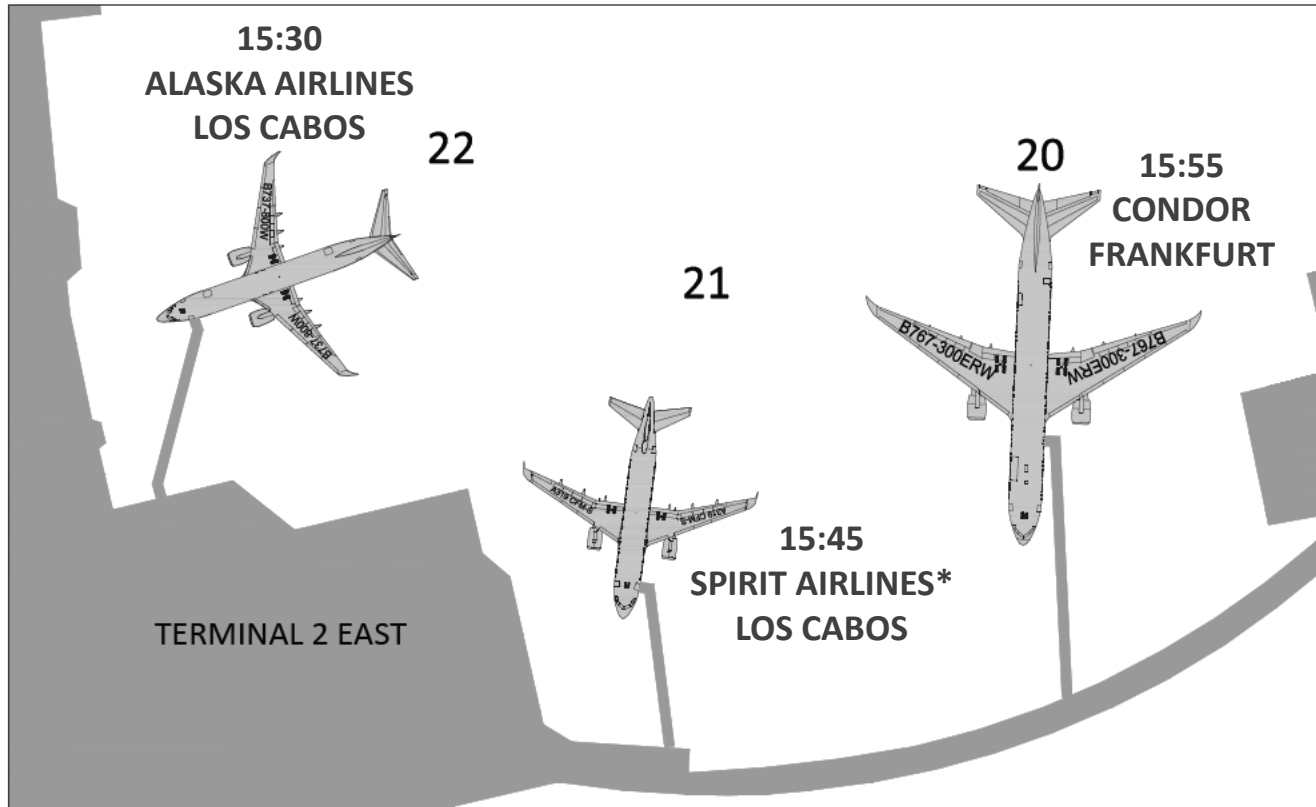
# Dependent Gates at SAN Require Proper Flight Sequencing





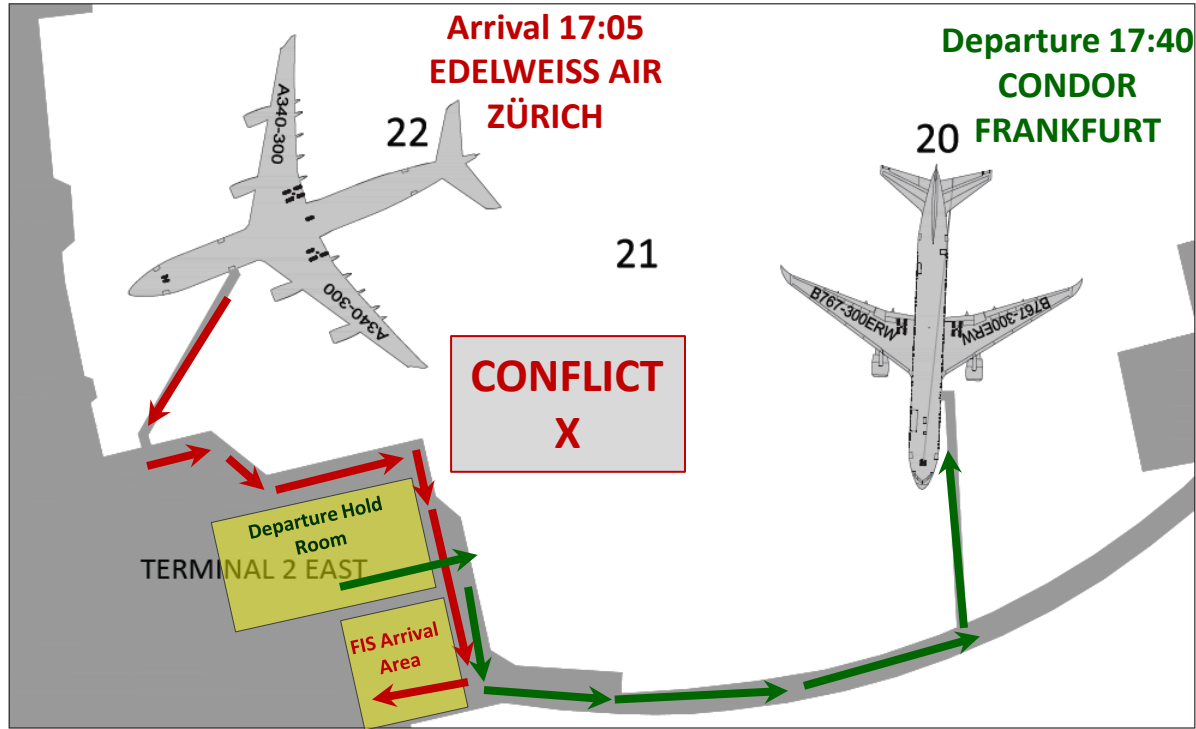
# Summer 2017

Three Arrivals within 25 minutes (over 500 passengers)



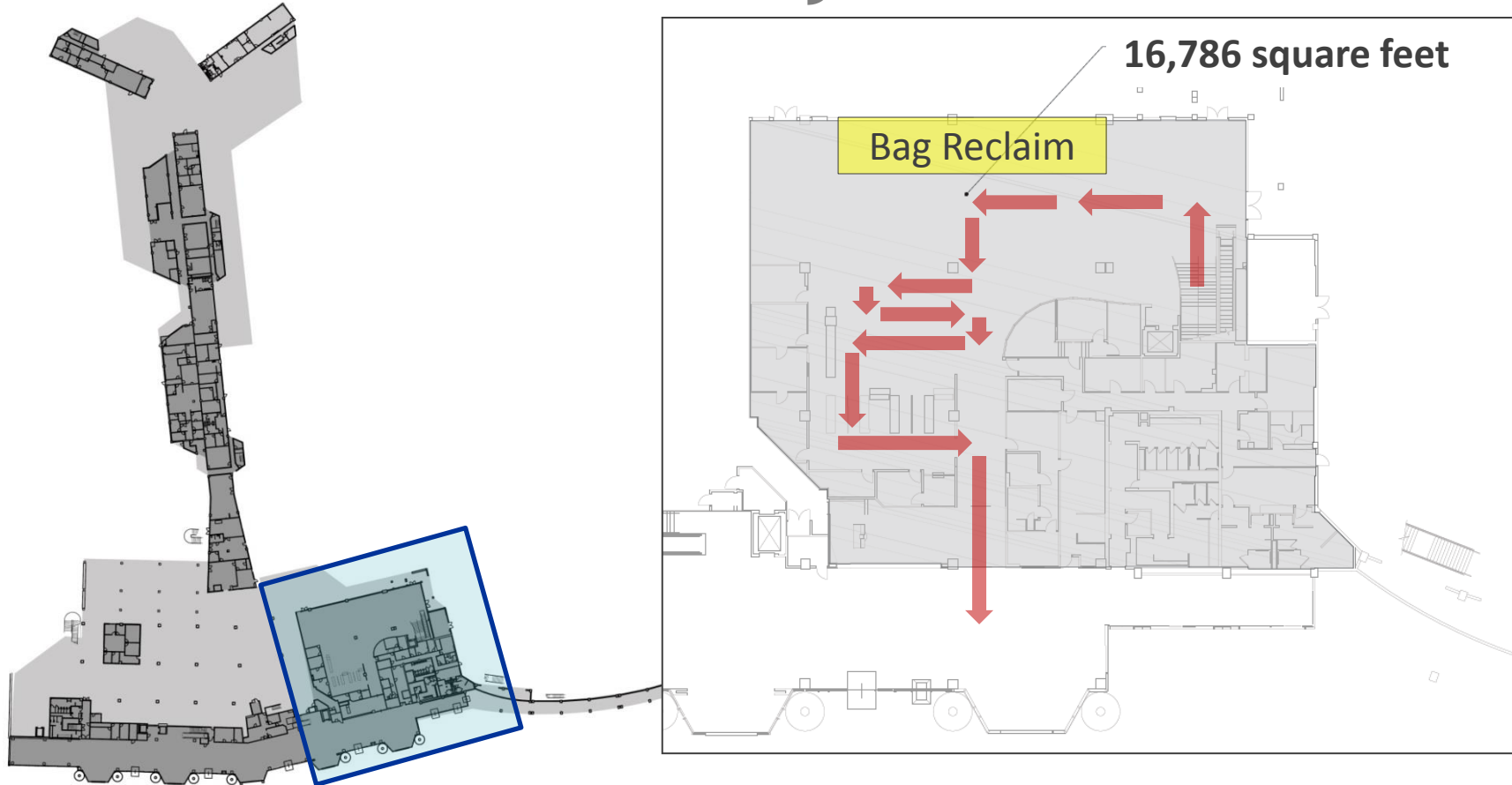
\* - Spirit plans to operate Los Cabos flights in the summer season

# Summer 2017



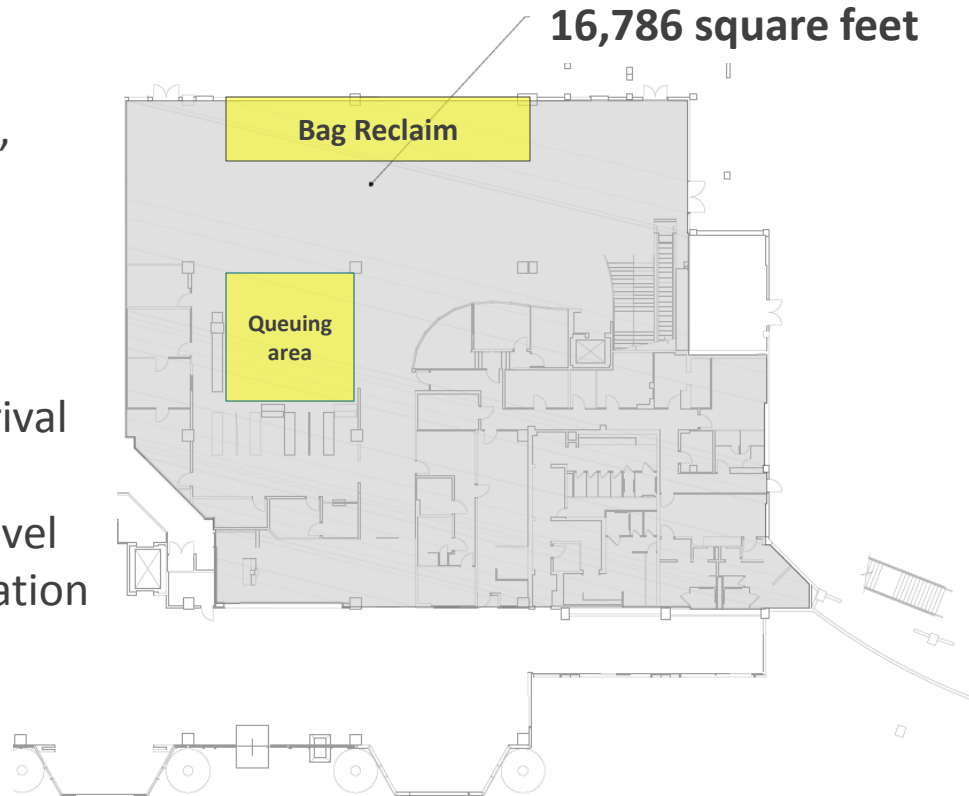
\* ZRH must go to Gate 22 in order to allow for ZRH boarding during later LHR BA arrival at 18:45

# Current Facility Lower Level



# Current Facility Lower Level

- No public restroom on this level, passengers must wait for bags and cannot use restrooms on level 2
- Space for a single wide-body arrival
- Passengers are arriving at this level earlier as a result of CBP automation



# One Baggage Claim

- Single point of failure
- System failed at least twice in past year
- Older design
- Capacity is 158 bags



# What Do We need?

- Five (5) independent / swing gates to handle three (3) wide-body and (2) narrow-body aircraft simultaneously
  - Potential for two (2) wide-body arrivals in same hour by Summer 2018
  - Boarding or deplaning without adjacent impacts
- A facility that meets passenger processing rates required for adequate service levels
- Enhanced baggage delivery systems and adequate waiting spaces
- Customer service enhancements (greater hold room space and restroom facilities in arrivals area)
- Expandable to permit growth



# Overview of Planned Options

- Option 1 - Cosmetic Upgrade to Existing FIS (T2E)
- Option 2 - Expand existing FIS Facilities in T2E
- Option 3 - Relocate FIS Facilities in T2W





**Terminal 2  
West**

**FIS**

**Terminal 2  
East**

**FIS**

**Terminal 1**

**Administration  
Building**



# Option 1

## Cosmetic Upgrade to Existing FIS (T2E)

- **FY2017 CIP Project**
- **Cosmetic upgrade only**
- **No increase in capacity**
- **Will replace existing bag claim**
- **Project budget of \$6.3 million**



# Option 1

## Cosmetic Upgrade to Existing FIS (T2E)

- **Advantages**

- New baggage claim equipment will be more reliable
- No Airline relocations

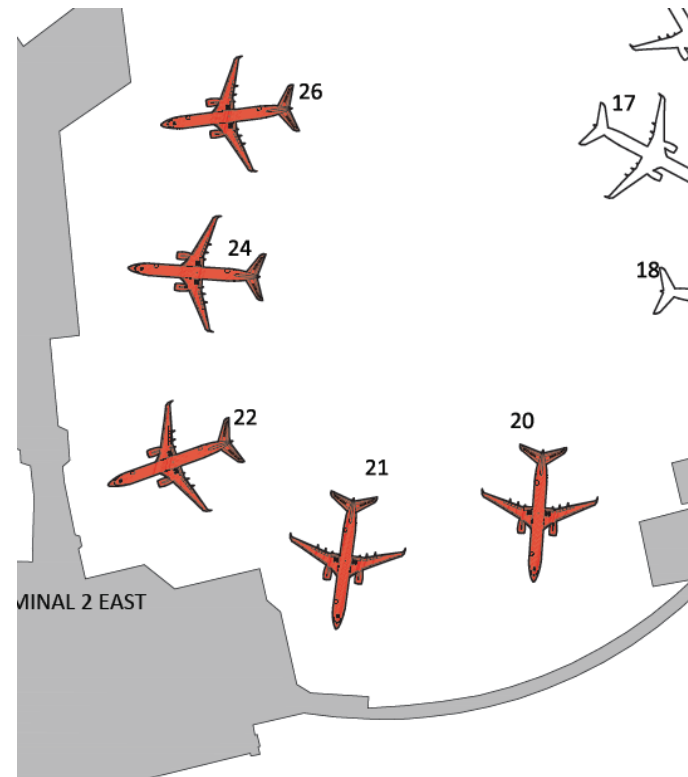
- **Disadvantages**

- Aircraft parking will not meet the demand of 3 wide-body aircraft
- No additional passenger processing capacity
- Constrained baggage claim
- Low level of customer service

# Option 2

## Expand Existing FIS Facilities in T2E

- 5 independent / swing gates
- Can accommodate up to
  - 5 narrow-body or
  - 2 wide-body & 1 narrow-body
- ROM cost estimate of up to \$100 million



# Option 2

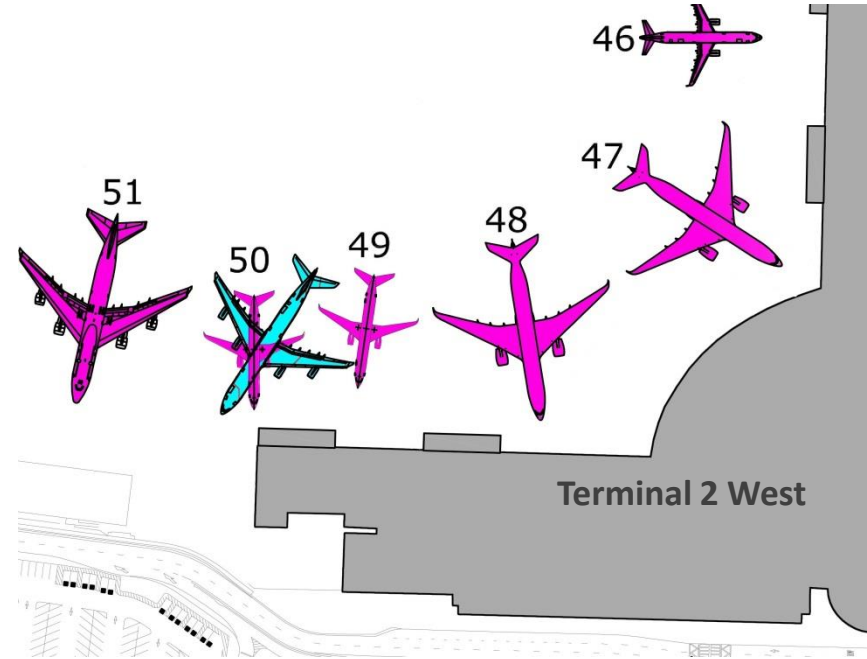
## Expand Existing FIS Facilities in T2E

- **Advantages**
  - Keeps FIS in current location
  - No airline relocations
  - Lower initial cost
- **Disadvantages**
  - Will not meet the demand of 3 simultaneous wide-body aircraft
  - Shallow apron area between T1 and T2E impacts operations
  - Constrained passenger processing (building footprint limitations)
  - Major impact to existing FIS operations during construction
  - T2E will be replaced in ADP during future phases (approx. 2035), necessitating a future replacement of the FIS

# Option 3

## Relocate FIS Facilities in T2W

- 6 independent/swing gates
- Can accommodate up to 3 wide-body and 3 narrow-body aircraft
- Uses shell space built during Green Build
- ROM cost estimate of up to \$200 million



# Option 3

## Relocate FIS Facilities in T2W

- **Advantages**
  - **Optimal customer service**
  - **6 independent / swing gates**
  - **Meets requirement of 3 simultaneous wide-body aircraft**
  - **Meets requirement for increased passenger processing and baggage claim capacity**
  - **Expandable in future if needed**
- **Disadvantages**
  - **Higher Cost**
  - **Requires airline / tenant relocations**
  - **Longer distance for T1 connecting flights**

# Option Comparison

Metric Description	Option 1 Cosmetic Upgrade	Option 2 Expand Existing FIS	Option 3 Relocate FIS in T2W
Meets the forecasted demand	No	No	Yes
Provides simultaneous wide-body gates (3 reqd.)	1	2	3
Accommodates CBP PAX processing capacity (800/hour reqd.)	350	450	800
Provides adequate baggage claim capacity (bags displayed)	158	230	575
Future flexibility (passenger and ramp)	No	No	Yes
Impacts international arrivals during construction	Minor	Major	None
Customer service	Low	Low	High
Estimated cost (\$ millions)	\$6.3	Up to \$100	Up to \$200

# Cost Savings

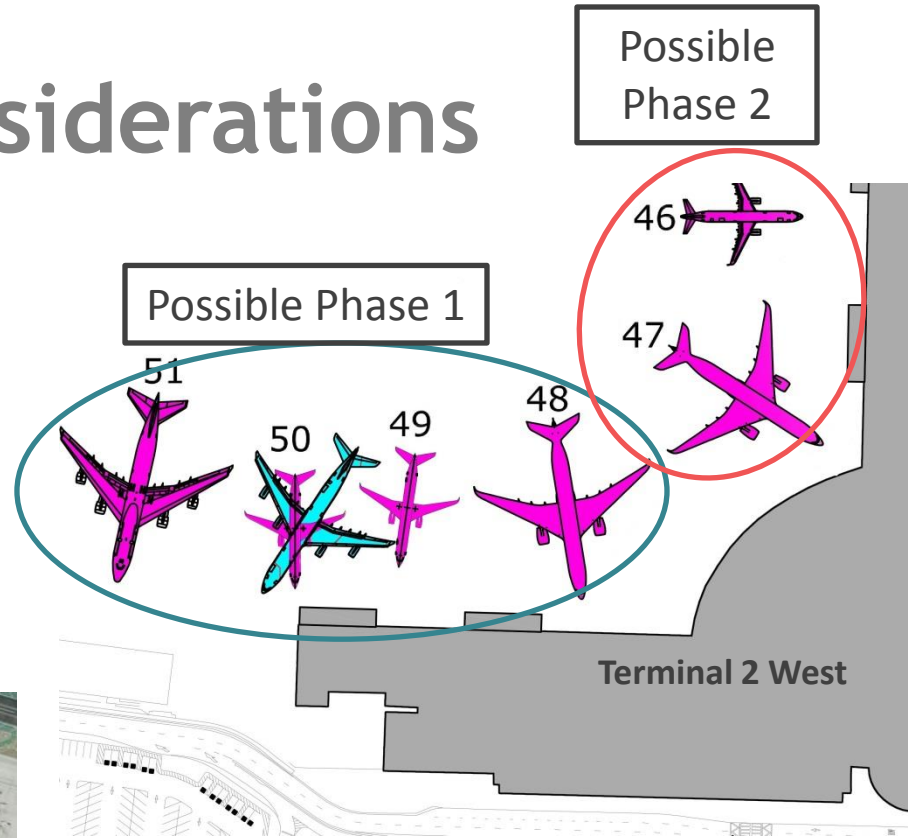
- **Savings opportunities**
  - CIP Cosmetic Improvement to Existing FIS = **\$6 million**
  - Enhance Existing FIS in ADP Phase 1 = **\$55 million**
  - Future FIS in ADP Phase 2 = **Approx. Cost of T2W FIS**
- **Potential revenue opportunities would result in ADP, if FIS is removed from ADP Phase 2**



# Option 3

## Potential Phasing Considerations

- Could phase **Gates**; however...
- **Processing Areas** inside terminal should be fully built from beginning; outfitted as need arises
- Using phased approach may initially save about 10% of total cost



# Added Cost of Phasing

- Up to \$180 million for Phase 1 (2018 dollars)
- Up to \$20 million for Phase 2 (2018 dollars)
- Assume 2025 construction for Phase 2
- Construction Cost Escalation (= 4.6% annually)
  - Adds \$8 million to Phase 2
- **Total Phase 2 Cost up to \$28 million (2025 dollars)**



# **D** Financial Analysis

# Financing Assumptions

Assumptions		
<b>FIS: Project costs estimated up to</b>	<b>\$200 Million</b>	
<b>Financing</b>	<b>30 year bonds issued at 5.5%</b>	
<b>Amortization includes</b>	<b>1.25x coverage requirement</b>	
<b>O&amp;M costs per square foot</b>	<b>\$6</b>	
<b>FIS square footage</b>	<b>117,000</b>	
	High Scenario	Low Scenario
<b>International enplanements growth rates</b>	<b>SAN Int'l growth rate</b>	<b>FAA Int'l growth rate</b>
<b>Non airline revenue per international enplanement</b>	<b>\$13</b>	<b>\$10</b>

# Estimated Annual Impact

	High Scenario	Low Scenario
Amortization costs including coverage requirement	\$18.7 M	\$18.7 M
Estimated O&M requirement	\$0.7 M	\$0.7M
Estimated FIS costs	\$19.4 M	\$19.4 M
	High Scenario	Low Scenario
Average incremental enplanements	308,000	60,000
Non airline revenue per enplanement	\$13	\$10
Incremental non airline revenue	\$4.0 M	\$0.6 M

# Summary of Current Situation

- International traffic growing faster than domestic
- Further growth expected
- Summer 2018 – new intercontinental wide-body carrier contemplating service during peak hours
- Already experiencing some growing pains with current facility
  - Gates not flexible
  - Only have 1 critical-path baggage claim device
  - Lower level customer service issues (crowding and restroom facilities)
  - Limited flexibility to accommodate schedule changes (British Airways)
- A new FIS in Terminal 2W would best meet our immediate and long-term needs
- Proposed solution is San Diego region's best chance to capitalize on future international air service opportunities
- **Air Service opportunities are fleeting – *carpe diem***



# **E** Next Steps



**SAN DIEGO**  
INTERNATIONAL AIRPORT.  
LET'S GO.



Questions?.



## **STAFF REPORT**

Meeting Date: **SEPTEMBER 15, 2016**

### **Subject:**

#### **Renewal of the Health and Welfare Benefits Program for 2017**

### **Recommendation:**

Adopt Resolution No. 2016-0082 approving the renewal of the Health and Welfare Benefits Program for 2017.

### **Background/Justification:**

On September 12, 2016 the Executive Personnel and Compensation Committee (“Committee”) received a presentation from staff with a recommendation on the renewal of the health and welfare benefits program for 2017. Staff’s recommendation results in a 4.28% (\$204,489) reduction in employer benefits cost compared to the current 2016 calendar year expense and an estimated 12.91% (\$677,689) savings compared to the calendar year 2017 budgeted expense. The Committee unanimously voted to forward the item to the Board for approval.

The San Diego County Regional Airport Authority (“Authority”) provides a comprehensive health and welfare benefit program designed to attract and retain the talent necessary to successfully execute business strategy and to meet its obligations to eligible First Generation retirees. The program assures both employee and retiree participants have access to high quality care and supports the organization’s position as an Employer of Choice in the San Diego labor market. An Employer of Choice is an organization with high employee engagement and pride in the organization. The business value of remaining an Employer of Choice is a stable, highly productive workforce and an avoidance of the costs associated with employee turnover.

The recommended renewal achieves an overall program cost reduction of 6.1%. As noted above, based on the approved fiscal year 2017 and conceptual 2018 budgets, this recommendation equates to a reduction of 4.28% (\$204,489) from projected calendar year 2016 spending and an estimated budget savings of 12.91% (\$677,689) over calendar year 2017 in Authority paid premiums, as summarized in the table below. In addition, the proposed program renewal offers an additional estimated \$146,805 savings in retiree program premium costs for pre-Medicare and Medicare enrolled retirees.

With the expertise and guidance of Willis Towers Watson (“Willis”), the Authority’s benefits brokers, two groups were assembled to review and assess options for this year’s renewals. The first was our traditional Employee Benefits Task Force (“EBTF”) which was comprised of twelve members representing all staff levels (from director to individual contributor), both represented and unrepresented employees, and individuals enrolled on each of our four health plans. This group focused their attention on active employee benefit options. The second group was our Alumni Communication Team

("ACT") which was comprised of five members, including five retirees and one retirement eligible employee. The ACT focused its attention on both the Pre-Medicare and Medicare eligible retiree benefit options. Both groups reviewed 2016 enrollment data, current plan cost-drivers (e.g. experience & claims), marketing competitive rates, plan design options, wellness programs, contribution rates, benchmarking, past and future mandates under the Affordable Care Act (ACA), and the emerging private exchanges reshaping the market in an effort to identify a cost effective program option for 2016. The proposed renewal recommendation was unanimously supported by both groups.

***Authority Paid Premium Costs: Active Employee Only***

Description	Projected CY2016	Proposed Renewal CY2017	% Change	Budgeted CY2017	Difference	%
Medical	\$4,182,884	\$3,977,110	(5.17%)	\$4,641,885	(\$664,885)	(14.32%)
Dental	\$335,521	\$335,521	0.00%	\$335,521	\$0	0.00%
Other lines	\$258,766	\$260,051	0.49%	\$272,965	(\$12,914)	(4.73%)
<b>TOTAL</b>	<b>\$4,777,171</b>	<b>\$4,572,682</b>	<b>(4.28%)</b>	<b>\$5,250,371</b>	<b>(\$677,689)</b>	<b>(12.91%)</b>

The primary cost driver in the health and welfare program is medical plan premiums. With the growth of the 1<sup>st</sup> Generation Retiree population (those eligible for medical, dental and vision insurance after retirement), the Authority was able to market the medical coverage for those who are Medicare enrolled separately. As a result, the proposed recommendation includes two medical carriers, one for active employees and pre-Medicare retirees, the second for Medicare enrolled retirees. This, combined with effective marketing, offers the Authority the ability to sustain a below average premium growth rate. For the 5 year period 2013 – 2017, based on Price Waterhouse Coopers Research Institute data, the Authority's premium increase average will be 3.1% on average vs. the market average of 6.8%.

The first medical carrier and plan recommendation covers active employees and pre-Medicare retirees. Anthem Blue Cross offered an initial renewal quote of 19.1% and 19.5% respectively. Willis requested competitive bids with six potential alternative providers: Aetna, Cigna, Blue Shield, Sharp Health Plan, Health Net and United Health Care. Based on our population, plan design and experience rating three carriers provided competitive quotes. Blue Shield provided the most advantageous quote at -4.8% for active employees and -3.2% for pre-Medicare retirees. While this option does impact the network coverage of four enrolled members and reduce the number of available plans from four to three by eliminating the narrow network HMO, it offers an estimated total premiums savings of \$254,850 for active and \$7,924 for pre-Medicare members.

Separate marketing was undertaken by Willis for Medicare enrolled retirees. The initial renewal quote offered by Anthem Blue Cross, which maintained the Medicare enrolled retirees on the current plan options, came back at a 2.9% increase. United Health Care offered a Medicare coordinated plan that afforded a significant 41.5% reduction in total premium rates. While selecting United Health Care offers only a PPO plan and eliminates both the current HMO and Narrow Network HMO plan, it still offers from 6.1% to 45.8% monthly premium reduction for Medicare enrolled retirees or an estimated total premiums savings of \$138,881.

The proposed recommendation does not change the current medical cost share model for either active employees or retirees. Historically, 100% of individual premiums were paid for by the Authority. In 2014, as directed by the Board, staff implemented a medical cost share model designed to bring the contribution percentages for medical coverage into alignment with existing market benchmarks. During this 2016 calendar year, the cost share percentage for individual coverage only was increased to 10% with Wellness and 15% for non-Wellness. In aggregate, this achieves a market competitive cost share model for all medical plans with the Authority contributing an estimated 82% of the premiums and participants contributing 18%. Family coverage cost share had already been established in a manner that was market competitive and, as a result, has not changed.

The Wellness Program is another component of the proposed medical renewal for active employees and their enrolled spouses. Wellness offers individual incentives for identifying and managing potential health risks and is supported by a contribution of \$30,000 in the Blue Shield marketing quote. A 2013 Rand Corporation study, funded by the U.S. Department of Health and Human Services, confirms that workplace wellness programs can reduce employee risk factors and increase healthy behaviors, resulting in sustainable and clinically meaningful reductions in lifestyle-related diseases, the main driver of premature morbidity and mortality, as well as health care cost in the United States. Current Wellness incentives are offered for the completion of biometrics and a Personal Health Profile. The aggregate data from these health screenings have assisted the Authority in identifying key population risks and developing programs designed to support a healthier lifestyle and reduce health risks. From calendar 2014 to 2015, the Authority experienced a 2% decrease in the number of employees at risk due to Body Mass Index (BMI) and a 4.4% reduction in those at risk for blood pressure. Future areas for improvement include HDL Cholesterol levels and the ratio of HDL to Total Cholesterol. With 93% of Authority employees participating in Wellness today, it is recommended to maintain the incentives at their current level.

With regard to Dental insurance, the Authority is in the second year of a two year rate lock with Delta Dental. As a result, marketing was not necessary and the current quality coverage will be sustained with no annual cost increases.

Finally, on other lines of coverage, which includes Basic Life, Accidental Death & Dismemberment (AD&D), and Short Term Disability insurances provided through The Hartford, and VSP Vision Care, Anthem Employee Assistance Program (EAP) and The Health Advocate, no changes are proposed. An initial rate quote solicited from the Hartford indicated a decrease of 16.7% in the premiums for Basic Life/AD&D and an increase of 15.2% in the premiums for Short Term Disability, which effectively resulted in a rate pass. A rate pass was also provided for both the EAP and The Health Advocate.

In summary, the recommended renewal for the 2017 health and welfare benefits program includes:

- Accept Blue Shield's quotes for active employee and pre-Medicare retiree medical coverage with three plan options:
  - HMO
  - Classic PPO
  - High Deductible/Health Savings Arrangement Plan
- Accept United Healthcare's quote for Medicare enrolled retiree medical coverage with a single PPO option;
- Maintain Dental, Vision Short Term Disability, Basic Life/AD&D, EAP and The Health Advocate plans with current providers;
- Maintain the existing 10% Wellness and 15% Non-Wellness individual employee premium cost share model;
- Maintain the current Employee Wellness Program participation incentives which include:
  - A 5% reduction in individual premium cost share
  - A \$250 FSA/457 Deferred Compensation deposit for employee participation
  - A \$200 FSA/457 Deferred Compensation deposit for enrolled covered spouses and registered domestic partners

The recommended renewal retains the quality of care, advances employee wellness, sustains a market competitive cost share, and demonstrates fiscal responsibility with an aggregate 6.1% cost reduction for the program in the 2017 plan year. Therefore, staff is requesting that the Board approve the recommended renewal.

### **Fiscal Impact:**

Adequate funding for 2017 health and welfare benefits renewal is included in the adopted FY 2017 and conceptually approved FY 2018 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

**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 OF TALENT, CULTURE & CAPABILITY

RESOLUTION NO. 2016-0082

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, APPROVING THE RENEWAL OF THE  
HEALTH AND WELFARE BENEFITS PROGRAM  
FOR 2017

WHEREAS, the San Diego County Regional Airport Authority (“Authority”) provides a health and welfare benefits program for Authority employees and eligible First Generation retirees; and

WHEREAS, the Authority intends to renew the health and welfare benefits program; and

WHEREAS, in order to assist the Board with evaluating options during the renewal process, staff, through the Authority’s broker of record, Willis Towers Watson of San Diego, has canvassed the marketplace and obtained proposals from insurance carriers as well as benefit providers and carefully analyzed the responses; and

WHEREAS, the Board has determined that investing in employee 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 and has reviewed and discussed the various options to provide a comprehensive and competitive benefits program to Authority employees and medical, dental and vision care to eligible retirees.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the renewal of the health and welfare benefit program for 2017 for eligible participants including medical, dental, vision and basic life insurances; an Employee Assistance Program (EAP); a Wellness Advocacy Program; Accidental Death & Dismemberment (AD&D); and Short Term Disability (STD); and

BE IT FURTHER RESOLVED that the Board approves staff’s request to contract with Blue Shield of California for medical insurance and maintain all other current providers and plan administrators including Delta Dental; Vision Service Plan; Health Advocate; TASC and The Hartford as they are all competitive; and

BE IT FURTHER RESOLVED that the Board further approves staff's request to maintain employee Health Risk Assessment programs and incentives in support of the Authority's efforts to improve workplace productivity and decrease healthcare costs, which includes an incentive for eligible spousal or domestic partner participation in biometrics; and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to perform any and all administrative assignments and/or transfers required to maintain the approved health and welfare benefits with the stated providers and/or their successors; 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 15<sup>th</sup> day of September, 2016, 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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AMY GONZALEZ  
GENERAL COUNSEL

ITEM 19



# RENEWAL OF THE HEALTH AND WELFARE BENEFITS PROGRAM FOR 2017

Presented by:

Kurt Gering | Director | Talent, Culture & Capability

Jesus Mendoza | Vice President | Willis Towers Watson

September 15, 2016



# Agenda

- Executive Summary
- Marketing Results
- Plan Renewal Rates
- Benchmarking
- Renewal Summary



# Executive Summary

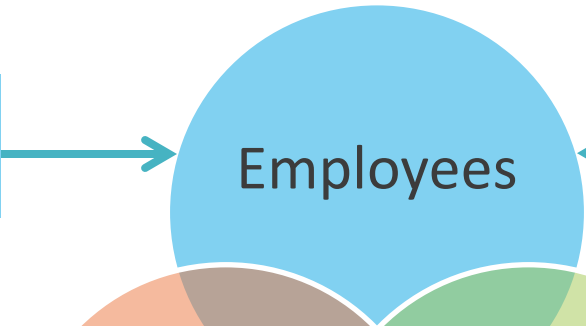


**SANDIEGO**  
INTERNATIONAL AIRPORT.  
LET'S GO.

# Population

## Enrollments

Active (377)  
Waived (53)



## Costs

Calendar vs. Budget

OPEB

# Program Summary

	Current (2016)	Initial Renewal (2017)	%	Negotiated Renewal (2017)	%	RECOMMENDED (2017)	%
Medical - Active & Budgeted	Anthem \$5,295,955	Anthem \$6,305,610	19.1%	Anthem \$5,295,955	0.0%	Blue Shield \$5,041,105	-4.8%
<del>Medical - Pre-Medicare Retiree</del>	<del>Anthem \$250,486</del>	<del>Anthem \$200,416</del>	<del>19.5%</del>	<del>Anthem \$250,486</del>	<del>0.0%</del>	<del>Blue Shield \$242,562</del>	<del>3.2%</del>
Medical - Medicare Retiree	Anthem \$334,889	Anthem \$344,524	2.9%	Anthem \$342,155	2.2%	United Healthcare \$196,008	-41.5%
Employee Assistance Plan	Anthem \$11,402	Anthem \$11,402	0.0%	Anthem \$11,402	0.0%	Anthem \$11,402	0.0%
Dental	Delta Dental \$400,976	Delta Dental \$400,976	0.0%	Delta Dental \$400,976	0.0%	Delta Dental \$400,976	0.0%
Basic Life/AD&D	The Hartford \$107,276	The Hartford \$89,396	-16.7%	The Hartford \$89,396	-16.7%	The Hartford \$89,396	-16.7%
<del>Short-Term Disability</del>	<del>The Hartford \$136,487</del>	<del>The Hartford \$145,652</del>	<del>15.2%</del>	<del>The Hartford \$145,652</del>	<del>15.2%</del>	<del>The Hartford \$145,652</del>	<del>15.2%</del>
Health Advocacy	Health Advocate \$13,601	Health Advocate \$13,601	0.0%	Health Advocate \$13,601	0.0%	Health Advocate \$13,601	0.0%
<del>Health Advocate/Wellness</del>							
<b>GRAND TOTAL<sup>1</sup></b>	<b>\$6,541,071</b>	<b>\$7,610,577</b>	<b>16.4%</b>	<b>\$6,549,622</b>	<b>0.1%</b>	<b>\$6,140,702</b>	<b>-6.1%</b>
\$ Change from Current		\$1,069,506		\$8,551		(\$400,369)	
% Change from Current		16.4%		0.1%		-6.1%	

Grand total does not include all lines of coverage (e.g., voluntary vision, voluntary life, AD&D, voluntary LTD, Aflac, LTC, COBRA/FSA/HSA, LOA, etc.)

# Authority Only Budget Summary

Description	Current CY2016
Medical	\$4,182,884
Dental	\$335,521
Other lines (Life, Disability, HealthAdvocate)	\$258,766
<b>TOTAL</b>	<b>\$4,777,171</b>

Note: Does not include retiree medical costs paid through the Other Post-Employment Benefits (OPEB) account.

# Recommendation Summary

- **Medical (active/pre-Medicare retirees)**
  - Blue Shield of California with three medical plan options:
    - HMO
    - PPO
    - High Deductible Health Plan
  - Cost share & Wellness incentives to remain at current levels
- **Medical (Medicare retirees/spouses only)**
  - United Healthcare with single PPO plan
  - Cost share to remain at current levels
- **Dental**
  - Delta Dental (in second year of two year rate lock)
  - Cost share to remain at current levels
- **Hartford Life Insurance**
  - Remain with The Hartford

# Employee & Retiree Benefits Task Forces (April - July)

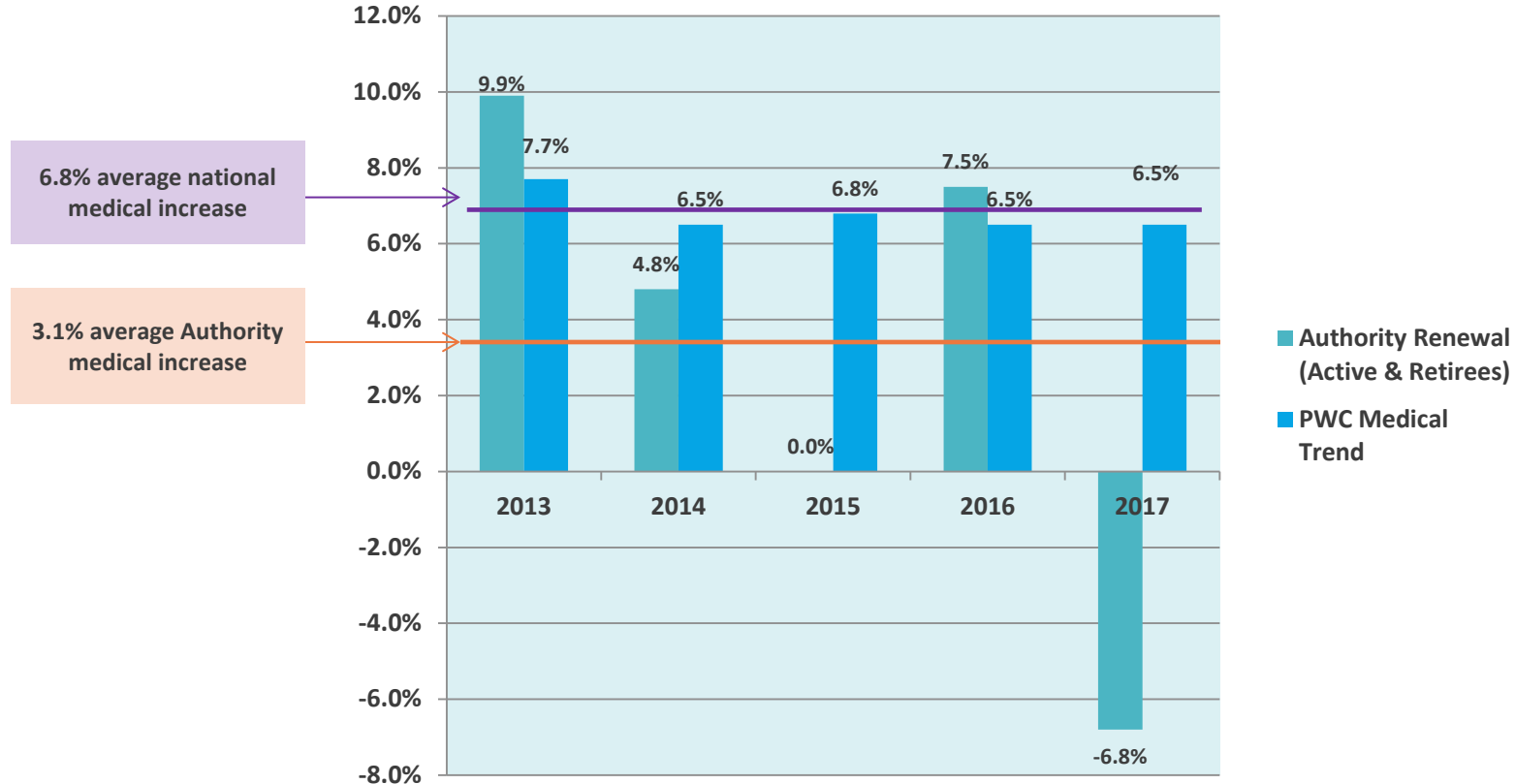
- Review Benefits Renewal Options
  - Assess plan cost-drivers (e.g. experience & claims)
  - Review mandatory plan changes
  - Consider medical marketing options & impacts
    - Competitive Rates
    - Comprehensive Networks (physician & hospital)
    - Plan Design Match (copays & coinsurance)
    - Plan Design Options (offers all 4 medical options)
    - Wellness programs (if included in quote)
  - Review benchmarking (cost, plan designs)
    - Authority/Employee Contributions
  - Provide feedback and Team recommendations to Executives

# Medical Marketing Results



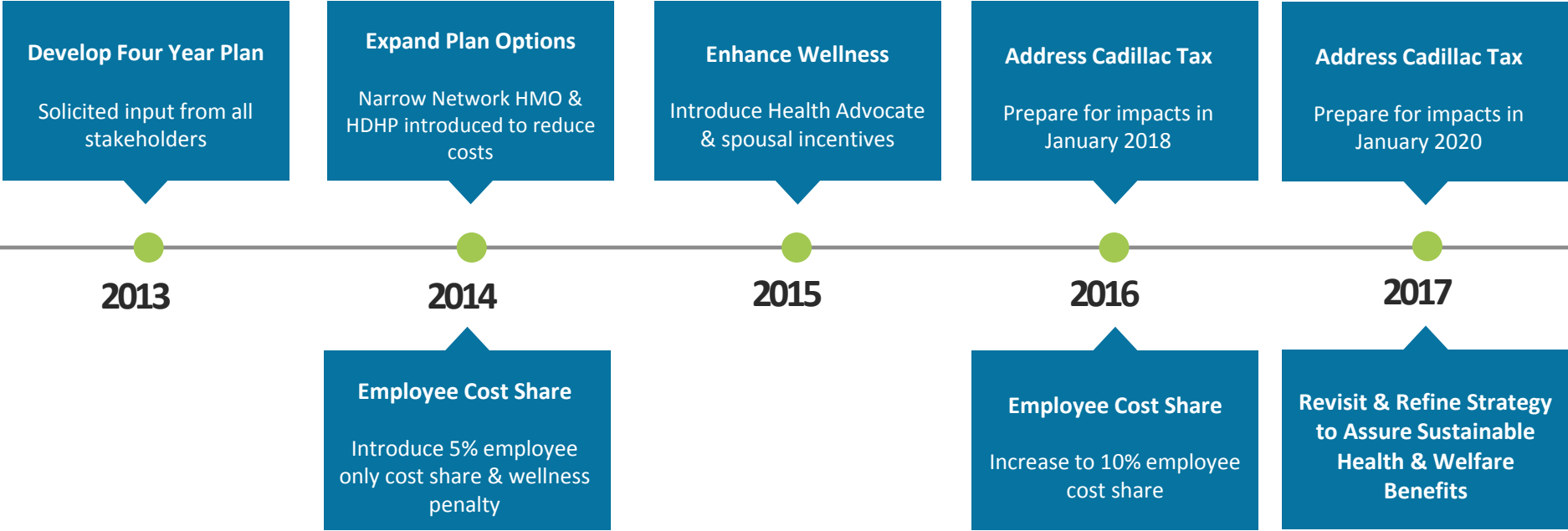
# 5 Year Review

## % Health Benefit Renewal Increase



Source: U.S. Medical trend data provided by PWC Health Research Institute

# Context: Sustainable Health & Welfare Benefits




# Medical Renewal & Marketing Results

## (Active/Pre-Medicare Retiree)

January 1, 2017 - December 31, 2017

Carrier	Received Quote?	Comments	% Increase (Over Current)	Additional Notes
Anthem Blue Cross	Incumbent	Initial Renewal: 19.1%	0.0%	Negotiated renewal also includes \$30,000 in wellness funds
Blue Shield	Quoted	Shown; option disrupts 4 HMO members	-4.7%	Quoted one HMO network for both HMO plans, as Narrow Network under Blue Shield would create more disruption. <b>Blue Shield confirmed UCSD will be added to HMO network 10/1/2016.</b> Quote includes \$30,000 in wellness funds.
Aetna	Did not quote	Not competitive	N/A	Uncompetitive
Cigna	Did not quote	Not Competitive	N/A	Cannot offer a "Narrow Network" (HMO has no option to remove Scripps providers)
HealthNet	Did not quote	Not Competitive	N/A	Uncompetitive
Sharp Health Plan	Did not quote	Not Competitive	N/A	Unable to offer Full HMO or CA PPO plans with 10%+ participation
United Healthcare	Quoted	Shown	10.2%	\$25,000 wellness budget, biometrics, and \$118,000 in gift card incentives to employees included



# Medical Renewal Analysis Active Employees

# Medical Renewal & Marketing Analysis (Active)

		Anthem Blue Cross			Blue Shield
	Enrollment <sup>1</sup>	Current	Initial Renewal	Final Renewal	Recommended
Full Network HMO (with Scripps)					Full HMO
Employee Only	39	\$803.58	\$963.37	\$803.58	\$561.85
Employee + Dependent	6	\$1,676.77	\$1,989.86	\$1,676.77	\$1,174.26
Employee + Family	14	\$2,395.78	\$2,842.08	\$2,395.78	\$1,674.31
<b>HMO Annualized Premium</b>	<b>59</b>	<b>\$899,294</b>	<b>\$1,071,597</b>	<b>\$899,294</b>	<b>\$628,777</b>
<b>% Change from Current</b>			<b>19.2%</b>	<b>0.0%</b>	<b>-30.1%</b>

		Anthem Blue Cross			Blue Shield
	Enrollment <sup>1</sup>	Current	Initial Renewal	Final Renewal	Recommended
Select Plus HMO (No Scripps)					Full HMO
Employee Only	73	\$546.93	\$650.58	\$546.93	\$561.85
Employee + Dependent	34	\$1,137.82	\$1,345.62	\$1,137.82	\$1,174.26
Employee + Family	58	\$1,625.84	\$1,922.33	\$1,625.84	\$1,674.31
<b>HMO Annualized Premium</b>	<b>165</b>	<b>\$2,074,926</b>	<b>\$2,456,863</b>	<b>\$2,074,926</b>	<b>\$2,136,598</b>
<b>% Change from Current</b>			<b>18.4%</b>	<b>0.0%</b>	<b>3.0%</b>

		Anthem Blue Cross			Blue Shield
	Enrollment <sup>1</sup>	Current	Initial Renewal	Final Renewal <sup>2</sup>	Recommended
PPO					PPO
Employee Only	79	\$880.90	\$1,073.09	\$880.90	\$773.97
Employee + Dependent	32	\$1,574.70	\$1,869.50	\$1,574.70	\$1,617.62
Employee + Family	28	\$2,169.18	\$2,557.82	\$2,169.18	\$2,306.45
<b>PPO Annualized Premium</b>	<b>139</b>	<b>\$2,168,622</b>	<b>\$2,594,605</b>	<b>\$2,168,622</b>	<b>\$2,129,857</b>
<b>% Change from Current</b>			<b>19.6%</b>	<b>0.0%</b>	<b>-1.8%</b>

		Anthem Blue Cross			Blue Shield
	Enrollment <sup>1</sup>	Current	Initial Renewal	Final Renewal <sup>2</sup>	Recommended
HDHP -- Separate HSA Fund					HDHP
Employee Only	12	\$723.29	\$880.97	\$723.29	\$653.55
Employee + Dependent	1	\$1,295.13	\$1,536.96	\$1,295.13	\$1,365.93
Employee + Family	1	\$1,784.76	\$2,103.54	\$1,784.76	\$1,947.58
<b>HDHP Annualized Premium</b>	<b>14</b>	<b>\$141,112</b>	<b>\$170,546</b>	<b>\$141,112</b>	<b>\$133,873</b>
<b>% Change from Current</b>			<b>20.9%</b>	<b>0.0%</b>	<b>-5.1%</b>
<b>HSA Fund (\$750/\$1,500)</b>		<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>

<b>Total Annualized Premium</b>	<b>377</b>	<b>\$5,295,955</b>	<b>\$6,305,610</b>	<b>\$5,295,955</b>	<b>\$5,041,105</b>
<b>\$ Change from Current</b>			<b>\$1,009,655</b>	<b>\$0</b>	<b>(\$254,850)</b>
<b>% Change from Current</b>			<b>19.1%</b>	<b>0.0%</b>	<b>-4.8%</b>

<sup>1</sup>Enrollment figures provided by SDCRAA reflect active employees and budgeted positions

<sup>2</sup>Final renewal does not include tier adjustments for the PPO and the HDHP plans

# Medical Cost Share Analysis (Active)

			Anthem Blue Cross 01/01/2016 - 12/31/2016						Blue Shield 01/01/2017 - 12/31/2017							
			CURRENT						RECOMMENDED							
			Wellness 90% EE / 55% DEP			No Wellness 85% EE / 55% DEP			Wellness 90% EE / 55% DEP			No Wellness 85% EE / 55% DEP				
	Enrollment <sup>1</sup>	Monthly Premium	Enrollment	EE Monthly	ER Monthly	Enrollment	EE Monthly	ER Monthly	Monthly Premium	EE Monthly	EE Monthly Difference	ER Monthly	Monthly Premium	EE Monthly	EE Monthly Difference	ER Monthly
<b>Full HMO (with Scripps)</b>																
Employee Only	39	\$803.58	35	\$80.36	\$723.22	4	\$120.54	\$683.04	\$561.85	\$56.19	-\$24.17	\$505.67	\$84.28	-\$36.26	\$477.57	
Employee + One Dep	6	\$1,676.77	5	\$392.94	\$1,283.83	1	\$433.11	\$1,243.66	\$1,174.26	\$275.58	-\$117.35	\$898.68	\$303.68	-\$129.44	\$870.58	
Employee + Family	14	\$2,395.78	14	\$716.49	\$1,679.29	0	\$756.67	\$1,639.11	\$1,674.31	\$500.61	-\$215.88	\$1,173.70	\$528.70	-\$227.97	\$1,145.61	
<b>Annual Total</b>	<b>59</b>	<b>\$899,294</b>	<b>54</b>	<b>\$177,697</b>	<b>\$662,904</b>	<b>5</b>	<b>\$10,983</b>	<b>\$47,710</b>	<b>\$628,777</b>	<b>\$124,235</b>		<b>\$463,482</b>	<b>\$7,689</b>		<b>\$33,370</b>	
\$ Difference from Current									(\$270,517)	(\$53,462)		(\$199,422)	(\$3,294)		(\$14,339)	
% Difference from Current									-30.1%	-30.1%		-30.1%	-30.0%		-30.1%	
<b>Select Plus HMO (No Scripps)</b>																
Employee Only	73	\$546.93	72	\$54.69	\$492.24	1	\$82.04	\$464.89	\$561.85	\$56.19	\$1.49	\$505.67	\$84.28	\$2.24	\$477.57	
Employee + One Dep	34	\$1,137.82	31	\$265.90	\$871.92	3	\$293.25	\$844.57	\$1,174.26	\$275.58	\$9.68	\$898.68	\$303.68	\$10.43	\$870.58	
Employee + Family	58	\$1,625.84	54	\$485.51	\$1,140.33	4	\$512.86	\$1,112.98	\$1,674.31	\$500.61	\$15.10	\$1,173.70	\$528.70	\$15.84	\$1,145.61	
<b>Annual Total</b>	<b>165</b>	<b>\$2,074,926</b>	<b>157</b>	<b>\$460,780</b>	<b>\$1,488,581</b>	<b>8</b>	<b>\$36,158</b>	<b>\$89,407</b>	<b>\$2,136,598</b>	<b>\$475,455</b>		<b>\$1,531,761</b>	<b>\$37,321</b>		<b>\$92,061</b>	
\$ Difference from Current									\$61,673	\$14,675		\$43,180	\$1,163		\$2,655	
% Difference from Current									3.0%	3.2%		2.9%	3.2%		3.0%	
<b>PPO</b>																
Employee Only	79	\$880.90	73	\$88.09	\$792.81	6	\$132.14	\$748.77	\$773.97	\$77.40	-\$10.69	\$696.57	\$116.10	-\$16.04	\$657.87	
Employee + One Dep	32	\$1,574.70	25	\$312.21	\$1,262.49	7	\$356.26	\$1,218.45	\$1,617.62	\$379.64	\$67.43	\$1,237.98	\$418.34	\$62.09	\$1,199.28	
Employee + Family	28	\$2,169.18	25	\$579.73	\$1,589.45	3	\$623.77	\$1,545.41	\$2,306.45	\$689.62	\$109.89	\$1,616.83	\$728.31	\$104.54	\$1,578.14	
<b>Annual Total</b>	<b>139</b>	<b>\$2,168,622</b>	<b>123</b>	<b>\$344,748</b>	<b>\$1,550,085</b>	<b>16</b>	<b>\$61,895</b>	<b>\$211,895</b>	<b>\$2,129,857</b>	<b>\$388,577</b>		<b>\$1,466,641</b>	<b>\$69,719</b>		<b>\$204,919</b>	
\$ Difference from Current									(\$38,766)	\$43,830		(\$83,443)	\$7,824		(\$6,976)	
% Difference from Current									-1.8%	12.7%		-5.4%	12.6%		-3.3%	
<b>HDHP<sup>2</sup></b>																
Employee Only	12	\$785.79	12	\$78.58	\$707.21	0	\$117.87	\$667.92	\$716.05	\$71.61	-\$6.97	\$644.45	\$107.41	-\$10.46	\$608.64	
Employee + One Dep	1	\$1,420.13	1	\$285.45	\$1,134.68	0	\$324.74	\$1,095.39	\$1,490.93	\$348.70	\$63.24	\$1,142.23	\$384.50	\$59.76	\$1,106.43	
Employee + Family	1	\$1,909.76	1	\$505.79	\$1,403.97	0	\$545.08	\$1,364.68	\$2,072.58	\$610.44	\$104.65	\$1,462.14	\$646.24	\$101.17	\$1,426.34	
<b>Annual Total</b>	<b>14</b>	<b>\$153,112</b>	<b>14</b>	<b>\$20,810</b>	<b>\$132,302</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$145,873</b>	<b>\$21,821</b>		<b>\$124,053</b>	<b>\$0</b>		<b>\$0</b>	
\$ Difference from Current									(\$7,239)	\$1,010		(\$8,250)	\$0		\$0	
% Difference from Current									-4.7%	4.9%		-6.2%	0.0%		0.0%	
<b>COMBINED TOTAL</b>	<b>377</b>	<b>\$5,295,955</b>	<b>348</b>	<b>\$1,004,035</b>	<b>\$3,833,872</b>	<b>29</b>	<b>\$109,037</b>	<b>\$349,012</b>	<b>\$5,041,105</b>	<b>\$1,010,087</b>		<b>\$3,585,937</b>	<b>\$114,730</b>		<b>\$330,351</b>	
\$ Difference from Current									(\$254,850)	\$6,053		(\$247,935)	\$5,693		(\$18,661)	
% Difference from Current									-4.8%	-75.1%		-6.5%	5.2%		-5.3%	

<sup>1</sup>Enrollment figures provided by SDCRAA reflect active employees and budgeted positions

<sup>2</sup>HDHP monthly premium includes HSA fund (\$750/\$1,500)

# HMO Benefit Plan Comparison

January 1, 2017 - December 31, 2017

Plan Provisions	FINAL RENEWAL Anthem Narrow Network HMO (Does not Include Scripps)	FINAL RENEWAL Anthem Full Network HMO (Includes Scripps)	RECOMMENDED Blue Shield Full Network HMO* (Includes Scripps)
	In-Network Only	In-Network Only	In-Network Only
<b>Out-of-Pocket Maximum (Includes Deductible)</b>	\$1,500/\$3,000	\$1,500/\$3,000	\$1,500/\$3,000
<b>Preventive Care</b>	100%	100%	100%
<b>Primary/Specialist Office Visit</b>	\$20/\$20 copay	\$20/\$20 copay	\$20/\$20 copay
<b>Inpatient Hospital Services</b>	\$200 copay per admission	\$200 copay per admission	\$200 copay per admission
<b>Outpatient Hospital Services</b>	\$100 copay per visit	\$100 copay per visit	\$100 copay per visit
<b>Emergency Room Care</b>	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)
<b>Prescription Drugs<sup>1</sup> (30-day supply)</b>			
<b>Oral Contraceptives</b>	\$0 copay	\$0 copay	\$0 copay
<b>Tier 1</b>	\$10 copay	\$10 copay	\$10 copay
<b>Tier 2<sup>2</sup></b>	\$25 copay	\$25 copay	\$25 copay
<b>Tier 3<sup>2</sup></b>	\$50 copay	\$50 copay	<b>\$40 copay</b>
<b>Tier 4<sup>2</sup></b>	30% (maximum \$250/fill)	30% (maximum \$250/fill)	<b>20% (maximum \$200/fill)</b>
<b>Mail Order (90-day supply)</b>	\$25/\$75/\$150	\$25/\$75/\$150	<b>\$20/\$50/\$80</b>

<sup>1</sup>Generic and single source brand covered at 100%

<sup>2</sup>Preferred Generic Program: if a member requests a brand name when a generic exists, the member pays the generic drug copay plus the difference in cost between the prescription drug max allowed amount for the generic drug and the brand drug dispensed, but no more than 50% of Anthem's average cost for that type of prescription.

**\*Blue Shield 2017 summaries not available yet, so plan designs include 2016 information**

# HMO Network Comparison

January 1, 2017 - December 31, 2017

Provider Medical Group	SDCRAA HMO	Anthem		Blue Shield
	Members	Full-Network	Narrow	Full HMO
1 BEAVER MEDICAL GROUP	2	0	2	Included
2 ENCOMPASS MEDICAL GROUP	16	0	16	Included
3 GRAYBILL MEDICAL GROUP	5	0	5	Included
4 HEALTHCARE PARTNERS	1	0	1	Included
5 PINNACLE MEDICAL GROUP	1	0	1	Included
6 PRIMARY CARE ASSOCIATES	4	0	4	Included
7 MERCY PHYSICIANS MEDICAL GROUP	14	3	11	Included
8 MULTICULTURAL PRIMARY MEDICAL GROUP	2	1	1	Included
9 NUESTRA FAMILIA/PROSPECT MEDICAL GROUP	1	1	0	Included
10 PRIMECARE MEDICAL GROUP	0	0	0	Included
11 RADY CHILDRENS HEALTHCARE	32	5	27	Included
12 RMG-TEMECULA	2	0	2	Included
13 SCRIPPS PHYSICIANS (SAN DIEGO PHYSICIANS MEDICAL GROUP)	14	4	10	Included
14 SCRIPPS CLINIC CARMEL VALLEY	1	1	Not Included	Included
15 SCRIPPS CLINIC ENCINITAS	0	0	Not Included	Included
16 SCRIPPS CLINIC MISSION VALLEY	6	6	Not Included	Included
17 SCRIPPS CLINIC RANCHO BERNARDO	29	29	Not Included	Included
18 SCRIPPS CLINIC SANTEE	2	2	Not Included	Included
19 SCRIPPS CLINIC TORREY PINES	5	5	Not Included	Included
20 SCRIPPS COASTAL MEDICAL GROUP	8	8	Not Included	Included
21 SHARP COMMUNITY MEDICAL GROUP	58	8	50	Included
22 SHARP REES STEALY MEDICAL GROUP	218	25	193	Included
23 SHARP REES-STEALY OTAY RANCH	48	4	44	Included
24 SIMNSA	1	1	0	Not Included
25 ST MARY HIGH DESERT	1	0	1	Included
26 SUTTER MEDICAL GROUP	1	0	1	Included
27 TEMECULA VALLEY PHYSICIANS	3	0	3	Not Included
28 UCSD MED GROUP	31	3	28	Included
<b>HMO PARTICIPANTS AFFECTED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>



# PPO Benefit Plan Comparison

## January 1, 2017 - December 31, 2017

Plan Provisions <sup>1</sup>	FINAL RENEWAL Anthem PPO Plan		RECOMMENDED Blue Shield PPO Plan*	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Annual Deductible (Individual/Family)</b>	\$250/\$750		\$250/\$750	
<b>Out-of-Pocket Maximum (Includes Deductible)</b>	\$2,500/\$5,000	\$6,500/\$13,000	\$2,500/\$5,000	\$6,500/\$13,000
<b>Preventive Care</b>	No charge	40% after deductible	No charge	40% after deductible
<b>Primary/Specialist Office Visit</b>	\$20/\$20 (deductible waived)	40% after deductible	\$20/\$20 (deductible waived)	40% after deductible
<b>Advanced Imaging (CT, MRI, MRA, PET, etc.)</b>	20% after deductible	40% after deductible (\$800 max/procedure)	20% after deductible	<b>40% after deductible (\$140 max/day)</b>
<b>Inpatient Hospital Services</b>	20% after deductible	40% after deductible (\$1,000 max/day)	20% after deductible	<b>40% after deductible (\$400 max/day)</b>
<b>Outpatient Hospital Services</b>	20% after deductible	40% after deductible (\$350 max/admit)	20% after deductible	<b>40% after deductible (\$140 max/day)</b>
<b>Emergency Room Care</b>	\$150 copay + 20% after deductible		<b>\$150 copay + 20%</b>	
<b>Retail Prescription Drugs (30-day supply)</b>				
<b>Deductible</b>	No deductible	No deductible	No deductible	No deductible
<b>Oral Contraceptives<sup>2</sup></b>	\$0 copay	\$0 copay	\$0 copay	<b>25% + Applicable copay dependent on tier</b>
<b>Tier 1</b>	\$10 copay	50% + \$10 copay	\$10 copay	<b>25% + \$10 copay</b>
<b>Tier 2<sup>3</sup></b>	\$25 copay	50% + \$25 copay	\$25 copay	<b>25% + \$25 copay</b>
<b>Tier 3<sup>3</sup></b>	\$50 copay	50% + \$50 copay	<b>\$40 copay</b>	<b>25% + \$40 copay</b>
<b>Tier 4<sup>3</sup></b>	30% (maximum \$250/fill)	In-Network Only	<b>30% (maximum \$200/fill)</b>	In-Network Only
<b>Mail Order (90-day supply)</b>	\$25/\$75/\$150	In-Network Only	<b>\$20/\$50/\$80</b>	In-Network Only

<sup>1</sup>Only major plan provisions are listed. Refer to Summary of Benefits and Coverage (SBC) for additional details.

<sup>2</sup>Generic and single source brand covered at 100%.

<sup>3</sup>Preferred Generic Program: if a member requests a brand name drug when a generic exists, the member pays the generic drug copay plus the difference in cost between the prescription drug max allowed amount for the generic drug and the brand drug dispensed, but no more than 50% of Anthem's average cost for that type of prescription.

**\*Blue Shield 2017 summaries not available yet, so plan designs include 2016 information**

# HDHP Benefit Plan Comparison

January 1, 2017 - December 31, 2017

Plan Provisions <sup>1</sup>	FINAL RENEWAL Anthem HDHP Plan		RECOMMENDED Blue Shield HDHP Plan*	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Contribution to HSA (Individual/Family)	\$750/\$1,500		\$750/\$1,500	
Annual Deductible (Individual/Family)	\$1,500/\$3,000	\$3,000/\$6,000	\$1,500 Individual / \$2,600 family member in family / \$5,200 family	
Out-of-Pocket Maximum (Includes Deductible)	\$3,000/\$6,000	\$9,000/\$18,000	\$3,000/\$6,000	\$9,000/\$18,000
Preventive Care	No charge	30% after deductible	No charge	30% after deductible
Primary/Specialist Office Visit	10% after deductible	30% after deductible	10% after deductible	30% after deductible
Advanced Imaging (CT, MRI, MRA, PET, etc.)	10% after deductible	30% after deductible (\$800 max/procedure)	<b>\$100 per visit + 10% after deductible</b>	<b>30% after deductible (\$140 max/day)</b>
Inpatient Hospital Services	10% after deductible	30% after deductible (\$1,000 max/day)	<b>\$100 per admission + 10% after deductible</b>	<b>30% after deductible (\$400 max/day)</b>
Outpatient Hospital Services	10% after deductible	30% after deductible (\$350 max/admit)	10% after deductible	<b>30% after deductible (\$140 max/day)</b>
Emergency Room Care	10% after deductible		<b>\$100 per visit + 10% after deductible</b>	
Retail Prescription Drugs (30-day supply)				
Prescription Drug Deductible	Included in medical deductible	Included in medical deductible	Included in medical deductible	Included in medical deductible
Oral Contraceptives <sup>2</sup>	\$0 copay	\$0 copay	\$0 copay	<b>25% + Applicable co-pay dependent on tier</b>
Tier 1	\$10 copay	30%	\$10 copay	<b>25% + \$10 copay</b>
Tier 2 <sup>3</sup>	\$40 copay	30%	<b>\$25 copay</b>	<b>25% + \$25 copay</b>
Tier 3 <sup>3</sup>	\$60 copay	30%	<b>\$40 copay</b>	<b>25% + \$40 copay</b>
Tier 4 <sup>3</sup>	30% up to \$250 max	In-Network Only	<b>30% of max (\$200 per Rx)</b>	In-Network Only
Mail Order (90-day supply)	\$25/\$120/\$180	In-Network Only	<b>\$20/\$50/\$80</b>	In-Network Only

<sup>1</sup>Only major plan provisions are listed. Refer to Summary of Benefits and Coverage (SBC) for additional details.

<sup>2</sup>Generic and single source brand covered at 100%.

<sup>3</sup>Preferred Generic Program: if a member requests a brand name drug when a generic exists, the member pays the generic drug copay plus the

\*Blue Shield 2017 summaries not available yet, so plan designs include 2016 information

# Benchmarking (2015): Total Cost Share Analysis

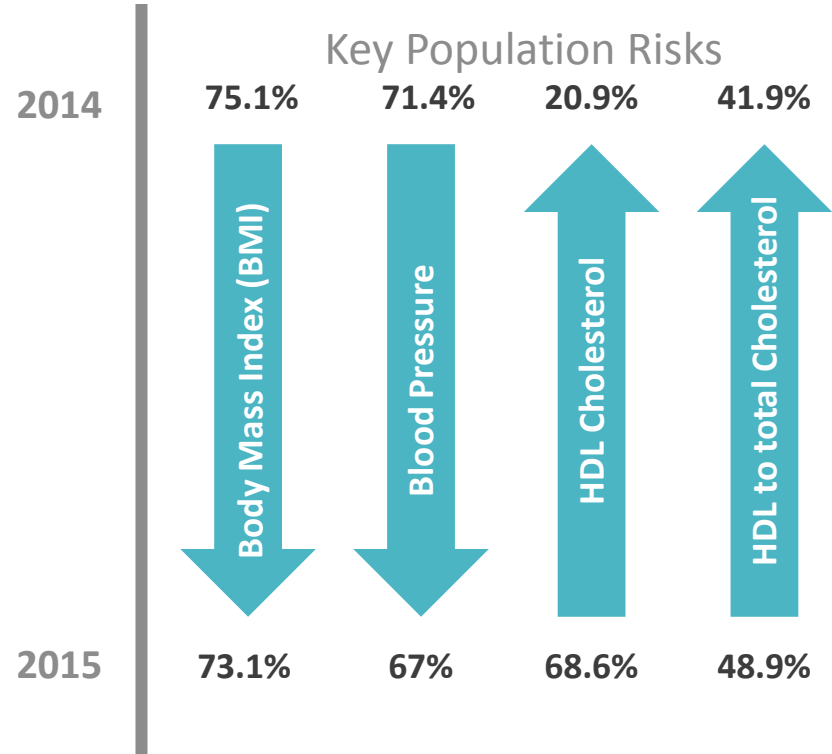
## (10% Employee Cost Share)


Benchmarking Cut	Total Premium	Employer Contribution	Employee Contribution
<b>Authority (2015/2016)</b>	\$4,971,293	<b>82%</b> (\$4,087,093)	<b>18%</b> (\$884,200)
<b>Government</b>	\$4,758,278	<b>82%</b> (\$3,879,256)	<b>18%</b> (\$879,022)
<b>California</b>	\$4,607,289	<b>71%</b> (\$3,249,286)	<b>29%</b> (\$1,358,002)
<b>West</b>	\$4,512,425	<b>73%</b> (\$3,308,391)	<b>27%</b> (\$1,204,034)
<b>National</b>	\$4,207,212	<b>61%</b> (\$2,573,828)	<b>39%</b> (\$1,633,384)

Authority Costs based on 2015 premium with 2016 budgeted and actual headcount. Benchmark data from the Mercer National Survey, 2015.

# Employee Wellness

- Biometric screening incentives
  - 10% Wellness (5% reduction in premium costs)
  - Deposit into an FSA/HSA or 457 account
  - Employees = \$250
  - Spouse/Domestic Partner = \$200
- Health Risk Assessment (HRA) earns 25 points in the annual Health Advocate Wellness Challenge
  - Quarterly Engagement Challenges
  - Voluntary health trackers (exercise, sleep, water, etc.)
  - Online Health Education





# Medical Renewal Analysis Pre-Medicare Retirees

# Medical Renewal & Marketing Analysis (Pre-Medicare Retirees)

	Enrollment <sup>1</sup>	Anthem Blue Cross			Blue Shield
		Current	Initial Renewal	Final Renewal	Recommended
		Full Network HMO (with Scripps)			Full HMO
Retiree Only	2	\$803.58	\$963.37	\$803.58	\$561.85
Retiree + Dependent	0	\$1,676.77	\$1,989.86	\$1,676.77	\$1,174.26
Retiree + Family	0	\$2,395.78	\$2,842.08	\$2,395.78	\$1,674.31
<b>HMO Annualized Premium</b>	<b>2</b>	<b>\$19,286</b>	<b>\$23,121</b>	<b>\$19,286</b>	<b>\$13,484</b>
<b>% Change from Current</b>			<b>19.9%</b>	<b>0.0%</b>	<b>-30.1%</b>

	Enrollment <sup>1</sup>	Anthem Blue Cross			Blue Shield
		Current	Initial Renewal	Final Renewal	Recommended
		Select Plus HMO (No Scripps)			Full HMO
Retiree Only	8	\$546.93	\$650.58	\$546.93	\$561.85
Retiree + Dependent	1	\$1,137.82	\$1,345.62	\$1,137.82	\$1,174.26
Retiree + Family	0	\$1,625.84	\$1,922.33	\$1,625.84	\$1,674.31
<b>HMO Annualized Premium</b>	<b>9</b>	<b>\$66,159</b>	<b>\$78,603</b>	<b>\$66,159</b>	<b>\$68,029</b>
<b>% Change from Current</b>			<b>18.8%</b>	<b>0.0%</b>	<b>2.8%</b>

	Enrollment <sup>1</sup>	Anthem Blue Cross			Blue Shield
		Current	Initial Renewal	Final Renewal <sup>2</sup>	Recommended
		PPO			PPO
Retiree Only	6	\$880.90	\$1,073.09	\$880.90	\$773.97
Retiree + Dependent	4	\$1,574.70	\$1,869.50	\$1,574.70	\$1,617.62
Retiree + Family	1	\$2,169.18	\$2,557.82	\$2,169.18	\$2,306.45
<b>PPO Annualized Premium</b>	<b>11</b>	<b>\$165,041</b>	<b>\$197,692</b>	<b>\$165,041</b>	<b>\$161,049</b>
<b>% Change from Current</b>			<b>19.8%</b>	<b>0.0%</b>	<b>-2.4%</b>

	Enrollment <sup>1</sup>	Anthem Blue Cross			Blue Shield
		Current	Initial Renewal	Final Renewal <sup>2</sup>	Recommended
		HDHP -- Separate HSA Fund			HDHP
Retiree Only	0	\$723.29	\$880.97	\$723.29	\$635.55
Retiree + Dependent	0	\$1,295.13	\$1,536.96	\$1,295.13	\$1,365.93
Retiree + Family	0	\$1,784.76	\$2,103.54	\$1,784.76	\$1,947.58
<b>HDHP Annualized Premium</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>% Change from Current</b>					
<b>HSA Fund (\$750/\$1,500)</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

<b>Total Annualized Premium</b>	<b>22</b>	<b>\$250,486</b>	<b>\$299,416</b>	<b>\$250,486</b>	<b>\$242,562</b>
<b>\$ Change from Current</b>			<b>\$48,931</b>	<b>\$0</b>	<b>(\$7,923)</b>
<b>% Change from Current</b>			<b>19.5%</b>	<b>0.0%</b>	<b>-3.2%</b>

<sup>1</sup>Enrollment figures provided by SDCRAA

<sup>2</sup>Final renewal does not include tier adjustments for the PPO and the HDHP plans

# Medical Renewal Analysis Medicare Enrolled

# Medical Renewal & Marketing Results (Medicare Retiree)

January 1, 2017 - December 31, 2017

Carrier	Received Quote?	Comments	% Increase (Over Current)	Additional Notes
<b>Anthem Blue Cross</b>	<b>Incumbent (HMOs/PPO)</b>	<b>Presented</b>	<b>2.9% (Initial) 2.2% (Negotiated)</b>	Current HMOs/PPO plans will remain in place (Anthem mandatory changes apply).
<b>United Healthcare (UHC)</b>	Quoted (Medicare PPO)	Presented	-41.5%	UHC would only quote PPO plan due to group size.  All retirees with Medicare will switch from current HMOs/PPO plans to Medicare PPO plan.  Moving to UHC Medicare PPO plan will not impact Active/Early Retiree HMOs/PPO plan rates.
<b>Anthem Blue Cross</b>	Quoted (Medicare PPO)	Presented	-34.6%	Anthem would only quote PPO plan due to group size.  All retirees with Medicare will switch from current HMOs/PPO plans to Medicare PPO plan.  Moving to Medicare PPO plan will not impact Active/Early Retiree HMOs/PPO plan rates.
<b>AmWINS (Exchange)</b>	Pending	Medical rates not available	N/A	Multi Employer Trust (MET) rates to be released September 2016. Will review quote in the Fall for educational purposes.

Medicare Retirees can choose different carrier than Pre-Medicare Retirees



# Medical Renewal & Marketing Analysis (Medicare Retirees)

		Anthem Blue Cross		United Healthcare
Full Network HMO	Enrollment <sup>1</sup>	Current	Final Renewal	Recommended
Enrollment Tier		Medical + Rx	Medical + Rx	Medical PPO/Rx
Retiree Only	6	\$615.74	\$631.42	\$418.82
Retiree + Dependent	3	\$1,228.40	\$1,259.76	\$837.64
Dependent Only	1	\$539.43	\$555.11	\$418.82
<b>HMO Annualized Premium</b>	<b>10</b>	<b>\$95,029</b>	<b>\$97,475</b>	<b>\$65,336</b>

		Anthem Blue Cross		United Healthcare
Narrow Network HMO	Enrollment <sup>1</sup>	Current	Final Renewal	Recommended
Enrollment Tier		Medical + Rx	Medical + Rx	Medical PPO/Rx
Retiree Only	2	\$475.45	\$491.13	\$418.82
Retiree + Dependent	1	\$952.24	\$983.60	\$837.64
Dependent Only	2	\$423.88	\$436.53	\$418.82
<b>Narrow HMO Annualized Premium</b>	<b>5</b>	<b>\$33,011</b>	<b>\$34,067</b>	<b>\$30,155</b>

		Anthem Blue Cross		United Healthcare
PPO	Enrollment <sup>1</sup>	Current	Final Renewal	Recommended
Enrollment Tier		Medical + Rx	Medical + Rx	Medical PPO/Rx
Retiree Only	11	\$914.91	\$930.59	\$418.82
Retiree + Dependent	4	\$1,651.81	\$1,683.17	\$837.64
Dependent Only	1	\$566.22	\$581.90	\$418.82
<b>PPO Annualized Premium</b>	<b>16</b>	<b>\$206,850</b>	<b>\$210,613</b>	<b>\$100,517</b>

<b>Total Annualized Premium</b>	<b>31</b>	<b>\$334,889</b>	<b>\$342,155</b>	<b>\$196,008</b>
<b>\$ Change from Current</b>			<b>7,266</b>	<b>(138,882)</b>
<b>% Change from Current</b>			<b>2.2%</b>	<b>-41.5%</b>

<sup>1</sup>Enrollment figures provided by SDCRAA

# Medical Cost Share Analysis (Medicare Retirees)

Full Network HMO (with Scripps)		Anthem Blue Cross 01/01/2016 - 12/31/2016 CURRENT			United Healthcare 01/01/2017 - 12/31/2017 RECOMMENDED				
		90% Retiree / 55% Dependent			90% Retiree / 55% Dependent				
Enrollment <sup>1</sup>		Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Retiree Monthly Difference	
Retiree Only		6	\$615.74	\$554.17	\$61.57	\$418.82	\$376.94	\$41.88	-\$19.69
Retiree + Dependent		3	\$1,228.40	\$952.70	\$275.70	\$837.64	\$649.17	\$188.47	-\$87.23
Dependent Only		1	\$539.43	\$296.69	\$242.74	\$418.82	\$230.35	\$188.47	-\$54.27
HMO Annualized Premium		10	\$95,029	\$77,757	\$17,271	\$65,336	\$53,274	\$12,062	
\$ Change from Current						(\$29,693)	(\$24,484)	(\$5,209)	
% Change from Current						-31.2%	-31.5%	-30.2%	

Narrow Network HMO (No Scripps)		90% Retiree / 55% Dependent			90% Retiree / 55% Dependent				
Enrollment Tier		Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Retiree Monthly Difference	
Enrollment <sup>1</sup>									
Retiree Only		2	\$475.45	\$427.91	\$47.55	\$418.82	\$376.94	\$41.88	-\$5.66
Retiree + Dependent		1	\$952.24	\$737.68	\$214.56	\$837.64	\$649.17	\$188.47	-\$26.09
Dependent Only		2	\$423.88	\$233.13	\$190.75	\$418.82	\$230.35	\$188.47	-\$2.28
Narrow HMO Annualized Premium		5	\$33,011	\$24,717	\$8,294	\$30,155	\$22,365	\$7,790	
\$ Change from Current						(\$2,856)	(\$2,352)	(\$504)	
% Change from Current						-8.7%	-9.5%	-6.1%	

PPO		90% Retiree / 55% Dependent			90% Retiree / 55% Dependent				
Enrollment Tier		Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Monthly Premium Medical + Rx	ER Monthly	Retiree Monthly	Retiree Monthly Difference	
Enrollment <sup>1</sup>									
Retiree Only		11	\$914.91	\$823.42	\$91.49	\$418.82	\$376.94	\$41.88	-\$49.61
Retiree + Dependent		4	\$1,651.81	\$1,320.21	\$331.61	\$837.64	\$649.17	\$188.47	-\$143.14
Dependent Only		1	\$566.22	\$311.42	\$254.80	\$418.82	\$230.35	\$188.47	-\$66.33
PPO Annualized Premium		16	\$206,850	\$175,798	\$31,051	\$100,517	\$83,680	\$16,837	
\$ Change from Current							(\$92,118)	(\$14,215)	
% Change from Current							-52.4%	-45.8%	

Total Annualized Premium	31	\$334,889	\$278,273	\$56,616	\$196,008	\$159,319	\$36,689	
\$ Change from Current						(\$138,882)	(\$118,954)	(\$19,928)
% Change from Current						-41.5%	-42.7%	-35.2%

<sup>1</sup>Enrollment figures provided by SDCRAA

# Medical Plan Comparison (Medicare Retirees)

Plan Provisions	CURRENT	CURRENT		RECOMMENDED	
	Full Network HMO Narrow Network HMO	PPO Plan		UHC Medicare PPO	
	In-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Network</b>	California Care HMO/SelectPlus HMO	Prudent Buyer PPO		UHC Group Medicare Advantage PPO	
<b>Annual Deductible (Individual/Family)</b>	N/A	\$250/\$750		No deductible	
<b>Out-of-Pocket Maximum (Includes Deductible)</b>	\$1,500/\$3,000	\$2,500/\$5,000	\$6,500/\$13,000	No out-of-pocket maximum	
<b>Preventive Care</b>	No charge	No charge	40% after deductible	No charge	No charge
<b>Primary/Specialist Office Visit</b>	\$20/\$20 copay	\$20/\$20 (deductible waived)	40% after deductible	No charge	No charge
<b>Inpatient Hospital Services</b>	\$200 copay per admit	20% after deductible <sup>1</sup>	40% after deductible <sup>1</sup>	No charge	No charge
<b>Hearing Aid</b>	20%	20%		\$500 allowance/36 months	
<b>Emergency Room Care</b>	\$100 copay (waived if admitted)	\$150 copay + 20% after deductible		No charge	
<b>Retail Prescription Drugs (30-day supply)</b>					
<b>Deductible</b>	No deductible	No deductible		No deductible	
<b>Generics<sup>2</sup></b>	\$10 copay	\$10 copay	In-Network Only	\$7 copay	In-Network Only
<b>Preferred Brand<sup>2</sup></b>	\$20 copay	\$20 copay	In-Network Only	\$15 copay	In-Network Only
<b>Non-Preferred Brands &amp; Non-Formulary<sup>2</sup></b>	\$40 copay	\$40 copay	In-Network Only	\$40 copay	In-Network Only
<b>Mail Order (90-day supply)</b>	\$20/\$40/\$80	\$20/\$40/\$80	In-Network Only	\$14/\$30/\$80	In-Network Only

<sup>1</sup>Maximum payment for non-emergency out-of-network inpatient service limited to \$1,000 per day.

<sup>2</sup>Listed copays apply until the amount paid by you and the Coverage Gap Discount Program for covered Part D prescriptions reaches your True Out of

**Note: only major plan attributes are listed. Please refer to SPD for complete list of benefits attributes**

# Medicare Retiree Perks

- SilverSneakers - fitness program at participating location/gym, home or online
- Caregiver – care planning and coordination
- NurseLine – 24/7 access to registered nurse for non-emergency health concerns
- Disease Management (chronic heart failure, coronary artery disease and end stage renal disease)

# Dental Renewal Analysis

# Dental Renewal Analysis

		Delta Dental 01/01/2016 - 12/31/2016			
Dental PPO	Enrollment <sup>1</sup>	Monthly Premium	EE Monthly	ER Monthly	ER %
Employee Only	155	\$58.83	\$0.00	\$58.83	100.0%
Employee + One Dep	87	\$105.63	\$21.06	\$84.57	80.1%
Employee + Family	93	\$143.63	\$38.16	\$105.47	73.4%
Waive Credit		(Credit)	-\$4.84	\$4.84	
<b>Annual Total</b>	<b>335</b>	<b>\$379,993</b>	<b>\$64,573</b>	<b>\$315,419</b>	
Dental HMO					
Employee Only	27	\$18.86	\$0.00	\$18.86	100.0%
Employee + One Dep	16	\$31.16	\$5.53	\$25.63	82.3%
Employee + Family	16	\$46.30	\$12.50	\$33.80	73.0%
Waive Credit		(Credit)	-\$4.84	\$4.84	
<b>Annual Total</b>	<b>59</b>	<b>\$20,983</b>	<b>\$3,462</b>	<b>\$17,521</b>	
<b>COMBINED TOTAL</b>	<b>394</b>	<b>\$400,976</b>	<b>\$68,035</b>	<b>\$332,941</b>	
<b>\$ Difference from Current</b>					
<b>% Difference from Current</b>					

<sup>1</sup>Enrollment figures provided by SDCRAA reflect active employees, pre-Medicare retirees and budgeted positions.

# Benchmarking (Dental Employee Contributions)

	SDCRAA 2016 DHMO	SDCRAA 2016 PPO	Government	California	National (All)
<b>Average Dental Cost Per Employee Per Year – 2014</b>	\$384	\$1,232	\$816	\$983	\$789
<b>Employee Contribution (Individual)</b>					
<b>Monthly Contribution</b>	\$0	\$0	\$21	\$18	\$29
<b>Percent of Premium</b>	0%	0%	52%	36%	67%
<b>Employee Contribution (Family)</b>					
<b>Monthly Contribution</b>	\$12	\$38	\$58	\$59	\$72
<b>Percent of Premium</b>	27%	27%	61%	47%	74%

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans

# Renewal Summary



# Recommendation Summary

- **Active Employees:**
  - Blue Shield of California (HMO, PPO, HDHP)
  - 10% Wellness / 15% Non-Wellness Cost share
  - \$250 employee/ \$200 spouse FSA/HSA/457 deposit biometrics incentive
- **Pre-Medicare Retirees:**
  - Blue Shield of California (HMO, PPO, HDHP)
- **Medicare Retirees/Spouses Only:**
  - United Healthcare (PPO)
- **Dental**
  - Delta Dental (in second year of two year rate lock)
- **All other lines maintained with current providers:**
  - VSP Vision Care
  - The Hartford Basic Life/AD&D, Short Term Disability
  - Anthem EAP
  - The Health Advocate

A low-angle photograph of a modern building with a teal overlay containing the text "Questions?". The building features a prominent overhang and large glass windows. In the bottom left corner, a sign for "Ticketing" and "U.S. Airways" is visible. The sky is bright and clear.

# Questions?

● Ticketing  
U.S. Airways

# EBTF/ACT Recommendation Options

1. Blue Shield/Dental (no Cost Share)/UHC Medicare Supplement
2. Anthem Negotiated Renewal/Dental (no Cost Share)/UHC Medicare Supplement
3. Anthem Option 1/Dental (Cost Share)/UHC Medicare Supplement
4. Blue Shield/Dental (Cost Share)/UHC Medicare Supplement

# Anthem Medical Plan Options (HMOs)

January 1, 2017 - December 31, 2017

Plan Provisions <sup>1</sup>	CURRENT Full Network HMO Narrow Network HMO	FINAL RENEWAL Full Network HMO Narrow Network HMO	PROPOSED (Option 1) Full Network HMO Narrow Network HMO	PROPOSED (Option 2) Full Network HMO Narrow Network HMO	PROPOSED (Option 3) Full Network HMO Narrow Network HMO
<b>Out-of-Pocket Maximum (Includes Deductible)</b>	\$1,500/\$3,000	\$1,500/\$3,000	\$1,500/\$3,000	\$1,500/\$3,000	<b>\$2,000/\$4,000</b>
<b>Preventive Care</b>	No charge	No charge	No charge	No charge	No charge
<b>Primary/Specialist Office Visit</b>	\$20/\$20 copay	\$20/\$20 copay	\$20/\$20 copay	<b>\$25/\$25 copay</b>	<b>\$30/\$30 copay</b>
<b>Inpatient Hospital Services</b>	\$200 copay per admission	\$200 copay per admission	\$200 copay per admission	<b>\$250 copay per admission</b>	\$200 copay per admission
<b>Outpatient Hospital Services</b>	\$100 copay per visit	\$100 copay per visit	\$100 copay per visit	<b>\$125 copay per visit</b>	\$100 copay per visit
<b>Emergency Room Care</b>	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)	\$100 copay (waived if admitted)
<b>Retail Prescription Drugs (30-day supply)</b>					
<b>Oral Contraceptives</b>	\$0 copay	\$0 copay	\$0 copay	\$0 copay	\$0 copay
<b>Tier 1</b>	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay
<b>Tier 2<sup>2</sup></b>	\$25 copay	\$25 copay	\$25 copay	\$25 copay	\$25 copay
<b>Tier 3<sup>2</sup></b>	\$50 copay	\$50 copay	\$50 copay	\$50 copay	\$50 copay
<b>Tier 4</b>	30% (maximum \$150/fill)	30% (maximum \$250/fill)	30% (maximum \$100/fill)	30% (maximum \$250/fill)	30% (maximum \$250/fill)
<b>Mail Order (90-day supply)</b>	\$10/\$50 (maximum \$300/fill)	\$5/\$75/\$150 (maximum \$250/fill)	\$10/\$50 (maximum \$300/fill)	<b>\$25/\$75/\$150/30% (maximum \$250/fill)</b>	<b>\$25/\$75/\$150/30% (maximum \$250/fill)</b>
<b>PENDING</b>					
<b>Full Network HMO Enrollment</b>	CURRENT	FINAL RENEWAL	PROPOSED (Option 1) <sup>4</sup>	PROPOSED (Option 2) <sup>4</sup>	PROPOSED (Option 3) <sup>4</sup>
Employee Only	39	\$867.00	\$864.00	\$850.00	\$850.66
Employee + Dependent	16	\$1,676.74	\$1,781.46	\$1,785.58	\$1,754.31
Employee + Family	14	\$2,395.78	\$2,544.43	\$2,550.31	\$2,504.71
<b>Total Annualized Premium</b>	<b>59</b>	<b>\$899,294</b>	<b>\$959,370</b>	<b>\$961,654</b>	<b>\$945,210</b>
<b>\$ Change from Current</b>			<b>\$60,076</b>	<b>\$62,360</b>	<b>\$45,917</b>
<b>% Change from Current</b>			<b>6.7%</b>	<b>6.9%</b>	<b>5.1%</b>
<b>Narrow Network HMO Enrollment<sup>3</sup></b>	<b>CURRENT</b>	<b>FINAL RENEWAL</b>	<b>PROPOSED (Option 1)<sup>4</sup></b>	<b>PROPOSED (Option 2)<sup>4</sup></b>	<b>PROPOSED (Option 3)<sup>4</sup></b>
Employee Only	73	\$546.93	\$560.47	\$583.84	\$578.17
Employee + Dependent	34	\$1,137.82	\$1,159.24	\$1,207.38	\$1,193.21
Employee + Family	58	\$1,625.84	\$1,656.06	\$1,724.84	\$1,703.65
<b>Total Annualized Premium</b>	<b>165</b>	<b>\$2,074,926</b>	<b>\$2,116,559</b>	<b>\$2,204,551</b>	<b>\$2,179,047</b>
<b>\$ Change from Current</b>			<b>\$41,634</b>	<b>\$129,625</b>	<b>\$104,121</b>
<b>% Change from Current</b>			<b>2.0%</b>	<b>6.2%</b>	<b>5.0%</b>
<b>Total Annualized Premium</b>	<b>224</b>	<b>\$2,974,220</b>	<b>\$3,075,929</b>	<b>\$3,166,205</b>	<b>\$3,124,257</b>
<b>\$ Change from Current</b>			<b>\$101,710</b>	<b>\$191,985</b>	<b>\$150,038</b>
<b>% Change from Current</b>			<b>3.4%</b>	<b>6.5%</b>	<b>5.0%</b>

<sup>1</sup>Only major plan attributes are listed. Please refer to SPD for complete list of benefits attributes

<sup>2</sup>Preferred Generic Program: if a member requests a brand name when a generic exists, the member pays the generic drug copay plus the difference in cost between the

<sup>3</sup>Enrollment figures provided by SDCRAA

<sup>4</sup>Proposed monthly premium rates are not final. Final rates are subject to Anthem UW approval and will vary slightly.

# Benchmarking (HMO Plan Design)

	SDCRAA HMOs	Government	California	National (All)
% Employers with HMO Medical Deductible	N/A	39%	19%	47%
Physician Office Visit Copay	\$20	\$20	\$20	\$25
Specialist Office Visit Copay	\$20	\$30	\$35	ID
Emergency Room Visit Copay	\$100	\$100	\$100	\$100
Inpatient Hospital Copay	\$200	\$250	\$250	\$250
Outpatient Hospital Copay	\$100	\$125	\$100	\$150

**Green** = Richer benefits, **Grey** = Neutral, **Red** = Less Rich benefits

ID=Insufficient data available

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans

# Benchmarking (PPO Plan Design)

	SDCRAA PPO	Government	California	National (All)
<b>Deductible (In-Network)</b>				
Single	\$250	\$500	\$500	\$1,500
Family	\$750	\$1,000	\$1,000	\$3,000
<b>Physician Office Visit Copay (In-Network)</b>	\$20	\$20	\$20	\$25
<b>Specialist Office Visit Copay (In-Network)</b>	\$20	\$40	\$40	\$50
<b>Coinsurance Amount (In-Network)</b>	20%	20%	20%	20%
<b>Out-of-Pocket Limit (incl. Deductible)</b>				
In-Network	\$2,500	\$2,500	\$3,000	\$3,500
Out-of-Network	\$6,500	\$3,750	\$5,700	\$6,000

**Green** = Richer benefits, **Grey** = Neutral, **Red** = Less Rich benefits

ID=Insufficient data available

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans

# Benchmarking (HDHP Plan Design)

	SDCRAA HSA	Government	California	National (All)
<b>Employer Contribution to HSA Account</b>				
Single	\$750	\$500	\$551	\$1,000
Family	\$1,500	\$1,200	\$1,200	\$1,400
<b>Deductible (In-Network)</b>				
Single	\$1,500	\$1,500	\$1,500	\$1,500
Family	\$3,000	\$3,000	\$3,000	\$3,000
<b>Physician Coinsurance Amount</b>	10%	20%	20%	20%
<b>Out-of-Pocket Limit (incl. Deductible)</b>				
In-Network	\$3,000	\$3,000	\$4,000	\$4,000
Out-of-Network	\$9,000	\$6,000	\$6,000	\$6,250

**Green** = Richer benefits, **Grey** = Neutral, **Red** = Less Rich benefits

ID=Insufficient data available

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans

# Benchmarking (Rx Plan Design)

	SDCRAA HMOs, PPO & HSA	Government	California	National (All)
<b>Prescription Copay (Retail)</b>				
<b>Generic</b>	\$10	\$9	\$11	\$11
<b>Brand</b>	\$25	\$24	\$27	\$32
<b>Non-Formulary</b>	\$50	\$46	\$42	\$52
<b>Prescription Copay (Mail Order)</b>				
<b>Generic</b>	\$10	\$22	\$20	\$24
<b>Brand</b>	\$50	\$55	\$53	\$69
<b>Non-Formulary</b>	\$100	\$91	\$81	\$118
<b>Retail Specialty Rx Copay (When Separate)</b>	30%	\$102	\$75	\$115

**Green** = Richer benefits, **Grey** = Neutral, **Red** = Less Rich benefits

ID=Insufficient data available

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans



# Dental Renewal Option

	CURRENT / RENEWAL	OPTION 1	OPTION 2
<b>Dental PPO</b>	<b>Current \$1,500 Annual Benefit Maximum</b>	<b>Proposed \$1,750 Annual Benefit Maximum</b>	<b>Proposed \$2,000 Annual Benefit Maximum</b>
Employee Only	\$58.83	\$60.71	\$61.65
Employee + One Dep	\$105.63	\$109.01	\$110.70
Employee + Family	\$143.63	\$148.23	\$150.52
<b>% Increase to Current/Renewal</b>		<b>3.2%</b>	<b>4.8%</b>

**NOTE:** Delta Dental provided decrements for the proposed plan design changes. Final rates will require underwriting approval. No change to DHMO rates.

Dental Benchmarking	SDCRAA 2016 DHMO	SDCRAA 2016 PPO	Government	California	National (All)
Annual Maximum Benefit	None	\$1,500	\$1,500	\$1,500	\$1,500

Benchmark data from the 2014 Mercer National Survey of Employer Sponsored Health Plans

# Medical Renewal & Marketing History

## January 1, 2016 Plan Year

Carrier	Status	Comments	% Increase (Over Current)	Additional Notes
<b>Anthem Blue Cross</b>	<b>Incumbent</b>	<b>Initial Renewal Presented</b>	<b>+12.7%</b>	<b>Negotiated to 7.5%</b>
Aetna	Did not quote	Not competitive	N/A	Didn't release a quote.
Blue Shield	Did not quote	Too Early for quote	N/A	Willing to consider quoting in July for 1/1 renewal
Cigna	Did not quote	Not Competitive	N/A	Cannot offer a "Narrow Network" (HMO has no option to remove Scripps providers)
Health Net	Did not quote	Not Competitive	N/A	Narrow Network HMO missing majority of providers
Sharp Health Plan	Quoted	Significant plan design reductions for HMO/PPO	Depends on enrollment	Unable to offer Full HMO or CA PPO plans
United Healthcare	Quoted	Competitive	+8.9%	Includes biometric screenings (Simply Engaged Program). Narrow HMO network missing 7% of providers

## January 1, 2015 Plan Year

Carrier	Status	Comments	% Increase (Over Current)	Additional Notes
<b>Anthem Blue Cross</b>	<b>Incumbent</b>	<b>Renewal Presented</b>	<b>+12.0%</b>	<b>Negotiated to Rate Pass</b>
Aetna	Quoted	Competitive	-9.0%	<b>12% rate cap for 2015 (renewal rate cannot exceed 12%) plus ACA fees (approximately 15%)</b>
Blue Shield	Declined		N/A	Rates are 10% above renewal rates
Cigna	Quoted	Competitive	0.9%	Cannot offer a "Narrow Network" (HMO has no option to remove Scripps providers)
Health Net	Quoted	Not Competitive	2.9%	Narrow Network HMO missing majority of providers
Sharp Health Plan	Quoted	Unable to match plan designs	TBD	Unable to offer Full HMO or CA PPO plans
United Healthcare	Quoted	Competitive	-2.5%	HMO Narrow Network is missing some key providers (e.g. UCSD) impacting 55 enrolled members

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## STAFF REPORT

Meeting Date: **SEPTEMBER 15, 2016**

### 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 2016-2017 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 REQUEST**

**AMY GONZALEZ**

**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: Amy Gonzalez 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: 6/28/16 PLANNED DATE OF DEPARTURE/RETURN: 9/22/16 / 9/28/16

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):  
Destination: Montreal, CAN Purpose: World Annual Conference  
Explanation: 2016 ACI-NA / World Annual Conference

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 120.00
B. LODGING	\$ 1450.00
C. MEALS	\$ 250.00
D. SEMINAR AND CONFERENCE FEES	\$ 795.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$</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: Amy L Date: 6/29/16

**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.)*

# **TRAVEL EXPENSE**



**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: 7/7/2016 RETURN DATE: 7/8/2016 REPORT DUE: 8/7/16  
 DESTINATION: Burbank, CA

*Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.*

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY 7/7/16	FRIDAY 7/8/16	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)									0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*					8.00				8.00
Mileage - attach mileage form*					72.36	80.46			152.82
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*					200.48				200.48
Telephone, internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*						25.00		25.00
	Lunch*								0.00
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality 1*									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>280.84</b>	<b>105.46</b>	<b>0.00</b>	<b>386.30</b>

Explanation:

Total Expenses Prepaid by Authority	0.00
Total Expenses Incurred by Employee (including cash advances)	386.30
<b>Grand Trip Total:</b>	<b>386.30</b>
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	0.00
Due Traveler (positive amount) <sup>2</sup>	
<b>Due Authority (negative amount)<sup>3</sup></b>	<b>386.30</b>

*Note: Send this report to Accounting even if the amount is \$0.*

<sup>1</sup>Give names and business affiliations of any persons whose meals were paid by traveler.  
<sup>2</sup>Prepare Check Request  
<sup>3</sup>Attach personal check payable to SDCRAA

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: Kim Myers Ext.: 2447  
 Traveler Signature: Thella F. Bowens Date: 7/11/16  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE** (To be certified if used by President/GEO, Gen. Counsel, or Chief Auditor)

Tony R. Russell hereby certify that this document was approved by the Executive Committee at its  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)

\_\_\_\_\_ meeting.  
 (Leave blank and we will insert the meeting date.)

*Failure to attach required documentation will result in the delay of processing reimbursement. If you have any questions, please see your department Administrative Assistant or call Accounting at ext. 2806.*

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:  
Travelers Name: THELLA F. BOWENS Dept: 6  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

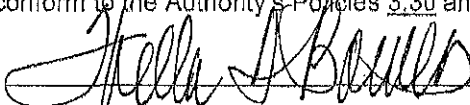
2. DATE OF REQUEST: 5/17/16 PLANNED DATE OF DEPARTURE/RETURN: 7/7/16 / 7/8/16

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip-- continue on extra sheets of paper as necessary):  
Destination: Glendale, CA Purpose: Attend California Airports Council Board Meeting  
Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ _____
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ <u>141.00</u>
B. LODGING	\$ <u>225.00</u>
C. MEALS	\$ <u>100.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ <u>50.00</u>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ <u>516.00</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: 5/17/16

**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**

LINDA GENHLEN, ASST. AUTHORITY CLERK 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 JUNE 13, 2016 meeting.  
(Leave blank and we will insert the meeting date.)

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**2016**

**MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT**


EMPLOYEE NAME Thella Bowens			PERIOD COVERED July 7-8, 2016	
DEPARTMENT/DIVISION Executive Office/BU 6				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
7/7/16	134.00	SAN to Glendale (hotel)		8.00
7/8/16	9.00	Glendale to Burbank Airport		
7/8/16	140.00	Burbank Airport to SAN		
<b>SUBTOTAL</b>				<b>8.00</b>

**Computation of Reimbursement**

REIMBURSEMENT RATE: (see below) *	Rate as of January 2014	X	0.540
TOTAL MILEAGE REIMBURSEMENT			152.82
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)			8.00
TOTAL REIMBURSEMENT REQUESTED			\$ 160.82

I acknowledge that I have read, understand and agree to \*Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

Business Expense Reimbursement Policy 3.30



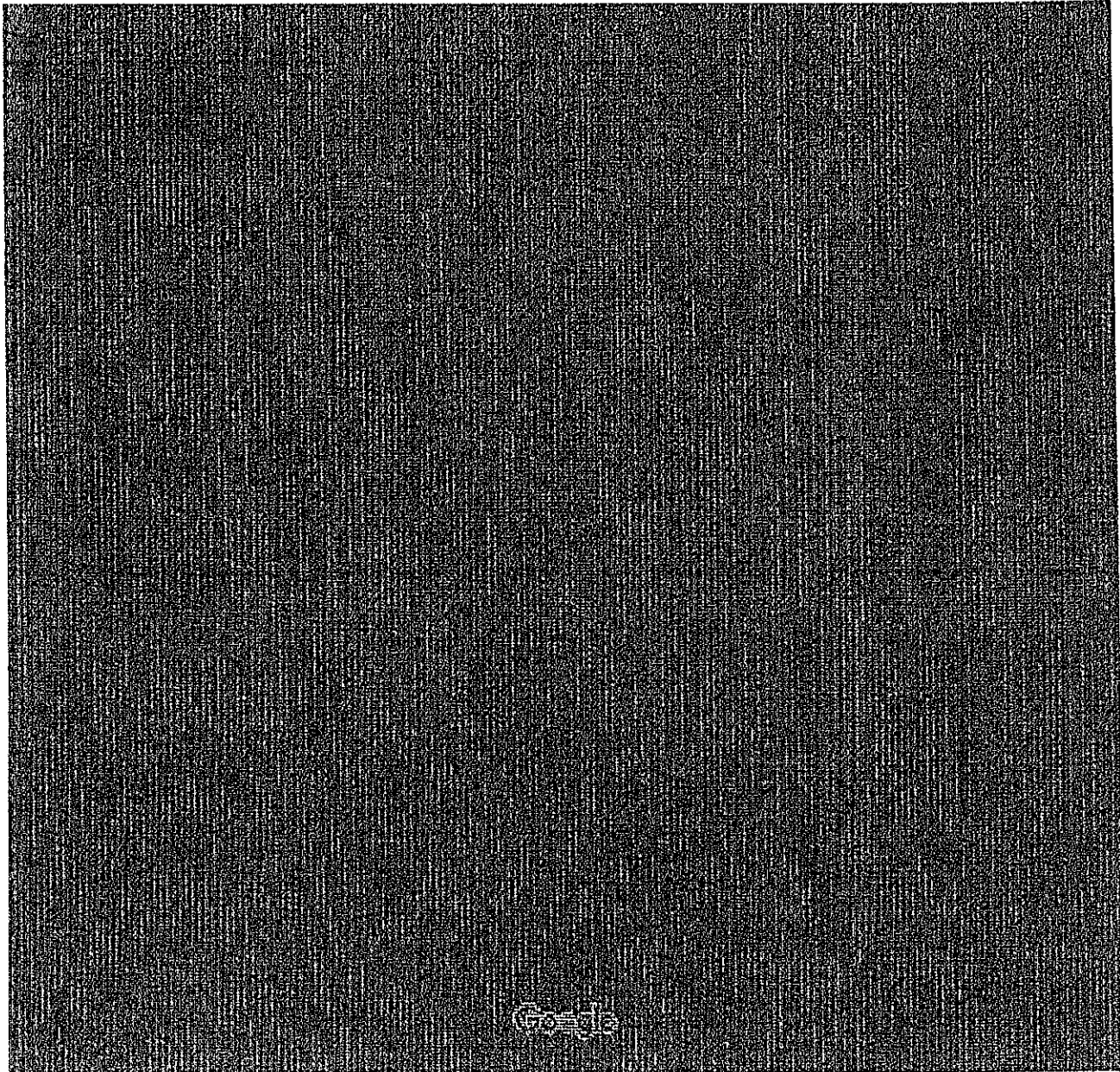
SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

# SAN DIEGO - GLENDALE HOTEL

Google Maps

3225 North Harbor Drive, San Diego, CA Drive 134 miles, 8 h 33 min  
to 800 N Central Ave, Glendale, CA 91203



Map data ©2016 Google, INEGI 10 mi

3225 N Harbor Dr  
San Diego, CA 92101

Get on I-5 N from N Harbor Dr and India St

8 min (3.3 mi)

- ↑ 1. Head west on Airport Terminal Rd  
..... 43 ft
- ↩ 2. Keep left to stay on Airport Terminal Rd  
..... 0.4 mi
- ▲ 3. Use the right lane to take the ramp to Downtown  
..... 0.6 mi
- ▲ 4. Merge onto N Harbor Dr  
..... 0.7 mi
- ↩ 5. Use the left 2 lanes to turn left onto W Laurel St  
..... 0.4 mi
- ↩ 6. Use the left 2 lanes to turn left onto India St  
..... 0.8 mi
- ▲ 7. Use the left 2 lanes to take the ramp onto I-5 N  
..... 0.3 mi

Continue on I-5 N. Take CA-73 N, I-405 N, I-605 N and I-5 N to N Central Ave in Glendale. Take exit 7B from CA-134 E

- ..... 2 h 9 min (130 mi)
- ▲ 8. Merge onto I-5 N  
▲ Partial toll road  
..... 65.4 mi
- ↘ 9. Use the right 3 lanes to take exit 85A for CA-73 N toward Long Beach  
▲ Toll road  
..... 0.7 mi
- ↑ 10. Continue onto CA-73 N  
▲ Partial toll road  
..... 16.9 mi
- ↘ 11. Use the left 3 lanes to take exit 18A to merge onto I-405 N toward Long Beach  
..... 12.8 mi
- ↑ 12. Keep left at the fork to stay on I-405 N  
..... 0.8 mi
- ↘ 13. Take the I-605 N exit  
..... 0.6 mi
- ↑ 14. Continue onto I-605 N  
..... 10.3 mi
- ↘ 15. Use the right 2 lanes to take exit 11 to merge onto I-5 N/Santa Ana Fwy toward Los Angeles  
..... 9.7 mi
- ↘ 16. Keep right at the fork to continue on I-5 N, follow signs for I-10 W/Santa Monica/Interstate 5 N/Sacramento  
..... 0.3 mi

- ↩ 17. Keep left to continue on I-5 N/Golden State Fwy, follow signs for Sacramento/Interstate 5 N  
-----2.0 mi
- ↩ 18. Keep left to continue on I-5 N  
-----8.1 mi
- 19. Take exit 144A for California Route 134 E toward Pasadena  
-----0.4 mi
- ⤴ 20. Merge onto CA-134 E  
-----0.9 mi
- 21. Take exit 7B for Central Ave toward Brand Blvd  
-----0.3 mi
  
- ↩ 22. Turn left onto N Central Ave  
    ⊙ Destination will be on the right  
-----53 s (0.1 mi)

*Hotel*  
800 N Central Ave  
Glendale, CA 91203

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps

800 N Central Ave, Glendale, CA to 2627 N Hollywood Way, Burbank, CA 91505

Drive 8.7 miles, 14 min

EMBASSY SUITES HOTEL  
800 North Central Avenue  
Glendale, CA 91203

Get on CA-134 W

- ↑ 1. Head south on N Central Ave toward Burchett St 1 min (0.4 mi)
- ↘ 2. Turn right onto the CA-134 W ramp 377 ft
- ↙ 3. Keep left at the fork, follow signs for Freeway and merge onto CA-134 W 0.2 mi

Take I-5 N to N Hollywood Way in Los Angeles. Take exit 149 from I-5 N

- ↘ 4. Merge onto CA-134 W 8 min (6.8 mi)
- ↘ 5. Use the right 2 lanes to take exit 5 to merge onto I-5 N toward Sacramento 0.5 mi
- ↘ 6. Take exit 149 for Hollywood Way 6.2 mi

Continue on N Hollywood Way to your destination in Burbank

- ↙ 7. Turn left onto N Hollywood Way 0.1 mi
- ↘ 8. Turn right onto Airport 4 min (1.4 mi)
- ↙ 9. Slight left 1.2 mi
  - ⚠ Partial restricted usage road
  - 📍 Destination will be on the right

BURBANK AIRPORT  
2627 North Hollywood Way  
Burbank, CA 91505

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Google Maps

2627 N Hollywood Way, Burbank, CA Drive 140 miles / 3 h 46 min  
91505 to 3225 North Harbor Drive, San Diego, CA

BURBANK AIRPORT  
2627 N Hollywood Way  
Burbank, CA 91505

Get on I-5 S/Golden State Fwy in Los Angeles from N Hollywood Way

- ↑ 1. Head south on N Hollywood Way 5 min (1.8 mi)
- ↘ 2. Slight right toward W Empire Ave 0.1 mi
- ↙ 3. Turn left onto W Empire Ave 476 ft
- ↙ 4. Turn left onto N Avon St 443 ft
- ↘ 5. Turn right onto N Hollywood Way 0.1 mi
- ↗ 6. Turn right to merge onto I-5 S/Golden State Fwy 1.2 mi
- ↗ 0.2 mi

Take CA-134 E and I-5 S to Kettner Blvd in San Diego. Take the exit toward Sassafras St/San Diego Airport from I-5 S

- ↗ 7. Merge onto I-5 S/Golden State Fwy 2 h 26 min (136 mi)
- ↘ 8. Take exit 144 to merge onto CA-134 E toward Glendale/Pasadena 5.1 mi
- ↘ 9. Take exit 13A for Colorado Blvd/Orange Grove Blvd 7.5 mi
- ↗ 10. Use the right lane to merge onto W Colorado Blvd 0.2 mi
- ↘ 11. Use the right 2 lanes to turn right onto S Orange Grove Blvd 240 ft
- ↙ 12. Turn left onto Oliver St 1.6 mi
- ↘ 13. Turn right onto Meridian Ave 341 ft
- ↙ 14. Turn left onto Maple St 1.5 mi
- ↙ 482 ft

- 15. Turn right at the 1st cross street onto Huntington Dr  
..... 0.4 mi
- ⤵ 16. Turn left onto W Main St  
..... 459 ft
- ⤵ 17. Turn left to stay on W Main St  
..... 0.2 mi
- 18. Turn right onto S Fremont Ave  
..... 1.3 mi
- 19. Use the right 2 lanes to turn right onto W Valley Blvd  
..... 0.6 mi
- ⤵ 20. Use the left 2 lanes to turn left onto I-710 S (signs for Interstate 710 S/Long Beach)  
..... 4.0 mi
- ⤵ 21. Use the left lane to take the Interstate 5 S exit toward Santa Ana  
..... 0.4 mi
- ⤴ 22. Merge onto I-5 S  
..... 34.1 mi
- 23. Keep right to stay on I-5 S  
..... 63.2 mi
- ⤵ 24. Keep left at the fork to stay on I-5 S  
..... 2.1 mi
- ⤵ 25. Keep right at the fork to stay on I-5 S, follow signs for Interstate 5 S/Downtown  
..... 12.5 mi
- 26. Use the right 2 lanes to take the exit toward Sassafras St/San Diego Airport  
..... 0.4 mi

**Continue on Kettner Blvd. Take N Harbor Dr to Airport Terminal Rd**

- ..... 8 min (2.8 mi)
- ⤴ 27. Merge onto Kettner Blvd  
..... 0.8 mi
- 28. Use the right 2 lanes to turn right onto W Laurel St  
..... 0.3 mi
- 29. Slight right onto N Harbor Dr  
..... 0.9 mi
- ⤵ 30. Keep left to stay on N Harbor Dr  
..... 0.3 mi
- 31. Use the right lane to take the exit toward Airport Terminal Rd  
..... 0.1 mi
- ⤵ 32. Keep right at the fork, follow signs for Terminal 2/Arrivals/Departures/Valet Parking  
..... 453 ft
- ↑ 33. Continue onto Airport Terminal Rd  
..... 0.3 mi

SAN

3225 N Harbor Dr

San Diego, CA 92101

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



EMBASSY SUITES  
HOTELS

EMBASSY SUITES LOS ANGELES - GLENDALE  
800 N CENTRAL AVENUE  
GLENDALE, CA 91203  
United States of America  
TELEPHONE 818-550-0828 • FAX 818-550-1289  
Reservations  
www.hilton.com or 1 800 HILTONS

Bowens, Thella  
PO BOX 82776  
SAN DIEGO CA 92138  
UNITED STATES OF AMERICA

Room No: 815/KNGN  
Arrival Date: 7/7/2016 5:03:00 PM  
Departure Date: 7/8/2016 7:33:00 AM  
Adult/Child: 1/0  
Cashier ID: NANCYKEELER/NANCY  
Room Rate: 179.00  
AL:  
HH #  
VAT #  
Folio No/Che 311665 A

Confirmation Number: 81526418

EMBASSY SUITES LOS ANGELES - GLENDALE 7/8/2016 7:32:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
7/7/2016	1860796	SELF PARKING \$8	\$8.00
7/7/2016	1860797	GUEST ROOM	\$179.00
7/7/2016	1860797	ROOM OCCUPANCY TAX	\$21.48
7/8/2016	1860948	AX *4007	(\$208.48)

You have earned approximately 1870 Hilton HHonors points and approximately 187 Miles with American Airlines for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your

Thank you for staying with us. Visit [embassysuites.com](http://embassysuites.com) for more information on hotel packages, subscribe to our E-announcements newsletter, or plan your next stay at close to 200 destinations.

THANK YOU FOR CHOOSING THE EMBASSY SUITES LOS ANGELES-GLENDALE FOR YOUR STAY. WE HOPE THAT YOUR TIME WITH US WAS ENJOYABLE AND LOOK FORWARD TO YOUR NEXT VISIT.

CREDIT CARD DETAIL

APPR CODE	565800	MERCHANT ID	1044686643
CARD NUMBER		EXP DATE	01/21
TRANSACTION ID	1860948	TRANS TYPE	Sale

THELLA BOWENS  
BURBANK, CA  
7/7-7/8/16

BEA BEAS

BREAKFAST - FRIDAY 7/8

PAID \$25.00 CASH.

0. \*

14.95 +

12.95 +

12.95 +

3.95 +

10.95 +

8.95 +

2.95 +

2.95 +

3.50 +

3.50 +

77.60

•••6.98

84.58

THANK YOU

Bea Beas

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 7/8/2016

Description of Item/Event: Breakfast

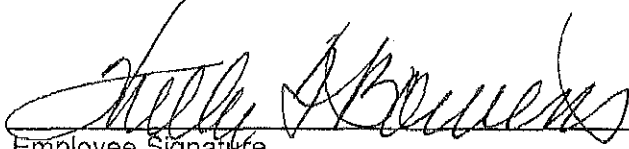
Vendor/Event Name: Bea Beas Restaurant, 353 N. Pass Avenue, Burbank, CA

Dollar Amount: \$25.00, including tax & tip (cash)

Reason for Missing Receipt: Restaurant does not provide itemized receipts

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the original receipt in question was lost or none was issued to me.

  
Employee Signature

14 July 2016  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

## **CAC Board of Directors Meeting**

---

### **SCHEDULE**

July 7-8, 2016

California Airports Council

Board Meeting at Hollywood Burbank Airport

2627 N. Hollywood Way, Burbank, CA 91505

818.843.6000

#### **THURSDAY, JULY 7, 2016**

5:40 P.M. Board shuttle at hotel to dinner

5:50 P.M. Shuttle departs

6:00 P.M. Dinner  
Trattoria Amici  
783 Americana Way  
Glendale, CA  
818.502.1220

#### **FRIDAY, JULY 8, 2016 (Sky Room, Burbank Airport)**

Breakfast at Embassy Suites (members on their own).

7:45 A.M. Board shuttle to BUR

8:00 A.M. Shuttle departs to BUR

8:30 A.M. Breakfast

9:00 A.M. Meeting Begins

11:15 A.M. Elected Officials Discussion

12:20 P.M. Adjournment and Lunch

1:30 P.M. Board shuttle back to hotel

To get to the Sky Room, enter through Terminal A main doors and turn left, stairs to 2nd floor Sky Room are on the right.

Members who are driving to the airport for the meeting must park in Lot G and bring the ticket to be validated (see map on page 5).

# **BUSINESS EXPENSE**



**APRIL BOLING**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

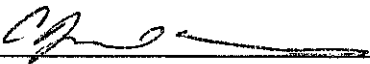
**2016**

SDCRAA  
AUG 04 2016  
Corporate & Information Governance

**MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT**

EMPLOYEE NAME C. April Boling			PERIOD COVERED July, 2016	
DEPARTMENT/DIVISION				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
7/11/16	29.40	Airport/Exec. Comm. Mtg.		
7/14/16	29.40	Airport/Capital Improve. Comm. Mtg.		
7/18/16	18.40	PF Chang's/Mtg. w/Thella Bowens & Robert Gleason		
SUBTOTAL		77.20	SUBTOTAL	

**Computation of Reimbursement**

REIMBURSEMENT RATE: (see below) *	Rate as of January 2016	X	77.20 0.540
TOTAL MILEAGE REIMBURSEMENT			41.69
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)			-
TOTAL REIMBURSEMENT REQUESTED			\$ 41.69
<p>I acknowledge that I have read, understand and agree to *Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.</p> <p><u>Business Expense Reimbursement Policy 3.30</u></p>			
 SIGNATURE OF EMPLOYEE		DEPT./DIV. HEAD APPROVAL	

