# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY **EXECUTIVE AND FINANCE COMMITTEE MEETING** MINUTES

# **MONDAY, SEPTEMBER 22, 2014** SAN DIEGO INTERNATIONAL AIRPORT **BOARD ROOM**

## **CALL TO ORDER:**

Chair Gleason called the Executive and Finance Committee and Special Board meeting to order at 9:03 a.m., Monday, September 22, 2014, in the Board Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

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

# ROLL CALL:

## **Executive Committee**

Present:

Committee Members:

Gleason, Robinson, Smisek

Absent:

Committee Members:

None

### Finance Committee

Present:

Committee Members:

Alvarez, Cox, Hubbs, Robinson,

Sessom

Absent:

Committee Members:

None

Also Present: Angela Shafer-Payne, Vice President, Operations; Amy

Gonzalez, Senior Director, General Counsel, Tony R. Russell, Director, Corporate and Information Governance/Authority Clerk;

Lorraine Bennett, Assistant Authority Clerk II

Board Member Sessom arrived during the course of the meeting.

# NON-AGENDA PUBLIC COMMENT - None

## **NEW BUSINESS**

#### 1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the August 25, 2014, regular meeting.

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

Board Member Sessom arrived at 9:08. a.m.

## FINANCE COMMITTEE NEW BUSINESS

2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE TWO MONTHS ENDED AUGUST 31, 2014:

Scott Brickner, Vice President, Finance & Asset Management /Treasurer, and Kathy Kiefer, Senior Director, Finance & Asset Management, provided a presentation on the Unaudited Financial Statements for the Two Months Ended August 31, 2014, which included Enplanements, Gross Landing Weight Units, Car Rental License Fees, Parking Revenue, Food and Beverage Concessions Revenue, Retail Concessions Revenue, Total Terminal Concessions, Operating Revenues for the Month Ended August 31, 2014 (Unaudited), Operating Expenses for the Month Ended August 31, 2014 (Unaudited), Financial Summary for the Month Ended August 31, 2014 (Unaudited), Nonoperating Revenue & Expenses for the Month Ended August 31, 2014 (Unaudited), Revenue and Expenses (Unaudited) For the Two Months Ended August 31, 2014 (Unaudited), Operating Expenses for the Two Months Ended August 31, 2014 (Unaudited), Financial Summary for the Two Months Ended August 31, 2014 (Unaudited), Financial Summary for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited), Nonoperating Revenues and Expenses for the Two Months Ended August 31, 2014 (Unaudited).

RECOMMENDATION: Accept the report.

3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF AUGUST 31, 2014:

Michael Sears, Director, Financial Management, provided a presentation on the Investment Report as of August 31, 2014, which included Total Portfolio Summary, Portfolio Composition by Security Type, Portfolio Composition by Credit Rating, Portfolio Composition by Maturity Distribution, Benchmark Comparison, Detail of Security Holdings As of August 31, 2014, Bond Proceeds Summary, and Bond Proceeds Investment Transactions.

RECOMMENDATION: Accept the report.

ACTION: Moved by Board Member Robinson and seconded by Board Member Sessom to approve staff's recommendation for Items 2 and 3. Motion carried unanimously.

## **EXECUTIVE COMMITTEE NEW BUSINESS**

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

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

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ACTION: Moved by Board Member Smisek and seconded by Board Member Robinson to accept staff's recommendation. Motion carried unanimously.

## **REVIEW OF FUTURE AGENDAS**

# 5. REVIEW OF THE DRAFT AGENDA FOR THE OCTOBER 2, 2014, BOARD MEETING:

Angela Shafer-Payne, Vice President, Operations, provided an overview of the draft agenda for the October 2, 2014 Board Meeting.

Ms. Shafer-Payne requested that an item be added to the Agenda under "Presentations", to recognize the Employee of the Year and Team of the Year.

In regard to Item 15, "Approve and Authorize the President/CEO to Execute a Second Amendment to the Demattei Wong Architecture, Inc., On-Call Consultant Services Agreement", Board Member Alvarez requested that staff provide a report on prior increases to the contract.

In regard to Item 16, "Review and Acceptance of (1) modifications to the Vehicle Conversion Incentive-Based Program; (2) Transportation Network Company (TNC) Permit Criteria; (3) TaxiCab and Vehicle for Hire (VFH) Memorandum of Agreement (MOA) — Requirements, Responsibilities and Consequences; and (4) receive an update on other Ground Transportation Issues", Board Member Alvarez stated that it would be helpful to receive any materials regarding the item, in advance of the meeting.

In regard to Item 17, "Presentation on the Application of Small Business Inclusionary Policies and Discussion Regarding Increasing the \$100,000 Maximum Preference", Chair Gleason requested that the item be pulled from this Agenda, and added to the November Board Agenda.

# 6. REVIEW OF THE DRAFT AGENDA FOR THE OCTOBER 2, 2014, AIRPORT LAND USE COMMISSION MEETING:

Angela Shafer-Payne, Vice President, Operations, provided an overview of the draft agenda for the October 2, 2014 ALUC Meeting

ACTION: Moved by Board Member Smisek and seconded by Board Member Robinson to approve Items 5 and 6 as amended. Motion carried unanimously.

**COMMITTEE MEMBER COMMENTS - None.** 

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# **ADJOURNMENT**

The meeting was adjourned at 9:30 a.m. The next meeting of the Executive and Finance Committee will be held on Monday, October 27, 2014, at 9:00 a.m. in the Board Room at the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

APPROVED BY A MOTION OF THE EXECUTIVE COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY THIS 27<sup>TH</sup> DAY OF OCTOBER, 2014.

TONY R. RUSSELL

DIRECTOR, CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER GENERAL COUNSEL