

Meeting Date: JULY 7, 2011

#### 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 2010 Budget.

#### **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.

## Page 2 of 2

### **Equal Opportunity Program:**

Not applicable.

### Prepared by:

TONY RUSSELL DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# TRAVEL REQUESTS

# THELLA F. BOWENS

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY OUT-OF-TOWN TRAVEL REQUEST

0	EN	ED	AL	INST	TOIL	CTI	A	10
u	EN	EK	AL	INS	RU	611	Ur	13

- 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. TRAVELE		vens		1	Dept: 06	
Position:	☐ Board Member		☐ Gen.	Counsel		Chief Auditor
r coldon.	C All other Authority	employees (does not re	aquire executiv	ve committe	e administra	ator approval)
	and the second of the second o					
2. DATE OF	REQUEST: 06/08/11	_ PLANNED DATE OF	DEPARTURE	RETURN:	07/17/11	/ 07/19/11
of paper a	ATIONS/PURPOSE (Proving as necessary): tion:Washington, DC tion: Airport Legislative A	P	n as to the pu			
A. T B. L C. M D. S E. E F. C	TED OUT-OF-TOWN TRANSPORTATION COS AIRFARE OTHER TRANSPORT. ODGING MEALS SEMINAR AND CONFERENTERTAINMENT (If apported in the Airfold of the A	TS: ATION (Taxi, Train, Ca ENCE FEES licable) PENSES TRAVEL EXPENSE	elow, I certify			
Travelers S	signature:	2) WW	NY	Dat	ie: 8 M	DNE SOA
CERTIFIC	ATION BY ADMINIS	TRATOR (Where A	dministrator is	s the Execu	tive Commit	tee, the Authority
	ture is required).					
	ture below, I certify the fo	llowing:				
1. I hav	e conscientiously reviewe	ed the above out-of-tow	vn travel requ	est and the	details prov	rided on the reverse.
2. The	concerned out-of-town tra	vel and all identified ex	xpenses are r	necessary f	or the advan	cement of the
	ority's business and reas					
	concerned out-of-town tra		kpenses confe	orm to the r	equirements	s and intent of
Auth	ority's Policies 3.30 and 3	.40.				
Administra	tor's Signature:	NY	w		_ Date: _6	18.4
AUTHORIT	TY CLERK CERTIFIC	ATION ON BEHA	LF OF EXE	ECUTIVE	COMMIT	TEE
(Please learn)	blank. Whoever clerk's the mee	ting will inpert their name on	, her	eby certify t	mat this doc	ument was approve
	plank. Whoever clerk's the med outive Committee at its	ung Will moort Dien Hanie an	u uu <del>u</del> .)	meeti	na	

(Leave blank and we will insert the meeting date.)

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 4/21 -> Corporate Services

#### **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 <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

	☐ Board	Member		☐ Gen.	Counse		Г	Chief Auditor
osition:	C All oth	an Austhauthu	ampleyees (dees not made	udina assassida	i			
			employees (does not req					
DATE OF R	EQUEST:	06/20/11	_ PLANNED DATE OF D	EPARTURE	RETUR	N: <u>09-18-</u>	11 /	09-21-11
DESTINATI	ONS/PURI	POSE (Provi	de detailed explanation	as to the p	urpose o	of the trip- c	ontinue o	on extra shee
of paper as	necessary)	:						
Destination	n: Washing	ton DC	Ev	ent and Se	mi-Annu	al Aviation	Industry \	/One Voice Workforce -
			Ma One Region/One Voice	anagement				
			AVEL EXPENSES					
	AIRFARE	ATION COS	19:		\$	650.0	0	
		RANSPORT	ATION (Taxi, Train, Car	Rental)		150.0		
B. LO	DGING		triore (read, ridin, our		\$ \$ \$ \$ \$ \$	1200.0		
C. ME					\$	200.0	0	
D. SE	MINAR AN	D CONFERE	ENCE FEES		\$	1099.0	0	
		ENT (If appl			\$	TWO CAN'T		
F. OT		ENTAL EXP		-	\$	2000 0	_	
	TOTAL P	ROJECTED	TRAVEL EXPENSE		\$	3299.0	0	
ERTIFICA"	TION BY	TRAVELE	R By my signature belo	ow. I certify	that the	above liste	d out-of-t	town travel ar
ssociated exp uthority's bus Fravelers Sigi	iness.	orm to the A	uthority's Policies 3.30 a	and <u>3.40</u> and	d are re	pasonable a	1	y related to the
	TION BY	<b>ADMINIS</b>	TRATOR (Where Add	ministrator i	is the Ex	ecutive Co	mittee,	the Authority
<b>ERTIFICA</b>								
			lowing:					
erk's signatu		usly reviewe	d the above out-of-town	travel requ	est and	the details	provided	on the revers
erk's signatu y my signatu	conscientio		vel and all identified exp	penses are	necessa	ary for the a	dvancem	ent of the
erk's signatu y my signatu 1. I have		it-ot-town tra			tod bon	efit to the A	uthority	
erk's signatury my signatur 1. I have 2. The co	ncerned ou		nable in comparison to	the anticipa	ated bei		idulotity.	
erk's signatury my signature  1. I have 2. The conduction Authorical	encerned ou ity's busine encerned ou	ss and reaso	vel and all identified exp				A CONTRACTOR OF THE PARTY OF TH	l intent of
erk's signatury my signature  1. I have 2. The conduction Authorical	incerned ou ity's busine incerned ou ity's Policie	ss and reasont-of-town tractions 3.30 and 3	vel and all identified exp	penses conf			nents and	l intent of

(Leave blank and we will insert the meeting date.)

meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY OUT-OF-TOWN TRAVEL REQUEST

4/23 -> Forpurate Sen

#### **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 <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELE Travelers N		IS		Dept:	06/Executive Office
Position:	☐ Board Member		☐ Gen. Cour	nsel	Chief Auditor
	☐ All other Authority	employees (does not	require executive co	mmittee admin	istrator approval)
2. DATE OF	REQUEST: 06/20/11	PLANNED DATE O	F DEPARTURE/RET	URN: 08/28/1	1 / 08/30/11
3. DESTINA	ATIONS/PURPOSE (Provi	de detailed explanati	on as to the purpos	e of the trip- co	ontinue on extra sheets
	as necessary):			American in the second	
	tion: Reno, NV		Purpose: Participa AAAE CIP Finance		Third Annual Unison -
Explana	ition: Participant on panel	at Third Annual Unis			
A DROJEC	TED OUT-OF-TOWN TRA	AL/EL EYDENCES			
	TRANSPORTATION COS				
^. I		10.	\$	500.00	
	OTHER TRANSPORT	ATION /Toyi Train (	Por Pontol\	100.00	
P 1	ODGING	ATION (Taxi, Train, C	Sar Rental)	300.00	
	MEALS		<del>- 2</del>	150.00	
	VIEALS SEMINAR AND CONFERI	ENCE FEED	<u> </u>	150.00	
			3		
	ENTERTAINMENT (If appl		3	400.00	
F. C	OTHER INCIDENTAL EXP		. 3	100.00	_
	TOTAL PROJECTED	TRAVEL EXPENSE	\$	1150.00	
	ATION BY TRAVELE				
associated e	expenses conform to the A	uthority's Policies 3.3	30 and 3.40 and are	reasonable an	d directly related to the
Authority's b		1. 160	110 111	N	0/ 100
Travelers S		WILL	WING	_ Date:	3 /440/2011
CERTIFIC	ATION BY ADMINIS	FRATOR (Where	Administrator is the	Executive Con	nmittee, the Authority
clerk's signa	ature is required).				
	ture below, I certify the fo	llowina:			
	ve conscientiously reviewe	PROGRAMMA AND PROPERTY OF THE PARTY OF THE P	wn travel request a	nd the detaile r	provided on the reverse
				Committee of the commit	
	concerned out-of-town tra			The second secon	
	ority's business and reason				
	concerned out-of-town tra ority's Policies <u>3.30</u> and <u>3</u>		expenses conform t	to the requireme	ents and intent of
Administra	ator's Signature:			Date:	
LITHORY	TV ALEBY ACRTICIA	ATION ON DELL	ALE OF EVEC	TIVE ACLE	UTTEE
MINOKI	TY CLERK CERTIFIC	ATION ON BEH	ALF UF EXECU	TIVE COMIN	HITCE
,			, hereby c	certify that this	document was approve

(Leave blank and we will insert the meeting date.)

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its

meeting.

# **EXPENSE REPORTS**

# THELLA F. BOWENS

4/8 -> Corporate

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

(To be completed within 30 days from travel return date)

			DEPT. NAME &			IE & NO. Exec			xecutive Office BU6		
DEPARTURE DATE:		5/13/2011	RETUR	5/17/2011			REPORT DUE:		6/	6/16/11	
DESTINATION: Atlanta, Georgia						i - mi					
expenses a	and approvals	ority Travel and Lodging Expense Re . Please attach all required supporti s should be explained in the space p	ing documenta	tion. All re							
	Authority Employee Expenses										
		<b>医</b> 异形的 医皮肤 医皮肤	(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		20.15年的新疆交通的 <b>在</b> 1965	Authority)	5/15/11	5/16/11	5/17/11	5/18/11	5/19/11	5/13/11	5/14/11	TOTALS
Air Fare, R	ailroad, Bus (a	attach copy of itinerary w/charges)	834.80						Tes Ta		0.0
Conference	e Fees (provide	e copy of flyer/registration expenses)	625.00						51 15 1	VIII.	0.0
Rental Car											0.0
Gas and Oi	ir•				The second		O TOWN				0.0
Garage/Par	rking*			30.00	30.00				30.00	30.00	120.0
Mileage - a	ttach mileage	form*	Val. Edit								0.0
Taxi and/or	Shuttle Fare	(include tips pd.)*								H SANITA	0.0
Hotel*				228.85	228.85	Efficient	CONTRACTOR OF		228.85	228.85	915.4
Telephone,	Internet and	Fax*						i dinid			0.0
Laundry*											0.0
	rately paid (m	aids,bellhop,other hotel srvs.)									0.0
Meals	Breakfast*			14.92		26.68			18	20.78	62.3
(include	Lunch*			29.05	19.87						48.9
tips pd.)	Dinner*								5.40		5.4
	Other Meal	s*		4.08				2.2			4.0
	non-reimburs	able expense	逐步推翻								
Hospitality	1.										0.0
Miscellaneo	ous:			141							0.0
											0.0
								- T			0.0
*Provide de	etailed receipt	the second secon					Talk of				0.0
		otal Expenses prepaid by Authority	1,459.80	306.90	278.72	26.68	0.00	0.00	264.25	279.63	1,156.1
Explanation	n:			- 1	Total Exp	enses Pre	paid by A	thority			1.459.8
							urred by E			11.54	AND THE
					(including		ances)				1,156.1
					Grand Tr	P ZOWERDOWN STREET	Allina				2,615.9
				- 4			attach cop		ck)		
					THE PERSON NAMED IN		paid by Au		11,570,6		1,459.80
1Give name	s and business	affiliations of any persons whose meals w	ere paid by trave	18 <i>1</i> . II		ACTUAL VALUE OF	tive amour	ACCRECATE TO			
	heck Request	able to SDCDAA		200	Due Authority (negative amount) <sup>3</sup> Note: Send this report to Accounting even if the amount					1,156.18	
		able to SDCRAA		الســــــــــــــــــــــــــــــــــــ	-						
as travele	er or adminis	trator acknowledge that I have re	ead, understa	nd and a	gree to A	uthority p	policies 3	.40 - Trav	el and L	odging Ex	pense
		<sup>4</sup> and 3.30 - Business Expense F									
responsibi	ility. i further	certify that this report of travel ex	xpenses were	incurred	in conne	ction wit	h official	Authority	business	and is tru	e and
correct.											
	Travel and	Lodging Expense Reimbursement P	olicy 3.40	January 1	Business	Expense	Reimburse	ment Poli	cy 3.30		
Prepared By	y:	al all a son	G. Caldera		/			Ext.:		2445	
Traveler Sig	anature:	THIT WAS TO	The state of	MSV	N S			Date:	EX VI	(MO)	201
5714 15 11		July V	- WV	THE STATE				9	1/10		
Approved B	y:		A = A(0:0), (1)	2				Date:	-		Y

(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.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

meeting.

3/18 -> Corporate Service

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY OUT-OF-TOWN TRAVEL REQUEST

 -				-	-	-
HED	A .	INST	гоп	CTI	$\mathbf{n}$	162:
45	-				vi	

- 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.

. TRAVELE Travelers N		hella F. Bow	ens		HE 74	_ Dept:	6/Exe	ecutive Office
osition:	☐ Board	Member		☐ Gen	. Counsel		Г	Chief Auditor
	T All oth	er Authority	employees (does not red	uire execu	tive commit	tee admir	istrato	r approval)
DATE OF	REQUEST:	03/14/11	_ PLANNED DATE OF D	EPARTURI	E/RETURN:	05/13/	11	/ 05/19/11
DESTINA	TIONS/PUR	POSE (Provi	de detailed explanation	as to the p	urpose of t	he trip- c	ontinue	e on extra shee
	s necessary							
Destinati	on: Atlanta, (	<b>GA</b>	Co		AE Board ( leeting and			cy Review AE Conference
Explanat & Exhibit		loard of Dire	ctors/Policy Review Cor	mmittee Me	eeting and t	83rd Anni	ıal AA/	AE Conference
	FED OUT-OF RANSPORT		AVEL EXPENSES					
A. I	AIRFARE	ATION COS	10.		\$	550.0	)	
		RANSPORT	ATION (Taxi, Train, Car	Rental)	\$	100.0	_	
	ODGING	UNION CITT	Thort (raxi, riain, oar	· (Ontain)	\$	1200.0	_	
	IEALS				\$	400.0		
	EMINAR AN	D CONFERE	ENCE FEES		\$	625.0		
	NTERTAINN				\$ \$ \$ \$ \$			
	THER INCID				\$	100.0	)	
	TOTAL P	ROJECTED	TRAVEL EXPENSE		\$	2975.0	<u> </u>	
ERTIFIC	ATION BY	TRAVELE	R By my signature belo	ow I certify	that the al	oove liete	d out-o	f_town travel a
			uthority's Policies 3.30					
uthority's bu		at 17	dulolity's Policies 3.30	and <u>3.40</u> a	iu ale leas	ou lable al		cuy related to tr
Travelers Si		NOVI	1 XMaile	MM	D	ate: A	Un	rast.
i laveleis Si	griature.	raca	1 A Maria	- W		ale.	100	cour,
ERTIFICA	ATION BY	<b>ADMINIST</b>	TRATOR (Where Ad	ministrator	is the Exec	cutive Co	nmitte	e. the Authority
A SAME OF THE PARTY OF THE PART	ture is require	The state of the s				and the second	-71	
	ture below, I		lowing:					
			d the above out-of-towr	travel ren	uest and th	e details	provide	ed on the rever
			vel and all identified exp				A STATE OF THE PARTY OF THE PAR	
Autho	ority's busine	ss and reaso	nable in comparison to	the anticip	ated benef	it to the A	uthority	y.
3. The		it-of-town tra s <u>3.30</u> and <u>3</u>	vel and all identified exp <u>40</u> .	oenses con	form to the	requirem	ents a	nd intent of
	THE RESERVE AND PARTY AND PERSONS ASSESSED.							
Autho	tor's Signatui	re:				Date		

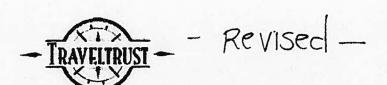
(Leave blank and we will insert the meeting date.)

1, Tony R. Lusau Autority Clerk
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its

, hereby certify that this document was approved

meeting.



Traveltrust
3/4 North Cosst Fighway 101
Encinitas, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

BOWENS/THELLA	DEPT 6	13-May-2011 10:18 ar
		Page 1 of 2
	YOUR CONTINENTAL ETICKET CONFIRMATION IN THE PROPERTY ACCOUNTING IN THE PROPERTY ACCOUNTING IN THIS IS AN E-TICKET RESERVATION.  A GOVERNMENT ISSUED PHOTO ID IS NEEDED THIS TICKET IS NON-REFUNDABLE AND MUST THE FLIGHTS BOOKED. IF THE RESERVATION OR CANCELLED BEFORE THE DEPARTURE OF YOUR OUTBOUND FLIGHT IF CHANGE IS NECES ***********************************	AT CHECK IN BE USED FOR I IS NOT USED OUR FLIGHTS UST BEFORE BSARY.
	**************************************	ND BOARDING PRIOR TO DEPARTURE TO DEPARTURE
3-May-2011 1:20am -riday	Air Continental Airlines From: San Diego CA, USA Meal: Food For Purchase Equip: Boeing 737-900 Jet Depart: 13-May-2011 Friday 11:20am Arrival: 13-May-2011 Friday 04:27pm	Flight# 374 Class: T To: Houston Intercontinental, TX Seats: Seat: 10C Status: Confirmed Stops: 0
	Depart - TERMINAL 2 Arrive - TERMINAL C Continental Airlines locator: CLPE2N UA Frequent Flyer  ** AISLE SEAT CONFIRMED ** Flight Duration: 3 hour(s) and 07 minut Class of Service: Coach	es
	Air Continental Airlines From: Houston Intercontinental, TX	Flight# 775 Class: T To: Atlanta Hartsfield-Jackson GA,
3-May-2011 7:00pm riday	Meal: None Equip: Boeing 737-500 Jet Depart: 13-May-2011 Friday 07:00pm Arrival: 13-May-2011 Friday 10:10pm	Seats: Seat: 10C Status: Confirmed Stops: 0
	Depart - TERMINAL C Arrive - NORTH TERMINAL Continental Airlines locator: CLPE2N UA Frequent Flyer# ** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 10 minut Class of Service: Coach	es
	Air Continental Airlines From: Atlanta Hartsfield-Jackson GA.	Flight# 5832 Class: W To: Houston Intercontinental, TX
7-May-2011	Meal: None	To: Houston Intercontinental, TX Seats: Seat:4B
2:30pm uesday	Equip: CRJ-Canadair Regiona Depart: 17-May-2011 Tuesday 12:30pm Arrival: 17-May-2011 Tuesday 01:30pm	Status: Confirmed Stops: 0
	ATL-IAH OPERATED BY /SKYWEST DBA UNITED Depart - NORTH TERMINAL Arrive - TERMINAL B Continental Airlines locator: CLPE2N UA Frequent Flyer# ** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 00 minut Class of Service: Coach	
	Air Continental Airlines From: Houston Intercontinental, TX	Flight# 589 Class: W To: San Diego CA, USA
7-May-2011	Meal: Food For Purchase	Seats: Seat: 15C
3:25pm uesday	Equip: Boeing 737-800 Jet Depart: 17-May-2011 Tuesday 03:25pm Arrival: 17-May-2011 Tuesday 04:45pm	Status: Confirmed Stops: 0



Traveltrust
374 North Coast — glivey 101
Encintas, Ca 92024
Tol: 760-635-1730
Fax 760-635-720
Wobsite Www.travetrust.com

**BOWENS/THELLA** DEPT 6 13-May-2011 10:18 am Page 2 of 2 Depart - TERMINAL C Arrive - TERMINAL 2 Continental Airlines locator: CLPE2N
UA Frequent Flyer#
\*\* AISLE SEAT CONFIRMED \*\* Flight Duration: 3 hour(s) and 20 minutes Class of Service: Coach Other 15-Nov-2011 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS Tuesday TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information **BOWENS THELLA** Ticket#: 2292829281 Ticket Base Fare: 325.00 Invoice#:1184636 Ticket Tax: Total Ticket Amount: 0.00 325.00 Electronic: YES BILLED TO: AMERICAN EXPRESS ENDING IN 1006



Traveltrust 2:74 North Coast Highway 101 Encintas, Ca 92024 Tol: 760-635-1700 Fex 760-635-1720 Website www.travetrust.com

**BOWENS/THELLA** DEPT 6 18-Apr-2011 5:18 pm Page 2 of 2 Depart - TERMINAL C Arrive - TERMINAL 2 Continental Airlines locator: CLPE2N \*\* AISLE SEAT CONFIRMED \*\*
Flight Duration: 3 hour(s) and 17 minutes Class of Service: Coach Other San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS 15-Nov-2011 Tuesday TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information BOWENS THELLA Ticket#:8644425854 #509.80 409.30 Ticket Base Fare: Invoice#:1183989 Ticket Tax: 70.50 479.80 Total Ticket Amount: **Electronic: YES** 30.00 SERVICE FEE DOCUMENT #: 0545630150 FEE AMOUNT: BILLED TO: AMERICAN EXPRESS ENDING IN 1006

Grees Amount Tex Rap Tex Amount 600.00	000	0550	CSE OF THE STREET	1235.00
States Statement Remodified	00000	Statement Permedical	ڻ	Y CALDERA PCARD
P.Card Bedder	WO # ACI Per Geneve	AMY CALDERA FCARD	WO # AAAB Regionation	Grand Total For P-Card Holder: AMY CALDERA PCARD
	1.0 6.66280.110	AAAE Bagistration	1.0 6.66280.110	" "
69/22/11 66128 F2 ACI Put General	Gf. Line Denail:	86129 P2	GL Line Dendi:	
6972/11		11/22/13		

R550411S SAN0001

### Conference Agenda

#### 83rd Annual AAAE Conference and Exposition Agenda

Conference Events, Sessions and Exhibits Being Held at the Georgia World Congress Center, Atlanta, GA

#### Saturday, May 14

7 a.m.-4 p.m. Habitat for Humanity Volunteer Event

Co-Sponsored by VanDerLande Industries, TransSolutions,

New South Construction, Schneider Electric, Advantage

Industrial Automation, Brock Solutions and Player and

Company

8 a.m.-5 p.m. Exhibitor Registration and Move-In

1-5 p.m. AAAE Board of Directors/Policy Review Committee

Meeting

2-5 p.m. Delegate Registration

#### Sunday, May 15

8 a.m.-7 p.m. Delegate and Exhibitor Registration

8 a.m.-5 p.m. AAAE Accreditation Final Interviews

8 a.m.-3 p.m. Exhibitor Move-In

8-9 a.m. AAAE Student Chapters Meeting

9 a.m.-12 p.m. AAAE Accreditation/Certification Multiple Choice Exam

9-10:15 a.m. AAAE Chapter Meetings
Sponsored by Air-Transport IT Services, Inc. (AirIT)

- Great Lakes Chapter
- Northeast Chapter
- Northwest Chapter
- Southwest Chapter
- Southeast Chapter
- South Central Chapter

- 10:30 a.m.-12 p.m. AAAE Executive Business Meeting

  Sponsored by Robinson Aviation Inc. (RVA)
- 10:30 a.m.-12 p.m. AAAE Academic/Student Chapters Workshop Career Exploration Panel
  - 12-1 p.m. Lunch for Airport Members Only
    Sponsored by Signature Flight Support
  - 12-1:30 p.m. AAAE Corporate Committee Meeting
  - 12:30-2:30 p.m. International Association of Airport Executives Board of Directors Meeting and Lunch
    - 1-3 p.m. AAAE Committee Meetings
      - Technical Services
      - Academic Relations
      - Airline Economics and Air Service
    - 1:30-2:30 p.m. Airport Board Members and Commissioners Session
      - 2-3 p.m. Exhibitors Meeting
      - 3-3:30 p.m. Refreshment Break
        Sponsored by Vic Thompson Company
      - 3-3:30 p.m. AAAE Academic/Student Chapters Mentor/Mentee Ice Breaker
      - 3:30-5 p.m. Concurrent Sessions
        - Airline Consolidations: Clear Skies or Stormy Weather for Airports?
        - Got Plans? Recommended Security Guidelines for Airport Planning, Design and Construction
        - Is GA Rebounding?
        - It's Only Money Reducing Energy Costs at Your Airport
        - Adapting Today's Job Candidates To Fit Tomorrow's Demands
        - 5-7 p.m. Exhibit Hall Grand Opening and Corporate Appreciation Reception

#### Co-sponsored by National Air Traffic Controllers Association and Parsons Brinckerhoff and Heery International, Inc.

5-7 p.m. AAAE Silent Auction Open

#### Monday, May 16

7:30 a.m.-5 p.m. Delegate and Exhibitor Registration

7:30-9 a.m. AAAE Committee Meetings

- General Aviation Airports
- Foundation
- Training
- 8 a.m.-3:30 p.m. Exhibit Hall Open
- 8 a.m.-3:30 p.m. AAAE Silent Auction Open
  - 8-9 a.m. AAAE Finance and Administration Committee Meeting
  - 8-9 a.m. Breakfast with Exhibitors

    Co-sponsored by Avis Budget Group, Inc. and Faber, Coe & Gregg, Inc.
  - 9-10:15 a.m. Refreshment Break with Exhibitors

    Co-sponsored by Clear Channel Airports and Michael
    Baker Jr., Inc.
- 10:15-10:45 a.m. Official Conference Opening Ceremonies
- 10:45 a.m.-12 p.m. General Session I

  Co-sponsored by Abu Dhabi Airports Company (ADAC),

  HNTB and Vic Thompson Company
  - 12-1:30 p.m. Lunch with Exhibitors

    Co-sponsored by AECOM and Berkley Aviation
  - 12-3:30 p.m. Visit with Exhibitors and Hall Activities
  - 1:45-3:15 p.m. AAAE Academic/Student Chapters Workshop A "Mixer with the Mentors"
    - 2-3 p.m. AAAE Committee Meetings
      - Diversity
      - Transportation Security Services

- 2011 F. Russell Hoyt National Airports Conference
- 2:30-3:30 p.m. Refreshment Break with Exhibitors

  Co-sponsored by Crawford, Murphy & Tilly Inc., ESCOZodiac Aerospace, Gresham, Smith & Partners and ITT

  Corporation
  - 3:30-5 p.m. Concurrent Sessions

    Co-sponsored by CSSI, Inc., South Central Chapter AAAE

    and URS Corporation
    - NextGen Impacts on Airports in the Short-and Long-Term
    - Soaring Through Airport Lease Defaults
    - Stormwater Panel: Staying in the Eye of the Regulatory Storm
    - What's New in Airport Concessions
    - Accommodating the Shift in Airport Passenger Demographics
- 6:30-9:30 p.m. Evening Event at the Georgia Aquarium

  Hosted by Hartsfield-Jackson Atlanta International Airport

### Tuesday, May 17

7:30-9 a.m. AAAE Committee Meetings

- Environmental Services
- Operations/Safety/Planning
- Military Relations

8 a.m.-1 p.m. Delegate and Exhibitor Registration

8 a.m.-1 p.m. Exhibit Hall Open

8 a.m.-12:30 p.m. AAAE Silent Auction Open

8-9 a.m. Breakfast with Exhibitors
Sponsored by Vic Thompson Company

8:30-9:30 a.m. Transportation Security Clearinghouse Information Session

- 9-10 a.m. U.S. Contract Tower Association General Membership Meeting
- 9-10:30 a.m. Visit with Exhibitors and Refreshment Break Sponsored by C&S Companies
- 9-10:30 a.m. AAAE Academic/Student Chapters Workshop
  - Part I: Interview Skills How to Land That Airport Job
  - Part II: When Networking is Not Working
- 10:30-11:45 a.m. General Session II

  Co-sponsored by LEO A DALY, LeighFisher, The Louis
  Berger Group, Inc., Michael Baker Jr., Inc., Ross &
  Baruzzini, Inc., URS Corporation and Vic Thompson
  Company
- 11:45 a.m.-1 p.m. Final Exhibit Hall Hours
- 11:45 a.m.-1 p.m. Lunch with Exhibitors

  Co-sponsored by COFELY Airport Services, Ricondo &

  Associates, Inc. and The Paradies Shops
  - 12-6 p.m. Golf Tournament at Stone Mountain Golf Club Sponsored by VanDerLande Industries
  - 1-4 p.m. Hartsfield-Jackson Atlanta International Airport Tours
  - 1-2:30 p.m. Concurrent Sessions

    Co-sponsored by Crawford, Murphy & Tilly Inc. and
    Gresham, Smith & Partners
    - TSA Roundtable Discussion: Airport Security -What's on the Horizon
    - Geographic Information Systems The Future of Airport Asset Management is Now

#### Wednesday, May 18

8 a.m.-3:15 p.m. Delegate Registration

8-9:30 a.m. AAAE Executive Business Breakfast and AAAE
Corporate Cup Presentation
(all delegates welcome)
Co-sponsored by Midwest Air Traffic Control Service, Ross & Baruzzini, Inc. and Serco Inc.

9:30-10:30 a.m. Concurrent Sessions

- Conquering the Security Threat to Aviation with Technology
- Construction Project Management- There's More to it Than Just Dirt and Concrete
- Creating an Effective Sales Pitch: Partnering with Local Chambers/Economic Development Organizations/CVBs to Attract Air Service
- Working Together to Meet Customer Needs and Future Demand: A Discussion with Airline Properties Professionals
- FAA Roundtable: An Interactive Exchange

#### 10:30-11 a.m. Refreshment Break

#### 11 a.m-12 p.m. Concurrent Sessions

- AAAE Accreditation Update: The Myth Buster Session
- SMS-A Passion for Excellence in Safety
- Creative Solutions to Boost the Bottom Line: A Fresh Look at Increasing Non-aeronautical Revenue
- Airport Customer Service Yesterday, Today and Tomorrow
- DBE Programs: Tracking Improvements, Maintaining Momentum and Identifying FAA Reauthorization's Impact

# 12-2 p.m. AAAE Awards Luncheon Co-sponsored by Hudson Group and Vic Thompson Company

Connecting Abu Dhabi to the World is the Goal – Managing the Capacity Challenge and Change is the Key to Successful Growth

#### 2:15-3:15 p.m. Concurrent Sessions

• Global Flight - Making the Most of the Customer

#### Service Experience

- Steering the Business of General Aviation Towards Success
- Social Media: Tips You Can Use
- Sustainability Programs: The Lean & Green Scene
- 3:30-4:15 p.m. AAAE Board of Directors/Policy Review Committee Meeting
  - 6-6:45 p.m. Chair's Reception

    Sponsored by Austin Commercial
- 6:45-9:30 p.m. 83rd Annual AAAE Conference Final Banquet

  Hosted by Hartsfield-Jackson Atlanta International Airport
  - 9:30-11 p.m. Dessert Reception

    Hosted by Phoenix Sky Harbor International Airport, host

    of the 84th Annual AAAE Conference and Exposition, April
    29 May 2, 2012

## AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES 601 Madison Street, Suite #400, Alexandria, VA 22314

Phone (703) 824-0504 Fax (703) 820-1395

Date:

**December 30, 2010** 

To:

AAAE Board of Directors, Policy Review Committee, Chapter Officers,

**Committee Chairs and Past Chairs** 

From:

Chip Barclay and Spencer Dickerson, AAAE

The 83<sup>rd</sup> Annual AAAE Conference and Exposition to be held May 15-18, 2011 in Atlanta, GA is fast approaching! To help you plan your travel arrangements, we would like to provide the following schedule:

#### Saturday, May 14

12:00 - 1:00 p.m.

Lunch for AAAE Board of Directors/Policy Review Committee

1:00 - 5:00 p.m.

AAAE Board of Directors/Policy Review Committee Meeting (AAAE Executive Committee, Board of Directors, Policy Review Committee, Chapter Officers, Committee Chairs and Past

Chairs)

6:30 - 9:30 p.m.

Reception & Dinner Carter Presidential Center Complex Hosted by Hartsfield-Jackson Atlanta International Airport

(All AAAE VIPS)

#### Sunday, May 15 - Wednesday, May 18

#### 83rd Annual AAAE Conference and Exposition

Conference events taking place Sunday, May 15 through Wednesday, May 18 (General Sessions, Exhibit Hall, Breakout Sessions, Committee Meetings, Chapter Meetings, Business Breakfast, Awards Luncheon, Breakout Sessions, Final Banquet and Dessert Reception) will take place at the Georgia World Congress Center.

We will make hotel reservations for you with the Omni Hotel at CNN Center at 100 CNN Center, Atlanta, Georgia 30303, phone (404) 659-0000 and fax (404) 525-5050. All attendees will receive the group rate of \$199 Single/Double. As always, you will be responsible for your own charges. The hotel requires one night room and tax deposit upon confirmation of all reservations. Cancellation can be made within 72 hours of arrival without penalty.

AAAE will not be responsible for ground transportation arrangements this year. For your convenience, below is information on options for ground transportation.

The Hartsfield-Jackson Atlanta International Airport (ATL) is located approximately twelve miles from the Omni Hotel at CNN Center. A taxicab ride between Hartsfield-Jackson Atlanta

\*

## OMNI & HOTELS & RESORTS

cnn center | atlanta

100 CNN Center Atlanta, GA 30303

Phone: 404-659-0000 • Fax: 404-525-5050

Reservations: 800-843-6664

**BOWENS, THELLA** 

Room Number: 1004

Daily Rate: 199.00

Room Type: KN

No. of Guests: 1/0

P.O. BOX 82776

SAN DIEGO, CA 92138

ARRIVAL	DEPARTU	RE CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
05/13/11	05/17/11	XXXXXXXXXXXXXX1003	GNATL	GNATL	10800939857
DATE	ROOM NO.	DESCRIPTIÓN	REFERENCE		AMOUNT
05/13/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE		\$30.00
05/13/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA		\$199.00
05/13/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%		\$13.93
05/13/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%		\$15.92
05/14/11	1004	PRIME MERIDIAN	1004/3577/10:49/PRIME MERIDI/	AN See page	2 -> \$20.78
05/14/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE		\$30.00
05/14/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA		\$199.00
05/14/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%		\$13.93
05/14/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%		\$15.92
05/15/11	1004	PRIME MERIDIAN	1004/3719/10:56/PRIME MERIDIA	an sec pa	qc 2 ->\$14.92
05/15/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE		\$30.00
05/15/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA		\$199.00
05/15/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%		\$13.93
05/15/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%		\$15.92
05/16/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE		\$30.00
05/16/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA		\$199.00
05/16/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%		\$13.93
05/16/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%		\$15.92
05/17/11	1004	AMERICAN EXPRESS	AMERICAN EXPRESS		(\$1,071.10)
05/17/11	1004	PRIME MERIDIAN	1004/3999/10:34/PRIME MERIDIA	IN See po	5 -> \$26.68
05/17/11	1004	AMERICAN EXPRESS	<b>AMERICAN EXPRESS 1003</b>		(\$26.68)

email out reaucsting itmized receipt.

guestfoliose omniholels.com

**TOTAL DUE:** 

\$0.00

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

#### Ticket 550

Pappas Bar-B-Q #07 (643) 3950 S. Terminal Rd., Space 23 h Intercontinental Airport Houston, TX 77032 281-443-3487

. Gabby 550 ine In	Guests: 0  May 13, 2011 06:17pm
Ser Link Sandwich	4.99
3.5 total:	<b>4.99</b> 0.41
otal:	5.40
<b>ਂ</b> ³ <b>sh</b>	-6.00
hange:	0.60

Thank you for dining at Pappas BBQ!

Ticket 550

# Walgreeus. There's a way"

250

10 9312 05811 027

RFN# 0581-1279-3124-1105-1520

GLAC SMRT WTR 1L B 1.59 SALE GLAC SMRT WTR 1L B 1.59 SALE GLAC SMRT WTR 1L B .82 SALE 1 0 1/1.59 - 3/4.00 SUBTOTAL 4.00

B=2% SALES TAX .08 L

CHANGE CASH 20.10

WAG ADVERTISED SAVINGS:

2.87

YOUR TOTAL SAVINGS:

2.87

4120 Austell Rd. Austell, GA STORE (770)941-2918

OPEN 24 HOURS BLACK AND COLOR INJET REFILLS, ONSITE

SAVE ON YOUR PRESCRIPTIONS BY JOINING WALGREENS PRESCRIPTION SAVINGS CLUB SEE PHARMACY FOR DETAILS

MAY 15, 2011

4:27 PM

How are we doing? Enter our monthly sweepstakes for \$3,000 cash

Visit
WWW.TELLWAG.COM
or call toll free
1-800-763-0547
within 72 hours to take a short
survey about this Walgreens visit

O581-1279-312

Password 4110-5152-016

For contest rules, see store or WWW.TELLWAG.COM

4:27 PM

PRIME MERIDIAN OMNI @ CNN CENTER ATLANTA, GA.

RUSSELL	المديد المالية
46/4 CHK 37 MAY15'11 8:4	19 2AM
CONTINENTAL	11.50
SUBTOTAL TAX	11.50
	2.42
GRATUITY	2.00
AL JE	t.92
E (PRINT) Thella	Bowers
NATURE	
M NUMBER	
VISIT US AT WWW OMNIH	OTELS.COM

PRIME M	ERIDIAN
435 MARCUS	
TBL 75/4 CHK	
May14'11 08:40AM	
1 SOUTHERN BK	F 12.00
special pre	0
NO HAM OR G	
special pre	0
AD BACON EX	
1 COFFEE	4.00
1 \$ CHARGE TI	P 3.50
1 ROOM CHARGE	20.78
BOWENS, THE	LLA
Subttl	16.00
Svc Chg	3.50
Tax	1.28
Total	20.78
CLOSED May1	4'11 10:50AM
	4'11 10:50AM

Atlantic Grill 164 19th St, Atlantic Station Atlanta, GA 30363 (404) 888-9838

Oate: 05/15/11 Time Order #: 113	e: 02:41 pm 🗸	264 19th
Server: Jordan buest: 3 Table #: 6 Name:		late: 05 Úr <b>der #:</b>
DINING Cashier: Jordan Payment#: 231592 Auth Code: 529754/1 Ref No: 113518001279 Card# : XXXXXXXXXXXXX	103 Swiped	erver: Hest: 3 Hable #: Hame:
Sub-total: Tax: Total:	\$31.65 \$2.53 \$34.18	NOBEB RING 1 1/2 R HALF
Amex \$34.18	#29.05	jub tota
Tip :		Pay This
Total :		

I agree to pay above total amount according to card issuer agreement (merchant agreement if credit voucher)

Thank You Please Come Again

Atlantic Grill St, Atlantic Station Atlanta, GA 30363 (404) 888-9838

/15/11 Time: 02:35 pm

113

Jor dan 6

URGER \$ 2.95 1 .. 00 ACK RIBS \$13.95 FRY'HALF RING \$0.00

Amount:

# 26.90

Thank You Please Come Again

	7	6
Page	<u></u> OI	F

5.9 2.50

9.05

1.4

19.8

0114 Server: ATHENA S Rec: 90 05/16/11 14:47, Swiped T: 61 Term: 4 THE TAVERN AT PHIPPS PEACHTREE ROAD ANTA, GA 30326 4)814-9640 CHANT #: D TYPE ACCOUNT NUMBER 114 Table 61 #Party 1 :RICAN EXPRES XXXXXXXXXXXXXX1003 HENA S SyrCk: 16 14:18 05/16/11 ne: THELLA F BOWENS TRANSACTION APPROVED BAKED POTATO SOLL THORIZATION #: 527047 TEA ference: 0516010000114 1 TRADITIONAL ANS TYPE: Credit Card SALE Sub Total: 18.4 CHECK: Tax : 19.87 Sub Total: 19.5 TIP: )5/16 14:44 TOTAL: **FOTAL:** Tavern @ Phipps 404-814-9640 Visit our newest restaurant Lenox Square Grill \*\*\*Duplicate Copy\*\* CARDHOLDER WILL PAY CARD ISSUER ABOVE

AMOUNT PURSUANT TO CARDHOLDER AGREEMENT THANK YOU - PLEASE COME AGAIN!!!

PRIME MERIDIAN OMNI @ CNN CENTER ATLANTA, GA.

108	E1	iza	bet						
TBL	62,	/1 M	A Y 1	C 7'11	HK 3	999 04A	M GS	)T	1
1	GRA JUI	ON APEI CE			isqu		4. 5.	00	
	SUE TAX TOI	AL					. 6	68 8	
TOTA		01			#	26.	· O	9	
NAME	E (P	RI	IT)	7	nell	a	Bou	OCH	<u>15</u>
SIGN	NATU	RE							
ROOM	NU	MBE	R	_					
VIS	Tle	US	AT	WWW.	. OMN	IHO	TELS	. Ct	DM

# **BUSINESS EXPENSE**

# **BRET LOBNER**

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

### **BUSINESS EXPENSE REIMBURSEMENT REPORT**

June 16, 2011

		Period Covered		
DATE	G/L Account	Description		AMOUNT
3/16/11	66290	Parking - Airport Taxicab Trip Fees/MTS  Meeting: Councilman Tony Young and City Attor	ney Jan Goldsmith	\$8.00
			TOTA	\$8.00
Reimbursement Police	cy and that any purcha t of business expense	d and agree to Authority *Policy 3.30 - Business Expense ases that are not allowed will be my responsibility. I further is were incurred in connection with official Authority	APPROVED: By the Committee at its Jui	
NAME	Drawk 4		NAME	
DATE			DATE	

#### **PARKING RECEIPT**

Parking Fee at City Hall: \$8.00

Date: June 16, 2011

Meeting: Councilman Tony Young

City Attorney Jan Goldsmith

Subject: Airport Taxicab Trip Fees/MTS

ACE PARKING LOT 28 PARKING THIS IS YOUR RECEIPT TWO HOUR PERMIT Meter# 00000028 Trans# 062077 Stall# 60 URCHASE TIME: 2:43PM Jun 16 2011 PURCHASE PRICE: \$ 8.00 Card: VISA 1444 097900 Auth: PERMIT EXPIRES: Jun 16 2011 THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THANKS FOR PARKING QUESTIONS? CALL 800-925-7275