

**DRAFT  
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES  
MONDAY, OCTOBER 25, 2010  
SAN DIEGO INTERNATIONAL AIRPORT  
BOARD ROOM**

**CALL TO ORDER**

Chair Gleason called the regular meeting of the Executive and Finance Committee to order at 9:04 a.m., Monday, October 25, 2010, 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:	Cox, Gleason, Smisek
Absent:	Committee Members:	None
Present:	Board Members:	Boland, Desmond

***Finance Committee***

Present:	Committee Members:	Cox, Finnilla, Panknin, Robinson, Young
Absent:	Committee Members:	None

Also Present: Thella F. Bowens, President/CEO; Amy Gonzalez, Director, Counsel Services; Tony R. Russell, Director, Corporate Services/Authority Clerk; Sara Real, Assistant Authority Clerk I

**NON-AGENDA PUBLIC COMMENT** – None

**FINANCE COMMITTEE NEW BUSINESS**

**2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2010:**

Vernon Evans, Vice President, Finance/Treasurer, and Kathy Kiefer, Director, Accounting, provided a presentation on the Authority's Investment Report, which included Enplanements, Gross Landing Weight Units, Airport Parking Transactions, Airport Parking, Car Rental License Fees, Operating Revenues for the Month Ended September 30, 2010, Financial Summary for the Month Ended September 30, 2010, Nonoperating Revenues and Expenses, and Balance Sheets.

RECOMMENDATION: Forward to the Board for acceptance.

**3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2010:**

Vernon Evans, Vice President, Finance/Treasurer, and Scott Brickner, Director, Financial Planning & Budget, provided a presentation on the Investment Report as of September 30, 2010, which included the Total Portfolio Summary, Portfolio Composition by Security Type, Portfolio Composition by Rating, Portfolio Composition by Maturity Distribution, and Benchmark Comparison.

RECOMMENDATION: Forward to the Board for acceptance.

**4. REVIEW OF THE SUMMARY OF OUTSTANDING COMMERCIAL PAPER:**

Scott Brickner, Director, Financial Planning & Budget, provided a presentation on the summary of Outstanding Commercial Paper.

RECOMMENDATION: Receive the report.

**ACTION: Moved by Board Member Cox and seconded by Board Member Young to forward Items 2 and 3 to the Board for acceptance. Motion carried unanimously.**

**NEW BUSINESS**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the September 27, 2010 Committee Meeting.

**ACTION: Moved by Vice Chair Smisek and seconded by Board Member Cox to approve staff's recommendation. Motion carried unanimously, noting Chair Gleason's ABSTENTION.**

**EXECUTIVE COMMITTEE NEW BUSINESS**

**5. 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:**

Thella F. Bowens, President/CEO, noted that there was an error on her travel expense for New York and Pittsburgh regarding taxi charges to and from the airport. She stated that the report has been amended to remove the charges.

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

**ACTION: Moved by Vice Chair Smisek seconded by Board Member Cox to approve staff's recommendation. Motion carried unanimously.**

**6. REVIEW OF THE DRAFT 2011 MASTER CALENDAR OF BOARD AND COMMITTEE MEETINGS:**

Tony R. Russell, Director, Corporate Services/Authority Clerk, provided an overview of the process used to prepare the draft 2011 Master Calendar of Board and Committee Meetings.

Board Member Boland questioned if this proposed calendar had been checked against the list of outside agency meetings that the Board has been requested to attend.

Chair Gleason confirmed that it had not and that he would review the calendar for conflicts with other meetings where staff has requested that a Board Member participate.

RECOMMENDATION: Forward to the Board for acceptance.

**7. PRESENTATION OF A VIDEO ON YMCA CAMP:**

Judy McSweeney, Senior Marketing Specialist, Marketing & Communications, presented a video of the YMCA Camp.

**REVIEW OF FUTURE AGENDAS**

**8. REVIEW OF THE DRAFT AGENDA FOR THE NOVEMBER 4, 2010 BOARD MEETING:**

Thella F. Bowens, President/CEO, provided an overview of the draft November 4, 2010 Board agenda.

Ms. Bowens stated that Item 5 has been removed from the agenda.

In response to Board Member Panknin regarding the report for the worker retention item, Jeffrey Woodson, Vice President, Administration, stated that a decision matrix will be presented, and staff would like the Board to discuss elements of a desired policy that will be brought forward in December.

Chair Gleason stated that he is setting up meetings regarding the Concessions Program to be held onsite at the Authority offices. He further stated that once the Concession RFP is released, Board Members are prohibited from discussing this issue with prospective vendors.

Board Member Desmond requested that the Board be notified when the Concession RFP is released.

Chair Gleason reported that the Concessions Workshop (Item 22) would be held at 1:30 p.m. and requested that it be noted on the agenda.

Board Member Desmond stated that regarding Item 7, Travel as a Day of Service for Board Members, the discussion at the last Executive Personnel & Compensation Committee was that a policy would be developed and brought back to the Committee.

In regards to Item 7, Amy Gonzalez, Director, Counsel Services, stated that it was determined that the existing policy would not be amended because the statute is very clear on what can and cannot be compensated. She stated that it could be addressed by resolution.

Board Member Desmond requested that the item regarding days of service be sent to him prior to the distribution of the packet.

**9. REVIEW OF THE DRAFT AGENDA FOR THE NOVEMBER 4, 2010 AIRPORT LAND USE COMMISSION MEETING:**

Thella F. Bowens, President/CEO, provided an overview of the draft agenda for the November 4, 2010 Airport Land Use Commission Meeting.

In response to Board Member Finnilla regarding Item 4, Policy Direction on Possible Amendments to the ALUCPs, Angela Shafer-Payne, Vice President, Planning & Operations, stated that the jurisdictions have requested modifications to the plans to clarify issues. She stated that the plans can be amended once a year.

**ACTION: Moved by Board Member Cox and seconded by Vice Chair Smisek to approve the draft November 4, 2010 Board agenda as amended. Motion carried unanimously.**

**ACTION: Moved by Vice Chair Smisek and seconded by Board Member Cox to approve the draft November 4, 2010 ALUC agenda as presented. Motion carried unanimously.**

**PRESIDENT/CEO REPORT** – None

**NON-AGENDA PUBLIC COMMENT** – None

**COMMITTEE MEMBER COMMENTS** – None

**ADJOURNMENT**

The meeting was adjourned at 10:01 a.m. The next meeting of the Executive and Finance Committees will be held on November 22, 2010, 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 THIS 22<sup>nd</sup> DAY OF NOVEMBER, 2010.

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL