

DRAFT

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY SUSTAINABILITY SUBCOMMITTEE MEETING MINUTES

Monday, July 21, 2008

Commuter Terminal, Wright Brothers Boardroom

1. COMMITTEE MEMBER AND STAFF INTRODUCTIONS:

The second meeting of the San Diego County Regional Airport Authority Sustainability Subcommittee began at 2:06 p.m. on Monday, July 21, 2008, at the San Diego International Airport Commuter Terminal's Wright Brother's Board Room. Facilitator Patricia Tennyson called the roll:

Subcommittee Members Present:

Diane Coombs	Executive Director, Citizens Coordinate for Century 3
Brad Gessner*	General Manager, San Diego Convention Center Corporation
Dirk Mathiasen	Alternate for Bruce B. Hollingsworth, San Diego Unified Port District
Carelyn Reynolds	President, Coronado Livery, Inc.
Joseph Seibel	Golden Hill Community Representative
Larry Stambaugh	President/CEO, Calando Pharmaceuticals

**Brad Gessner is permanently replacing Carol Wallace for the San Diego Convention Center Corporation.*

Regional Airport Authority Representatives Present:

Peggy L. Cooper, Strategic Planning Coordinator
Paul Manasjan, Director of Environmental Affairs
David Boenitz, Director of Business Planning
Jeff Lindeman, Director of Human Resources

2. REVIEW DRAFT MEETING MINUTES FROM JUNE 2, 2008 MEETING:

There were no changes to the June 2, 2008 meeting summary.

3. SUSTAINABILITY OVERVIEW AND PLANNING APPROACH PRESENTATION:

David Boenitz began his presentation by introducing the historical context of how the sustainability initiative evolved at the Airport Authority. The sustainability initiative was created and adopted by a policy approved by the Airport Authority board of directors in February 2008. In turn, this open-ended policy was given to the Airport Authority staff to generate ideas on how airport operations can be continually improved in all aspects related to economic viability, natural resource preservation, operational excellence and social responsibility (EONS). David said that in order to realize sustainability, there must be a balance of EONS, and a predetermined method to achieve a cohesive balance of all four components.

David identified key policy tenets that staff believes are most important including its commitment to the environment, focusing involvement efforts with tenants and business partnerships, a commitment to its employees and work environment, and becoming a prominent community leader who demonstrates sustainability. To realize these key

policy tenets, David shared that it is important to have a well-defined management system which constantly looks at itself for improvement.

On June 12, 2008, the Airport Authority hosted an open house to share their plans and ideas to improve airport operations and processes to become more sustainable. Some ideas that were shared included discussions on the use of plastic bags, water conservation and saving electricity. The Airport Authority used the open house to educate the entire workforce about sustainability issues.

A management retreat is planned for September 16, 2008 for managers to set objectives and guidelines to achieve sustainability within their own division. The idea behind the retreat is to immerse and engage all managers with sustainability in mind to smooth implementation.

David introduced the management system that would be used to achieve sustainability. He said that this approach is based on the Sharp HealthCare management system that helped that organization win the Malcolm Baldrige National Quality Award in 2007. To date, the Airport Authority won the Bronze Award in 2005 and 2006, and the Silver Award in 2007. It is Airport Authority's goal to get the Gold Award in the near future, and then become a world class airport in years to come.

David then explained how the Airport Authority would implement the sustainability policy and how it would achieve EONS. He identified economic viabilities (E) as being more than just dollars and cents. He stressed that in order to have effective results here, customer, community and stakeholder satisfactions are important factors since they are spending money in the airport. David reviewed operational and facility sustainability ideas (O), including ways to maximize airport gates, equipment and resources while observing passenger, employee and tenant safety. He also indicated that natural resource conservation and preservation efforts (N) are going to be looked into as well, including waste and pollution reduction, as well as possibly identifying and utilizing an alternative energy source at the airport like solar power. Finally, he shared what good social responsibility constituents (S) are. This area includes: noise reduction analysis and enhancing relationships with airport employees, stakeholders, vendors and customers.

To evaluate the Airport Authority's efforts to realize sustainability goals, eventually a management report card will be used to help evaluate the Airport Authority's management approach and performance. In the meantime, a major short term goal for the Airport Authority is to educate its own employees on ways to improve operations and processes. In the future, the Airport Authority will work with vendors to improve sustainability efforts at the airport to realize their goal of becoming a leading airport and sustainable agency.

Subcommittee comments about the presentation:

- Larry Stambaugh asked who is ultimately tasked with the Airport Authority's sustainability initiative.
 - David responded that Matt Harris, an advisor to Thella Bowens, is ultimately spearheading this effort, and added that he, Paul Manasjan and Wayne Harvey also have crucial roles in implementing this initiative.
 - Larry suggested that having Matt at the subcommittee meetings would be a good idea.
 - David said he would invite Matt to attend.
- Larry asked David to explain the purpose of the sustainability plan and the Airport Authority's vision for it.
 - David explained that the purpose of having a sustainability plan is to make a variety of different airport operational improvements. To date, the Airport Authority board has a sustainability policy in place, in which the project team is tasked to develop an inclusive and effective sustainability plan. David explained that in order to have an effective plan, it is important to understand and include stakeholders and their customers. The intention of having a subcommittee is to use its members to ensure details and unintentional oversights are identified.
- Larry commented that when talking about economic viability, it is important to realize that the Airport Authority could make or lose money, and sometimes they could break even. He suggested that the team include risk benefit viability.
 - Larry added that as a next step, a risk-assessment would also need to be drafted to determine how much risk the Airport Authority should take.
 - David agreed and will build this component it into the plan.
- Larry also commented that "maximizing" the use of airport gates may not be the most appropriate approach when looking at sustainability. He recommended that "optimizing" gate use is more appropriate.
- Larry then asked if the board had a clear direction of what sustainability is and, if so, what is that direction.
 - David said that the board has a policy in place, but does not have an identified implementation plan yet. It is up to the staff to recommend and draft an implementation plan.
 - Larry added that it is a terrific start, but it is apparent that there is a lot more detail that needs to be understood and included in this policy.
- Diane Coombs asked why LEED criteria is seen less important than others. Additionally, why regional partnerships were classified as only moderately important. She thinks that this is the perfect opportunity for the Airport Authority to work with other agencies (for example, the Port of San Diego, City of San Diego, County of San Diego and CCDC) because they probably have common goals and could possibly share the costs to fund these plans.
 - David responded that the Airport Authority is working with the Greater San Diego Regional Sustainability Partnership. Angela Shafer-Payne is one of

- the board members, while Paul is the chair of the waste reduction committee.
- Paul added that the Airport Authority is committed to a minimum of silver certification for LEED, and they want to get gold eventually.
 - David suggested that subcommittee members provide feedback on which policy tenets are more important, so that this can be provided to the board.
 - Diane also discussed the Authority's annual report, which she described as unsustainable, overly expensive and probably not recyclable. She found the piece to be offensive and suggested the funds could have been spent more appropriately.
 - Paul agreed with Diane. He explained that not everyone is on board with the sustainability initiative yet. Paul added that people recycle at the airport, but there is no policy in effect yet. Additionally, he agrees using recyclable materials and ensuring the recycling stamp is on the back of all documents will demonstrate the Authority is serious about sustainability.
 - Joe Seibel requested that the materials printed for the meetings be double-sided.
 - Paul encouraged subcommittee members to bring forward information on sustainability efforts from other agencies so that the Airport Authority can review them.
 - Brad Gessner said that he would e-mail some information to Peggy about sustainability efforts at the Convention Center.
 - Carelyn Reynolds asked how the subcommittee could best communicate questions to the Airport Authority regarding new sustainability ideas to be examined and good ways to disseminate that information.
 - Patricia suggested that if new ideas about sustainability are identified by subcommittee members, they should be forwarded to Peggy. She also said that if questions arise, Peggy will find the most appropriate person to answer them and will also find a staff expert to talk about that particular issue at the subcommittee meetings if necessary.
 - Larry commented that he was impressed by the Human Resource metrics provided to the subcommittee. He was particularly impressed by the low turn-over rate, which obviously speaks highly about the internal operations at the airport.
 - Brad supported the idea of the sustainability subcommittee, and said that the Convention Center has a Green Team where their best ideas are born. He encouraged that the Airport Authority staff meet with leading airports to see what they are doing.
 - David noted they have already met with other airports.

7. NEXT STEPS:

Joe suggested that meeting every third Monday of each month on a temporary basis would be a good way to assist with scheduling and active participation. He also

suggested members allow two hours for each meeting. Those present agreed with these suggestions. The next meeting will begin at 1:30 p.m.

ADJOURNMENT:

The Sustainability Subcommittee meeting adjourned at 3:32 p.m. The next meeting will be held on **Monday, August 18, 2008 from 1:30 to 3:30 p.m.** at the San Diego International Airport Commuter Terminal's in the Wright Brothers Conference Room.

APPROVED BY A MOTION OF THE ADVISORY COMMITTEE THIS 18TH DAY OF AUGUST 2008.

JOSEPH SEIBEL
SUSTAINABILITY SUBCOMMITTEE CHAIR

LARRY STAMBAUGH
SUSTAINABILITY SUBCOMMITTEE VICE CHAIR