

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Members

C. April Boling  
Chairman

Greg Cox  
Jim Desmond  
Mark Kersey  
Robert T. Lloyd  
Paul Robinson  
Johanna S. Schiavoni  
Michael Schumacher  
Mark B. West

## **BOARD AGENDA**

Thursday, October 4, 2018  
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

Cory Binns  
Col. Charles B. Dockery  
Jacqueline Wong-Hernandez

## President / CEO

Kimberly J. Becker

***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 Board Services 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 Board Services/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 Board Services /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:**

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

- **AUDIT COMMITTEE:**  
Committee Members: Hollingworth, Lloyd, Robinson (Chair), Schiavoni, Tartre, Van Sambeek, West
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
Committee Members: Boling, Kersey (Chair), Schumacher, Robinson
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Committee Members: Boling, Cox, Desmond (Chair), Kersey
- **FINANCE COMMITTEE:**  
Committee Members: Cox (Chair), Lloyd, Schiavoni, West

***ADVISORY COMMITTEES***

- **AUTHORITY ADVISORY COMMITTEE:**  
Liaison: Robinson (Primary), Schiavoni
- **ART ADVISORY COMMITTEE:**  
Committee Member: Robert H. Gleason

***LIAISONS***

- **CALTRANS:**  
Liaison: Binns
- **INTER-GOVERNMENTAL AFFAIRS:**  
Liaison: Cox
- **MILITARY AFFAIRS:**  
Liaison: Dockery
- **PORT:**  
Liaisons: Boling (Primary), Cox, Robinson

- **WORLD TRADE CENTER:**  
Representatives: Robert H. Gleason

### ***BOARD REPRESENTATIVES (EXTERNAL)***

- **SANDAG TRANSPORTATION COMMITTEE:**  
Representatives: Boling (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 1-19):**

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 meetings.

RECOMMENDATION: Approve the minutes of the August 27, 2018 and September 13, 2018 special meetings.

#### **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.

**(Board Services: Tony R. Russell, Director/Authority Clerk)**

- 3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM AUGUST 13, 2018 THROUGH SEPTEMBER 9, 2018 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM AUGUST 13, 2018 THROUGH SEPTEMBER 9, 2018:**  
The Board is requested to receive the report.  
RECOMMENDATION: Receive the report.  
**(Procurement: Jana Vargas, Director)**
- 4. OCTOBER 2018 LEGISLATIVE REPORT:**  
The Board is requested to approve the report.  
RECOMMENDATION: Adopt Resolution No. 2018-0104, approving the October 2018 Legislative Report.  
**(Inter-Governmental Relations: Michael Kulis, Director)**
- 5. APPOINTMENT OF AUTHORITY ADVISORY COMMITTEE MEMBERS:**  
The Board is request to approve appointments.  
RECOMMENDATION: Adopt Resolution No. 2018-0105, approving appointments to the Authority Advisory Committee.  
**(Inter-Governmental Relations: Michael Kulis, Director)**
- 6. APPROVE AMENDMENTS TO AUTHORITY CODES AND POLICIES:**  
The Board is requested to approve amendments.  
RECOMMENDATION: Adopt Resolution No. 2018-0106, amending Authority Codes and Policies.  
**(Board Services: Tony Russell, Director/Authority Clerk)**
- 7. DISPOSITION OF SURPLUS PROPERTY:**  
The Board is requested to authorize disposition of surplus property.  
RECOMMENDATION: Adopt Resolution No. 2018-0107, authorizing the disposition of surplus property (materials and/or equipment) by: (1) donating electronic surplus to San Diego Futures Foundation [SDFF]; (2) sale to the highest bidder; and (3) recycling and disposing of unwanted items as scrap.  
**(Procurement: Jana Vargas, Director)**

### **CLAIMS**

- 8. REJECT THE CLAIM OF PEGGY GRONEMAN:**  
The Board is requested to reject a claim.  
RECOMMENDATION: Adopt Resolution No. 2018-0108, rejecting the claim of Peggy Groneman.  
**(Legal: Amy Gonzalez, General Counsel)**
- 9. REJECT THE CLAIM OF ANDREW GRONEMAN:**  
The Board is requested to reject a claim.  
RECOMMENDATION: Adopt Resolution No. 2018-0109, rejecting the claim of Andrew Groneman.  
**(Legal: Amy Gonzalez, General Counsel)**

**10. REJECT THE CLAIM OF FRANCINE CHEMNICK:**

The Board is requested to reject a claim.

RECOMMENDATION: Adopt Resolution No. 2018-0110, rejecting the claim of Francine Chemnick.

**(Legal: Amy Gonzalez, General Counsel)**

***COMMITTEE RECOMMENDATIONS***

**11. FISCAL YEAR 2018 ANNUAL REPORT FROM THE AUDIT COMMITTEE:**

The Board is requested to accept the report.

RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

**(Audit: Lee Parravano, Chief Auditor)**

**12. FISCAL YEAR 2018 ANNUAL ACTIVITIES REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:**

The Board is requested to accept the report.

RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

**(Audit: Lee Parravano, Chief Auditor)**

**13. REVISION TO THE FISCAL YEAR 2019 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**

The Board is requested to approve the revised plan.

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2018-0115, approving the revision to the Fiscal Year 2019 Audit Plan of the Office of the Chief Auditor.

**(Audit: Lee Parravano, Chief Auditor)**

**14. REVISION TO THE CHARTER OF THE AUDIT COMMITTEE:**

The Board is requested to approve the revised Charter.

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2018-0116, approving the revision to the Charter of the Audit Committee.

**(Lee Parravano, Chief Auditor)**

**15. REVISION TO THE CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR:**

The Board is requested to approve the revised Charter.

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2018-0117, approving the revision to the Charter of the Office of the Chief Auditor.

**(Lee Parravano, Chief Auditor)**

## **CONTRACTS AND AGREEMENTS**

**16. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH SAN DIEGO AIRLINES CONSORTIUM, LLC (SANCO):**

The Board is requested to approve an agreement.

RECOMMENDATION: Adopt Resolution No. 2018-0111, approving and authorizing the President/CEO to execute an agreement with SANCO to reimburse SANCO for its use of Vantage Airport Group's services to provide collaboration between the airlines and the Authority in all phases of Terminal 1 Replacement Project and other aspects of ADP implementation and delivery, for an initial term of five (5) years, with an option to extend the term for two (2) years at the Authority's sole discretion, for an initial not-to-exceed amount of \$379,500, which the President/CEO may increase to \$2,124,403, should the Environmental Impact Report for the ADP be certified and the Board approve moving forward with ADP.

**(Kathy Kiefer, Senior Director Finance & Asset Management)**

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

**17. AWARD A CONTRACT TO S & L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 8, PROJECT NO. 380908 ONE HUNDRED THIRTY EIGHT (138) NON-HISTORIC SINGLE-FAMILY UNITS ON FIFTY-FIVE (55) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:**

The Board is requested to approve a contract.

RECOMMENDATION: Adopt Resolution No. 2018-0112, awarding a contract to S & L Specialty Construction, Inc. in the amount of \$2,772,000 for Phase 9, Group 8, Project No. 380908, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

**(Airport Planning & Environmental: Brendan Reed, Director)**

**18. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ELEVATOR AND ESCALATOR MAINTENANCE AND REPAIR SERVICE AGREEMENT WITH KONE INC.:**

The Board is requested to approve an agreement.

RECOMMENDATION: Adopt Resolution No. 2018-0113, approving and authorizing the President/CEO to execute an Elevator and Escalator Maintenance and Repair Service Agreement with KONE 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 amount of \$11,578,970.

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

**19. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN APRON AND RAMP CLEANING SERVICE AGREEMENT WITH ABHE & SVOBODA, INC.:**

The Board is requested to approve an agreement.

RECOMMENDATION: Adopt Resolution No. 2018-0114, approving and authorizing the President/CEO to execute an Apron and Ramp Cleaning Service Agreement with Abhe & Svoboda, 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 amount of \$1,732,500.

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

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**20. AUTHORIZE THE CREATION OF A GROUND TRANSPORTATION AD HOC COMMITTEE TO INCLUDE BOARD MEMBERS AND SELECTED STAKEHOLDERS FOR A TERM NOT TO EXCEED EIGHT (8) MONTHS:**

The Board is requested to authorize the creation of an Ad Hoc Committee.

RECOMMENDATION: Adopt Resolution No. 2018-0118, authorizing the creation of a Ground Transportation Ad Hoc Committee to include three (3) Board Members and twenty-two (22) stakeholders for a limited duration not to exceed eight (8) months.

**(Operations: Angela Shafer-Payne, Vice President)**

**CLOSED SESSION:**

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: San Diego County Regional Airport Authority v. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: K.S.A.N. L.L.C v. San Diego County Regional Airport Authority, et al. San Diego Superior Court Case No. 37-2017-00024982-CU-NP-CTL

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.

San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL

- 24. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)  
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.  
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 25. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 26. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.  
United States District Court Case No. 18 CV2068 LAB MDD
- 27. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of cases: 2
- 28. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.  
Number of potential cases: 1
- 29. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Navy Boat Channel Environmental Remediation  
Number of potential cases: 1
- 30. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of potential cases: 2
- 31. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**  
Property: Airline Operating and Lease Agreement - San Diego International Airport  
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy Gonzalez  
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines  
Under Negotiation: price and terms of payment

**32. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

Property: Non-Exclusive Concession Lease - San Diego International Airport  
Agency Negotiator: Eric Podnieks, Susan Diekman  
Negotiating Parties: Lucas Yezik, In-Ter-Space dba Clear Channel

**REPORT ON CLOSED SESSION:**

**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**

**NOTE:** This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2400 at least three (3) working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at [www.san.org](http://www.san.org).

**For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the Administration Building. Bring your ticket to the third floor receptionist for validation.**

**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>
November 1	Thursday	9:00 A.M.	Regular	Board Room



## **BOARD**

### **PRESENTATIONS:**

#### **A. ECONOMIC IMPACT STUDY:**

Hampton Brown, Senior Director, Marketing & Air Service and R. Scott Sanders, Vice President, CDM Smith provided a presentation on the Economic Impact Study which included the Study Background, Economic Impacts Measured, Economic Impact Metrics, Economic Model, On-Airport Tenant Impacts, Visitor Impacts, Construction Impacts, Off-Airport Parking & Air Cargo Impacts, Total Impacts and Future Flight Activity Economic Impacts Calculator.

### **NEW BUSINESS:**

#### **1. PARKING AND SHUTTLE OPERATIONS CONTRACT EXTENSIONS – ACE PARKING MANAGEMENT:**

Marc Nichols, Director, Ground Transportation, provided an overview of the staff report.

**RECOMMENDATION:** Adopt Resolution No. 2018-0086, approving and authorizing the President/CEO to execute a Sixth Amendment to the Shuttle Management Services Agreement to extend the term by thirty (30) days resulting in a termination date of September 30, 2018.

**ACTION:** Moved by Board Member Robinson and seconded by Board Member West to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Kersey, Lloyd, Robinson, Schiavoni, West; NO – None; ABSENT – Cox, Desmond, Schumacher; (Weighted Vote Points: YES – 68; NO – 0; ABSENT – 32).

#### **2. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL PROGRAM MANAGEMENT, STAFFING SUPPORT AND CONSULTING SERVICES AGREEMENT:**

Dennis Probst, Vice President, Development, provided a presentation on the On-Call Program Management Consulting Services Agreement which included the Concept of Program Management, Inclusionary Approach, Authority Program Management Moving Forward, Program Management Selection Process, RFQ Evaluation Criteria and RFQ Participation Goals.

Chairman Boling requested to see how the initial budget is spent and justification for future spending when the item is brought back in 18 months.

Board Member Robinson announced his recusal on this item due to a potential conflict of interest.

**RECOMMENDATION:** Adopt Resolution No. 2018-0087, approving and authorizing the President/CEO to negotiate and execute an On-Call Program Management, Staffing Support and Consulting Services Agreement with AECOM Technical Services, Inc., for a term of five years with two one-year options, in an amount not-to-exceed \$19,500,000 for the first 18 months of the term, in support of planning, design and construction projects.

**ACTION:** Moved by Board Member Kersey and seconded by Board Member Lloyd to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Kersey, Lloyd, Schiavoni, West; NO – None; ABSTAIN; Robinson; ABSENT – Cox, Desmond, Schumacher; (Weighted Vote Points: YES – 60; NO – 0; ABSENT – 32; ABSTAIN - 8).

**3. APPROVE A LEASE WITH 828 VENUE MANAGEMENT CO., LLC TO DEVELOP AND OPERATE AN EVENT VENUE WITHIN THE THIRD FLOOR COMMERCIAL SPACE OF THE RENTAL CAR CENTER:**

Lisa Poitras, Real Estate Manager, Revenue Management, provided a presentation on the Lease to Develop and Operate an Event Venue within the Third Floor Commercial Space of the Rental Car Center which included the Background, Overview of 828 Venue Management Co. LLC, Proposal, Floor Plan, Business Terms and Financial Model.

**RECOMMENDATION:** Adopt Resolution No. 2018-0088, authorizing the President/CEO to negotiate and execute a lease with 828 Venue Management Co., LLC for the development and use of the third floor commercial space within the Rental Car Center.

**ACTION:** Moved by Board Member Robinson and seconded by Board Member West to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Kersey, Lloyd, Robinson, Schiavoni, West; NO – None; ABSENT – Cox, Desmond, Schumacher; (Weighted Vote Points: YES – 68; NO – 0; ABSENT – 32).

## ***FINANCE COMMITTEE***

### **NEW BUSINESS:**

**4. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE TWELVE MONTHS ENDED JUNE 30, 2018:**

Scott Brickner, Vice President, Finance and Asset Management/Treasurer and Kathy Kiefer, Senior Director, Finance and Asset Management provided a presentation on the Unaudited Financial Statements which included Enplanements, Gross Landing Weight Units, Operating Revenue, Total Operating Revenue, Total Operating Expenses, Net Operating Income (Loss) Summary, Nonoperating Revenue & Expenses and Statements of Net Position.

RECOMMENDATION: Forward to the Board with a recommendation for acceptance.

**ACTION: Moved by Board Member West and seconded by Board Member Schiavoni to approve staff's recommendation. Motion carried unanimously noting Board Member Cox as ABSENT.**

**5. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF JUNE 30, 2018:**

Geoff Bryant, Manager, Airport Finance provided a presentation on the investment report which included the Objectives, Portfolio Characteristics, Sector Distribution, Quality & Maturity Distribution, Investment Performance and Bond Proceeds.

Board Member Boling stated that the presentation is missing the unrealized gains. She stated that she found that information useful and requested that it be included in future presentations.

RECOMMENDATION: Forward to the Board with a recommendation for acceptance.

**ACTION: Moved by Board Member West and seconded by Board Member Lloyd to approve staff's recommendation. Motion carried unanimously noting Board Member Cox as ABSENT.**

## ***EXECUTIVE COMMITTEE***

### **NEW BUSINESS:**

**6. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the May 24, 2018 and June 25, 2018 regular meetings, and July 12, 2018 special meeting.

**ACTION: Moved by Board Member Robinson and seconded by Chairman Boling to approve staff's recommendation. Motion carried unanimously noting Board Member Schumacher as ABSENT.**

**7. 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 Chairman Boling to approve staff's recommendation. Motion carried unanimously noting Board Member Schumacher as ABSENT.**

**REVIEW OF FUTURE AGENDAS:**

**8. REVIEW OF THE DRAFT AGENDA FOR THE SEPTEMBER 6, 2018 BOARD MEETING:**

KAMRAN HAMIDI, SAN DIEGO, CA provided a presentation and handouts and requested that the formation of the Ground Transportation Ad Hoc committee be approved at the September Board meeting.

FEKADU HITAHA, SAN DIEGO, CA requested that the airport be opened to all taxis.

ALEM ZEBIB, SAN DIEGO, CA, requested that the airport be opened to all taxis.

Kimberly J. Becker, President/CEO, provided an overview of the draft agenda for the September 6, 2018, Board meeting. She stated that the title for Item 8 was changed to "Authorize the President/CEO to Execute a Non-Binding Partnership Agreement with the City and County of San Francisco Regarding Joint Collaboration on the Advancement of Sustainable Aviation Fuel". She also stated that there is a request to add an item to the September Board agenda to establish a ground transportation ad hoc committee.

Chairman Boling stated that she is fine with tentatively adding the ad hoc committee item to the September agenda, but would like to meet and discuss the details of the proposed committee.

**9. REVIEW OF THE DRAFT AGENDA FOR THE SEPTEMBER 6, 2018 AIRPORT LAND USE COMMISSION MEETING:**

Kimberly J. Becker, President/CEO, provided an overview of the draft agenda for the September 6, 2018, ALUC meeting.

***BOARD (CONTINUED)***

**CLOSED SESSION:** The Board recessed into Closed Session at 10:22 a.m. to hear items 10 and 11.

- 10. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 11. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of cases: 2

**REPORT ON CLOSED SESSION:** The Board adjourned out of Closed Session at 11:34 p.m. Amy Gonzalez, General Counsel reported that, in regards to Item 11, the Board provided direction to staff.

**COMMITTEE MEMBER COMMENTS:**

**ADJOURNMENT:** The meeting adjourned at 11:34 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY EXECUTIVE COMMITTEE THIS 4<sup>th</sup> DAY OF OCTOBER, 2018.

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MINUTES**  
**THURSDAY, SEPTEMBER 13, 2018**  
**SAN DIEGO INTERNATIONAL AIRPORT**  
**BOARD ROOM**

**CALL TO ORDER:** Chairman Boling called the special meeting of the San Diego County Regional Airport Authority Board to order at 9:05 a.m. on Thursday, September 13, 2018, in the Board Room at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101. A quorum of the Board was not present at the time the meeting was called to order.

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

**ROLL CALL:**

PRESENT: Board Members: Binns (Ex Officio), Boling, Cox, Desmond, Kersey, Robinson, Schiavoni, Schumacher, West

ABSENT: Board Members: Dockery (Ex Officio), Lloyd, Wong-Hernandez (Ex Officio)

ALSO PRESENT: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Linda Gehlken, Assistant Authority Clerk I; Martha Morales, Assistant Authority Clerk I

*Board Members Binns, Cox, Desmond, and Kersey arrived during the course of the meeting.*

Chairman Boling announced that the Committee Reports would be heard first, followed by Presentations.

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

- **AUDIT COMMITTEE:** Board Member Robinson reported that on September 10, several reports were forwarded to the Board to be approved at the October Board meeting. Chairman Boling added that training was going to be offered to the Audit Committee Members and she requested that the Board Members also be invited to attend.

**ADVISORY COMMITTEES**

- **AUTHORITY ADVISORY COMMITTEE:** Board Member Robinson reported that on August 1, the Committee welcomed two new members whom represent labor organizations; and that staff provided the Committee updates on the Federal Inspection Station, Terminal 2 Parking Plaza, Airport Development Plan, Harbor Drive Mobility Committee, Northside Airfield/Airport Support Facilities, and the Economic Impact Report. He also reported that the next Authority Advisory Committee meeting is expected to occur in December.

- **ART ADVISORY COMMITTEE:** Kimberly Becker, President/CEO, reported that staff held workshops, related to the *Figure of Speech* exhibition, to engage with the traveling public. She also reported that the Arts Program is now accepting applications for the 2019 Performing Arts Residency Program. She reported that weekly ensemble concerts will continue in Sunset Cove on Fridays with a special third Thursday concert series; and that *Pedal Steel Party* will perform on September 20. She reported that the Parking Plaza Public Art Project with Mark Reigelman, *Formation*, has received a Merit award from the International CODA awards. Ms. Becker reported that the draft Arts Master Plan was shared with internal and external stakeholders, as well as the community on August 2. She stated that staff is in the process of compiling feedback from the 30-day public review period that will be presented to the Airport Art Advisory Committee in October and to the Board in January.

*Board Members Cox, Kersey, and Desmond arrived at 9:10 a.m., which established a quorum of the Board.*

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** None.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** Board Member Desmond reported that on August 30, the Committee reviewed the renewal of the Health and Welfare Benefits; and that a presentation was provided on the Authority's Compensation Philosophy & Strategy. He also reported that the next meeting would be in January 2019.
- **FINANCE COMMITTEE:** Chairman Boling reported that staff would be providing a new format for the presentations offered to the Committee and the Board.

## **LIAISONS**

- **INTER-GOVERNMENTAL AFFAIRS:** Board Member Cox reported that on July 26, Chairman Boling provided a presentation to the San Diego City Council Economic Development and Intergovernmental Relations Committee on the Airport Development Plan, the Airport's economic impact, and ongoing transportation improvement efforts; and that staff briefed several officials and agencies on the Airport Development Plan. He also reported that Governor Brown has until September 30 to sign or veto bills passed by the State Legislature during the 2018 session; and that the U.S. Senate recently approved a Fiscal Year 2019 appropriations package that includes funding for the Department of Transportation. He reported that if enacted, the measure would provide an additional \$750 million in supplemental Airport Improvement Program funds.
- **MILITARY AFFAIRS:** None.
- **PORT:** Chairman Boling reported that the Airport and Port leadership met regarding potential solutions to the issue with Chula Vista.

- **WORLD TRADE CENTER:** None.

***BOARD REPRESENTATIVES (EXTERNAL)***

- **SANDAG TRANSPORTATION COMMITTEE:** Chairman Boling reported that on July 20, the Committee received a presentation on short-term options for trolley connections to the airport; and that on September 7, the Committee forwarded the proposed final 2018 Regional Transportation Improvement Program (RTIP) to the full SANDAG Board for approval. She also reported that she spoke in support of the RTIP project to improve the pedestrian sidewalk from Middletown to Airport property, and regarding potential trolley connections. She reported that SANDAG staff will be briefing Authority Board Members and staff on the RTIP process and will discuss potential near-term transit programs. She reported that SANDAG staff is also exploring a shuttle bus service to Middletown.

**PRESENTATIONS:**

- A. SAN DIEGO INTERNATIONAL AIRPORT INNOVATION LAB UPDATE:**  
Rick Belliotti, Director, Innovation and Small Business Development, provided a presentation on the San Diego International Airport Innovation Lab which included: Innovation Lab Helps Innovators Get Into the Airport Industry - 16-week Program to Learn, Build and Iterate; Initial Opportunity Areas: Parking and Unique Needs; Current Status; Airport Innovation Lab Timeline, Parking Batch Solutions, and Customer Service Batch Solutions.

*Ex Officio Board Member Binns arrived at 9:25 a.m.*

- B. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE TWELVE MONTHS ENDED JUNE 30, 2018:**  
Scott Brickner, Vice President, Finance & Asset Management, provided a presentation on the Review of the Unaudited Financial Statements for the Twelve Months Ended June 30, 2018 which included Enplanements, Cost Per Enplaned Passenger, Days Cash on Hand, Debt Service Coverage, Operating Revenues, Operating Expenses, Non-operating Revenue & Expenses, Financial Summary, Statement of net Position for Assets, and Statement of Net Position for Liabilities & Net Position.

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

***LIAISONS (CONTINUED)***

- **CALTRANS:** Board Member Binns reported that there was a soft launch of the South Bay Rapid on September 4, which runs from the East Palomar station in Chula Vista to Downtown San Diego. He also reported that September is *Pedestrian Safety Awareness* month; and that CalTrans is running a campaign on their changeable signs. He reported that in December the Morena Boulevard off-ramp, on Interstate 8, will be closed for improvements.

**CHAIR'S REPORT:** Chairman Boling reported that on August 27, a settlement agreement was reached with the Port of San Diego regarding the legality of a car rental fee. She also reported that on August 16, the Airport celebrated SAN's 90<sup>th</sup> anniversary with a breakfast event at Sunset Cove in Terminal 2 West. She reported that AB3119 was not passed by the State Legislature prior to the Legislature's adjournment for the 2018 session; and that on September 14, SANDAG Executive Committee will consider a request for the Authority to be added to the SANDAG Board of Directors as an "advisory" member. She also reported that the Ground Transportation Ad Hoc Committee item would be on the October Board agenda.

**PRESIDENT/CEO'S REPORT:** Kimberly Becker, President/CEO, reported that on September 7, the public comment period of the draft Environmental Impact Report for the Airport Development Plan ended; and that staff is working on responding to comments received. She also reported that on August 28, the Authority held an industry forum to share information on ADP related potential opportunities. She also reported that in August, Frontier Airlines started new service to Indianapolis, Pittsburgh, Milwaukee, Cleveland, and Raleigh Durham; and that July 2018 was the busiest month on record with more than 2.3 million passengers. She reported that SAN has officially been certified Level 3 under the Airport Council International's Airport Accreditation Program for successfully continuing to implement a carbon management plan and for reducing the Airport's carbon footprint, and for partnering with airlines, concessions, ground transportation, and others to lower their emissions at the Airport. Ms. Becker reported that the Authority received the 2018 Achievement of Excellence in Procurement Award from National Procurement Institute Incorporated in recognition for innovation, professionalism, e-procurement, productivity, and leadership in the procurement functions. She also reported that later this month the Authority will be recognized with the Gold Tier Diamond Award from SANDAG for its Employee Commuter Program in Fiscal Year 2018. She reported that the Authority launched a new mobile app that allows the public to submit aircraft noise complaints; and that staff is holding workshops to help setup the app, with the next workshop scheduled in Golden Hill on September 18. She also reported that on October 16, awards for Innovators of the Year, Sustainability Champions of the Year, Team of the Year, and Employee of the Year will be presented to staff (individuals or teams) for their outstanding accomplishments.

**NON-AGENDA PUBLIC COMMENT:**

KAMRAN HAMIDI, SAN DIEGO, provided a handout and presentation and spoke regarding opening the airport to all taxis.

ALEM ZEBIB, spoke regarding equal treatment of taxi drivers.

ADRIAN KWIATKOWSKI, SAN DIEGO, provided a presentation and spoke in opposition to opening the airport to all taxis.

JACK SLUE, SAN FRANCISCO, representing the Cleveland National Forest Foundation, spoke regarding San Diego International Airport's Environmental Impact Report.

YONAS MEHARI, submitted a letter to the Board and spoke regarding opening the airport to all taxis.

TONY HUESO, SAN DIEGO, representing USA Cab, TAG, and San Diego Transportation Association, spoke regarding the changes affecting the transportation industry.

**CONSENT AGENDA (Items 1-14):**

**ACTION: Moved by Board Member Kersey and seconded by Board Member Schumacher to approve the Consent Agenda. Motion carried by the following votes: YES – Boling, Cox, Desmond, Kersey, Robinson, Schumacher, West; NO – None; ABSENT – Lloyd, Schiavoni; (Weighted Vote Points: YES – 79; NO – 0; ABSENT – 21).**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the June 7, 2018 and July 12, 2018 regular meetings; and August 3, 2018, August 14, 2018, and August 24, 2018 special meetings.

**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 JUNE 11, 2018 THROUGH AUGUST 12, 2018 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JUNE 11, 2018 THROUGH AUGUST 12, 2018:**

RECOMMENDATION: Receive the report.

4. **SEPTEMBER 2018 LEGISLATIVE REPORT:**  
RECOMMENDATION: Adopt Resolution No. 2018-0089, approving the September 2018 Legislative Report.
5. **BIENNIAL REVIEW AND AMENDMENT OF AUTHORITY CODE SECTION 2.30 – CONFLICTS OF INTEREST:**  
RECOMMENDATION: Adopt Resolution No. 2018-0090, amending Authority Code Section 2.30 – Conflict of Interest Code.

### ***CLAIMS***

### ***COMMITTEE RECOMMENDATIONS***

6. **ACCEPT THE UNAUDITED FINANCIAL STATEMENTS FOR THE TWELVE MONTHS ENDED JUNE 30, 2018:**  
RECOMMENDATION: Accept the report.
7. **ACCEPT THE AUTHORITY’S INVESTMENT REPORT AS OF JULY 31, 2018:**  
RECOMMENDATION: Accept the report.

### ***CONTRACTS AND AGREEMENTS***

8. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE U.S. DEPARTMENT OF HOMELAND SECURITY - TRANSPORTATION SECURITY ADMINISTRATION (TSA):**  
RECOMMENDATION: Adopt Resolution No. 2018-0091, approving and authorizing the President/CEO to execute a Memorandum of Understanding (MOU) with the U.S. Department of Homeland Security - Transportation Security Administration (TSA) to support installation of TSA supplied Uninterruptable Power Supply (UPS) equipment for a total cost of \$40,000, in support of power conditioning of existing four (4) Explosion Detection Devices located in Terminal 2 West Checked Baggage Inspections System area at San Diego International Airport.
9. **AUTHORIZATION TO EXECUTE TWO LEASE AGREEMENTS WITH FEDERAL AVIATION ADMINISTRATION COVERING THE AIR TRAFFIC CONTROL TOWER (ATCT) AND SELECT NAVIGATIONAL AIDS AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2018-0092, authorizing the President/CEO to enter into a Lease Agreement for a term of fifteen years with the Federal Aviation Administration covering the Air Traffic Control Tower and Base Building.

Adopt Resolution No. 2018-0093, authorizing the President/CEO to enter into a Lease Agreement for a term of fifteen years with the Federal Aviation Administration covering certain FAA-owned and operated navigational aids at San Diego International Airport.

Adopt Resolution No. 2018-0094, authorizing the President/CEO to modify the existing Memorandum of Agreement with the Federal Aviation Administration to revise the list of facilities to remove the facilities and assets included in Resolution 2018-0092 and Resolution 2018-0093.

**10. AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A NON-BINDING PARTNERSHIP AGREEMENT WITH THE SAN FRANCISCO AIRPORT COMMISSION REGARDING JOINT COLLABORATION ON THE ADVANCEMENT OF SUSTAINABLE AVIATION FUEL:**

RECOMMENDATION: Adopt Resolution No. 2018-0095, authorizing the President/CEO to execute a non-binding Partnership Agreement with the City and County of San Francisco (through its Airport Commission) regarding joint collaboration on the advancement of Sustainable Aviation Fuel.

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

**11. AWARD A CONTRACT TO NUERA CONTRACTING LP FOR QUIETER HOME PROGRAM PHASE 9, GROUP 7, PROJECT NO. 380907 NINETEEN (19) HISTORIC SINGLE-FAMILY UNITS ON NINETEEN (19) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:**

RECOMMENDATION: Adopt Resolution No. 2018-0096, awarding a contract to Nuera Contracting LP in the amount of \$1,461,077 for Phase 9, Group 7, Project No. 380907, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

**12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN ON-CALL AIRPORT SIGNAGE FABRICATION AND REPAIR SERVICE AGREEMENT WITH SIGN AGE IDENTITY SYSTEMS, INC.:**

RECOMMENDATION: Adopt Resolution No. 2018-0097, approving and authorizing the President/CEO to negotiate and execute an on-call airport signage fabrication and repair service agreement with Sign Age Identity systems, Inc. for a term of three years, with the option for two one-year extensions exercisable at the sole discretion of the President/CEO, for an amount not-to-exceed \$2,000,000.

**13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL PEST MANAGEMENT SERVICES AGREEMENT WITH CARTWRIGHT TERMITE & PEST CONTROL, INCORPORATED:**

RECOMMENDATION: Adopt Resolution No. 2018-0098, approving and authorizing the President/CEO to execute an On-Call Pest Management Services Agreement with Cartwright Termite & Pest Control, Incorporated, 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 \$5,000,000.

**14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL ROADWAY PAINTING AND SLURRY SEALING SERVICE AGREEMENT WITH STATEWIDE STRIPES, INC.:**

RECOMMENDATION: Adopt Resolution No. 2018-0099, approving and authorizing the President/CEO to execute an on-call roadway painting and slurry sealing service agreement with Statewide Stripes, 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 amount of \$5,772,873.

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**15. AWARD AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT FOR PARKING MANAGEMENT SERVICES:**

Marc Nichols, Director, Ground Transportation, provided a presentation on the Parking Manager Services Contract Award, which included the Scope of Work, Compensation Elements, RFP Process, Respondents, and Recommendation.

RECOMMENDATION: Adopt Resolution No. 2018-0100, awarding and authorizing the President/CEO to execute an agreement with Ace Parking Management, Inc. for Parking Management Services for a term of three (3) years with an option for two (2) one-year extensions in an amount not to exceed thirty-eight million dollars (\$38,000,000).

**ACTION: Moved by Board Member Desmond and seconded by Board Member Cox to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Cox, Desmond, Kersey, Robinson, Schumacher, West; NO – None; ABSENT – Lloyd, Schiavoni; (Weighted Vote Points: YES – 79; NO – 0; ABSENT – 21).**

**16. AWARD AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT FOR AIRPORT SHUTTLE SERVICES:**

Marc Nichols, Director, Ground Transportation, provided a presentation on the Shuttle Services Contract Award, which included the Scope of Work, Compensation Elements, RFP Process, Respondents, and Recommendation.

RECOMMENDATION: Adopt Resolution No. 2018-0101, awarding and authorizing the President/CEO to execute an agreement with Ace Parking Management, Inc. for Airport Shuttle Services for a term of three (3) years with an option for two (2) one-year extensions in an amount not to exceed forty-five million dollars (\$45,000,000).

**ACTION: Moved by Board Member Cox and seconded by Board Member West to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Cox, Desmond, Kersey, Robinson, Schumacher, West; NO – None; ABSENT – Lloyd, Schiavoni; (Weighted Vote Points: YES – 79; NO – 0; ABSENT – 21).**

**17. NUMBER NOT USED**

**18. RENEWAL OF THE HEALTH AND WELFARE BENEFITS PROGRAM FOR 2019:**

Kurt Gering, Director, Talent, Culture & Capability, and Heather Hill, Associate Director, Willis Towers Watson, provided a presentation on the Renewal of the Health and Welfare Benefits Program for 2019 which included Medical Plan Enrollment, Executive Summary, Active & Budgeted Employees Cost Summary, Active & Budgeted Medical Plan Designs, Medical Renewal Premium Cost Share, Employee Wellness, Retiree Medical, UHC Medical Renewal, Dental Renewal Plan Design Recommendation, Dental Premium Cost Share, The Hartford Life & Disability Renewal, 5 Year Review of Percent Health Benefit Renewal Increase vs. Trend, Medical Cost Benchmarks of Total Cost per Covered Employee per Year, Medical Cost Benchmarks of Overall Program Efficiency, and Authority Budget Summary.

RECOMMENDATION: Adopt Resolution No. 2018-0103, approving the renewal of the Health and Welfare Benefits Program for 2019.

**ACTION: Moved by Board Member Desmond and seconded by Board Member West to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Cox, Desmond, Kersey, Robinson, Schumacher, West; NO – None; ABSENT – Lloyd, Schiavoni; (Weighted Vote Points: YES – 79; NO – 0; ABSENT – 21).**

*The Board recessed at 10:54 a.m. and reconvened at 10:55 a.m.*

**CLOSED SESSION:** The Board recessed into Closed Session at 10:56 a.m. to discuss Items 23, 25, and 28.

*Board Member Schiavoni arrived at 10:57 a.m.*

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: San Diego County Regional Airport Authority v. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: K.S.A.N. L.L.C v. San Diego County Regional Airport Authority, et al. San Diego Superior Court Case No. 37-2017-00024982-CU-NP-CTL

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

(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)

Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.

San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL

- 22. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)  
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.  
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 23. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.  
United States District Court Case No. 18 CV2068 LAB MDD
- 24. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 25. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of cases: 2
- 26. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.  
Number of potential cases: 1
- 27. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Navy Boat Channel Environmental Remediation  
Number of potential cases: 1
- 28. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of potential cases: 2
- 29. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**  
Property: Airline Operating and Lease Agreement - San Diego International Airport  
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy Gonzalez  
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines  
Under Negotiation: price and terms of payment

**30. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

Property: Non-Exclusive Concession Lease - San Diego International Airport  
Agency Negotiator: Eric Podnieks, Susan Diekman  
Negotiating Parties: Lucas Yezik, In-Ter-Space dba Clear Channel

**REPORT ON CLOSED SESSION:** The Board adjourned out of Closed Session at 1:45 p.m. Amy Gonzalez, General Counsel, reported that in regards to Items 23 and 25, there was no reportable action. In regards to Item 28, the Board provided direction to staff.

**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 adjourned at 1:46 p.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 4<sup>th</sup> DAY OF OCTOBER, 2018.

ATTEST:

\_\_\_\_\_  
TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
AMY GONZALEZ  
GENERAL COUNSEL

## STAFF REPORT

Meeting Date: **OCTOBER 4, 2018**

### 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 meetings of the multi-agency policy group addressing off-airport roadway access.***

### Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2019 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, BOARD SERVICES/AUTHORITY CLERK

**APRIL BOLING**

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

SDCRAA

SEP 26 2018

Period Covered: September 2018

Board Services

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:
C. APRIL BOLING		9/25/18
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: September 7, 2018 Time: 9:00 am Location: SANDAG	SANDAG Transportation Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 13, 2018 Time: 9:00 am Location: Airport	ALUC/Board Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 21, 2018 Time: 9:00 am Location: SANDAG	SANDAG Transportation Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 24, 2018 Time: 9:00 am Location: Airport	Exec./Finance 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:	

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

Signature: 

**GREG COX**

SEP 25 2018

Board Services

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

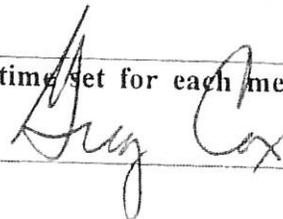
Period Covered: SEP 1-30 2018

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:
GREG COX		SEPTEMBER 25, 2018
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: SEPTEMBER 13, 2018 Time: 9:00 am Location: SDIA	SPECIAL BOARD MEETING SPECIAL AIRPORT LAND USE COMMISSION 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:	
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<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: \_\_\_\_\_



**A. HOLLINGWORTH**

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

SEP 10 2018

Board Services

Period Covered: September 2018

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:
ANDREW HOLLINGWORTH		9/10/2018
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: 9/10/2018 Time: 10:00 Location: BOARD ROOM	AIRPORT Audit 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:	
<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*

**MARK KERSEY**

SEP 25 2018

Board Services

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

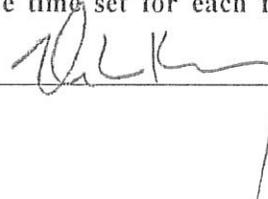
Period Covered: September 2018

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:
Mark Kersey		9/25/18
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: September 13, 2018 Time: 9:00 am Location: 3225 N Harbor Drive	ALUC/Board Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 24, 2018 Time: 9:00 am Location: 3225 N Harbor Drive	Executive and Finance Committee
<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: \_\_\_\_\_



**J. SCHIAVONI**

SEP 27 2018

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

Board Services

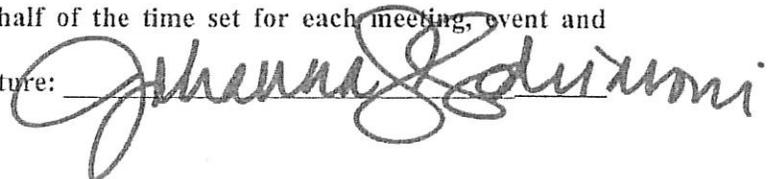
Period Covered: 9/1/2018-9/26/2018

**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:
Johanna S. Schiavoni		9/26/18
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: September 13, 2018 Time: 11:00 am Location: SDCRAA	SDCRAA Board meeting (closed session)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 24, 2018 Time: 9:00 am Location: SDCRAA	SDCRAA Finance Comm/Executive Comm 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: \_\_\_\_\_



**M. SCHUMACHER**

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

Period Covered: September 1-30, 2018

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:
Michael Schumacher		9/30/18
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 13, 2018 Time: 9:00 am Location: SDCRAA Office	BOD Meeting, ALUC, Closed Session
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: September 24, 2018 Time: 9:00 am Location: SDCRAA Office	Executive Committee meeting/Finance mtg, Closed Session
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input checked="" 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:** Michael Schumacher Digitally signed by Michael Schumacher  
Date: 2017.03.29 08:32:08 -07'00'

**J. VAN SAMBEEK**

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

SEP 10 2018

Board Services

Period Covered: Sept 2018

**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>JACK VAN SANBEEK</i>		<i>9-10-18</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>Sept 10 2018</i> Time: Location:	<i>Audit Committee</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:	
<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: *J P Van Laake*

**MARK WEST**

SEP 26 2018

Board Services

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

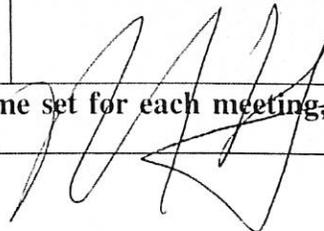
Period Covered: August 2018

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:
Mark B. West		9/24/2018
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 9/10 Time: 10-12:00 pm Location: SDCRAA	Audit Committee Board Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 9/13 Time: 09-11:00 am Location: SDCRAA	ALUC and Board Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 9/19 Time: 6-7:00 pm Location: City Of IB City Hall	Bi Annual City update focused on the ADP and Innovation Center.
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 9/24 Time: 10-12:00 pm Location: SDCRAA	Executive/Finance Committee Board Meeting
<input type="checkbox"/>		

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: **OCTOBER 4, 2018**

### **Subject:**

**Awarded Contracts, Approved Change Orders from August 13, 2018 through September 9, 2018 and Real Property Agreements Granted and Accepted from August 13, 2018 through September 9, 2018.**

### **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 August 13- September 9, 2018

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
8/9/2018		A. Glasco, Inc.	The Contractor is one of two contractors pre-qualified and approved to bid on On-Call Glazing Services at San Diego International Airport. The contract value reflects the total not-to-exceed cost for the entire pool of contractors for this service.	RFQ	Airport Design & Construction	\$900,000.00	7/2/2021
8/10/2018		Trendkite	The Contractor will provide news media monitoring services for San Diego International Airport.	Informal RFP	Media & Public Relations	\$14,000.00	6/30/2019
8/13/2018		Irma Sophia Poeter	The Artist will exhibit art work for the 2018 Temporary Exhibition: Figure of Speech at San Diego International Airport.	RFQ	Marketing & Air Service Development	\$500.00	3/31/2019
8/24/2018		David Brush Consulting	The Contractor will provide ADP consulting services to the San Diego County Regional Airport Authority. The Contractor is currently a subcontractor to AECOM and is a well-known airport development expert, who has provided consulting services to the Authority during the Green Build project and is familiar with the Authority's practices and procedures regarding large public works projects. This Sole Source Agreement is intended to bridge the gap until a new contract for ADP services is awarded.	Sole Source	Airport Design & Construction	\$50,000.00	12/31/2018
8/30/2018		Corodata Records Management	The Contractor will provide storage, on-call retrieval and pickup, and scheduled destruction of records for the San Diego County Regional Airport Authority.	Informal RFP	Board Services	\$49,999.00	8/9/2021
8/30/2018		Carahsoft Technology Corporation	The Contractor will provide a digital solution to replace the Authority's current paper process for charter vehicle permits at San Diego International Airport.	Informal RFP	Ground Transportation	\$49,814.00	8/30/2019
9/5/2018		CMF Delivery, Inc.	The Contractor will provide on-call courier Services for the San Diego County Regional Airport Authority.	Informal RFP	Procurement & Contract Services	\$40,000.00	8/14/2021
9/7/2018		Atlas Portable Services, Inc. dba Atlas Pumping Inc.	The Contractor will provide grease interceptor cleaning and maintenance services for the San Diego International Airport.	RFP	Facilities Management	\$350,000.00	9/9/2021

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN August 13- September 9, 2018**

**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>
8/20/2018		Federal Aviation Administration	The Reimbursable Agreement was approved by the Board at the July 12, 2018 Board Meeting. The Agreement will provide reimbursement up to \$500,000 for Navaid Equipment Relocation and Site Study in support of the Northside Cargo Development project at San Diego International Airport.	N/A	Airport Design & Construction	\$500,000.00	8/22/2023
8/23/2018		G & G Specialty Contractors, Inc.	The contract was approved by the Board on July 12, 2018. The Contractor will provide sound attenuation services for designated Multi-Family and Single-Family residential properties located east and west of the San Diego International Airport.	RFQ	QHP & Noise Mitigation	\$1,307,340.00	6/12/2021

## Attachment "A"

## AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN August 13- September 9, 2018

Amendments and Change Orders

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value ( % ) (+ / -)	New Contract Value	New End Date
8/10/2018		Faith Group, LLC	The First Amendment increases the maximum amount by \$7500.00 for additional services requested by the Authority for the selection and implementation of Airport Terminal Systems at San Diego International Airport.	Information Technology Services	\$47,500.00	\$7,500.00	16%	\$55,000.00	10/1/2018
8/14/2018		Agricultural Pest Control Services, Inc.	This First Amendment modifies the Scope of Work, adds Task Authorization Language and Compensation for Services and Reimbursable Expenses, for Bird Abatement Services at San Diego International Airport.	Environmental Affairs	\$400,000.00	\$0.00	0%	\$400,000.00	3/18/2021
8/14/2018		Cartwright Pest Control Services	This Fifth Amendment extends the term of the Agreement by 90 days and increases the total amount payable by \$200,000. This ensures continuity and continued progress in controlling pest populations at San Diego International Airport, while a new agreement is being finalized.	Planning & Environmental Affairs	\$7,157,776.00	\$200,000.00	3%	\$7,357,776.00	11/30/2018
8/23/2018		Allied Waste Systems, Inc. dba Republic Services of San Diego	This Third Amendment extends the Term to cover the time needed to complete the solicitation process for waste and recycling services for the San Diego County Regional Airport Authority. There is no increase in compensation.	Terminal Operations	\$3,000,000.00	0.00	0%	\$ 3,000,000.00	1/4/2019

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN August 13- September 9, 2018**

**Amendments and Change Orders Approved by the Board**

<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>
8/14/2018		Ball-Nognes Design Studio, LLC	This Third Amendment was approved by the Board on July 12, 2018. The Third Amendment extends the term by Five (5) months for the Artist to complete the construction of the Parking Plaza artwork for San Diego International Airport. There is no increase in compensation.	Marketing, Arts, & Air Service Development	\$905,000.00	0.00	0%	\$905,000.00	1/1/2019
9/4/2018		Ace Parking Management, Inc.	The Sixth Amendment was approved by the Board on August 27, 2018. The Sixth Amendment extends the term by thirty (30) days, for Shuttle Management Services at the San Diego International Airport. There is no increase in compensation.	Ground Transportation	\$51,069,003.00	\$0.00	0%	\$51,069,003.00	9/30/2018

**Attachment "B"**

**REAL PROPERTY AGREEMENTS EXECUTED FROM AUGUST 13, 2018 through SEPTEMBER 9, 2018**



**Real Property Agreements**

<b>Begin/End Dates</b>	<b>Authority Doc. #</b>	<b>Tenant/Company</b>	<b>Agreement Type</b>	<b>Property Location</b>	<b>Use</b>	<b>Property Area (s.f)</b>	<b>Consideration</b>	<b>Comments</b>
9.1.18 to 8.31.19	LE-0962	American Airlines, Inc.	Use & Occupancy Permit	Belly Cargo Area	Conducting air cargo operations	4,332 SF	\$6,956.00 per month	N/A



**Real Property Agreement Amendments and Assignments**

<b>Effective Date</b>	<b>Authority Doc. #</b>	<b>Tenant/Company</b>	<b>Agreement Type</b>	<b>Property Location</b>	<b>Use</b>	<b>Property Area (s.f)</b>	<b>Consideration</b>	<b>Comments</b>
7/1/2018	LE-0743	Travelex Currency Services	Concession Lease	All Terminals	Foreign currency exchange	Various sizes & locations	\$3,000/month	This amendment adds the new kiosk location in the FIS Meeter/Greeter area, and modifies other key terms of the lease.

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**October 2018 Legislative Report**

### **Recommendation:**

Adopt Resolution No. 2018-0104, approving the October 2018 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 Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A). The October 2018 Legislative Report updates Board members on legislative activities that have taken place since the previous Board meeting. In directing staff, the Authority Board may take a position on pending or proposed legislation that has been determined to have a potential impact on the Authority's operations and functions.

### **State Legislative Action**

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

The California State Legislature is scheduled to convene its 2019-2020 legislative session for organizational purposes on December 3, 2018.

### **Federal Legislative Action**

Although negotiations continue on several Fiscal Year 2019 appropriations bills, including Transportation and Homeland Security spending measures, the Senate passed a continuing resolution to continue funding for these and other federal agencies through December 7th.

### **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. 2018- 0104

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, APPROVING THE OCTOBER 2018  
LEGISLATIVE REPORT

WHEREAS, the San Diego County Regional Airport Authority (“Authority”) operates San Diego International Airport and 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 October 2018 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”) (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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**October 2018 Legislative Report**

**State Legislation**

**New Assembly Bills**

There are no new Assembly bills to report.

**Assembly Bills from Previous Report**

**Legislation/Topic**

**AB 87 (Ting) – Autonomous Vehicles**

**Background/Summary**

To comply with state law enacted in 2012, the Department of Motor Vehicles (DMV) drafted proposed regulations governing the full deployment of autonomous vehicles on California roads. As amended, AB 87 would authorize a peace officer or specified public employee, to remove from a highway a vehicle that uses autonomous technology if there is no approved application or permit to test, deploy, or otherwise operate the autonomous vehicle on public roads.

**Anticipated Impact/Discussion**

While this legislation is not expected to have any significant immediate impact on the Airport Authority or San Diego International Airport, its enactment could impact future ground transportation operations at the airport as autonomous vehicle use evolves.

**Status:** 9/4/18 – Enrolled and sent to the Governor for signature

**Position:** Watch (3/1/18)

**Legislation/Topic**

**AB 427(Muratsuchi) – California Aerospace and Aviation Commission**

**Background/Summary**

As amended, AB 427 would establish a 17-member California Aerospace and Aviation Commission (Commission) within the Governor’s Office of Business and Economic Development (GO-Biz). One of the Commission members would represent a commercial airport. The purpose of this Commission is to serve as a central point of contact for businesses engaged in the aerospace and aviation industries, and to support the health and competitiveness of these industries in California. AB 427 would require the Commission to make recommendations on legislative and regulatory action that

\*Shaded text represents new or updated legislative information

may be necessary or helpful to maintain or improve the state's aerospace and aviation industries and would require the Commission to report and provide recommendations to the Governor and State Legislature.

**Anticipated Impact/Discussion**

Although this legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport, the Authority's legislative team will work with the California Airports Council to identify any potential opportunities to engage with the Commission on actions that could impact California airports.

**Status:** 9/4/18 – Enrolled and sent to the Governor for signature

**Position:** Watch (3/1/18)

**Legislation/Topic**

**AB 2873 (Low) – Personal Vehicle Sharing: Recalled Vehicles**

**Background/Summary**

AB 2873 would prohibit a personal vehicle sharing program from facilitating or arranging a vehicle for transportation if that vehicle is subject to a manufacturer's safety recall.

**Anticipated Impact/Discussion**

Although this bill is not expected to significantly impact ground transportation operations at San Diego International Airport, staff will review our regulations for any necessary changes should AB 2873 be enacted.

**Status:** 9/11/18 – Enrolled and sent to the Governor for signature

**Position:** Watch (5/3/18)

**New Senate Bills**

There are no new Senate bills to report.

**Senate Bills from Previous Report**

**Legislation/Topic**

**SCR 149 (Hueso) – Green Port Month**

**Background/Summary**

SCR 149 is a Senate Concurrent Resolution that would designate the month of September 2018 as Green Port Month. This resolution specifically identifies various

\*Shaded text represents new or updated legislative information

activities undertaken by the San Diego Unified Port District to implement their Green Port Program.

**Anticipated Impact/Discussion**

The resolution would have no impact to San Diego International Airport or the Airport Authority.

**Status:** 9/11/18 – Chaptered into law

**Position:** Watch (7/12/18)

**Legislation/Topic**

**SB 966 (Weiner) – Onsite Non-Potable Water System Standards**

**Background/Summary**

SB 966 would direct the State Water Resources Control Board to develop regulations creating risk-based water quality standards for the onsite treatment and reuse of non-potable water. The purpose of this action is to assist local governments in developing oversight and management programs for on-site non-potable water systems.

**Anticipated Impact/Discussion**

The City of San Diego and the County of San Diego neither permit nor prohibit the reuse of captured stormwater or condensate. If enacted, this bill would provide the City and County with the guidance they need to permit the uses the Airport Authority has implemented and is contemplating which could help support the Airport Authority's goals and efforts to capture and reuse stormwater and air conditioning condensate.

**Status:** 9/10/18 – Enrolled and sent to the Governor for signature

**Position:** Support (4/5/18)

**Legislation/Topic**

**SB 1014 (Skinner) – Zero-Emission Vehicles**

**Background/Summary**

SB 1014 would require that the Public Utilities Commission, in consultation with the State Air Resources Board, establish the California Clean Miles Standard and Incentive Program. The goal of the program is to decrease greenhouse gas (GHG) emissions from transportation network company (TNC) vehicles. This bill would require each TNC to develop GHG emission reduction plans beginning January 1, 2022, and would require the California Air Resource Board (CARB) to adopt emission reduction goals by January 1, 2023.

\*Shaded text represents new or updated legislative information

### **Anticipated Impact/Discussion**

Transportation network company (TNC) vehicle use at San Diego International Airport (SDIA) continues to increase. This bill could benefit SDIA by reducing the amount of GHG from TNCs operating at SDIA.

**Status:** 9/13/18 – Signed into law by the Governor

**Position:** Watch (3/1/18)

### **Legislation/Topic**

#### **SB 1080 (Roth) – Transportation Network Company Driver’s Identification**

#### **Background/Summary**

SB 1080 would require a transportation network company (TNC) driver to possess either a valid California driver’s license or, if they are a nonresident active duty military member or a dependent of a nonresident active duty military member, a valid driver’s license issued by the other state or territory of the U.S. in which the member or dependent is a resident.

### **Anticipated Impact/Discussion**

Although this bill would not directly impact the San Diego International Airport, Ground Transportation staff and Airport Traffic Officers would need to be aware of the new requirement if this bill is enacted.

**Status:** 8/24/18 – Enrolled and sent to the Governor for signature

**Position:** Watch (4/5/18)

### **Legislation/Topic**

#### **SB 1376 (Hill) – Transportation Network Company Accessibility Plan**

#### **Background/Summary**

Existing law requires a transportation network company (TNC) to allow passengers to indicate whether they require a wheelchair-accessible vehicle (WAV) or vehicles otherwise accessible to individuals with disabilities when requesting a ride. As amended, SB 1376 would create the “TNC Access for All Act,” in an effort to facilitate the increased use of WAVs by TNCs and their drivers. Beginning on July 1, 2019, the California Public Utilities Commission (CPUC) would require each TNC to pay a fee of at least \$0.05 dollars per TNC trip completed. The CPUC may exempt a TNC from paying the access fee if the TNC meets certain criteria and may adjust the fee based on the amount the TNC invests in WAV service. The collected fees would be distributed to access providers that provide on-demand transportation to meet the needs of individuals with disabilities. The program is set to sunset on January 1, 2026.

\*Shaded text represents new or updated legislative information

**Anticipated Impact/Discussion**

This bill would not directly impact San Diego International Airport.

**Status:** 9/10/18 – Enrolled and sent to the Governor for signature

**Position:** Watch (4/5/18)

\*Shaded text represents new or updated legislative information

## **Federal Legislation**

### **New House Bills**

There are no new House bills to report.

### **House Bills from Previous Report**

#### **Legislation/Topic**

**H.R. 4 (Shuster) – Federal Aviation Administration (FAA) Reauthorization Act of 2018**

#### **Background/Summary**

This legislation would authorize FAA operations and related programs for the next five years. Specifically, this bill would:

- Maintain current level of funding for the Airport Improvement Program (AIP) at \$3.35 billion annually through Fiscal Year 2023
- Retain the current \$4.50 Passenger Facility Charge (PFC) cap
- Eliminate the PFC significant contribution test for large and medium hub airports
- Streamline the PFC application and approval process for small, medium and large
- Remove the provision from the 2017 FAA Reauthorization bill that would have separated the air traffic control functions from the FAA and created a “federally-charted, fully independent, not-for-profit corporation.”

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

This bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000, and maintains flat funding for the Airport Improvement Program (AIP). As a result, this legislation would essentially maintain the status quo for the financing of airport infrastructure projects instead of providing new funding opportunities for San Diego International Airport (SDIA) improvement projects. In addition, this bill does not include any provision that could position SDIA to compete for nonstop service to Ronald Reagan Washington National Airport.

**Status:** 4/27/18 – Passed by the House on a vote of 393 to 13

**Position:** Oppose Unless Amended (5/3/18)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **H.R. 598 (Lynch) – Airplane Impacts Mitigation Act of 2017**

#### **Background/Summary**

H.R. 598, the “Airplane Impacts Mitigation Act of 2017”, would require the Federal Aviation Administration (FAA) to enter into an agreement with an eligible institution of higher education to conduct a study of the health impacts of airplane flights on residents exposed to a range of noise and air pollution levels from flights. The study is directed to:

- Focus on residents in Boston, Chicago, New York, the northern California Metroplex, Phoenix, and not more than three additional metropolitan areas each containing an international airport
- Consider the health impacts on residents living partly or entirely within the land underneath the flight paths most frequently used by aircraft flying below 10,000 feet
- Consider only the health impacts that manifest during the physical implementation of the NextGen program on flights departing from or arriving to an international airport located in one of the designated metropolitan areas

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

Although this bill is not expected to directly impact operations at San Diego International Airport, the information collected by the study may be useful in helping the Airport Authority accurately describe any environmental and health impacts of the FAA’s recently implemented NextGen program.

**Status:** 1/20/17 – Introduced in the House and Referred to House Committee on Transportation and Infrastructure

**Position:** Support (3/2/17)

## **Legislation/Topic**

### **H.R. 665 (Keating) – Airport Perimeter and Access Control Security Act of 2017**

#### **Background/Summary**

H.R. 665, the “Airport Perimeter and Access Control Security Act of 2017,” would direct the Transportation Security Administration (TSA) to update:

- The Transportation Sector Security Risk Assessment for the aviation sector
- The Comprehensive Risk Assessment of Perimeter and Access Control Security for airports (as well as conduct a system-wide assessment of airport access control points and airport perimeter security)
- The 2012 National Strategy for Airport Perimeter and Access Control Security

\*Shaded text represents new or updated legislative information

### **Anticipated Impact/Discussion**

Although this bill is not expected to impact operations at San Diego International Airport, the updating of assessments by the TSA may lead to the future implementation of new security requirements. The Authority's legislative team will identify any unfunded mandates resulting from these proposed actions.

**Status:** 1/31/17 – Approved by the House on a voice vote and referred to Senate Committee on Commerce, Science and Transportation

**Position:** Watch (3/2/17)

### **Legislation/Topic**

**H.R. 678 (McSally) – Department of Homeland Security Support to Fusion Centers Act of 2017**

### **Background/Summary**

Fusion centers were created to promote information sharing at the federal level between agencies such as the Central Intelligence Agency, the U.S. Department of Justice, the U.S. military and state and local governments. H.R. 678, the "Department of Homeland Security Support to Fusion Centers Act of 2017" would:

- Direct the Comptroller General to conduct an assessment of Department of Homeland Security (DHS) personnel assigned to fusion centers
- Direct the Under Secretary of Intelligence and Analysis of the DHS to provide eligibility for access to information classified as Top Secret for analysts at fusion centers, and submit a report to the Committee on Homeland Security, Permanent House Select Committee on Intelligence, Committee on Homeland Security and Government Affairs and Senate Select Committee on Intelligence
- Direct the Chief Information officer of the DHS to conduct an assessment of information systems used to share homeland security information between fusion centers and the Department

### **Anticipated Impact/Discussion**

Although this bill is not expected to impact operations at San Diego International Airport, it will be monitored closely for any potential impact to DHS or Customs and Border Protection procedures.

**Status:** 1/31/17 – Approved by the House on a voice vote and Referred to Senate Committee on Homeland Security and Governmental Affairs

**Position:** Watch (3/2/17)

\*Shaded text represents new or updated legislative information

### **Legislation/Topic**

#### **H.R. 1265 (DeFazio) – Investing in America: Rebuilding America’s Airport Infrastructure Act**

### **Background/Summary**

H.R. 1265, the “Investing in America: Rebuilding America’s Airport Infrastructure Act”, would provide airports the Airport Authority to establish a passenger facility charge (PFC) of their choosing by eliminating the current \$4.50 Congressionally-set PFC limit. This bill would also reduce Airport Improvement Program (AIP) funding by \$400 million annually and eliminate large hub airports’ entitlement to AIP grants if those airports collect PFCs greater than \$4.50.

### **Anticipated Impact/Discussion**

H.R. 1265 would provide the Airport Authority with the ability to establish a PFC based on San Diego International Airport funding needs rather than relying on the current PFC limit of \$4.50 per passenger established by Congress in 2000.

**Status:** 3/2/17 – Introduced and referred to House Committee on Transportation and Infrastructure

**Position:** Support (4/6/17)

### **Legislation/Topic**

#### **H.R. 2514 (DeFazio) – Funding for Aviation Screeners and Threat Elimination Restoration Act**

### **Background/Summary**

H.R. 2514 would ensure that revenues collected from passengers as aviation security fees are used to help finance the costs of aviation security screening by repealing a requirement that a portion of these fees be deposited in the federal government’s general fund.

### **Anticipated Impact/Discussion**

Enactment of this legislation would ensure that aviation security fees are used for their stated purpose, and help to ensure that funding is available to provide an adequate level of screening at the nation’s airports.

**Status:** 5/18/17 – Introduced and referred to House Committee on Homeland Security

**Position:** Support (1/4/18)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **H.R. 2800 (DeFazio) – Aviation Funding Stability Act**

#### **Background/Summary**

This legislation would take the Airport and Airway Trust Fund off budget in an effort to protect Trust Fund revenue from sequestration and potential budget cuts. This bill would also require the Federal Aviation Administration (FAA) to develop a streamlined procurement system for the acquisition of NextGen technology and update its personnel management system. In addition, H.R. 2800 would elevate the role of the Management Advisory Council and authorize funds to rebuild and modernize U.S. air traffic control facilities.

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

Enactment of H.R. 2800 might benefit the Airport Authority by insulating the Airport and Airway Trust fund from potential reductions in funding for FAA-related operations. In addition, this legislation could expedite the modernization of the national air traffic control system.

**Status:** 6/7/17 – Introduced and Referred to House Committees on Transportation and Infrastructure, Armed Services, the Budget, and Appropriations

**Position:** Watch (7/6/17)

## **Legislation/Topic**

### **H.R. 2997 (Shuster) – 21st Century Aviation Innovation, Reform, & Reauthorization Act**

#### **Background/Summary**

This legislation would authorize Federal Aviation Administration (FAA) operations and related programs for the next six years. Specifically, this bill would:

- Transfer air traffic control functions from the FAA to a new not-for-profit corporation
- Include one airport representative to serve on the 13-member board of directors for the new ATC corporation
- Increase annual Airport Improvement Program (AIP) funding to a level of \$3.8 billion in Fiscal Year 2023
- Retain the current \$4.50 Passenger Facility Charge (PFC) cap
- Streamline and expedite the PFC reporting and review process
- Eliminate the PFC significant contribution test for large and medium hub airports

\*Shaded text represents new or updated legislative information

### **Anticipated Impact/Discussion**

Although San Diego International Airport (SDIA) might potentially benefit from the AIP increases included in H.R. 2997, this bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000. As a result, this legislation would essentially maintain the status quo for the financing of airport infrastructure projects instead of providing new funding opportunities for SDIA improvement projects. In addition, this bill does not include any provision that could position SDIA to compete for nonstop service to Ronald Reagan Washington National Airport.

**Status:** 6/27/17 – Approved by House Transportation and Infrastructure Committee on a vote of 32 to 25

**Position:** Oppose Unless Amended (7/6/17)

### **Legislation/Topic**

**H.R. 4559 (Estes) – Global Aviation System Security Reform Act**

### **Background/Summary**

This legislation would require that the Transportation Security Administration (TSA) undertake several actions, including the following:

- Conduct a coordinated global aviation security review within 90 days to address ways to improve aviation security standards across the globe, including cybersecurity threats
- Establish best practices based on this review and report to Congress on the actions that the TSA Administrator has taken to implement these practices

### **Anticipated Impact/Discussion**

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

**Status:** 1/9/18 – Approved by the House on a voice vote  
9/12/18 – Approved by the Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (2/1/18)

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**H.R. 4561 (Bilirakis) – Security Assessment Feasibility for Equipment Testing and Evaluation of Capabilities for Our Homeland Act**

**Background/Summary**

This legislation would authorize third-party testing of transportation security screening technology and ensure that third-party entities do not have a financial stake in vendor technology being tested. The bill would also require that any entity providing third-party testing be owned and controlled by U.S. citizens and require Transportation Security Administration to establish a coordinated program for detection testing within a year.

**Anticipated Impact/Discussion**

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

**Status:** 1/9/18 – Approved by the House of Representatives on a voice vote and Referred to Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (2/1/18)

**Legislation/Topic**

**H.R. 4577 (Rogers) – Domestic Explosives Detection Canine Capability Building Act**

**Background/Summary**

H.R. 4577 would establish a working group to determine ways to develop a domestic canine breeding network to procure high-quality explosive detection canines. This bill would also require that the Transportation Security Administration consult with other federal relevant agencies, including Customs and Border Protection and the Secret Service, in developing its canine program.

**Anticipated Impact/Discussion**

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

**Status:** 1/9/18 – Approved by the House on a voice vote and referred to Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (2/1/18)

\*Shaded text represents new or updated legislative information

### **Legislation/Topic**

#### **H.R. 4581 (Fitzpatrick) – Screening and Vetting Passenger Exchange Act**

### **Background/Summary**

This legislation would require the Secretary of the Department of Homeland Security to develop best practices for utilizing advanced passenger information and passenger name record data for counterterrorism screening and vetting operations.

### **Anticipated Impact/Discussion**

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

**Status:** 1/9/18 – Approved by the House on a vote of 415 to 1  
9/4/18 – Approved by Senate Committee on Homeland Security and Governmental Affairs

**Position:** Watch (2/1/18)

### **Legislation/Topic**

#### **H.R. 4627 (Donovan) – Shielding Public Spaces from Vehicular Terrorism Act**

### **Background/Summary**

H.R. 4627 would amend the Homeland Security Act of 2002 to authorize expenditures to combat emerging terrorist threats, including vehicular attacks. The bill expands eligibility of Department on Homeland Security grants through the Urban Area Security Initiative and the State Homeland Security Grant Program to include “addressing security vulnerabilities of public spaces, including through the installation of bollards and other target hardening activities.”

### **Anticipated Impact/Discussion**

Although this bill is not expected to directly impact operations at San Diego International Airport, it will be monitored closely for any potential grant funding opportunities.

**Status:** 6/19/18 – Approved by House Committee on Homeland Security on a voice vote and referred to Senate Committee on Homeland Security and Governmental Affairs

**Position:** Watch (7/12/18)

\*Shaded text represents new or updated legislative information

### **Legislation/Topic**

#### **H.R. 4737 (Wasserman-Schultz) – Airport Advanced Logistics, Emergency Response and Training (Airport ALERT) Act**

### **Background/Summary**

This legislation would require all Category X airports to establish integrated Airport Operations Centers. It would also require airports to include security and emergency preparedness training requirements in their Airport Security Plan (ASP), including mass evacuation plans, risk communication plans, continuity of operations plans and airport family assistance and customer care plans.

### **Anticipated Impact/Discussion**

As San Diego International Airport (SDIA) is currently classified as a Category 1 airport, the requirement in H.R. 4737 for Category X airports to have an integrated and unified operations center would not currently apply to SDIA. Additionally, although this legislation does not provide adequate details concerning the specific mandates in the bill, H.R. 4737 is expected to require the Airport Authority to undertake several unfunded actions that would be duplicative of security-related activities currently conducted by Authority staff. Authority staff will work with airport advocacy associations who plan to discuss their concerns with this bill with the author in an effort to improve this legislation.

**Status:** 1/8/18 – Introduced and Referred to House Committee on Homeland Security

**Position:** Watch (2/1/18)

### **Legislation/Topic**

#### **H.R. 5003 (Hultgren) – Amend the Internal Revenue Code of 1986 to Reinstate Advance Refunding Bonds**

### **Background/Summary**

The Tax Cuts and Jobs Act (H.R. 1), signed into law in 2017, eliminated advance refunding of bonds. H.R. 5003 would amend the Internal Revenue Code of 1986 to reinstate advance refunding of bonds, restoring the flexibility for the management of municipal debt that may assist state and local governments finance infrastructure projects.

### **Anticipated Impact/Discussion**

Although it is unclear at this time if the Airport Authority will advance refund bonds in the future, this bill might benefit the Airport Authority by providing the flexibility to advance refund bonds if necessary, depending on future financial market conditions.

\*Shaded text represents new or updated legislative information

**Status:** 2/13/18 – Introduced and Referred to House Committee on Ways and Means

**Position:** Watch (4/5/18)

**Legislation/Topic**

**H.R. 6265 (Katko) – PreCheck is PreCheck Act of 2018**

**Background/Summary**

This legislation would limit the Transportation Security Administration's (TSA) use of PreCheck lanes to only those travelers who are enrolled in PreCheck or other Department of Homeland Security (DHS) Trusted Traveler programs within one year of enactment of this Act. This legislation would require TSA to develop modified risk screening protocols for lanes other than designated PreCheck lanes for use by low-risk passengers and would require TSA to develop and implement a long-term strategy to increase enrollment in PreCheck to expand the total population of trusted travelers.

**Anticipated Impact/Discussion**

Although this bill is not expected to impact operations at San Diego International Airport, it will be monitored closely for any potential impact to TSA screening protocols including PreCheck or other Trusted Traveler programs.

**Status:** 9/4/18 – Approved by House on a voice vote and Referred to the Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (9/13/18)

**Legislation/Topic**

**H.R. 6461 (Coleman) – TSA National Deployment Force Act**

**Background/Summary**

This legislation would establish within the Transportation Security Administration (TSA) a national deployment force, authorizing the use of this new workforce to provide rapid and efficient response to augment homeland security operations:

- When airports need temporary personnel due to an emergency, seasonal demands, hiring shortfalls, severe weather conditions, passenger volume mitigation, equipment support or other reasons
- When special events require additional security occur
- In response to the aftermath of a manmade disaster, including a terrorist attack
- When other such situations arise

\*Shaded text represents new or updated legislative information

### **Anticipated Impact/Discussion**

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

**Status:** 9/4/18 – Approved by House on a voice vote and Referred to Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (9/13/18)

### **New Senate Bills**

There are no new Senate bills to report.

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

#### **Legislation/Topic**

**S. 271 (Fischer) – Build USA Infrastructure Act**

#### **Background/Summary**

S. 271, the “Build USA Infrastructure Act” would divert \$21.4 billion annually in Customs and Border Protection (CBP) passenger and freight user fees to the Highway Trust Fund. This funding would be diverted for a five-year period, beginning October 1, 2020.

### **Anticipated Impact/Discussion**

Airports Council International – North America (ACI-NA) strongly opposes this bill. User fees should be applied for their intended use, not diverted to subsidize other programs, especially as CBP continues to face significant staffing shortfalls and technological challenges. As San Diego International Airport continues to expand international air service, this bill could have a negative impact on CBP’s ability to effectively process international passengers.

**Status:** 2/1/17 – Introduced and Referred to Senate Committee on Homeland Security and Governmental Affairs

**Position:** Oppose (3/2/17)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **S. 1405 (Thune) – Federal Aviation Administration Reauthorization Act of 2017**

#### **Background/Summary**

This legislation would authorize FAA operations and related programs for the next four years. Specifically, this bill would:

- Increase annual Airport Improvement Program (AIP) funding to a level of \$3.75 billion in Fiscal Years 2019-2021
- Retain the current \$4.50 Passenger Facility Charge (PFC) cap
- Streamline and expedite the PFC reporting and review process
- Eliminate the PFC significant contribution test for large and medium hub airports
- Require the Department of Transportation to hire an independent organization to conduct a study on upgrading and restoring the nation's airport infrastructure

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

Although San Diego International Airport (SDIA) might potentially benefit from the AIP increases included in S. 1405, this bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000. As a result, this legislation would essentially maintain the status quo for the financing of airport infrastructure projects instead of providing new funding opportunities for SDIA improvement projects. In addition, this bill does not include any provision that could position SDIA to compete for nonstop service to Ronald Reagan Washington National Airport.

**Status:** 6/29/17 – Approved by Senate Committee on Commerce, Science and Transportation on a voice vote

**Position:** Oppose Unless Amended (7/6/17)

## **Legislation/Topic**

### **S. 1733 (Van Hollen) – Customers Not Cargo Act**

#### **Background/Summary**

This proposed legislation would prohibit airlines from forcibly removing passengers after they have already boarded the plane due to overbooking or airline staff seeking to fly as passengers. It would also require the establishment of standards to resolve oversales once an aircraft has been boarded.

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

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

\*Shaded text represents new or updated legislative information

**Status:** 4/12/17 – Introduced and Referred to Senate Committee on Commerce, Science and Transportation

**Position:** Watch (5/4/17)

**Legislation/Topic**

**S. 1757 (Cornyn) – Building America’s Trust Act**

**Background/Summary**

S. 1757 would authorize approximately \$15 billion over four years for border security and enforcement activities. Specific actions include:

- Requires the deployment of multi-layered tactical infrastructure across the southern U.S. border which, at the Secretary of DHS’s discretion, could include a wall system, fencing, levees, technology, or other physical barriers
- Increases the number of Border Patrol agents, Customs and Border Protection (CBP) Officers at ports, agricultural inspectors, Immigration and Customs Enforcement officers, immigration judges and federal prosecutors
- Streamline the CBP hiring process for military veterans and law enforcement personnel
- Requires CBP to deploy a biometric entry system at fifteen U.S. airports within 18 months and at all U.S. airports within five years

**Anticipated Impact/Discussion**

While several provisions in S. 1757 could provide additional CBP staffing resources at CBP’s San Diego port, some elements of this bill may be considered by community leaders to be a deterrent to the cross-border trade and tourism that currently benefits the regional economy.

**Status:** 8/3/17 – Introduced in the Senate

**Position:** Watch (9/7/17)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **S. 1872 (Thune) – TSA Modernization Act**

#### **Background/Summary**

This legislation would reauthorize Transportation Security Administration (TSA) programs for three years. The bill includes several provisions that would benefit airports, including \$55 million in additional funding for the law enforcement officer (LEO) reimbursement program and continued funding that would allow TSA officers to continue to staff airport exit lanes instead of shifting that responsibility to airports as proposed by the Trump administration. The bill would also establish a five-year term for the TSA Administrator, similar to the FAA Administrator's term and requires TSA to significantly expand the PreCheck program.

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

Enactment of this legislation would ensure the availability of federal funding for several programs of importance to SDIA while enhancing the development and acquisition of new security technologies which could be incorporated into the SDIA security process.

**Status:** 6/6/18 – Approved by Senate Committee on Commerce, Science and Transportation

**Position:** Support (11/2/17)

## **Legislation/Topic**

### **S. 2314 (McCaskill) – The Border and Port Security Act**

#### **Background/Summary**

This bill would require the Commissioner of Customs and Border Protection (CBP) to hire, train, and assign at least 500 new CBP officers annually until the number of CBP officers equals the number of CBP officers needed under the CBP's Workload Staffing Model.

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

If enacted, this bill could potentially result in additional CBP officers at San Diego International Airport depending on the allocation of the additional CBP officers that would be hired pursuant to this bill. California Senator Kamala Harris is a cosponsor of S. 2314.

**Status:** 1/10/18 – Introduced and Referred to Senate Committee on Homeland Security and Governmental Affairs

**Position:** Support (2/1/18)

\*Shaded text represents new or updated legislative information

### **Legislation/Topic**

#### **S. 2422 (Warren) – Study on the Health Impacts of Air Traffic Noise and Pollution**

### **Background/Summary**

S. 2422 would require the Administrator of the Federal Aviation Administration to enter into an arrangement with the Health and Medicine Division of the National Academies of Sciences, Engineering, and Medicine to convene a committee of experts in health and environmental science to examine the various health impacts of air traffic noise and pollution.

### **Anticipated Impact/Discussion**

Although this bill is not expected to directly impact operations at San Diego International Airport, the information collected by the study may be useful in helping the Airport Authority describe any potential health or impacts of air traffic noise and pollution.

**Status:** 2/13/18 – Introduced and Referred to Senate Committee on Science, Commerce and Transportation

**Position:** Watch (4/5/18)

### **Legislation/Topic**

#### **S. 2836 (Johnson) – Preventing Emerging Threats Act of 2018**

### **Background/Summary**

The goal of S. 2836 is to assist the Department of Homeland Security in preventing emerging threats from unmanned aircraft systems (UAS) and vehicles. Specifically, this bill:

- Gives the Department of Homeland Security (DHS) and the Department of Justice the authority they need to protect important buildings and assets when there is a security risk posed by a UAS
- Directs DHS to perform research and testing of technology
- Requires DHS to conduct several assessments to evaluate emerging threats that drones may pose to state or private critical infrastructures and domestic large hub airports as well as emerging threats of vehicles “vehicular terrorism” when used to inflict violence and intimidation on individuals
- Includes a 5-year sunset provision

### **Anticipated Impact/Discussion**

This bill could benefit the San Diego International Airport (SDIA) by providing law enforcement officials with additional enforcement tools to deter unsafe UAS operations near SDIA.

\*Shaded text represents new or updated legislative information

**Status:** 6/13/18 – Approved by Senate Committee on Homeland Security and Governmental Affairs

**Position:** Watch (7/12/18)

**Legislation/Topic**

**S. 2859 (Peters) – Secure Airport Public Spaces Act of 2018**

**Background/Summary**

S. 2859 would add a provision to allow for the use of passenger facility charge (PFC) revenue to enhance security at airports including projects for the construction, repair, or improvement of facilities at an airport, or for the acquisition or installation of equipment at an airport directly and substantially related to the movement of passengers and baggage in air transportation. The bill would also make projects for the installation of security cameras eligible for the Airport Improvement Program (AIP).

**Anticipated Impact/Discussion**

This bill could benefit the San Diego International Airport by increasing eligibility for the use of PFCs or AIP grants for security related projects, although, this bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000.

**Status:** 5/16/18 – Introduced in the Senate and Referred to Senate Committee on Commerce, Science, and Transportation

**Position:** Watch (7/12/18)

\*Shaded text represents new or updated legislative information

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

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

#### **Recommendation:**

Adopt Resolution No. 2018-0105, 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 20-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 – 7) 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;
- (6) the campuses of the University of California and the California State Universities in the region; and
- (7) organized labor

(Seats 8 – 15) 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.

- (8) San Diego Regional Economic Development Corporation
- (9) Rotation among:
  - a. San Diego North Economic Development Council
  - b. East County Economic Development Council
  - c. South County Economic Development Council
- (10) San Diego Regional Chamber of Commerce
- (11) Rotation among:
  - a. Cleantech San Diego
  - b. Biocom
  - c. CONNECT
- (12) Metropolitan Transit System
- (13) North County Transit District

(14) San Diego County Taxpayers Association

(15) San Diego Tourism Authority

(Seat 16) The Deputy Trustee of the San Diego and Imperial Counties Labor Council or his/her designee may nominate one individual to serve in this seat.

(Seat 17) The District Director of the California Department of Transportation for the San Diego Region or his/her designee serves in this seat.

(Seat 18) The representative of the United States Department of Defense currently serving on the Board or his/her designee serves in this seat.

(Seats 19 – 20) 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 eight (8) Advisory Committee members expire on October 7, 2018.

Nominations have been received for each of the eight (8) seats with terms commencing on October 8, 2018. Under Policy 1.21, terms of Advisory Committee appointments are two years. The name and biographical information of each nominee, each category represented by a 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, 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/Fort Worth International Airport. He also served as the first ever Director General of Airports Council International (ACI) World from 1991 – 1997 in Geneva, Switzerland. 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 ACI – 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: Kimberly J. Becker, President/CEO, San Diego County Regional Airport Authority)

Seat 8: NIKIA CLARKE (reappointment) – Dr. Nikia Clarke is Vice President of San Diego Regional Economic Development Corporation (EDC), and Executive Director of World Trade Center San Diego (WTCSD), an EDC affiliate. She oversees the economic development, research, and global engagement priorities of the organization. Dr. Clarke serves on the National Investment Advisory Council, a collection of senior leaders that advises the administration on FDI policy and strategy, and is founder and former Director

of OUCAN, an international network of emerging market industry leaders, policy makers and researchers. She also serves on the Board of the International Business program at San Diego State University, and the San Diego Innovation Council. She holds a Bachelor of Arts degree from Loyola Marymount University, a Master of Philosophy from Cambridge University, and a PhD from Oxford University. (Category: Regional Economic Development; Nominated by: Mark Cafferty, President and CEO, San Diego Economic Development Corporation)

Seat 10: JAYMIE BRADFORD (appointment) – Jaymie Bradford leads the San Diego Regional Chamber of Commerce’s strategy and vision as the Executive Vice President and Chief Operating Officer. She oversees the Chamber’s day-to-day operations, directs public policy initiatives, and develops and implements long-term goals and strategies to ensure the organization is meeting its goal of making San Diego the most business friendly region in California. Ms. Bradford joined the Chamber team in 2016 as Vice President of Public Policy and Economic Research. Prior to joining the Chamber, she worked in San Diego Mayor Kevin Faulconer’s office as Deputy Chief of Staff and Chief of Policy, where she managed a team that handled intergovernmental and binational affairs, water, environmental and land use policy for the city. Ms. Bradford also served in a similar capacity for Interim Mayor Todd Gloria. She was Director of Intergovernmental Relations during Jerry Sanders’ tenure as Mayor of San Diego and worked in policy and public affairs for the City of San Diego for a decade. She was appointed to the Convention Center Board of Directors in 2017 and was voted by her fellow board members to serve as Chair in 2020. Ms. Bradford earned her degree in Political Science at University of California, San Diego. (Category: Business, Including the Technology Sector of the Economy; Nominated by: Jerry Sanders, President/CEO, San Diego Regional Chamber of Commerce)

Seat 12: BILL SANDKE (reappointment) – Councilmember Sandke was elected to the Coronado City Council in 2014 after serving the city as a Planning Commissioner. His current appointments include Metropolitan Transit System (MTS) Board and MTS Safety Advisory Committee. He is currently Vice Chair of the San Diego Association of Governments (SANDAG) Transportation Committee and also serves on the SANDAG Shoreline Preservation Working Group and SANDAG Borders Committee. Councilmember Sandke is a 1986 graduate of the University of California, Los Angeles, completing his Bachelor of Arts degree in Political Science with an emphasis in Public Administration. He has owned Crown City Photography since 1989 and is currently the Resident Photographer at the world famous Hotel del Coronado. His community involvement has included board service with Coronado Main Street, the Coronado Visitors Bureau Board, Christ Episcopal Church, Coronado Schools Foundation and the Coronado Residential Association. In addition, Councilmember Sandke held leadership positions with the Coronado Rotary Club in 2006 and Coronado Yacht Club in 2017. He is a 2010 LEAD San Diego graduate, a proud member of the San Diego Public Leadership Institute class of 2014, and a Federal Aviation Administration rated private pilot. (Category: Local Public Transit Authorities; Nominated by: Paul Jablonski, Chief Executive Officer, Metropolitan Transit System)

Seat 13: SETH CUTTER (reappointment) – Seth Cutter serves as a Senior Transportation Planner and Branch Chief for the Multimodal Programs Branch of the California Department of Transportation (Caltrans) District 11. He oversees Regional Planning efforts, including transit, active transportation grant management activities, and airport issues. Mr. Cutter has been with Caltrans Planning for over 11 years and

possesses a wide knowledge-base of the Planning Division. He earned a Bachelor of Arts degree in Urban Studies and Planning from the University of California, San Diego and a Master of Science degree in Transportation Management from San Jose State University's Mineta Transportation Institute. Mr. Cutter has contributed to an array of local, regional, and state projects, including the I-5 North Coast Corridor, the Mid-Coast Light Rail Project, and the recently opened SR-15 Commuter Bikeway, as well as the development of the 2017 California State Bike and Pedestrian Plan. (Category: California Department of Transportation; Nominated by: Cory Binns, District 11 Director, Caltrans)

Seat 14: HANEY HONG (reappointment) – Haney Hong is a Reserve Naval officer, business owner, student of citizenship and is President and CEO of the San Diego County Taxpayers Association. He is focused on robust citizenship engagement and firmly believes that such engagement is the first line of defense against internal and external threats to a healthy democratic society. Mr. Hong is a graduate of Stanford and Harvard Universities and sits on several nonprofit and government boards on the East and West Coasts. He teaches at Point Loma Nazarene University, the United States Naval War College, and the University of California, San Diego. (Category: Other Groups and Residents of San Diego County; Nominated by: Haney Hong, President/CEO, San Diego County Taxpayers Association)

Seat 15: BRIAN HILEMON (appointment) – Brian Hilemon is a 12-year veteran of the San Diego Tourism Authority. In his role as Director of Marketing Partnerships, he is responsible for all private source revenue generation, sponsorship, partnership, and advertising sales. Mr. Hilemon serves on the boards of the San Diego Bowl Association (Committee Chair), California Restaurant Association – San Diego Chapter, the Metropolitan Transit System (MTS) Taxicab Advisory Committee, and is a Past President of SDX (formerly, San Diego Ad Club). (Category: Other Groups and Residents of San Diego County; Nominated by: Joe Terzi, President/CEO, San Diego Tourism Authority)

Seat 18: 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 Charles B. Dockery, Commanding Officer, Marine Corps Air Station (MCAS) Miramar)

Staff recommends that the board appoint each of the individuals listed above to the Authority Advisory Committee.

**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. 2018-0105

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 Authority Board 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, 2018, and nominations for the appointments and reappointments to those seats were received; and

WHEREAS, Authority 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 highlighted 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**ATTACHMENT A**

<b>San Diego County Regional Airport Authority</b>			Approved Res. No.
<b>ADVISORY COMMITTEE MEMBERS</b>			
<b>Name</b>	<b>Seat</b>	<b>Appointed</b>	<b>Term Ends</b>
<b>AIRPORT MANAGEMENT</b>			
Oris Dunham	1	10/08/18	10/07/20
<b>PASSENGER AND FREIGHT AIR TRANSPORTATION OPERATIONS AND ECONOMICS</b>			
Jim Panknin	2	10/08/17	10/07/19
<b>GENERAL AVIATION</b>			
Roger Griffiths	3	05/03/18	10/07/19
<b>THE NATURAL ENVIRONMENT</b>			
Emily Young	4	10/08/17	10/07/19
<b>LOCAL GOVERNMENT</b>			
Deanna Spohn	5	10/08/17	10/07/19
<b>THE CAMPUSES OF THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITIES</b>			
Gina Jacobs	6	10/08/17	10/07/19
<b>ORGANIZED LABOR</b>			
Brigette Browning	7	07/12/18	10/07/19
<b>REGIONAL ECONOMIC DEVELOPMENT</b>			
Nikia Clarke	8	10/08/18	10/07/20
Erik Bruvold	9	02/01/18	10/07/19
<b>BUSINESS, INCLUDING THE TECHNOLOGY SECTOR OF THE ECONOMY</b>			
Jaymie Bradford	10	10/08/18	10/07/20
Jason Anderson	11	10/08/17	10/07/19
<b>LOCAL PUBLIC TRANSIT AUTHORITIES</b>			
Bill Sandke	12	10/08/18	10/07/20
Kristina Svensk	13	05/03/18	10/07/19
<b>SAN DIEGO COUNTY TAXPAYERS ASSOCIATION</b>			
Haney Hong	14	10/08/18	10/07/20
<b>SAN DIEGO TOURISM AUTHORITY</b>			
Brian Hilemon	15	10/08/18	10/07/20
<b>SAN DIEGO AND IMPERIAL COUNTIES LABOR COUNCIL</b>			
Keith Maddox	16	07/12/18	10/07/19
<b>THE DEPARTMENT OF TRANSPORTATION</b>			
Seth Cutter	17	10/08/18	10/07/20
<b>THE UNITED STATES DEPARTMENT OF DEFENSE</b>			
Col. Carl Huenefeld II (Ret.)	18	10/08/18	10/07/20
<b>MEMBERS OF THE GENERAL PUBLIC SAN DIEGO COUNTY</b>			
Frederick Ladts	19	10/08/17	10/07/19
Robert Orr, M.D.	20	10/08/17	10/07/19

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Approve Amendments to Authority Codes and Policies**

### **Recommendation:**

Adopt Resolution No. 2018-0106, amending Authority Codes and Policies.

### **Background/Justification:**

The Authority Codes and Policies were initially adopted by the Interim Authority Board on September 20, 2002. Since 2003, the year the San Diego County Regional Airport Authority ("Authority") was formed and began operating San Diego International Airport ("Airport") and acting as the Airport Land Use Commission, there has not been a comprehensive and thorough review of the Authority's Codes and Policies.

Staff initiated a review of the codes and policies in order to ensure that they reflect the current operations of the Airport and Authority, and are accurate and consistent with applicable Federal, State and local laws and regulations. Amending the codes will also provide alignment with Airport Rules and Regulations.

In order to perform a thorough review, departments and stakeholders responsible for compliance with the requirements of individual codes and policies conducted a thorough review and recommended revisions, an Executive Project Team consisting of Two Vice Presidents was created to review all proposed amendments and the General Counsel's Office reviewed all proposed amendments.

The codes and policy amendments presented for approval with this staff report contain administrative and grammar changes. Staff will present those codes and policies requiring more extensive review with substantial changes to the Board at a future meeting.

### **Fiscal Impact:**

The is no fiscal impact associated with the requested action.

### **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, BOARD SERVICES/AUTHORITY CLERK

RESOLUTION NO. 2018-0106

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, AMENDING AUTHORITY CODES  
AND POLICIES

WHEREAS, the Authority Codes and Policies were initially adopted by the Interim Authority Board of Directors on September 20, 2002; and

WHEREAS, there has not been a comprehensive review of the codes and policies since the Authority was created; and

WHEREAS, since the creation of the Authority, best practices require a comprehensive and thorough review in order to ensure that the Codes and Policies reflect current operations of the Airport and the Authority; and

WHEREAS, the proposed amendments included in Attachment A are administrative in nature.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to the Authority Codes and Policies as outlined in 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") (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 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

# CODES

# **ARTICLE 1**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 1 - ADMINISTRATION AND GOVERNANCE

PART 1.0 - CONSTRUCTION

SECTION 1.04 - EFFECT OF HEADING

---

(a) Headings contained herein in this Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any article, part or section hereof.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**CODES**

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**
  - PART 1.0 - AUTHORITY AND ENFORCEMENT**
  - SECTION 1.10 - DELEGATION OF AUTHORITY**
- 

(a) Whenever a power is granted to, or a duty is imposed upon the ~~Executive Director of the San Diego County Regional Airport Authority or his or her designee (the “Executive Director”)~~ ~~“the “President/CEO”~~ by the provisions of this Code, such power or duty may be exercised or performed by an assistant or such person as the ~~Executive Director~~ President/CEO may designate.

Cross References: Authority Policy 1.40 – Power of President/CEO. Pub. Util. Code §170013(b); §170026 (b)

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

**ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**

**PART 1.1 - AUTHORITY AND ENFORCEMENT**

**SECTION 1.12 - POLICE AUTHORITY**

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(a) Nothing in this Code shall be construed to limit the jurisdiction of the police departments of ~~within the County of San Diego, or the Port, or [A] the cities [RT2]~~ within the jurisdiction of the San Diego County Regional Airport Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**  
**PART 1.1 - AUTHORITY AND ENFORCEMENT**  
**SECTION 1.11 - REFERENCES TO ACTS OR OMISSIONS WITHIN THE AUTHORITY**
- 

(a) This Code shall refer only to the omission or commission of acts within the jurisdiction of the ~~San Diego County Regional Airport~~ Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**  
**PART 1.1 - AUTHORITY AND ENFORCEMENT**  
**SECTION 1.14 - SERVICE AND PROOF OF NOTICES**
- 

(a) Whenever a notice is required to be given under this Code, unless different provisions herein are otherwise specifically made, such notice may be given either by personal delivery thereof to the person to be notified or by deposit with the United States Postal Service in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the name appears in the public records or other records pertaining to the matter to which such notice is directed. ~~ServiceNoticeService~~ by mail shall be deemed to have been completed ~~at five days after~~ the time of deposit with the United States Postal Service. ~~ServiceNoticeService~~ by personal delivery shall be deemed to have been completed on the day of personal ~~deliveryservice~~.

(b) Proof of giving any notice may be made by the certificate of any officer or employee of the ~~San Diego County Regional Airport~~ Authority or by affidavit of any person over the age of 18 years, which shows service in conformity with this Code or other provisions of law applicable to the subject matter concerned.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

**ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**

**PART 1.1 - AUTHORITY AND ENFORCEMENT**

**SECTION 1.15 - VALIDITY OF CODE**

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(a) If any section, subsection, sentence, clause, phrase or portion of this Code is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions of this Code. The Board ~~of Directors of the San Diego County Regional Airport Authority~~ hereby declares that it would have adopted this Code and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# **ARTICLE 2**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 2 - ETHICS  
PART 2.0 - ETHICS AND CONDUCT  
SECTION 2.03 - **BOARD** NON-INTERFERENCE WITH ADMINISTRATION
- 

(a) Except for the purpose of inquiry into the affairs of the Authority and the conduct of any Authority department or office, the Board and its members shall deal with Authority employees who are subject to the direction and supervision of the ~~Executive Director~~ President/CEO or his or her designee (the "Executive Director") solely through the ~~Executive Director~~ President/CEO. Neither the Board nor its members shall: (1) give or attempt to give orders to any Authority officer or employee either publicly or privately; (2) attempt to coerce or influence the ~~Executive Director~~ President/CEO or any Authority officer or employee with respect to any contract ~~or~~ purchase of supplies, or any other administrative action; or (3) in any manner direct or request the appointment of any person to, or his removal from, office ~~or Authority position~~ by the ~~Executive Director~~ President/CEO or his or her subordinates.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[~~Supereeded by~~ Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 2 - ETHICS

PART 2.0 - ETHICS AND CONDUCT

SECTION 2.04 - NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

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(a) No Board member or ~~e~~Employee ~~of the Authority~~ shall disclose any confidential information concerning the properties and airports under the jurisdiction of the Authority, personnel or affairs of the Authority, except as specifically required by law, as evidenced by a final order of a court of competent jurisdiction. This prohibition on disclosure of confidential information shall remain in effect in perpetuity after leaving Authority service. Disclosure to a law enforcement agency of confidential government information concerning conduct that may involve waste, fraud, corruption, criminal activity or a violation of this Ethics Code is not prohibited. For purposes of this Ethics Code, “**confidential**” shall mean information that is not subject to disclosure under the California Public Records Act, or is properly the subject of discussion in closed session pursuant to the Ralph M. Brown Act.

[[Adopted by](#) Resolution No. 2002-02 dated September 20, 2002.]

[[Supereeded by](#) Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 2 - ETHICS

PART 2.0 - ETHICS AND CONDUCT

SECTION 2.07 - MAINTENANCE OF POSITIVE WORK ENVIRONMENT

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(a) Board members and ~~e~~Employees of the Authority shall support the maintenance of a positive and constructive work place environment for each other and for citizens and businesses dealing with the Authority.

[[Adopted by](#) Resolution No. 2002-02 dated September 20, 2002.]  
[~~[Supereeded by](#) Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.~~]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 2 - ETHICS

PART 2.0 - ETHICS AND CONDUCT

SECTION 2.11 - USE OF AUTHORITY POSITION OR RESOURCES

---

(a) No Board member or ~~eEmployee of the Authority~~ shall use his or her position or prospective position, or the power or authority of his or her office or position, in any manner intended to induce or coerce any person to provide, directly or indirectly, anything of value that shall accrue to the private advantage, benefit or economic gain of the Board member or ~~eEmployee~~ or of any other person. As used in this section, the term “private advantage, benefit or economic gain” means any advantage, benefit or economic gain, distinct from that enjoyed by members of the public without regard to official status or not resulting naturally from lawful and proper performance of duties. A Board member or ~~eEmployee of the Authority~~ engages in a prohibited use of his or her official position or prospective position when he or she engages in activities other than in the lawful and proper performance of his or her Authority duties.

(b) No Board member or ~~eEmployee of the Authority~~ shall use public resources not available to the public in general, such as Authority staff time, equipment, supplies or facilities, for private gain or personal purposes.

(c) No Board member or ~~eEmployee of the Authority~~ shall appear on behalf of the private interests of third parties before the Board.

(d) No Board member or ~~eEmployee of the Authority~~ shall use any Authority resource, including, but not limited to, offices, telephones and computers, to advocate the election or defeat of any candidate, initiative or referendum, including raising funds therefor.

(e) No Board member or ~~eEmployee of the Authority~~ shall advocate the election or defeat of any candidate, initiative or referendum, including raising funds therefor, during hours for which he or she is paid by the Authority.

(f) No Board member or ~~eEmployee of the Authority~~ shall knowingly ask, directly or indirectly, any of the following for a political contribution or to do any political activity:

(1) Any Board member or ~~eEmployee of the Authority~~; and

(2) Anyone that the Board member or ~~E~~mployee knows or should know does business or intends to do business with the Authority or has done business with the Authority during the previous twelve (12) months.

(g) As used in this section, the term “advocate the election or defeat of any candidate, initiative or referendum, including raising funds therefor,” shall be broadly construed.

(h) Nothing in this section shall prohibit the use of Authority resources to provide information to the public regarding the possible effects of any ballot measure relating to Authority activities, operations or policies, provided that the information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the ballot measure.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 2 - ETHICS**  
**PART 2.0 - ETHICS AND CONDUCT**  
**SECTION 2.13 - REPRESENTATION OF OFFICIAL POSITIONS OF THE AUTHORITY**
- 

(a) Board members and ~~e~~Employees ~~of the Authority~~ shall represent the official policies or positions of the Authority to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Board members and ~~e~~Employees ~~of the Authority~~ shall explicitly state they do not represent the Board or the Authority, nor will they allow the inference that they do.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# ARTICLE 5

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 5 - CONTRACTING AND DEBARMENT  
PART 5.1 - DEBARMENT  
SECTION 5.10 - DEFINITIONS
- 

(a) For purposes of Sections 5.10 to 5.18 of this Code, certain words and phrases used herein are defined as follows:

(1) "**Affiliate**" means business entities, organizations or individuals who either directly or indirectly:

(A) control one another or have the power to control one another; or

(B) are controlled by a third party or are subject to control by a third party. "**Affiliates**" include chief executive officers and members of boards of directors or their equivalents.

~~(2) "Authority" means the San Diego County Regional Airport Authority.~~

(32) "**Bidder**" means any individual, organization, legal entity, company or affiliate responding to a bid for any project distributed by the Authority.

~~(4) "Board" means the Board of Directors of the Authority.~~

(35) "**Claim**" includes any request or demand for money, property or services made to any employee, officer or agency of the Authority.

(64) "**Contractor**" means ~~any third-party~~ an individual, legal entity, contractor, bidder, vendor or consultant that:

(A) directly or indirectly, ~~for example through an affiliate~~, submits an offers for or is awarded a contract, or reasonably may be expected to submit an offers for or be awarded, an Authority public works contract; or

(B) conducts business or reasonably may be expected to conduct business with the Authority as an agent or representative of another public works contractor.

(75) "**Debarment**" means action taken by the Board to exclude a Contractor, from contracting with the Authority for a reasonable, specified period of time.

~~(8) "Executive Director" means the Executive Director of the Authority or his or her designee.~~

(96) "**Hearing Officer**" is the individual appointed by the Authority to hear the information presented by the Contractor facing debarment.

(107) "**Knowing**" and "**Knowingly**" means that, with respect to information, a person ~~does any of the following:~~

- (A) has actual knowledge of the information;
- (B) acts in deliberate ignorance of the truth or falsity of the information; or
- (C) acts in reckless disregard of the truth or falsity of the information.

(118) "**Person**" includes any natural person affiliate, corporation, firm, association, organization, partnership, limited liability company, business or trust.

(9) "RFQ" means a Request for Qualifications which is a solicitation for a statement of qualifications which does not include costs.

(10) "RFP" means a Request for Proposals which is a solicitation for services which includes may or may not include costs.

(11) "RFB" means a Request for Bids which is a solicitation for bids which includes costs.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[~~Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.~~]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 5 - CONTRACTING AND DEBARMENT**  
**PART 5.1 - DEBARMENT**  
**SECTION 5.14 - GENERAL**
- 

(a) A Contractor's debarment shall be effective throughout all divisions of the Authority. Debarment prohibits ~~all of the Authority's employees~~ from entering into or executing contracts with a debarred Contractor. Debarred Contractors shall be placed on a list maintained by the ~~Authority~~ Clerk in accordance with Section 5.15 of this Code.

(b) Debarment constitutes debarment of all divisions or other organizational elements of the Contractor. The Authority may extend the debarment decision to include any ~~a~~Affiliate of the Contractor if the ~~a~~Affiliate is:

- (1) specifically named; and
- (2) given written notice of the proposed debarment and an opportunity to respond.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[~~Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.~~]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 5** - **CONTRACTING AND DEBARMENT**  
**PART 5.1** - **DEBARMENT**  
**SECTION 5.15** - **LIST OF DEBARRED CONTRACTORS**
- 

(a) The ~~Executive Director~~President/CEO of the Authority or his or her designee shall:

(1) Compile a current, consolidated list of all debarred Contractors; said list shall be maintained by the office of the ~~Authority's~~ Clerk;

(2) Periodically revise and distribute the list and issue supplements; and

(3) Establish procedures to provide for effective use of the list of debarred Contractors, to ensure that the Authority does not solicit offers from or award contracts to any entity on the list.

(b) The list of debarred Contractors shall indicate:

(1) The names and addresses of all debarred Contractors with cross references when more than one name is involved in a single action;

(2) The cause for the action; and

(3) The termination date for each listing.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 5 - CONTRACTING AND DEBARMENT

PART 5.1 - DEBARMENT

SECTION 5.17 - CONTINUATION OF EXISTING CONTRACTS

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(a) Immediately upon debarment, any existing contracts between the Authority and the Contractor ~~shall~~may be terminated.

(b) Notwithstanding the foregoing, the Authority's Board may continue any contract in existence at the time the Contractor is debarred upon advice from the Authority's ~~Executive Director~~President/CEO or his or her designee as to the effect of termination of the existing contract.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# ARTICLE 7

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 7 - SAFETY AND SECURITY**  
**PART 7.0 - REGULATION ~~OF AND~~ CONDUCT**  
**SECTION 7.01 - PERSONAL CONDUCT**
- 

(a) No Person shall be or become intoxicated or drunk, commit any disorderly, obscene or indecent act, commit any act of nuisance, commit any act of endangerment or any act that may or is likely to endanger Persons or ~~Authority Facilities<sup>[NCI]</sup> and airports under the jurisdiction of the Authority (“Facilities”)~~, nor conduct or engage in any form of gambling on such Facilities.

(b) No Person shall attempt entry to or enter upon the sterile, secured, restricted or limited access areas of the Facilities, or any Security Identification Display Area (“SIDA”) of the Facilities, except a Person in compliance with one or more of the following provisions:

(1) Such Person shall complete successfully all portions of the airline passenger pre-boarding inspection process to the satisfaction of the appropriate controlling authority and shall afterwards remain only in authorized locations maintained for passenger embarkation and debarkation, or

(2) Such Person shall be validly badged in accordance with applicable security regulations and shall be an authorized Authority tenant, employee or other authorized Person acting in compliance with all applicable policies, codes, rules, regulations, standards and instructions of the Authority, or

(3) Such Person shall be escorted by either an authorized Authority tenant, employee, or other authorized Persons who is validly badged in accordance with applicable security regulations and such Person and escort shall comply with all applicable policies, codes, rules, regulations, standards and instructions of the Authority.

(c) No Person, including those identified in subsection (b) above, shall introduce, or attempt to introduce, any object that may be used as a weapon to any area under the jurisdiction of the Authority unless acting in compliance with all applicable policies, codes, rules, regulations, standards and instructions of the Authority. Such objects include, but are not limited to, firearms, air rifles and pistols, edged weapons and tools, explosives or incendiaries, clubs or bludgeons, throwing stars, and imitations thereof.

(d) No Person shall willfully tamper, alter, move or otherwise affect any security device, CCTV camera, PIN pad coding box, electromagnetic locking device or other such device, or perimeter fence, gate, or gate tracking device.

(e) No ~~P~~erson shall willfully activate any security or emergency notification device or cause a security or emergency alarm, when no threat to security or emergency condition exists.

(f) No ~~P~~erson shall willfully interfere with or obstruct the duties of any duly authorized and appointed security personnel, ~~or~~ employee or representative of the Authority actively engaged in performing duties regarding the security or operation of the Facilities.

[Amended by Resolution No. 2015-0037 dated May 21, 2015.]  
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 7 - SAFETY AND SECURITY**  
**PART 7.0 - REGULATION OF CONDUCT**  
**SECTION 7.03 - SMOKING**
- 

(a) The following definitions shall apply to this section:

- (1) "Electronic Delivery System" means an electronic device, commonly consisting of a heating element, battery, and electric circuit, that can be used to deliver nicotine or any other substance and uses inhalation to simulate smoking. Electronic Delivery System includes, without limitation, any electronic cigar, cigarette, cigarillo, pipe, or hookah, or other similar product, regardless of name or descriptor.
- (2) "Tobacco Product" means any: (A) cigar, cigarette, smokeless tobacco, roll-your-own tobacco, liquid nicotine; or (B) other substance delivered by or through an Electronic Delivery System.
- (3) "Smoking" or "Smoke" means the burning of, carrying of, inhaling from, exhaling from, or the possession of a lighted cigar, lighted cigarette, lighted pipe, or any other matter or substance which contains nicotine, tobacco, or other matter. Smoking also includes the use of an Electronic Delivery System intended to emulate smoking, which permits a person to inhale a vapor, mist or aerosol that may or may not contain nicotine or a Tobacco Product.
- (4) "Use" means to consume by Smoking, burning, chewing, exhaling, heating, inhaling, vaping, or any other forms of ingestion or inhalation.

(b) Except in designated smoking areas, no ~~P~~person shall Smoke or Use any Tobacco Product or Electronic Delivery System at ~~the Authority Facilities and airports under the jurisdiction of the San Diego County Regional Airport Authority~~ or in violation of any federal, state, or local law.

[[Amended by](#) Resolution No. 2015-0026 dated April 23, 2015.]

[~~Superseded~~ [Adopted](#) by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 7 - SAFETY AND SECURITY**  
**PART 7.0 - REGULATION OF CONDUCT**  
**SECTION 7.12 - RIGHT-OF-WAY**
- 

- (a) No Person shall travel on any portion of ~~the Authority F~~facilities ~~and airports under the jurisdiction of the Authority~~ except upon the designated roads, sidewalks or other places provided for the particular class of traffic, nor occupy those roads and walks in such a manner that would hinder or obstruct their proper use.
- (1) No Person shall operate any wheeled vehicle in or on any portion of ~~the Authority F~~facilities principally designed for the movement of pedestrian traffic. Such areas include but are not limited to: sidewalks, walkways, and the interior of any building.
- (2) For the purposes of subsection (a) (1) above: a wheeled vehicle includes but is not limited to: unicycles, bicycles, tricycles, skateboards, roller skates, roller blades, wheeled footwear, and wheeled motor vehicles.
- (3) Subsection (a) (1) shall not apply to designated Authority representatives, law enforcement officers acting in the performance of their official duties, tenant employees acting in accordance with their respective lease provisions, or any passenger or member of the public needing a wheeled vehicle for mobility or medical reasons (e.g., stroller, wheelchair, or gurney).
- (b) No Person shall obstruct access to the use of any building, grounds, road, walkway, sidewalk, or other ~~Authority F~~facilities ~~located upon any facility or airport under the jurisdiction of the Authority~~.
- (c) No Person shall erect any table, chair, easel, mechanical device or structure, or place any object that would obstruct access or egress within or outside any terminal building, ~~facility or airport under the jurisdiction of the Authority~~ or Authority Facility, without the prior written authorization from ~~the Authority's~~ President/CEO or his or her designee.

[Amended by Resolution No. 2015-0038 dated May 21, 2015.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 7 - SAFETY AND SECURITY  
PART 7.0 - REGULATION OF CONDUCT  
SECTION 7.13 - LOST AND FOUND PROPERTY
- 

(a) Any Person finding a lost article in ~~the areas of the any Authority Ffacilitiesies~~ and or airports under the jurisdiction of the San Diego County Regional Airport Authority (“Authority”) shall, as soon as possible, surrender such property to:

- (1) the Lost and Found Facility operated by the Authority; ~~or~~
- (2) an Authority representative on duty at the Authority Ffacility ~~or airport at~~ which where the article was found; ~~or~~
- (3) a law enforcement officer on duty at the Authority Ffacility ~~or airport at~~ whichwhere the article was found; or
- (4) an appropriate employee of a tenant of the Authority Ffacility ~~or airport at~~ whichwhere the article was found.

(b) Unless otherwise agreed to by the Authority, any Person receiving a lost article from the finder, shall take custody and safeguard the article and take appropriate action to cause the article to be surrendered to the Lost and Found Facility operated by the Authority not later than the close of business on the day the Person received the article.

[Amended by Resolution No. 2010-0055 dated May 6, 2010.]  
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

- ARTICLE 7 - SAFETY AND SECURITY  
PART 7.2 - EMERGENCY MEASURES  
SECTION 7.20 - POWERS OF THE ~~EXECUTIVE DIRECTOR~~PRESIDENT/CHIEF  
EXECUTIVE OFFICERCEO
- 

(a) In the event of a disaster or emergency, the ~~Executive Director~~President/CEO or his or her designee (~~the “Executive Director”~~) of the ~~San Diego County Regional Airport Authority~~ (~~the “Authority”~~) may: (1) utilize city and county departments, law enforcement agencies, local medical resources and disaster preparedness groups for assistance; and (2) issue such directives and take such action as necessary to protect people, property and assets, and promote the safe operation of ~~the Authority facilities and airports under the jurisdiction of the Authority.~~

(b) The ~~Executive Director~~President/CEO, in the event of a disaster or emergency, may order all occupants to leave ~~the Authority facilities and airports under the jurisdiction of the Authority,~~ or portions thereof, and prevent access to such areas for such time as may be necessary to assure the safety of the public and employees.

(c) The ~~Executive Director~~President/CEO, in the event of a disaster or emergency, may close or restrict the use of all airport roadways ~~by~~ vehicular traffic in the interest of public safety.

(d) For purposes of this section, “disaster” or “emergency” includes, without limitation, the actual or threatened existence of conditions such as any hurricane, tornado, storm, high water, earthquake, landslide, mudslide, drought, fire, explosion, civil disturbance, war, terrorist attack and other catastrophe or threats that cause or may cause substantial damage or injury to persons or property within the Authority’s area of jurisdiction.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[~~Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.~~]

# **ARTICLE 9**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## CODES

ARTICLE 9 - SAN DIEGO INTERNATIONAL AIRPORT  
PART 9.23 - ~~GENERAL VEHICLE REGULATIONS LANDSIDE OPERATIONS~~  
SECTION 9.36 - LOADING AND UNLOADING OF VEHICLES

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(a) No person shall stop a vehicle for the purpose of loading, unloading, or any other purpose, ~~on the facilities and airports under the jurisdiction of the San Diego County Regional Airport Authority, including, without limitation, the San Diego International Airport Airport property,~~ other than in areas specifically designated for such use, and only in the manner prescribed by signs, markings, voice recordings, or other means provided.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# **POLICIES**

# ARTICLE 1

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 1** - **ADMINISTRATION AND GOVERNANCE**  
**PART 1.0** - **BOARD POWERS AND FUNCTIONS**  
**SECTION 1.01** - **ADOPTION OF POLICIES AND CODES**
- 

**PURPOSE:** To establish a policy for the adoption of the policies and codes of the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

(1) The Authority’s Board of Directors (~~the~~ “**Board**”) has determined that the adoption of the Authority’s policies and codes is critical for the safe, efficient and orderly operations of the facilities and airports under the Authority’s jurisdiction and is necessary to comply with the provisions of the Public Utility Code §170014(h).

(2) Accordingly, the Board shall adopt and approve:

(a) *Policies* that, among other things, address the Authority’s internal operations and governance; and

(b) *Codes* that, among other things, govern and regulate the conduct of persons, organizations and other third parties that use the facilities and airports under the Authority’s jurisdiction, including the San Diego International Airport.

(3) These policies and codes shall address, among other things, the following matters:

- Administration and governance;
- Ethics and conflicts of interest;
- Personnel;
- Finance and accounting;
- Purchasing, contracting and debarment;
- Facilities and airports and tenant management;
- Safety and security; and
- Operation, use and maintenance of the facilities and airports under the Authority’s jurisdiction, including the San Diego International Airport.

(4) The ~~Executive Director~~ President/CEO or his or her designee may develop guidelines and procedures for the appropriate dissemination and distribution of the policies and codes. Copies of the policies and codes will be distributed and disseminated to the Board and key members of the Authority’s staff. A copy of the policies and codes will be maintained in the office of the Authority’s Clerk.

**POLICY SECTION NO. 1.01**

(5) The Board periodically shall review the policies and codes for consistency with the Authority's operations and applicable federal, state and local laws. The policies and codes adopted and approved by the Board shall comply with and be subject to, all applicable federal, state and local laws. In the event of any inconsistency between the policies and codes and applicable federal, state and local laws, such laws shall govern.

[Amended by Resolution No. 2008-0029 dated March 6, 2008.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**  
**PART 1.0 - BOARD POWERS AND FUNCTIONS**  
**SECTION 1.02 - POWERS AND FUNCTIONS OF THE BOARD OF DIRECTORS**
- 

**PURPOSE:** To establish a policy describing the powers and functions of the Board of Directors (~~the~~ “**Board**”) of the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

- (1) The Board shall exercise its vested powers to govern the Authority in accordance with the San Diego County Regional Airport Authority Act (“Act”), §170000 *et seq.* of the California Public Utilities Code, as amended from time to time.
- (2) The Board shall make reasonable efforts to keep the public informed of the Authority’s operations.
- (3) The Board shall conduct its business as a body, at meetings duly called in accordance with the policies adopted and approved by the Board.
- (4) The Board shall establish and implement policies for the operation of the Authority which shall then be the responsibility of the Authority’s President/~~Chief Executive Officer~~ to enforce and carry out. [Cal. Pub. Util. Code §170013(b)]
- (5) All members of the Board shall exercise their independent judgment on behalf of the interests of the ~~Airport~~ Authority and the residents, property owners, and the public within San Diego County as a whole in furthering the purposes and intent of the Act. The members of the Board shall represent the interests of the public as a whole and not solely the interests of the local officials who appointed them to the Board. [Cal. Pub. Util. Code §170013(c)]
- (6) The Board may adopt rules and regulations for the administration, maintenance, operation and use of the Authority’s facilities and services. [Cal. Pub. Util. Code §170016(a)]

[Amended by Resolution No. 2008-0029 dated March 6, 2008.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**  
**PART 1.3 - BOARD AND COMMITTEE MEETINGS**  
**SECTION 1.30 - MEETINGS, AGENDAS AND VOTING OF THE BOARD OF DIRECTORS**

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**PURPOSE:** To establish a policy for conducting meetings of the Board of Directors (“**Board**”) of the San Diego County Regional Airport Authority (“**Authority**”).

**POLICY STATEMENT:**

- (1) Board meetings shall be conducted by the Chair of the Board (“**Chair**”) according to Robert’s Rules of Order.
- (2) Regular meetings shall be held at least once each month. The regular meeting dates, time and location shall be set annually by Board resolution. To the maximum extent practicable, meetings of the Board shall be held on either a Monday or Thursday. Before any meeting is changed, the members of the Executive Committee shall be notified. Notice of the meetings shall be provided to the media and public as required by law.
- (3) Special meetings may be called at any time by the Chair or by a majority of the Board, by delivering personally, by U.S. mail, by facsimile or by electronic mail, written notice to each member of the Board. A written notice also shall be given to news media as required by law and in accordance with any and all policies adopted by the Board. The notices required herein must be delivered at least 24 hours before the time of the meeting as specified in the notice. The notice shall state the business to be transacted and no other business shall be considered at the special meeting. Written notice need not be provided to any member who, at or prior to the time the meeting convenes, files with the Authority’s Clerk (“**Clerk**”) a written waiver of notice.
- (4) The Board shall adopt rules or bylaws for its proceedings. All meetings of the Board shall be open and public and all persons shall be permitted to attend any meeting, except for closed sessions held pursuant to applicable California public meeting law or otherwise permitted by law. Meetings of the Board are subject to the provisions of the Ralph M. Brown Act, Gov. Code §§54950 *et seq.* [P.U.C. §170010(a)(72) and §170014(a),(g)]
- (5) Closed Sessions. Closed sessions shall be held upon the order of the Chair or the affirmative vote of a majority of the Board members. Such closed sessions may be only for purposes permitted by the California public meeting law or otherwise permitted by law.
- (6) Quorum. A majority of the total voting membership of the Board shall constitute a quorum for the transaction of business. [P.U.C. §170014(b)-]

(7) Approval of Agendas. The agendas for all Board meetings shall be set and approved by either the Board or the Executive Committee. All agendas must be in compliance with the Ralph M. Brown Act.

(a) Normal Request for Agenda Item. Any Board Member or the President/Chief Executive Officer (“**President/CEO**”) may request an item be included on a forthcoming Board meeting agenda. The item shall be included on the agenda: (1) upon review by the Executive Committee, which may discuss and appropriately modify the requested agenda item, or (2) by direction of the Board at a prior meeting.

(b) Extraordinary Request for Agenda Item. During the interval after an Executive Committee’s last meeting and prior to the posting of the Board’s agenda for its next meeting, any Board Member or the President/CEO may request an item be added to the Board’s agenda (1) by requesting the President/CEO add the item, and (2) by submitting written notice of the request to the Executive Committee Members. The item shall be added where the President/CEO finds that good cause exists, the need for Board consideration was ascertained after the Executive Committee meeting, and Board action is necessary before the Board’s following month scheduled meeting.

(c) Request to Remove and Agenda Item. During the interval after the Executive Committee’s meeting and prior to the posting of the ALUC or Board agendas for its next meeting, the President/CEO may remove items from the ALUC or Board’s agenda by submitting written notice to the Executive Committee Members. The item shall be removed where the President/CEO finds that good cause exists and the need for removal of an item was ascertained after the Executive Committee meeting and delay in consideration of the item will not cause an impact to the operations of the Airport Authority.

(d) Intent. It is the intent of the Board and the Executive Committee to honor all requests of Board Members to add an item to an agenda. If a Board Member believes a properly submitted request has not been honored, the Board Member together with two other Members may submit a written request to the Executive Committee in which event the item shall be added to the agenda of the next Board meeting.

(8) Agendas. An agenda shall be prepared by the Clerk. Each agenda shall contain the following statement: “Please complete and submit to the Clerk a Request to Speak Form Prior to the Commencement of the Meeting.”

(9) The order of business shall be:

- (a) Call to Order;
- (b) Pledge of Allegiance;
- (c) Roll Call;
- (d) Presentations;
- (e) Reports From Board Committees, Ad Hoc Committees, and Citizen Committees and Liaisons;
- (f) Chair’s Report;
- (g) President/CEO Report;

- (h) Non-Agenda Public Comment;
  - (i) Consent Agenda. 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;
  - (j) Public Hearings;
  - (k) Old Business;
  - (l) New Business Items. Regular items requiring Board action, arranged in a sequence that will minimize unnecessary waiting by the public and interested persons;
  - (m) Closed Session;
  - (n) Report on Closed Session;
  - (o) Non-Agenda Public Comment;
  - (p) General Counsel Report;
  - (q) Board Comment; and
  - (r) Adjournment.
- (10) The Board shall receive a staff report for each action item on the agenda. Staff reports shall classify the item, summarize the background, analyze the subject matter and state the President/CEO's recommendation. The President/CEO or the Clerk shall ensure that the Board is provided with the agenda and all supporting staff reports not later than one week preceding a regular meeting.
- (11) The Board shall act only by ordinance, resolution, or motion. [P.U.C. §170014(c)]
- (12) Voting. Except as provided below in paragraph 13 or by law, to adopt an ordinance, resolution, or motion requires both a numerical majority vote and a weighted majority vote of the total voting membership of the Board. [P.U.C. §170014~~0~~]
- (a) Numerical Majority Votes. A numerical majority vote requires an affirmative vote of at least five of the voting membership of the Board.
  - (b) Weighted Majority Votes. A weighted majority requires an affirmative vote of at least 51 vote points that are allocated to the voting membership of the Board, unless the total number of vote points is expanded beyond 100 as a result of the operation of subparagraph (4). If the total number of vote points is greater than 100 as a result of the operation of subparagraph (4), a weighted majority requires an affirmative vote of at least 50 percent plus one of the total vote points. Vote points shall be allocated pursuant to subparagraph (1).

(1) There shall be a total of 100 allocated vote points for the weighted vote, except that additional vote points shall be allocated pursuant to subparagraph (4). For purposes of this paragraph, the City of San Diego, the County of San Diego, the east county cities, the north county coastal cities, the north county inland cities, and the south county cities are each a jurisdiction. The points allocated to the City of San Diego shall be divided among the three Board members appointed pursuant P.U.C. §170010(a)(1)(A). The points shall be allocated among the three Board members by the Mayor of the City of San Diego, keeping the votes for each seat as close to equal as possible but in a manner that avoids fractional vote points. The vote points allocated to the County of San Diego shall be divided between the two Board members appointed pursuant to P.U.C. §170010(a)(1)(B). The vote points shall be allocated among the two Board members by the chair of the San Diego County Board of Supervisors, keeping the votes for each seat as close to equal as possible but in a manner that avoids fractional vote points. Each jurisdiction shall have that number of vote points determined by the following allocation formula, except that each jurisdiction shall have at least one vote point, no jurisdiction shall have more than 40 vote points, and there shall be no fractional vote points:

(i) If any jurisdiction has 40 percent or more of the total population of the San Diego County region, 40 vote points shall be allocated to that jurisdiction and the remaining vote points shall be allocated to the remaining jurisdictions pursuant to clause (ii). If no jurisdiction has 40 percent or more of the total population of the San Diego County region, vote points shall be allocated pursuant to clause (iii).

(ii) The total population of the remaining jurisdictions shall be computed and the remaining 60 vote points allocated based upon the percentage of the total that each jurisdiction has, in the following manner:

(I) The percentage each jurisdiction bears to the total remaining population shall be multiplied by 60 to determine fractional shares.

(II) Each fraction less than one shall be rounded up to one, so that no jurisdiction has less than one vote point.

(III) Disregarding any fractional vote points and adding just the whole vote points, if the total vote points is 60, fractional vote points are dropped and the whole numbers are the vote points for each jurisdiction.

(IV) If, after disregarding the fractional vote points and adding just the whole vote points, the total vote points for the remaining jurisdictions is less than 60, the difference in vote points shall be allocated to jurisdictions in order of the highest fractions until a total of 60 vote points are allocated, excepting those jurisdictions whose vote was increased to one pursuant to subclause (II).

(V) If, after disregarding the fractional vote points and adding just the whole vote points, the total vote points for the remaining jurisdictions is more than 60, the vote points in excess of 60 shall be eliminated by subtracting vote points from jurisdictions with the lowest percentage to the total remaining population except that no jurisdiction's vote points shall be reduced to less than one.

(iii) If no jurisdiction has 40 percent or more of the total population of the San Diego County region, the total population of the region shall be computed and all 100 vote points shall be allocated based upon the percentage each jurisdiction bears to the total population of the region, in the following manner:

(I) The percentage of any jurisdiction that is less than one shall be rounded up to one, so that no jurisdiction has less than one vote point.

(II) Disregarding any fractional vote points and adding just the whole vote points, if the total vote points is 100, fractional vote points shall be dropped and the whole numbers shall be the vote points for each jurisdiction.

(III) If, after disregarding the fractional vote points and adding just the whole vote points, the total vote points for all jurisdictions is less than 100, the difference in vote points shall be allocated to jurisdictions in order of the highest fractions until a total of 100 vote points are allocated, excepting those jurisdictions whose vote was increased to one pursuant to subclause (I).

(IV) If, after disregarding the fractional vote points and adding just the whole vote points, the total vote points for all jurisdictions is more than 100, the vote points in excess of 100 shall be eliminated by subtracting vote points from jurisdictions with the lowest percentage to the total population or the region except that no jurisdiction's vote points shall be reduced to less than one.

(2) When a weighted vote is taken on any item that requires more than a majority vote of the Board, it shall also require the same supermajority percentage of the weighted vote.

(3) The allocation of vote points pursuant to this subdivision shall be made annually by the Board based upon the population calculations made by the San Diego Association of Governments ("SANDAG").

(4) Any other newly incorporated city shall be added to the jurisdiction designated by SANDAG. The Board member representing that jurisdiction shall receive one additional vote under the weighted vote procedure specified above until the next allocation of vote points pursuant to subparagraph (3), at which time the new jurisdiction shall receive votes in accordance with the formula specified in this paragraph. Until this next vote points allocation, the total number of weighted vote points may exceed 100.

- (13) Ballot Measures. Any act to submit a ballot measure to the voters at a regular or special election shall require a two-thirds majority vote, both numerically and by weighted vote, of the total voting membership of the Board. [P.U.C. §170014(e)]
- (14) Record of All Board Actions. The Board shall keep a record of all of its actions, including financial transactions. [ P.U.C. §170014(f)]

[Amended by Resolution No. 2016-0027 dated April 21, 2016]  
[Amended by Resolution No. 2013-0132 dated December 12, 2013]  
[Amended by Resolution No. 2008-0029 dated March 6, 2008]  
[Amended by Resolution No. 2005-0099 dated September 8, 2005]  
[Amended by Resolution No. 2005-0095 dated July 7, 2005.]  
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 1** - **ADMINISTRATION AND GOVERNANCE**  
**PART 1.3** - **BOARD AND COMMITTEE MEETINGS**  
**SECTION 1.31** - **PUBLIC HEARINGS**
- 

**PURPOSE:** To establish a policy for public hearings for the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

- (1) The Board of Directors of the Authority (~~the~~ “**Board**”) shall determine when, where and for what purpose public hearings shall be held.
- (2) Requests for public hearings not otherwise prescribed by law shall be presented to the Board for determination on the appropriateness for holding a public hearing.
- (3) Public hearings shall be held for any reason deemed appropriate by the Board.
- (4) The Authority’s Clerk shall provide a notice pursuant to Sections 6060 *et seq.* of the California Government Code whenever a public hearing is to be held.
- (5) The notice shall state when and where the hearing will be held and for what purpose and such other information as required by California law.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# **ARTICLE 2**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 2 - ETHICS**  
**PART 2.0 - ETHICS AND CONDUCT**  
**SECTION 2.02 - DISTRIBUTION OF TICKETS AND PASSES BY THE AUTHORITY**

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**PURPOSE:** To establish a policy pursuant to Fair Political Practices Commission (“FPPC”) Regulation §18944.1 for the distribution of tickets and passes to members of the Board, officers, and employees of the San Diego County Regional Airport Authority (“**Authority**”).

**BACKGROUND:** The Political Reform Act regulates the receipt, limits and reporting of gifts received by public officials. Cal. Gov. Code §§ 81000 *et seq.* “Gift” is defined as “any payment that confers a personal benefit on the recipient, to the extent that consideration of equal or greater value is not received . . .” Cal. Gov. Code §82028(a). Exceptions are listed in Cal. Gov. Code §82028(b). “Gifts” include tickets and passes that provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose. However, FPPC Regulation 18944.1~~(b)~~ provides that tickets or passes given to an official of a government agency by the official’s agency or a source other than the official’s agency will not be considered a gift when the distribution is made in accordance with certain specified conditions. This Policy enumerates the conditions stated in FPPC Regulation 18944.1~~(b)~~.

### **POLICY STATEMENT:**

- (1) Definitions. Unless otherwise provided herein, the words and terms used in this policy (“**Policy**”) shall have the same meaning as that ascribed to such words and terms in the Political Reform Act, as amended, and FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, §§18110 *et seq.*, as amended).
- (a) “Authority Official” shall mean any Board member, officer, or employee of the Authority.
  - (b) “Behest of” shall mean a request or order.
  - (c) “Form 700 Filer” shall mean any Authority Official required by the Authority’s Ethics Codes to file a Statement of Economic Interest Form 700 with the Clerk of the Authority.
  - (d) “Form 802” shall mean the current FPPC form used to report the distribution of a ticket or pass pursuant to this Policy.
  - (d) “Immediate Family” shall mean the spouse and dependent children of an Authority Official.

- (e) “Ticket/Pass Administrator” shall mean the Authority ~~O~~fficial ~~eer or employee~~ designated by the Authority’s President/CEO and charged with the responsibility of implementing and administering this Policy.

(2) Applicability and Objective of Policy.

- (a) Applicability. This Policy applies to tickets and passes distributed by the Authority to Authority Officials which provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose and which are either:

- [i] Gratuitously provided to the Authority by an outside source;
- [ii] Acquired by the Authority pursuant to the terms of a contract for use of Authority property;
- [iii] Acquired by the Authority because the Authority controls the event to which the ticket or pass provides admission;
- [iv] Purchased by the Authority at fair market value; or
- [v] Acquired from a third party at the behest of an Authority Official made to a third party.

- (b) Non-applicability. This Policy does not apply to:

- [i] Tickets or passes distributed by the Authority to persons other than Authority ~~O~~fficials or organizations.
- [ii] Tickets or passes distributed by the Authority to Authority Officials in order to permit the receiving Authority Official to perform work or job functions at the event that are directly and substantially related to their employment with the Authority.
- [iii] Tickets or passes that are provided to an Authority Official by a source other than the Authority for admission to an event at which the Authority Official performs a ceremonial role or function on behalf of the Authority. FPPC Regulation §18944.1(a).
- [iv] Tickets or passes distributed by the Authority to an Authority Official and the receiving Authority ~~O~~fficial treats the ticket or pass as income in accordance with applicable income statutes, the Authority reports the distribution of the ticket or pass as income, and the distribution is reported on a Form 802. When the Authority Official is a designated Form 700 Filer, the Authority ~~O~~fficial shall be responsible for determining whether the income represented by the ticket or pass must be reported on the Authority ~~O~~fficial’s Statement of Economic Interest Form 700s.

[v] Any other benefit an Authority Official may receive at the event that is not included with the admission such as food or beverages or any other item presented to the Authority Official.

(c) Objective. This Policy provides the terms and conditions under which tickets distributed by the Authority to Authority Officials will not be subject to the gift limitations and reporting requirements of the Political Reform Act.

(3) Policy for Distribution of Tickets or Passes.

(a) Public Purpose. Each ticket or pass distributed pursuant to this Policy shall promote at least one of the following public purposes:

[i] Promotion of the San Diego International Airport (“Airport”);

[ii] Increasing the use of the Airport by common air carriers;

[iii] Gathering public input on the Airport, aircraft use of the Airport, or Airport construction projects;

[iv] Promoting Airport safety and security;

[v] Promoting the Authority’s relationship with local, regional, state, and federal government agencies;

[vi] Promoting the Authority’s relationship with companies and organizations associated with the airline industry as well as actual and potential Airport tenants;

[vii] Encouraging and recognizing the participation of small and local business in contracting with the Authority;

[viii] Promoting and rewarding volunteer public service that assists the Authority or advances the interests of the Airport;

[ix] Attracting or retaining highly qualified Authority employees;

[x] Recognizing the meritorious service of Authority employees in advancing the interests of the Authority and/or the Airport.

(b) Transfer of Tickets. An Authority Official who receives tickets or passes pursuant to this Policy shall not transfer any such ticket or pass to any other person, except to members of the Authority Official’s immediate family solely for their personal use, or no more than one guest solely for their attendance at the event.

(c) Authority Receipt of Tickets or Passes. All tickets or passes received by the Authority shall be processed in accordance with this Policy by the Ticket/Pass

Administrator. The Ticket/Pass Administrator shall maintain a written record of all tickets or passes received by the Authority. No Authority Official shall make a behest for tickets or passes from a third party without authorization from the President/CEO or the Ticket/Pass Administrator. The Authority shall take receipt only of tickets or passes that conform to the requirements of this Policy.

(d) Distribution of Tickets. The Ticket/Pass Administrator shall establish procedures for the distribution of tickets or passes in accordance with this Policy. The distribution of tickets or passes shall be subject to the following requirements:

[i] For tickets and passes provided by an outside source:

[a] The original source of the ticket or pass shall not have designated the Authority Official to whom the ticket or pass is to be distributed. The Ticket/Pass Administrator shall refuse to accept any ticket or pass when the source of the ticket or pass designates the Authority Official to whom the ticket or pass is to be distributed.

[b] The Ticket/Pass Administrator shall determine the Authority Official to whom the ticket or pass is to be distributed. The Ticket/Pass Administrator shall not be eligible for receipt of a ticket or pass pursuant to this Code.

[ii] For all tickets and passes distributed by the Authority, the Ticket/Pass Administrator, within thirty (30) days of the distribution of each ticket or pass, shall:

[a] Report each ticket or pass distributed by the Authority pursuant to this Policy using Form 802;

[b] Take necessary action to cause each completed Form 802 to be posted, in prominent fashion on the Authority's website.

[Adopted by Resolution No. 2010-0037 dated April 1, 2010.]

# **ARTICLE 4**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 4 - FINANCE AND ACCOUNTING**  
**PART 4.0 - BUDGET ADMINISTRATION AND MANAGEMENT**  
**SECTION 4.01 - ADOPTION OF BUDGET**

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**PURPOSE:** To establish a policy for the adoption of the annual budget for the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

- (1) The Authority’s Board of Directors (~~the~~ “**Board**”) has determined that the preparation and adoption of an annual budget will assist in (a) determining the Authority’s short-term and long-term strategic and financial planning needs and (b) managing effectively the facilities and airports under the jurisdiction of the Authority.
- (2) The Authority’s President/Chief Executive Officer ~~Executive Director~~ or his or her designee (the “~~Executive Director~~President/CEO”) shall designate the person(s) and/or department(s) responsible for the preparation of the Authority’s annual budget.
- (3) As soon as reasonably practicable (but in no event less than 60 calendar days) prior to the end of the Authority’s then current fiscal year, the President/CEO ~~Executive Director~~ shall submit to the Board the Authority’s proposed annual budget (the “**Proposed Budget**”) for the following fiscal year, with such additional information, supporting documentation and other materials as may be requested by the Board.
- (4) The Board shall review the Proposed Budget and deliver to the ~~Executive Director~~President/CEO all proposed recommendations, modifications, amendments, additions or deletions to the Proposed Budget as soon as reasonably practicable.
- (5) The ~~Executive Director~~President/CEO and the Board shall collaborate and consult with each other to finalize the Proposed Budget in a form for adoption by the Board. The Board shall adopt the Proposed Budget prior to the end of the Authority’s then current fiscal year.
- (6) Upon the Board’s adoption of the Proposed Budget, the Proposed Budget shall constitute the Authority’s final budget for the corresponding fiscal year.

[Amended by Resolution No. 2009-0085 R dated June 4, 2009  
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# **ARTICLE 5**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 5 - CONTRACTING AND DEBARMENT**  
**PART 5.0 - CONTRACTING AND PURCHASING**  
**SECTION 5.05 - SIGNATURE AUTHORITY FOR NON-MONETARY  
MEMORANDUMS OF AGREEMENT, MEMORANDUMS OF  
UNDERSTANDING AND LETTERS OF AGREEMENT WITH  
OTHER AGENCIES**

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**PURPOSE:** To authorize the President/~~and~~ Chief Executive Officer (“**President/CEO**”) of the Authority to sign Non-Monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement and other similar type agreements with other entities~~with Other Agencies~~

**POLICY STATEMENT:**

- (1) The President/CEO or his or her designee shall have the authority to sign non-monetary Memorandums of Agreement, Memorandums of Understanding ~~and~~ Letters of Agreement or other similar type agreements with other entities~~agencies~~, provided that, prior to signature, each document is approved as to legal form by General Counsel to the Authority.

[Adopted by Resolution No. 2011-0058 dated May 5, 2011.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 5 - CONTRACTING AND DEBARMENT**  
**PART 5.2 - THIRD-PARTY CLAIMS**  
**SECTION 5.20 - ADJUSTMENT AND SETTLEMENT OF CLAIMS**

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**PURPOSE:** To establish a policy governing adjustment and settlement of claims by the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

(1) The Authority’s President/Chief Executive Officer or his or her designee (~~the~~ “**President/CEO**”) shall be responsible for establishing guidelines for the processing, adjustment and final settlement of claims either against or on behalf of the Authority.

(2) Claims against the Authority shall be:

(a) Governed by Part 3 (commencing with §900) and Part 4 (commencing with §940) of Division 3.6 of Title 1 of the California Government Code. [P.U.C. §170032(b)]

(ab) Considered for payment only after they have been filed with the Authority within the time limits allowed by California law;

~~(b) — All claims for money or damages against the Authority shall be governed by Part 3 (commencing with §900) and Part 4 (commencing with §940) of Division 3.6 of Title 1 of the California Government Code. [P.U.C. §170032(b)]~~

(c) Unless otherwise denied by operation of law, pPresented [A1] to the Board together with the recommendation of the President/CEO and the Authority’s General Counsel (~~the~~ “**General Counsel**”) for action by the Authority’s Board of Directors (~~the~~ “**Board**”) after they have been investigated and reviewed by the President/CEO and the General Counsel; and

(d) Followed up by written notice of the Board’s action to the claimant, as required by law.

(3) Claims by the Authority shall be:

(a) Investigated and a ~~Whenever any Authority property is damaged or injured, an investigation and a~~ [A2] written report of the findings shall be made to the President/CEO or his/her designee and reviewed by the General Counsel;

(b) The President/CEO and General Counsel shall take appropriate steps to collect such claims; and

(c) Except where authorized by Policy 1.41, o[A3]ffers to compromise such claims for less than the full amount of the claim shall be presented to the Board for action together with the recommendation of the President/CEO and General Counsel.

[Amended by Resolution No. 2008-0029 dated March 6, 2008.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# ARTICLE 7

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 7 - SAFETY AND SECURITY**

**PART 7.1 - EMERGENCY SERVICES**

**SECTION 7.10 - EMERGENCY SERVICE WORKERS**

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**PURPOSE:** To establish a policy ~~governing~~~~describing~~ the participation in disaster service activities by employees of the San Diego County Regional Airport Authority (~~the~~ "Authority").

**POLICY STATEMENT:**

(1) This policy describes the duties and responsibilities of the Authority's employees in their designation as disaster service workers under California Government Code Sections 3100 to 3109.

(2) For purposes of this policy, "disaster" or "emergency" means the actual or threatened existence of conditions such as any hurricane, tornado, storm, high water, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, civil disturbance, other catastrophe or threat that causes or may cause substantial damage or injury to persons or property within the Authority's area of jurisdiction.

(3) In the event of a disaster or emergency, the Authority's employees are instructed to report as follows:

(a) During normal working hours, employees identified in their departmental or the Authority's emergency response plans that may be in effect from time to time should report to their assigned areas. Unless specified by their departmental or the Authority's emergency response plans or by their supervisor, all other employees shall remain at their jobs; and

(b) Outside normal working hours, employees identified in their departmental or the Authority's emergency response plans should secure their family's safety before reporting to their assigned areas. All other employees shall report to work at the beginning of their next regular shift unless notified otherwise.

(4) The Authority may adopt such other disaster service guidelines as may be required under applicable federal, state and local laws.

[~~Adopted by~~ Resolution No. 2002-02 dated September 20, 2002.]

[~~Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.~~]

# **ARTICLE 8**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 8 - GENERAL OPERATIONS**

**PART 8.1 - LANDSIDE OPERATIONS**

**SECTION 8.10 - FACILITIES COMPLIANCE FOR THE DISABLED**

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**PURPOSE:** To establish a policy ~~relating to governing~~ the compliance by the San Diego County Regional Airport Authority (~~the~~ **“Authority”**) with applicable federal, state and local laws relating to ~~persons with a disability /disabilit(ies), the mentally or physically disabled.~~

**POLICY STATEMENT:**

(1) The Authority is committed to ensuringe that the facilities and airports under its jurisdiction, including the San Diego International Airport, operate in a manner that complies with all federal, state and local laws relating to ~~the mentally or physically disabled persons with disabilities.~~

(2) The Authority’s Board of Directors (~~the~~ **“Board”**) may adopt, from time to time, policies and codes that address the Authority’s compliance with federal, state and local laws relating to ~~the mentally or physically disabled persons with disabilities.~~

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS**  
**PART 8.2 - AUTHORITY FACILITIES**  
**SECTION 8.22 - CONTROL OF MASTER KEY SYSTEM**
- 

**PURPOSE:** To establish ~~a policy guidelines for governing~~ the administration and control of the master key system for the San Diego County Regional Airport Authority (~~the~~ “Authority”).

**POLICY STATEMENT:**

- (1) The Authority’s ~~Director of Security~~ Authorized Director(s) or such other individual selected by the Authority’s ~~Executive Director~~ President/Chief Executive Officer (“President/CEO”) (~~the “Authorized Director”~~) shall control the issuance of appropriate keys for the facilities and airports under the Authority’s jurisdiction, and hold in his or her possession grand master, submaster and individual change keys for such facilities and airports.
- (2) The President/CEO, or his or her designee ~~Authorized Director~~, shall have the following additional responsibilities:
  - (a) Immediately upon learning of a lost, missing or misplaced key, reports the date, time and circumstances of such event;
  - (b) Maintains control of keys that are furnished to tenants within his or her control and the contact person to whom such keys are issued;
  - (c) Ensures that keys are returned upon the termination of an occupancy or the termination of contract employees who are issued keys;
  - (d) Initiates work orders to have keys made, receives keys from shops, issues keys to authorized persons and obtains signatures on key custody cards (“Key Custody Cards”);
  - (e) Maintains a master file of Key Custody Cards;
  - (f) Upon termination of an employee, ensures that such employee’s keys are returned and the pertinent card files are destroyed prior to release of such employee’s termination pay; and
  - (g) Upon receipt of a report of lost, missing or misplaced keys, requests appropriate police personnel to conduct an investigation.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
~~[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]~~

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS  
PART 8.2 - AUTHORITY FACILITIES  
SECTION 8.23 - REGULATION OF SOLICITATION AND EXPRESSIVE  
ACTIVITIES
- 

**PURPOSE:** To formulate a policy statement of the Board of Directors of the San Diego County Regional Airport Authority (~~the~~ “**Authority**”) to address the regulation of solicitation and expressive activities on the facilities and airports under the jurisdiction of the Authority.

**POLICY STATEMENT:**

The Authority’s ~~Executive Director~~President/Chief Executive Officer may adopt from time to time guidelines that address the location and the manner in which solicitation and expressive activities may be conducted on the facilities and the airports under the jurisdiction of the Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 8 - GENERAL OPERATIONS**  
**PART 8.2 - AUTHORITY FACILITIES**  
**SECTION 8.24 - LOST AND FOUND PROPERTY**

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**PURPOSE:** To establish the policy for the receipt, custody, care, restitution, and disposal of lost items of personal property found at the Airports operated by the San Diego County Regional Airport Authority.

**DEFINITIONS:**<sup>[RSP1]</sup>

- (1) "Airport" or "Airports" shall mean Airports operated by the Authority, including the San Diego International Airport.
- (2) "Authority" shall mean the San Diego County Regional Airport Authority.
- (3) "Custodian" shall mean the employee or agent of the Authority that is on-duty at a Facility.
- (4) "Facility" shall mean a lost and found facility operated by the Authority and located at an airport or facility operated by the Authority.

**POLICY STATEMENT:**

- (1) It shall be the Authority's policy to exert reasonable best efforts to return all lost property that is received ~~by~~ at a Facility to the item's rightful owner and to maintain complete, accurate, and current records of the receipt, restitution and/or disposal of all lost property received ~~by~~ at the Facility.
- (2) The Authority's President/Chief Executive Officer ("President/CEO") shall take appropriate and necessary actions required to implement the provisions of this policy.
- (3) Receipt of Lost Items at the Facility. The Facility shall not receive or take custody of personal property, including baggage, ~~in which the personal property is~~ lost onboard an aircraft, in for-hire vehicles such as door-to-door shuttles and taxis, in public busses, or in rental cars. Except for the below-listed ~~e~~Excluded ~~i~~Items, the ~~-~~Facility shall receive and take custody of all items of personal property found inside Airport terminals, Airport curbside areas, Airport parking areas operated by the Authority, and Airport-operated shuttle buses ~~when turned in to the Facility~~.
- (a) Excluded Items. The Facility shall not accept custody of items that are classified in the following categories:

- [1] Contraband.
- [2] Animals. Lost animals shall be turned over to the San Diego County Animal Control. The Custodian shall not take custody of a found animal, but may provide reasonable humanitarian assistance until the arrival of the San Diego County Animal Control Officer.
- [3] Perishable Items. Perishable items, including foodstuffs shall be properly disposed of by the Custodian.
- [4] Leaking Containers. Items evidencing leakage of materials contained inside shall be disposed of by the Custodian.
- [5] Hazardous Materials. Items that present a hazard to personnel or property shall be immediately turned over to the appropriate law enforcement agency.
- [6] Firearms and/or Ammunition. Any firearm or ammunition shall be immediately turned over to the appropriate law enforcement agency.
- [7] Money Recovered at Security Checkpoints. Money recovered at a Transportation Security Administration checkpoint shall be retained by the Transportation Security Administration pursuant to 49 U.S.C. §44945 or applicable succeeding statute.

(b) Procedures.

- [1] Procedures for Facility's Receipt of Found Articles:
  - [a] General Procedures. On receipt of each found article, the Custodian shall provide the individual turning in the found article with a numbered receipt stating the date and time the article was received by the Custodian, a description of the article, a good-faith estimate of the value of the article, the identity of the individual turning in the article, the time and location at which the article was found and the identity of the finder if known. Each receipt shall be signed by the Custodian and a copy of each receipt retained by the Facility.
  - [b] Procedures for Receipt of Money. For each instance in which found money or found articles containing money are turned in to the Facility, the Custodian shall include on the receipt the total amount received and the inventory of the money by denomination. For articles containing money, the Custodian shall remove the money and place a copy of the receipt securely within the article.

[2] Procedures for Custody and Storage of Received Articles:

- [a] General. All articles turned into the Facility shall be securely stored commensurate with the value of the article and a running inventory shall be maintained. All unclaimed articles shall be held by the Facility for a minimum of three months.
- [b] Money. All money received by the Facility shall be turned over to the Authority's Treasurer with a copy of the issued receipt(s) not later than the close of each working day. The Treasurer shall maintain a separate accounting of all monies received from the Facility.

[3] Restitution of Claimed Articles:

- [a] Identification of Owner. The Custodian shall take all reasonable actions available to determine the identity of the owner of each article received by the Facility. Where the identity of the owner may be determined, the Custodian shall take all reasonable actions, including phone calls and written notification, to notify the owner that the article is being held by the Facility, and the procedure for claiming the article. For articles other than money, the notification shall advise that articles unclaimed after three months may be disposed of by the Authority at its sole discretion. For money, the notification shall advise that money will become the property of the Authority if unclaimed after three years.
- [b] Restitution of Articles Other Than Money. All requests for return of lost articles other than money shall be processed through the Facility. When an individual requests the return of an article and presents evidence reasonably confirming the requestor's ownership of the article, the Custodian shall provide the owner with the article after the requestor signs an appropriate receipt. The receipt shall identify the requestor's name and contact information, and describe the article and the evidence provided to confirm the requestor's ownership of the article.
- [c] Restitution of Money. An individual may timely file a claim for lost money with the Authority's Treasurer. Such claim shall include the claimant's name and address, the amount of the claim, the grounds on which the claim is based and other information as may be required by the Treasurer. The Treasurer shall accept or reject the claim. If the Treasurer rejects the claim, the claimant may file a verified compliant pursuant to Calif. Gov. Code §50052.

[4] Disposal of Unclaimed Articles<sup>[RSP2];[RT3]</sup>

- [a] Articles Other Than Money. The Authority may dispose of unclaimed articles that have been held in the Facility for at least three months by:

[i] Public Auction. The Authority may conduct a public auction of unclaimed items. The Authority shall provide notice of the public auction at least five days prior to the auction by publication in a newspaper of general circulation published in San Diego County. After each auction, the Authority may destroy or otherwise dispose of any unsold articles.

[ii] Public Use. On written determination by the President/CEO, or the designee of the President/CEO, that an unclaimed article is needed for public use, the Authority may retain such article for such use.

[b] Money. After unclaimed money ~~that~~ has been in the custody of the Authority's Treasurer for three years, the Treasurer shall cause a notice to be published once a week for two consecutive weeks in a newspaper of general circulation within San Diego County. The notice shall state the amount of money, the account in which it is held, and that the money shall become the property of the Authority on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice. If no valid claim for the money or verified complaint is filed prior to the designated date, the money shall become the property of the Authority on the designated date. If a verified complaint is filed prior to the designated date, the Treasurer shall hold the unclaimed money until the court has rendered its decision on the complaint.

~~(4) Audit. The Office of the Chief Auditor shall audit the operation of the Facility for compliance with this policy, and the adequacy of the inventory and accounting methods employed to inventory and track lost property received by the Facility. Such audits shall take place not less than every two years.~~

[RT4]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.6** - **DOCUMENTS AND RECORDS**  
**SECTION 8.62** - **NOTARY SERVICES PROVIDED BY EMPLOYEES**
- 

**PURPOSE:** To ~~establish a policy governing~~ the provision of notary services provided by employees of the San Diego County Regional Airport Authority (~~the~~ “Authority”).

**POLICY STATEMENT:**

(1) The Authority is committed to providing excellent service and support to the Authority’s Board of Directors, Authority departments, and the public. In providing the highest level of service and support, the Authority provides notary services to administer oaths and process documents that require a notary certificate. ~~Pursuant to Section 8205 of the Government Code, notaries public may not refuse service to the public.~~ This policy describes the Authority’s provision of notary services.

(2) The Authority may designate employees to be commissioned by the Secretary of State to provide notary services for the Authority and the public. For those designated employees, the Authority shall pay: the premium for the required bond; the premium for errors and omissions insurance; the cost of relevant specialized training; membership in one notary association; and stamps, seals and other supplies required in connection with the appointment, commission or performance of the duties of a notary public.

(3) All notary services shall be provided pursuant to state laws regulating notaries public. No fee shall be charged for performing a notary service relating to Authority business. The full fees authorized under state statutes shall be charged for non-Authority notary services performed during Authority business hours.

(4) All fees collected or obtained from any notary services provided by employees commissioned as a notary public for the Authority shall be properly received and deposited to the Authority. All fees collected shall be reflected in the notary public sequential journal. Employees of the Authority may receive notary services at no cost, as a benefit of employment. ~~The Authority’s Executive Director/President/Chief Executive Officer shall establish [RSP] a fee schedule and procedures to implement this policy.~~

(5) All employees commissioned as a notary public for the Authority are required to attend the California Notary Seminar presented by the National Notary Association for both new and renewing commissions. The Authority will pay all reasonable fees in connection with attending the Seminar. It is the responsibility of the employee to follow all rules and regulations

regarding notaries public, including maintaining exclusive, secured control over the notary journal and stamp.

(6) All employees designated as a notary public for the Authority shall sign a copy of this policy acknowledging that they understand and agree to the terms of this policy. A copy will be placed in their personnel file.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]  
[Supereeded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS  
PART 8.9 - ENVIRONMENTAL COMPLIANCE  
SECTION 8.90 - GENERAL
- 

**PURPOSE:** To establish a policy relating to the compliance by the San Diego County Regional Airport Authority (~~the~~ “**Authority**”) with applicable federal, state and local environmental laws.

**POLICY STATEMENT:**

- (1) The Authority is committed to ensuring that the facilities and airports under its jurisdiction, including the San Diego International Airport, operate in a manner that complies with all applicable federal, state and local environmental laws.
- (2) The Authority’s ~~Executive Director~~President/Chief Executive Officer or his or her designee may adopt and amend guidelines that address the Authority’s compliance with applicable federal, state and local environmental laws.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Superseded by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS  
PART 8.9 - ENVIRONMENTAL COMPLIANCE  
SECTION 8.91 - WATER CONSERVATION
- 

**PURPOSE:** To ~~establish~~ ~~formulate~~ a formal policy statement of the Board of Directors (the “Board”) of the San Diego County Regional Airport Authority (the “Authority”) to encourage the conservation of water use in Authority operations, and among tenants and users of Authority facilities.

### POLICY STATEMENT:

- (1) The Board recognizes the need for all public agencies to join the effort to conserve one of ~~the~~ region's most precious resources — water. The Board directs ~~the Authority to institute certain that~~ measures ~~in order be instituted by the Authority~~ to conserve the ~~use of~~ water ~~it uses~~.
- (2) It is the policy of the Board that specific water conservation measures be utilized in all Authority facilities and operations ~~as further described in the Airport’s Water Stewardship Plan~~. Particular emphasis is directed to: irrigation practices; drought resistant and/or water-saving landscaping design; installation of low-flow sanitation devices in new or remodeled structures; educational awareness programs for Authority landscaping crews to increase sensitivity to water conservation measures; and such other programs as the Authority’s ~~Executive Director~~ ~~President/Chief Executive Officer~~ (“~~President/CEO~~”), or his or her designee, ~~(the “Executive Director/President/CEO”)~~ may deem well suited to the Authority operations.
- (3) Authority ~~tenancy~~ agreements require all lessees, tenants and subtenants of the Authority to comply with ~~applicable~~ federal, state and local law, which would include legislation regarding water conservation measures.
- (4) It is the policy of the Board that lessees, ~~tenants, and subtenants~~ be strongly encouraged to actively participate in water conservation efforts.
- (5) Sensitivity to water conservation shall be a significant factor when reviewing tenant development/redevelopment projects. A water conservation program element shall be included in tenant development submittals as determined by the ~~Executive Director/President/CEO~~ and in accordance with the Authority’s ~~other p~~ Policies and ~~e~~ Codes and applicable federal, state and local laws.

[~~Adopted by~~ Resolution No. 2002-02 dated September 20, 2002.]  
[~~Superseded by~~ Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

## STAFF REPORT

Meeting Date: **OCTOBER 4, 2018**

### Subject:

### Disposition of Surplus Property

#### Recommendation:

Adopt Resolution No. 2018-0107, authorizing the disposition of surplus property (materials and/or equipment) by: (1) donating electronics surplus to San Diego Futures Foundation [SDFF]; (2) sale to the highest bidder; and (3) recycling and disposing of unwanted items as scrap.

#### Background/Justification:

Authority Policy 8.21, *Surplus Materials and Equipment*, requires that a listing of all surplus items be submitted to the Authority's Board for approval to dispose of items which are no longer needed by the Authority.

Surplus items in excess of the Authority's needs are sent to the Procurement Department for final disposition. The Authority has surplus property stored in various locations. The surplus property is listed on Exhibits A and B.

Exhibit A: Electronic items.

Exhibit B: Maintenance equipment, vehicles, gym equipment.

These items occupy much-needed space and interfere with day-to-day operations.

Competitive solicitations were conducted for auction and electronic recycling services, resulting in agreements awarded to Public Surplus, LLC and Ken Porter Auctions for auction and IMS Electronic Recycling Incorporated for the recycling of surplus electronic equipment and accessories not donated to SDFF.

Items listed in Exhibit A, *San Diego Futures Foundation Computer-Related Equipment*, are in poor or fair condition or are obsolete and past their useful life. In accordance with Board Policy, the items will be donated to the San Diego Futures Foundation. The San Diego Futures Foundation will provide a certificate of acknowledgement and recognition to the Authority for the donation. Those items listed in Exhibit A which are in good condition and have a current resale value will be sold at auction or e-auction to the highest bidder.

Items listed in Exhibits B *Surplus Items*, are in mostly poor or fair condition, or obsolete, and past their useful life. A few items on Exhibit B remain in good condition but are no longer required by the Authority and are occupying needed space. The Authority maintains a reasonable quantity of used cubicle furniture to assist with office build outs, reconfigurations and moves. These items may contain some residual value and will be

sold at auction or e-auction to the highest bidder; unwanted items will be recycled or disposed of as scrap.

**Fiscal Impact:**

Fees and associated costs for the transportation and sale of miscellaneous surplus property will be paid from the gross sales received by the auction services contractors, Ken Porter Auctions or Public Surplus, LLC. The Authority used policy 5.04 to attach to cooperatively bid contracts that allow the Authority to receive 100% of the gross sales of auctioned items. There is no cost associated with the donation or recycling of surplus electronic equipment.

**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. 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. 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.

There is no cost to the Authority associated with the provision of this service; an informal selection process was used to identify the service provider.

**Prepared by:**

JANA VARGAS  
DIRECTOR, PROCUREMENT

RESOLUTION NO. 2018-0107

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE DIPOSITION OF SURPLUS PROPERTY (MATERIALS AND/OR EQUIPMENT) BY: (1) DONATING ELECTRONIC SURPLUS TO SAN DIEGO FUTURES FOUNDATION [SDFF]; (2) SALE TO THE HIGHEST BIDDER; AND (3) RECYCLING AND DISPOSING OF UNWANTED ITEMS AS SCRAP

WHEREAS, Authority Policy 8.21, Surplus Materials and Equipment, requires that before the disposal of surplus items, a list of said items shall be submitted to the Authority's Board for approval to sell and dispose of the items; and

WHEREAS, Exhibits A and B, attached hereto, contain descriptions of the items for disposal following the Board's approval; and

WHEREAS, these items are in mostly poor or fair condition, are either broken or obsolete, or past their useful life. A few items remain in good condition but are no longer required at the Authority and are occupying needed space; and

WHEREAS, under these circumstances, using authorized contractors for recycling and auction services is the most efficient and economical way to dispose of surplus items; and

WHEREAS, Ken Porter Auctions, Public Surplus, LLC., and IMS Recycling Inc. meet the Authority's objectives to facilitate ongoing requirements for the disposition of surplus materials and or equipment; and

WHEREAS, San Diego Futures Foundation is a state –certified collection point for electronic hazardous waste and a non-profit 501(c)3 organization benefiting the San Diego County region.

NOW, THEREFORE, BE IT RESOLVED that the Board herby authorizes the disposition of surplus property (materials and/or equipment) by: (1) donating electronic surplus to San Diego Futures Foundation [SDFF]; (2) sale to the highest bidder; and (3) recycling and disposing of unwanted items as scrap; 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

EXHIBIT A

<u>DESCRIPTION</u>	<u>SERIAL NUMBER</u>	<u>CONDITION</u>	<u>QUANTITY</u>
CISCO SWITCH	FOC1729Y5V8	POOR	1
CISCO SWITCH	FOC0929Z1WT	POOR	1
CISCO SWITCH	FDQ352Y02V	POOR	1
HP G5 SERVER	2UX910008F	Fair	1
HP G5 SERVER	2U9120BV5	Fair	1
HP G5 SERVER	USE833NC14	Fair	1
HP G5 SERVER	USE820NBXC	Fair	1
HP G5 SERVER	2UX91401VG	Fair	1
HP G5 SERVER	USX526002R	Fair	1
HP G5 SERVER	2UX71005SL	Fair	1
HP G5 SERVER	2UX91401VH	Fair	1
HP G5 SERVER	2UX90801V6	Fair	1
HP G5 SERVER	2UX71005S8	Fair	1
HP G5 SERVER	2UX91000ZK	Fair	1
HP G5 SERVER	2UX90801RA	Fair	1
HP G5 SERVER	2UX71005S7	Fair	1
HP G5 SERVER	USE721N4QF	Fair	1
HP G5 SERVER	2UX90501ED	Fair	1
HP G5 SERVER	2UX9120BV5	Fair	1
HP MSA50	SG17160025	Fair	1
HP MSA50	SGI647003S	Fair	1
NET APP RS-1404	PMA944430025612	Fair	1
SUN ENTERPRISE 420R	013H4111	Fair	1
NORTEL MG1000	NNTMENM0JBGY	Fair	1
		TOTAL:	24
DELL 7010 CPU		Fair, no hard drive	88
DELL 780 CPU		Fair, no hard drive	19
DELL 790 CPU		Fair, no hard drive	42
DELL 7040 CPU		Fair, no hard drive	15
DELL 9020 CPU		Fair, no hard drive	294
LENOVO MT-M10FH CPU		Fair, no hard drive	1
ADVANTECH CPU		Fair, no hard drive	1
		TOTAL:	460
DELL KEYBOARDS		TOTAL:	455
DELL MONITORS		Fair	452
LG MONITOR		Fair	2
NEC MONITOR		Fair	3
ASUS MONITOR		Fair	1
GATEWAY MONITOR		Fair	1
ZENITH P60W26P MONITOR		Fair	3
SONY BRAVIA KDL70XBR3 MONITOR		Fair	1
		TOTAL:	463
HP LASERJET PRINTER		BROKEN	6
EPSON 1825 PROJECTO		BROKEN	4
NEC PROJECTOR		BROKEN	1
		TOTAL:	5
FELLOWS PAPER SHREDDER		BROKEN	3
APC SMART UPS	IS0833001807	GOOD	1
APC SMART UPS	IS0824000154	GOOD	1
APC SMART UPS	IS0824000160	GOOD	1
APC SMART UPS	IS0822006271	GOOD	1
APC SMART UPS	IS0822006269	GOOD	1

APC SMART UPS	JS0917007639	GOOD	1
APC SMART UPS	JS0917007631	GOOD	1
APC SMART UPS	WS0247151286	GOOD	1
APC SMART UPS	IS1014007024	GOOD	1
TOTAL			9

NEC 32" MONITORS	OY001519NA	GOOD	1
NEC 32" MONITORS	OY001517NA	GOOD	1
NEC 32" MONITORS	OY001518NA	GOOD	1
NEC 32" MONITORS	OY001515NA	GOOD	1
NEC 32" MONITORS	OY001520NA	GOOD	1
NEC 32" MONITORS	OY001521NA	GOOD	1
NEC 32" MONITORS	OY001506NA	GOOD	1
NEC 32" MONITORS	OY001516NA	GOOD	1
NEC 32" MONITORS	OY001508NA	GOOD	1
NEC 32" MONITORS	OY001422NA	GOOD	1
NEC 32" MONITORS	OY001425NA	GOOD	1
NEC 32" MONITORS	OY001427NA	GOOD	1
NEC 32" MONITORS	OY001428NA	GOOD	1
NEC 32" MONITORS	OY001429NA	GOOD	1
NEC 32" MONITORS	OY001430NA	GOOD	1
NEC 32" MONITORS	OY001431NA	GOOD	1
NEC 32" MONITORS	OY001432NA	GOOD	1
NEC 32" MONITORS	OY001433NA	GOOD	1
NEC 32" MONITORS	OY001434NA	GOOD	1
NEC 32" MONITORS	OY001435NA	GOOD	1
NEC 32" MONITORS	OY001438NA	GOOD	1
NEC 32" MONITORS	OY001608NA	GOOD	1
NEC 32" MONITORS	OY001609NA	GOOD	1
NEC 32" MONITORS	OY001610NA	GOOD	1
NEC 32" MONITORS	OY001611NA	GOOD	1
NEC 32" MONITORS	OY001612NA	GOOD	1
NEC 32" MONITORS	OY001613NA	GOOD	1
NEC 32" MONITORS	OY001614NA	GOOD	1
NEC 32" MONITORS	OY001615NA	GOOD	1
NEC 32" MONITORS	OY001616NA	GOOD	1
NEC 32" MONITORS	OY001617NA	GOOD	1
NEC 32" MONITORS	OY001618NA	GOOD	1
NEC 32" MONITORS	OY001620NA	GOOD	1
TOTAL			33

## EXHIBIT B

<u>DESCRIPTION</u>	<u>SERIAL NUMBER</u>	<u>FIXED ASSET</u>	<u>CONDITION</u>	<u>QUANTITY</u>
T3 PEOPLE MOVER	2400174	101307	FAIR	1
2004 FORD F150CNG BIFUEL EXT CAB	2FTPX17Z14CA47573	100149	POOR	1
2004 FORD F150CNG BIFUEL EXT CAB	2FTPX17Z03CA75301	100155	POOR	1
2004 FORD F150CNG BIFUEL EXT CAB	2FTPX17Z34CA47574	100142	POOR	1
2004 E350CARGO VAN CNG	1FDS534M04HA62275	100643/7349	POOR	1
RUNWAY CLOSURE MARKER	991275	100881	POOR	1
RUNWAY CLOSURE MARKER	991255	100345	POOR	1
CHEVROLET 3500HD FLATBED	1GBKC34J1XF092932	100034	POOR	1
NATIONAL SIGNAL SIGN	139M312173L358405	<b>100878/7824</b>	<b>POOR</b>	<b>1</b>
MEDICINE BALL STORAGE RACK, BALLS	2JHS0807	N/A	POOR	1
LEG RAISE MACHINE	N/A	N/A	POOR	1
NATIONAL SIGNAL SIGN	159M312153L358403	100876/7822	POOR	1
MULTIQUIP LIGHT TOWER	4GNBL1012CB910276	101125	POOR	1
MULTIQUIP LIGHT TOWER	4GNBL1016CB910278	101126	POOR	1
MULTIQUIP LIGHT TOWER	4GNBL101XCB910297	101127	POOR	1
CARPET TILE 39 3/8 X 39 3/8 STYLE 1990402500 COLOR 253952-52 INTERFACE				475F
TERRAZZO TILE 18 X 18 X 5/8 WTZ756 PEPPERCORN				342
CARPET TILE 24 X 24 T14357 SOCRATES				122SF
CARPET TILE 24 X 24 EVE3T 3319 CAMBRIDGE				82SF
TERRAZZO TILE 18 X 18 X 5/8 WM734 BLACK OF NIGHT				62SF
TERRAZZO TILE 24 X 24 X 5/8 WHITE				120SF
CARPET TILE 24 X 24 OBSIDIAN 7945M 0336				279SF
CARPET TILE RADIIT 15121				45SF
TILE 18 x 18 ATLAS CONCORDE DIAMANTE GHIACCIO				148SF
CARPET TILE 18 X 18 LEE'S L8512 WINDSWEPT 00438				72SF
RUBBER SQUARE MATS 35 7/8 X 35 7/8 X 7/8 BLACK				175SF
TILE 11 3/4 X 11 3/4 X 3/8 LIGHT TAN				60SF
TILE 11 3/4 X 11 3/4 X 3/8 BROWN				35SF
TERRAZZO TILE 18 X 18 X 5/8 WT2-760 GINGER				260SF
TERRAZZO TILE 18 X 18 X 5/8 15-409 GINGER				256SF
GE-259-MAX-N/ULTRA, BALLAST, T8 LAMP TYPE		100046	FAIR	10
LAMP, PL-C15MM 22W/827		100065	FAIR	20
TOWELS, BROWN ROLL (Y- SERIES)		100066	FAIR	4
LAMP, LU250/ECO		100070	FAIR	13
LAMP, MVR175/U MOGUL BASE, COOL WHITE, CLEAR		100083	FAIR	60
BOOT, LENS CROUSE HINDS# 21103*		100125	FAIR	20
OPTICAL HOUSING, MASH. TDZ,ALU CROUSE HINDS# 21105-1		100126	FAIR	10
OPTICAL HOUSING,MASH. RCL. ALU CROUSE HINDS# 21105-2		100129	FAIR	12
LAMP BRACKET ASS.18-8 ST.STEEL CROUSE HINDS# 21115		100130	FAIR	19
BOTTOM COVER, MASH. RCL. ALUM. CROUSE HINDS# 21118-2		100133	FAIR	6
SCREW,SEMS,PAN HD TYPE 1A CROUSE HINDS# 10000-469		100138	FAIR	100
SCREW 100FLAT HD/DRI-LOC S.S. CROUSE HINDS# 10000-470		100139	FAIR	100
FITTING,PRESSURE TEST, 1/8 NPT CROUSE HINDES# 10037-795		100141	FAIR	5
O-RING,FEEDTHRU ADAPTER CROUSE HINDS# 10035-0061		100143	FAIR	20
GASKET, BOTTOM COVER CROUSE HINDS# 21124		100144	FAIR	20
GASKET, BLANK COLOR, LENS RET. CROUSE HINDS# 21143		100145	FAIR	20
O-RING, 3/32 CROUSE HINDS# 10035-62		100146	FAIR	20
EXTERNAL SUPPORT RING GASKET CROUSE HINDS# 21180		100147	FAIR	20
BLADE KIT, SQGE. REAR 550 TENNANT# 02457		100169	FAIR	1
BLADE KIT, SQGE. SIDE TENNANT# 02460		100170	FAIR	1
BRUSH,SCB,50L,24SR, SAB TENNANT# 75722		100171	FAIR	2
VR, ELEMENT, FLTR. AIR (DN) TENNANT# 369746		100172	FAIR	8

PROJECTION LAMP, 200W, 6.6A BASE 2 PIN PREFOCUS, BULB T4	100180	FAIR	17
O-RING, 3/32 – BOTTOM COVER TAXIWAY CENTERLINE LIGHT	100186	FAIR	60
MODULAR JACK, 1-PORT, WHITE 8W8P UTP T568A / B, CATEGORY 6	100187	FAIR	35
BRUSH, 92 & 95 SWEEPERS FOR TENNANT SWEEPERS	382501	FAIR	9
BRUSH, MAIN TENNANT # 51487 FOR 95 SWEEPER	382502	FAIR	1
BRUSH, MAIN, TO FIT TENNANT MODEL 830 SWEEPER, P/N 761126	382504	FAIR	1
LENS, UVEX CLEAR REPLACEMENT ANTI-FOG / SCRATCH RESISTANT	424011	FAIR	71
LENS, UNEX GRAY REPLACEMENT ANTI-FOG / SCRATCH RESISTANT	424012	FAIR	89
LENS, UNEX # S561 'OTG' EXTREME REPLACEMENT LENS	424014	FAIR	98
GLOVES, RUBBER, SIZE 8	424018	POOR	5
GLOVES, RUBBER, SIZE 9	424019	POOR	3
BOOTS, PVC, STEEL TOE, SIZE 6	424025	POOR	12
BOOTS, PVC, STEEL TOE, SIZE 7	424026	POOR	11
BOOTS, PVC, STEEL TOE, SIZE 8	424027	POOR	3
GLOVES, SAFETY, SIZE 8 CLASS 00, LOW VOLTAGE	424050	FAIR	5
GLOVES, SAFETY, SIZE 9, CLASS 00 LOW VOLTAGE 11	424051	FAIR	5
GLOVES, SAFETY, SIZE 10 CLASS 00 LOW VOLTAGE	424052	FAIR	1
EDGE BASE PLATE CROUSE-HINDS P/N A1932	621008	FAIR	10
TRANSFORMER, SERIES ISOLATING L-830-1, 30/45W 6.6	621010	FAIR	22
FILM DISC, CUTOFF CROUSE-HINDS P/N 10047-409	621018	FAIR	379
CENTERLINE SPRING CLIP CROUSE-HINDS P/N 20023	621019	FAIR	200
TOUCHDOWN LEAD ASSY CROUSE-HINDS P/N 20020	621020	FAIR	724
TOUCHDOWN COVER CROUSE-HINDS P/N 20031	621023	FAIR	2
EDGE DOME, CLEAR CROUSE-HINDS P/N 40592	621024	FAIR	74
SEAL RING, RUBBER CROUSE-HINDS P/N HRLQ 40629	621025	FAIR	40
FILTER, LIGHT, RED 180 DEGREES CROUSE-HINDS P/N 40764-1	621028	FAIR	10
FILTER, LIGHT, YELLOW 180 DEGR CROUSE-HINDS P/N 40764-2	621029	FAIR	10
FILTER, LIGHT, GREEN 180 DEGR CROUSE-HINDS P/N 40764-3	621030	FAIR	36
THRESHOLD WINDOW, ASSY CROUSE-HINDS P/N 19341	621031	FAIR	10
FILTER, THRESHOLD, GREEN CROUSE-HINDS P/N 20209-03	621032	FAIR	8
WASHER LOCK, CROUSE-HINDS P/N 11A12-0250 AIRPORT LIGHTING	621033	FAIR	100
EDGE CLAMP CROUSE-HINDS P/N 40615	621035	FAIR	30
EDGE LENS BRACKET, ASSEMBLY, CROUSE-HINDS P/N 40756	621037	FAIR	25
SOCKET REPAIR KIT CROUSE-HINDS P/N 40777	621038	FAIR	16
EDGE LAMP FILTER, RED, PAVEMEN CROUSE-HINDS P/N 20209-1	621039	FAIR	8
TRANSFORMER, SERIES ISOLATING L-830-6, 200W 6.6	621040	FAIR	9
LAMP, QUARTZLINE Q45T4/CL W. 6.6A, CH L 852	621044	FAIR	62
LAMP, HALOGEN, EV V, 120 WATT 6.6A, C-H 10047 - 2155	621045	FAIR	50
LAMP, HALOGEN PHOTO OPTIC 105 W 6.6A	621046	FAIR	40
LAMP, 30 WATT 6.6A QTZ EXL-L86 AIRFIELD	621047	FAIR	31
LAMP, MEDIUM BIPOST BASE 200W 6.6A	621050	FAIR	50
BULB, EDGE IN PAVEMENT CROUSE-HINDS PART NUMBER 20496	621051	FAIR	31
LAMP, LU1000/SBY/LL	624014	FAIR	18
LAMP, LU400/DX, 400 W	624017	FAIR	24
LAMP, INCANDESCENT, FLOOD 65R30/FL 130V	624070	FAIR	30
LAMP, Q100CL/MC 100 WATT GE QUARTZLINE 120 VOLT LAMP	624088	FAIR	50
LAMP, FLE20/TT3/827, 20W	624103	FAIR	15
LAMP, F13DBX23/841/ECO	624107	FAIR	160
BALLAST, ADVANCE 73B5780	625001	FAIR	5
BALLAST, ADVANCE VH2Q26-TP-BLS	625002	FAIR	15
BALLAST, ADVANCE VH1Q26-TP-BLS	625004	FAIR	15
BALLAST, BODINE B426	625006	FAIR	2
BALLAST, SYLVANIA QUICKTRONIC QT 4X32/277 IS	625007	FAIR	9
BALLAST, ADVANCE, 277V, 60 HZ FT40W CFL (4-PIN), VEL2TTS40	625009	FAIR	5

BALLAST, CORE & COIL, KIT 71A8172-001D/94, 60HZ HX-HPF	625012	FAIR	1
BALLAST, KITCORE & COIL 71A8271-001D/94, 60HZ CWA	625013	FAIR	2
BALLAST, KITCORE & COIL 71A5770-001D/94, 60HZ CWA	625015	FAIR	4
BALLAST, ADVANCE L1533H41C	625016	FAIR	2
BALLAST, KITCORE 71A6071-001D/94, 60HZ CWA	625017	FAIR	6
BALLAST, VCN1P32SC941 VCN-1932-SC, 277 VOLTS, 0.11AM	625019	FAIR	10
BALLAST, ELECTRONIC 1CF2S13H1LDK94, 13W CFL (4-PIN	625020	FAIR	40
BALLAST, 120-277 VOLT 1CF-2S18-HI-LD	625026	FAIR	8
1CF2S42M2LD, BALLAST, 120-277VOLTS	625028	FAIR	13
BALLAST, ADVANCE L1534-H5-1C, RPLACEMENT IGNITO	625031	FAIR	2
BALLSAT, F CAN 1 LAMPS 72C5381NP001, 100W MH M90/M14	625032	FAIR	3
BALLAST, F60T12 LAMP V2E75STP	625033	FAIR	2
BALLAST, FLUORESCENT LAMP F96T12	625034	FAIR	6

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Reject the Claim of Peggy Groneman**

### **Recommendation:**

Adopt Resolution No. 2018-0108, rejecting the Claim of Peggy Groneman.

### **Background/Justification:**

On August 21, 2018, Peggy Groneman filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority") alleging she fell on a painted crosswalk that was wet from rain outside Terminal Two at San Diego International Airport. Groneman claims unspecified damages in an unknown amount.

On May 2, 2018, Groneman was using the crosswalk directly in front of Terminal Two. She and her husband were heading to the Rental Car Center shuttle bus to pick up a car. Groneman states she was halfway across when her foot slipped from under her as she stepped on the painted surface of the crosswalk markings. The entire area, including the crosswalk, was wet from the rainy weather that day. Groneman claims the Authority created a dangerous condition for a large number of reasons, including negligent construction, failure to provide safe and proper crossing, failure to erect a protective barrier, failure to provide adequate illumination and/or contrast, and failure to warn pedestrians of the slippery surface. Groneman and her husband continued to the Rental Car Center where they rented a vehicle and returned to the Authority's administrative offices to make a report. An Airport medic provided an ice pack and claimant was driven to a military hospital by her husband for treatment.

Groneman's claim should be denied. An investigation into the alleged incident revealed no notice of a dangerous condition. The Authority had no other reports of falls in the crosswalk before or after Groneman fell that day. The area was wet from the rain and claimant failed to exercise due care while using the crosswalk. The General Counsel has reviewed the claim and recommends rejection.

### **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:**

AMY GONZALEZ  
GENERAL COUNSEL



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
ACCIDENT OR DAMAGE CLAIM FORM**

Please complete all sections.  
Incomplete submittals will be returned, unprocessed.  
Use typewriter or print in ink.

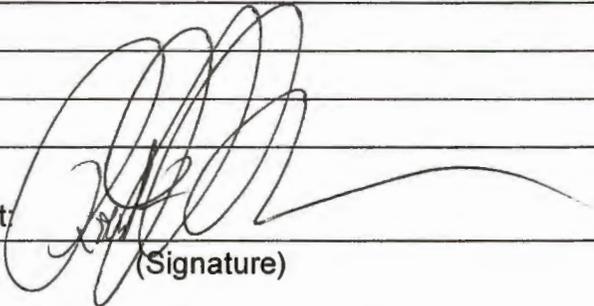
<b>FOR AUTHORITY CLERK USE ONLY</b>
Document No.: _____
Filed: _____

1) Claimant Name: Peggy Groneman	
2) Address to which correspondence regarding this claim should be sent: Casey Gerry Schenk Francavilla Blatt & Penfield, LLP Robert J. Francavilla, Esq. 110 Laurel Street, San Diego, CA 92101	
Telephone No.: (619) 238-1811	Date: August 21, 2018
3) Date and time of incident: May 2, 2018 A.M.	
4) Location of incident: San Diego International Airport, Delta Terminal exit crosswalk	
5) Description of incident resulting in claim: See Attachment "A".	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: Undetermined at this time. Discovery and investigation are continuing.	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s):
Name: Andrew Groneman	Name:
Address: 930 N. Shore Drive	Address:
Southport, NC 28461	
Phone: (910) 269-1515	Phone:

ATTACHMENT A

8) Describe property damage or personal injury claimed:
See Attachment "A".
9) Owner and location of damaged property or name/address of person injured:
Peggy Groneman
10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.
See Attachment "A".

Dated: 8/21/18

Claimant:   
(Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number.

Return completed form to:

Tony Russell, Director, Corporate Services/Authority Clerk  
Corporate Services Department  
P.O. Box 82776  
San Diego, CA 92138-2776

## ATTACHMENT A

RE: Claim of Peggy Groneman

On May 2, 2018, Claimant Peggy Groneman and her husband arrived at the San Diego Lindbergh field from their home in North Carolina to attend her sister in-law's funeral. Upon arriving, they retrieved their luggage from Delta Airlines baggage claim in Terminal 2. They then intended to pick up a rental car from Hertz. Their intended path of travel was to walk from the Terminal 2 exit, cross Airport Terminal Road to the rental car shuttle area.

From the Terminal, they walked to the crosswalk at Airport Terminal Road and waited at the curb for the signal to change. It had rained earlier in the day, so the streets and sidewalks were wet. When the traffic light changed to "walk", Peggy and her husband Andrew stepped into the crosswalk. Andrew walked slightly ahead of Peggy, pulling two small bags while she walked slightly behind, pulling one small bag. When Peggy was walking and approximately half way through the crosswalk, her right foot contacted the painted white line of the cross walk, which was wet. Peggy's right foot suddenly slipped out from under her causing her left knee to slam into the ground with both hands landing in front of her to break her fall. As a result of the fall, Peggy suffered serious injuries including to her left knee which required emergent surgery.

The SAN DIEGO REGIONAL AIRPORT AUTHORITY ("SDRAA"), by and through its agents, employees and independent contractors, negligently owned, operated, maintained, constructed, planned, approved, supervised, designed, built, routed, channeled, painted, striped, including using an improper type and composition of paint for marking on a crosswalk intended for safe pedestrian travel, inspected, marked, modified, repaired, failed to erect signs, failed to erect a protective barrier, failed to provide a proper and safe crossing and/or crosswalk on and around its property, failed to provide adequate illumination and/or contrast, failed to provide a non-slippery or adhesive surface to allow pedestrians to safely cross, failed to pave, improperly surface, allowing the painted surface to become dangerously slippery when wet, failed to place cones or other warning signs, and failed to warn of the obstruction/slip hazard it created and allowed to exist and routed channeled pedestrians directly into contact with the slippery surface, all of which resulted in a hazardous and dangerous condition which caused the subject incident and Peggy's injuries. The dangerous condition (unexpected, unsafe, slippery surface) created a reasonably foreseeable risk that someone would slip and fall.

The SDRAA by and through its agents, employees and independent contractors created a dangerous condition and allowed a dangerous condition to exist on and around its property in that they failed to provide safe and adequate crosswalks and/or walkways, illumination, and safety warnings for people crossing the street, in particular, on the crosswalk on Airport Terminal Road between the Terminal 2 exit and the rental car shuttle area, where there is a slippery when wet painted and unpainted

## ATTACHMENT A

surface that is a dangerous slip hazard for pedestrians crossing the street. The SDRAA and its agents, employees, and independent contractors knew or should have known that people crossing the street in that area were at great risk of slipping and falling. The foregoing hazard/dangerous condition was made worse by the fact pedestrians, including, Peggy, were unfamiliar with the dangerous condition of the street and surrounding area, making it more likely for a person such as Peggy to trip and fall.

The SDRAA, and its agents, employees and independent contractors knew or should have known of the foregoing hazards, deficiencies, and/or dangerous conditions for a long enough time to have protected against it and failed to remedy them and/or warn pedestrians of its presence. All of the foregoing resulted in a hazardous and dangerous condition which caused the subject incident and Peggy's injuries.

RESOLUTION NO. 2018-0108

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, REJECTING THE CLAIM OF PEGGY  
GRONEMAN

WHEREAS, on August 21, 2018 Peggy Groneman filed a claim with the San Diego County Regional Airport Authority (“Authority”) for injuries she claims to have suffered as the result of falling in a crosswalk outside Terminal Two at San Diego International Airport; and

WHEREAS, at its regular meeting on October 4, 2018, the Board considered the claim filed by Peggy Groneman and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Peggy Groneman; 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 its regular meeting this 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

---

AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Reject the Claim of Andrew Groneman**

### **Recommendation:**

Adopt Resolution No. 2018-0109, rejecting the claim of Andrew Groneman.

### **Background/Justification:**

On August 21, 2018, Andrew Groneman filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority") alleging his wife fell on a painted crosswalk that was wet from rain outside Terminal Two at San Diego International Airport. Groneman claims damages in an unknown amount to cover mental anguish, emotional distress and loss of consortium as a result of observing his wife fall.

On May 2, 2018, Peggy Groneman was using the crosswalk directly in front of Terminal Two. She and her husband were heading to the Rental Car Center shuttle bus to pick up a car. Groneman states his wife was halfway across when her foot slipped from under her as she stepped on the painted surface of the crosswalk markings. The entire area, including the crosswalk, was wet from the rainy weather that day. Groneman claims the Authority created a dangerous condition for a large number of reasons, including negligent construction, failure to provide safe and proper crossing, failure to erect a protective barrier, failure to provide adequate illumination and/or contrast, and failure to warn pedestrians of the slippery surface. Groneman and his wife continued to the Rental Car Center where they rented a vehicle and returned to the Authority's administrative offices to make a report. An Airport medic provided an ice pack and Groneman drove his wife to a military hospital for treatment.

Groneman's claim should be denied. An investigation into the alleged incident revealed no notice of a dangerous condition. The Authority had no other reports of falls in the crosswalk before or after Groneman's wife fell that day. The area was wet from the rain and Peggy Groneman failed to exercise due care while using the crosswalk. The General Counsel has reviewed the claim and recommends rejection.

### **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:**

AMY GONZALEZ  
GENERAL COUNSEL





## ATTACHMENT A

RE: Claim of Andrew Groneman

On May 2, 2018, Claimant Andrew Groneman and his wife, Peggy Groneman arrived at the San Diego Lindbergh field from their home in North Carolina to attend a funeral. Upon arriving, they retrieved their luggage from Delta Airlines baggage claim in Terminal 2. They then intended to pick up a rental car from Hertz. Their intended path of travel was to walk from the Terminal 2 exit, cross Airport Terminal Road to the rental car shuttle area.

From the Terminal, they walked to the crosswalk at Airport Terminal Road and waited at the curb for the signal to change. It had rained earlier in the day, so the streets and sidewalks were wet. When the traffic light changed to "walk", Peggy and Andrew stepped into the crosswalk. Andrew walked slightly ahead of Peggy, pulling two small bags while she walked slightly behind, pulling one small bag. When Peggy was walking and approximately half way through the crosswalk, her right foot contacted the painted white line of the cross walk, which was wet. Peggy's right foot suddenly slipped out from under her causing her left knee to slam into the ground with both hands landing in front of her to break her fall. As a result of Peggy's injuries, Claimant Andrew Groneman suffered mental anguish and serious emotional distress as a result of observing his wife falling on the pavement and suffering injuries. Claimant, Andrew Groneman has experienced emotional distress and loss of consortium, including but not limited to the loss of love, companionship, comfort, care, assistance, protection affection, society and moral support.

The SAN DIEGO REGIONAL AIRPORT AUTHORITY ("SDRAA"), by and through its agents, employees and independent contractors, negligently owned, operated, maintained, constructed, planned, approved, supervised, designed, built, routed, channeled, painted, striped, including using an improper type and composition of paint for marking on a crosswalk intended for safe pedestrian travel, inspected, marked, modified, repaired, failed to erect signs, failed to erect a protective barrier, failed to provide a proper and safe crossing and/or crosswalk on and around its property, failed to provide adequate illumination and/or contrast, failed to provide a non-slippery or adhesive surface to allow pedestrians to safely cross, failed to pave, improperly surface, allowing the painted surface to become dangerously slippery when wet, failed to place cones or other warning signs, and failed to warn of the obstruction/slip hazard it created and allowed to exist and routed channeled pedestrians directly into contact with the slippery surface, all of which resulted in a hazardous and dangerous condition which caused the subject incident and Peggy and Andrew's injuries. The dangerous condition (unexpected, unsafe, slippery surface) created a reasonably foreseeable risk that someone would slip and fall.

The SDRAA by and through its agents, employees and independent contractors created a dangerous condition and allowed a dangerous condition to exist on and

## ATTACHMENT A

around its property in that they failed to provide safe and adequate crosswalks and/or walkways, illumination, and safety warnings for people crossing the street, in particular, on the crosswalk on Airport Terminal Road between the Terminal 2 exit and the rental car shuttle area, where there is a slippery when wet painted and unpainted surface that is a dangerous slip hazard for pedestrians crossing the street. The SDRAA and its agents, employees, and independent contractors knew or should have known that people crossing the street in that area were at great risk of slipping and falling. The foregoing hazard/dangerous condition was made worse by the fact pedestrians, including, Claimant's wife, were unfamiliar with the dangerous condition of the street and surrounding area, making it more likely for a person such as Claimant's wife to trip and fall.

The SDRAA, and its agents, employees and independent contractors knew or should have known of the foregoing hazards, deficiencies, and/or dangerous conditions for a long enough time to have protected against it and failed to remedy them and/or warn pedestrians of its presence. All of the foregoing resulted in a hazardous and dangerous condition which caused the subject incident and Claimant and his wife's injuries.

RESOLUTION NO. 2018-0109

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, REJECTING THE CLAIM OF ANDREW  
GRONEMAN

WHEREAS, on August 21, 2018 Andrew Groneman filed a claim with the San Diego County Regional Airport Authority (“Authority”) for injuries he claims to have suffered as the result of witnessing his wife fall in a crosswalk outside Terminal Two at San Diego International Airport; and

WHEREAS, at its regular meeting on October 4, 2018, the Board considered the claim filed by Andrew Groneman and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Andrew Groneman; 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 its regular meeting this 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

---

AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Reject the Claim of Francine Chemnick**

### **Recommendation:**

Adopt Resolution No. 2018-0110, rejecting the claim of Francine Chemnick.

### **Background/Justification:**

On August 31, 2018, Francine Chemnick filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority") alleging her foot slipped from a shallow curb on or near the Terminal Two pedestrian island at San Diego International Airport. Chemnick claims damages in the amount of \$1,956.20 to cover medical treatment, dental treatment and replacement eyewear.

On July 27, 2018, Chemnick was walking on what she thought was an even or flat walkway when her foot encountered a shallow curb and slipped off causing her to fall. She states she suffered a sprain of the wrist of her right hand, a bruised cheek, a torn upper lip, a bruised face, chips on her front teeth and prescription eyewear damaged beyond repair. She also mentions that two airport employees told her three others had also fallen in that same spot. The AMR medic treated and released Chemnick.

Chemnick's claim should be denied. An investigation into the alleged incident revealed no notice of a dangerous condition. Despite Chemnick's statement that airport workers told her three others had fallen in the same spot, no evidence was found to support that claim. The marked crosswalks are an even surface. Curbs are only located outside the marked crosswalk. A police report taken at the time of the incident revealed the area was free of defects and the edges of the crosswalk were painted yellow. The General Counsel has reviewed the claim and recommends rejection.

### **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:**

AMY GONZALEZ  
GENERAL COUNSEL



ACCIDENT OR DAMAGE

CLAIM FORM

Please complete all sections. Incomplete submittals will be returned, unprocessed. Use a typewriter or print in ink.

FOR AUTHORITY USE ONLY	
Document No.:	_____
Filed:	_____

1) Claimant Name: <i>Francine Chernick</i>	
2) Address to which correspondence regarding this claim should be sent: <i>5641 Ashland Ave San Diego, CA 92120</i>	
Telephone No.: <i>(619) 507-9598</i>	Date: <i>August 13, 2018</i>
3) Date and time of incident: <i>July 27, 2018 Approx. 11:30 am</i>	
4) Location of incident: <i>Terminal 2, pedestrian island near USO across from parking lot</i>	
5) Description of incident resulting in claim: <i>I was walking on what appeared to me as an even/flat walkway, when I realized too late it was a shallow curb, my foot slipped off, propelling me to fall face forward, directly onto the ground/street. As I was falling, I put out my dominant hand (right) to protect my face as I collided with the pavement. I lay prone for several seconds but didn't black out. When I attempted to turn on my side, pain shot through my right hand, and my friend helped me to turn, wiped blood off my upper lip, &amp; told me my face was bruising. At the Urgent Care/Kaiser I also discovered two of my upper front teeth were chipped. Of note: 2 airport employees mentioned 3 other people had fallen in the same spot!</i>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: <i>N/A</i>	

7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): <i>Kaiser Zion / Urgent Care</i>
Name: <i>Chiara Thomas</i>	Name: <i>Michael Brandon Shaheen, M.D</i>
Address: <i>Via Filippo Carcano 4 20148 Milano, Italy</i>	Address: <i>4647 Zion Ave S.D. CA 92120</i>
Phone: <i>+39 3929220262</i>	Phone: <i>(619) 528-5000</i>

\* See attached letter from witness \* (See additional sheet for names/addresses  
Dentist  
Orthopedic )



## ATTACHMENT A

### **7. Persons having firsthand knowledge of incident:**

Witness

Chiara Thomas

Gentleman from the USO-Ion (don't know his last name)

Physician/s

Kaiser Zion Urgent Care

4647 Zion Ave, San Diego, CA 92120

(619) 528-5000

**MICHAEL BRANDON SHAHEEN MD, M.D.**

Kaiser Zion Orthopedics

4647 Zion Ave, San Diego, CA 92120

(619) 528-5000

**ANTONIO RAUL BROWN PA, P.A.**

Kaiser Orthopedics/Garfield Location

5893 Copley Dr, San Diego, CA 92111

(619) 528-5000

**MANUEL JAMES GATES, Nurse**

Dr. Campbell/Dentist

2840 Fifth Ave #300, San Diego, CA 92103

(619) 291-4325

### **8. Describe property damage or personal injury claimed:**

Wrist on right hand sustained fracture

Two front teeth/chipped

Upper right lip/torn

Right cheek/bruised

### **9. The owner and location of damage property or name/address of person injured:**

Francine Chemnick

5641 Ashland Avenue

San Diego, CA 92120

**10. Detailed list an amount of damages claimed as of date of presentation of claims, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.**

## ATTACHMENT A

August 3, 2018

To whom it may concern:

I wish to state for the record my name is Chiara Thomas, and I was with Francine Chemnick on July 25 2018, when she injured herself at the San Diego International Airport.

To the best of my recollection, Francine and I were exiting the Airport to the parking lot where our car was parked. Francine was a few steps ahead of me when she fell off the curb, located near the USO, terminal 2. Francine put out her right hand as she fell, so it appeared that she hit the pavement first with this hand, and then her face/body hit. She was perfectly still for a few seconds, then started to writhe in pain, turning on to her side, holding her right hand and breathing quickly somewhat still in shock. After the shock wore off, she started to cry and mumbled she was in pain, especially her right hand. We also noticed she was bleeding from a laceration on her top right lip, and there appeared to be bruising on her right cheek as well.

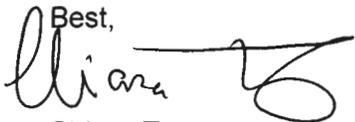
Through the entire incident, a kind gentleman from the USO stayed with Francine as he witnessed the fall and wanted to comfort her and help us. In fact, he stayed by her side as others ran over to help, when the police came to take a report, when EMT people came to administer first aid, when an airport representative came to make a report as well, and was there until everyone departed.

Most notably, the man from the USO was there when many of us heard a couple of airport employees state "three (3) other people have fallen in the same spot! When are they going to do something about it? Maybe they need to put up a railing or something."

The EMT crew told Francine if she did not want to go to the hospital in the ambulance, then she needed to go to an urgent care or emergency room to have her hand X-rayed and to check out her face/body as well.

I went with Francine to the emergency room via our car. They took X-rays of her wrist/hand and put her hand in the temporary cast, as it appeared her wrist might have a fracture. They made an appointment with an orthopedic Dr. the following Tuesday to recheck her wrist, to determine if there was a fracture. They also noticed there was a small chip offer for front tooth, but informed Francine she would have to see her dentist for further examination.

Best,



Chiara Thomas

Cell: +1 619 - 486 2140 / +39 392 922 0222

Email: chiaraathomas07@gmail.com

RESOLUTION NO. 2018-0110

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, REJECTING THE CLAIM OF  
FRANCINE CHEMNICK

WHEREAS, on August 31, 2018 Francine Chemnick filed a claim with the San Diego County Regional Airport Authority ("Authority") for injuries she claims to have suffered as the result of falling near the Terminal Two pedestrian island at San Diego International Airport; and

WHEREAS, at its regular meeting on October 4, 2018, the Board considered the claim filed by Francine Chemnick and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Francine Chemnick; 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 its regular meeting this 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

---

AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Fiscal Year 2018 Annual Report from the Audit Committee**

### **Recommendation:**

The Audit Committee recommends that the Board accept the report.

### **Background/Justification:**

Authority Policy Article 1 was adopted by the Board per Resolution No. 2002-02 on September 20, 2002, establishing the administration and governance of the San Diego County Regional Airport Authority.

Authority Policy Article 1, Section 1.50 (5)(c)(ii), outlines the Audit Committee's composition, roles, responsibilities, and oversight practices. The Charter of the Audit Committee, established by Board Resolution No. 2003-061 on October 2, 2003, provides additional details on how the Audit Committee carries out those responsibilities.

In accordance with the Charter of the Audit Committee, the Committee shall annually provide a summary of its activities and recommendations to the Board covering how it discharged its duties and met its oversight responsibilities during the previous year.

The Audit Committee's Annual Report for the period July 1, 2017, through June 30, 2018, is presented as Attachment A. The Audit Committee reviewed the report during its regularly scheduled meeting on September 10, 2018, and voted unanimously to forward it to the Board.

### **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:**

LEE M. PARRAVANO  
CHIEF AUDITOR

**Board Members**

C. April Boling  
Chairman

September 10, 2018

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

Greg Cox  
Jim Desmond  
Mark Kersey  
Robert T. Lloyd  
Paul Robinson  
Johanna S. Schiavoni  
Michael Schumacher  
Mark B. West

Dear. Ms. Boling:

**Ex-Officio Board Members**

Cory Binns  
Col. Charles B. Dockery  
Jacqueline Wong-Hernandez

The Audit Committee Charter requires the Audit Committee to annually report to the Board how the Committee has discharged its duties and met its responsibilities. This report details how the Audit Committee discharged its duties and responsibilities during Fiscal Year 2018.

**President / CEO**

Kimberly J. Becker

The Audit Committee convened five times during Fiscal Year 2018 on the meeting dates listed below. The meeting minutes for these public sessions are on file with the Clerk of the Board and may also be found on the San Diego International Airport website [www.san.org](http://www.san.org).

- September 11, 2017 – *Regular Meeting*
- November 20, 2017 – *Regular Meeting*
- February 12, 2018 – *Regular Meeting*
- May 14, 2018 – *Regular Meeting*
- June 25, 2018 – *Special Meeting*

During Fiscal Year 2018, recruitment for a new Chief Auditor took place due to the retirement of Mark Burchyett on April 5, 2018. Designated Board Members and Audit Committee Members actively participated in the interview and selection process. The recruitment was coordinated through the San Diego County Regional Airport Authority's (Authority) Talent, Culture and Capability Department. Mr. Lee Parravano was chosen and appointed by the Board as the new Chief Auditor on March 10, 2018, and joined the Authority on April 4, 2018.

The Audit Committee's financial oversight responsibilities included a review of the Authority's audited financials. The financial audit was performed by the accounting firm BKD, LLP, and included the Fiscal Year Ended June 30, 2017, audited financial reports. A presentation by BKD on November 20, 2017, included the following:

- Audited Financial Statements
- Compliance (single audit) Report
- Passenger Facility Charge (PFC) Compliance Report
- Customer Facility Charge (CFC) Compliance Report
- Report to the Audit Committee
- 2017 Comprehensive Annual Financial Report (CAFR)

Annual Report  
from the Audit  
Committee

Page 2 of 2

The Audit Committee continued to monitor the performance of the San Diego County Regional Airport Authority, in part, through audits conducted by the Office of the Chief Auditor (OCA). The Audit Committee reviewed twenty-eight Recommendations that were issued to Authority Management by the OCA during Fiscal Year 2018. The progress on Recommendation implementation and their anticipated completion dates by Authority Management were reviewed, evaluated, and direction was provided by the Committee, as deemed necessary.

A specific outcome of the Audit Committee's oversight of Authority Management this Fiscal Year was the direction given to the Office of the Chief Auditor to perform a risk assessment of the Authority's Information Technology (IT) system. The Committee requested the risk assessment to ensure the protection of Authority networks and information.

Additionally, the Audit Committee reviewed, approved, or received as information, the following reports and presentations during Fiscal Year 2018:

- Fiscal Year 2017 Annual Report of the OCA
- Fiscal Year 2018 Quarterly Reports and corresponding audit recommendations
- OCA Audit Reports issued during Fiscal Year 2018, totaling 30
- OCA Recommendations issued during Fiscal Year 2018, totaling 28
- Revisions to the Fiscal Year 2018 OCA Audit Plan
- Fiscal Year 2019 Audit Plan and Proposed Budget for the OCA
- Construction Audit Updates
- Cybersecurity Updates
- Ethics Program and Confidential Hotline Updates
- Public Employee Performance Evaluation Goal Setting for the Chief Auditor

Upon receiving the above, the Audit Committee made inquiries and initiated discussions with the Chief Auditor and Authority Management during Audit Committee meetings to gain insight and assurances that best practices are in place at the Authority.

I wish to thank each Board Member and Public Member on the Audit Committee for their demonstrated knowledge and steadfast service in the execution of their responsibilities.

Sincerely,



Paul Robinson  
Audit Committee Chair

PR/LP/sro

cc: SDCRAA Board Members  
SDCRAA Audit Committee Members  
Kimberly J. Becker, President/CEO

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Fiscal Year 2018 Annual Activities Report from the Office of the Chief Auditor**

### **Recommendation:**

The Audit Committee recommends that the Board accept the report.

### **Background/Justification:**

The Charter of the Office of the Chief Auditor was instituted by Board Resolution No. 2003-062 on October 2, 2003, defining the role and the 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 pertaining to audits completed, findings, corrective actions, and the implementation status on recommendations.

The Fiscal Year 2018 Annual Report is submitted to the Audit Committee by the Office of the Chief Auditor as Attachment A. The Annual Report provides an account of activities and accomplishments for the period July 1, 2017, through June 30, 2018; including comprehensive details on all recommendations issued, the status on recommendations that are still pending, and required disclosures in conformance with the *International Standards for the Professional Practice of Internal Auditing*.

During its regularly scheduled meeting on September 10, 2018, the Audit Committee received a presentation on the OCA Fiscal Year 2018 activities and voted unanimously to forward the OCA Annual 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:**

LEE M. PARRAVANO  
CHIEF AUDITOR

# Office of the Chief Auditor 2018 Annual Report



## Audit Reports - By the Numbers



Reports  
Issued



Recommendations



Accepted by  
Management



Additional  
Revenue  
Identified

## Ethics Program



Reports  
Received



Required  
Follow-Up

## Construction Program

The Office of the Chief Auditor attends Development Program and stakeholder meetings, works closely with members of Accounting and Business & Financial Management, and provides assistance ensuring the Authority is meeting compliance requirements for ongoing and planned projects.

During Fiscal Year 2018 the Construction Auditor completed a close out of the Green Build.

## Staff Qualifications & Utilization

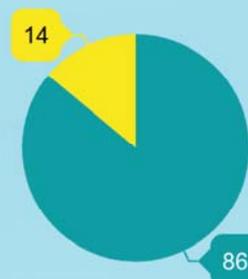
6

Professional Staff



86%

Utilization Rate



13

Total Certifications



powered by

# FISCAL YEAR 2018 ANNUAL REPORT

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## *Audit Activities*

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### **Background**

The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing (*Standards*) requires internal audit activities to maintain a quality assurance and improvement program that includes internal assessments. Internal assessments are comprised of two interrelated parts: ongoing monitoring and periodic self-assessments. The results of a periodic self-assessment and the level of conformance to the *Standards* must be reported to the Board at the completion of the self-assessment. The results of ongoing monitoring are required to be reported to the Board at least annually.

This report contains the results of the ongoing monitoring performed by the Office of the Chief Auditor (OCA). The objective of ongoing monitoring is to provide assurance that the processes in place are working effectively to ensure quality is derived on an audit-by-audit basis. Ongoing monitoring includes reporting on performance measures that are tracked by the OCA.

The *Standards* also contain other mandatory reporting requirements. The other mandatory reporting requirements are included in Appendix F.

### **Summary**

The Office of the Chief Auditor's Fiscal Year 2018 internal Audit Plan contained four (4) categories of audits: 1) Business Process Audits, 2) Expense Contract Audits, 3) Revenue Contract Audits, and 4) Annual Ongoing Audits and Support. The Fiscal Year 2018 Audit Plan (see Appendix A) included a total of 40 audit activities: 37 planned audits, one (1) Special Request audit, and two (2) support duties consisting of managing the Ethics Program and monitoring the Construction Activity. Also incorporated for completion within Fiscal Year 2018 were five (5) audits carried over from the Fiscal Year 2017 Audit Plan, which were not completed during that fiscal year.

In total, during Fiscal Year 2018, the OCA issued 30 final audit reports, including 11 during the fourth quarter. Additionally, the OCA had numerous audits that were nearing completion at the end of the fourth quarter, including three (3) draft audit reports that had been sent to the affected departments for review and comment, or the OCA had completed field work and was in the report writing stage. From the completed audit reports, we issued a total of 28 recommendations.

Although the OCA tried to maintain a steady pace of activity, we did not fully complete all planned audits for the fiscal year. Specifically, as of June 30, 2018, there were 12 planned audits that were not completed; six (6) of these were in progress and six (6) had not been started. The OCA is carrying these 12 audits forward to the Fiscal Year 2019 Audit Plan.

Below are highlights from the OCA audits completed during Fiscal Year 2018.

**Business Process Audits**

The OCA issued five (5) business process audit reports during this fiscal year. This category included audits where the OCA reviews the operations of an entire Authority department, as well as conducts reviews of selected processes or projects that may span multiple Authority functions. Significant projects within this category included Property and Inventory Management, Vehicle Fleet Management, and an audit of Business and Travel Expenses. Each of these audits contained multiple recommendations for management that, once implemented, will strengthen the Authority's internal controls. Of particular note, the Property and Inventory Management audit recommended that an annual inventory of the Authority's warehouse be conducted. The Procurement Department promptly implemented the recommendation.

**Expenditure Contract Audits**

Included within this category are audits of consulting, service, and construction contracts. During Fiscal Year 2018 the OCA completed six (6) 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 an audit of Chula Vista Electric Company, which contained three (3) recommendations. Those recommendations were designed to mitigate an issue with the invoice approval process within the Facilities Management Department, and potentially will recoup numerous overpayments.

**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 13 revenue audits for the fiscal year. Revenue audits include reviews of airline services, car rental agencies, and concessions. Five (5) audits completed this fiscal year in this category identified underpayments to the Authority, and as a result, we recommended that the Authority collect an additional \$38,986.

**Annual Ongoing Audits and Support**

This category includes audits that are required either in the Authority's Policies/Codes or have been requested to be included in the Audit Plan by management or a member of the Board/Audit Committee. During Fiscal Year 2018 the OCA completed six (6) ongoing audits. Annual Ongoing and Support audits include reviews of airline landing fees, Board Member and executive business expenses, and aircraft rescue and firefighting. These six (6) audits completed identified one (1) under billing and one (1) under payment to the Authority.

## *Audit Follow-Up*

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The OCA tracks the number of recommendations issued in audit reports and their implementation status. Tracking the status 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 2018, the OCA issued a total of 28 recommendations, of which 11 are fully implemented. Two (2) of the recommendations are in progress as Authority departments have begun to address the issues identified through our audits. The remaining 15 recommendations were issued in June 2018 and are deemed “open”, as recommendations are tracked by the OCA starting the month following their issue date, to provide sufficient time for Authority departments to adequately address the recommendation.

In addition to the recommendations issued in Fiscal Year 2018, the OCA continued to track the status of recommendations issued in prior fiscal years. The OCA tracked five (5) recommendations issued prior to this fiscal year that were not completed as of June 30, 2017. As of June 30, 2018, four (4) of those recommendations were implemented and only one (1) was In Progress.<sup>1</sup>

Table 1 below shows the status of recommendations outstanding in Fiscal Year 2018 along with the expected completion timeframe.

*Table 1: Status of Recommendations with Estimated Implementation Timeframe*

Estimated Completion Timeframe	Completed Within Estimate	Completed Outside Estimate	Outstanding	Total
Zero to 6 Months	6	0	2	8
6 Months to 1 Year	4	3	12	19
Over 1 Year	1	1	4	6
<b>Total</b>	<b>11</b>	<b>4</b>	<b>18</b>	<b>33</b>

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<sup>1</sup> A detailed Status of OCA Open/In Progress Recommendations as of June 30, 2018, can be found in Appendix B. Details of the Completed Recommendations as of June 30, 2018, are in Appendix C.

## *Quality Assurance and Improvement Program*

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The *Standards* of the Institute of Internal Auditors (IIA)<sup>2</sup> require that the OCA develop and maintain a quality assurance and improvement program. A large part of that program is 1) ongoing monitoring, and 2) periodic internal self-assessments; the results of which are required to be reported to the Audit Committee. Below are areas for improvement identified for Fiscal Year 2018 resulting from ongoing monitoring.

### **Improvement for Policies and Procedures and Desk Manuals**

A review of the Authority Policies and Procedures utilized by the OCA and the Audit Department's Desk Manual that is the guide for all OCA staff, found that neither had been updated recently. The OCA should ensure that the Authority Policies and Procedures and the Desk Manuals are updated regularly and that they match what auditors are doing in practice.

### **More Detailed Risk Assessments Needed**

A review of the risk assessment utilized for the Fiscal Year 2018 Audit Plan found several deficiencies. Specifically, we found that the audit universe, which should be a dynamic list of potential audit projects updated regularly, did not sufficiently cover potential audit engagements. Additionally, we found that scoring of the potential audit engagements was not properly documented and that the rationale for specific rankings was lacking.

### **Improper Review of Work Papers**

We found that not all work papers received the proper level of review. Specifically, we found that audit engagements conducted by the Chief Auditor were not reviewed. While this is acceptable in certain instances, for example in single auditor audit shops, the OCA has adequate personnel for all work papers to be reviewed by another staff member.

### **Further Assurance Standards Met**

All OCA engagements must follow the *Standards*. While we didn't find any significant areas of non-conformance, we found that steps could be taken to ensure that each audit engagement conforms to the *Standards*. Specifically, utilizing a Standards checklist on every audit would better ensure that the *Standards* are always met.

### **Documentation of Recommendation Follow-up**

We found that audit recommendations are adequately monitored and tracked, however, the documentation of that follow-up activity could be enhanced.

### **Additional Review of Reports**

Similar to the inadequate review of the work papers noted above, we found that the audit reports issued by the Chief Auditor should have received additional review.

### **OCA Response**

As each of these items was identified through the ongoing monitoring process, we were able to immediately address and correct the issues. The Policies and Procedures are in the process of being reviewed, and our standard audit program was modified to include a *Standards* checklist. Beginning in Fiscal Year 2019, a more robust Risk Assessment will be completed, and a more detailed process for tracking recommendations will be utilized. Additionally, going forward the OCA will ensure that all work papers and audit reports receive adequate review.

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<sup>2</sup> Standard 1300 – Quality Assurance and Improvement Program

## *Non-Audit Activities*

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The OCA had numerous non-audit activities during Fiscal Year 2018 that are described below.

### **Qualifications and Training**

Proficiency and due care for the OCA are the responsibility of the Chief Auditor. Cumulatively, the OCA has over 90 years of auditing experience. Staff within the OCA maintain various professional certifications. The types of professional certifications and number of staff with each certification are as follows:

- 2 - Certified Public Accountants (CPA),
- 5 - Certified Internal Auditors (CIA),
- 1 - Certified Information Systems Auditor (CISA),
- 1 - Certified Government Auditing Professional (CGAP), and
- 1 - Chartered Global Management Accountant (CGMA).



Each of these certifications requires that the holder complete a specified number of hours of continuing professional education (CPE). During the fiscal year all CPE requirements were met.

### **Audit Committee Support**

During Fiscal Year 2018, the Audit Committee met five (5) times, which occurred on:

- September 11, 2017
- November 20, 2017
- February 12, 2018
- May 14, 2018
- June 25, 2018

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

### **Staffing**

During the year the OCA continued to use graduate level interns to augment staff. At the close of the fiscal year, those two (2) intern positions are open and the Office is actively seeking applicants. Additionally, during the fourth quarter of Fiscal Year 2018, the OCA successfully navigated the transition to a new Chief Auditor.

*Performance Measures*

Each fiscal year the OCA develops and tracks performance measures to gauge the progress and success of the Office. For Fiscal Year 2018, the OCA developed five (5) separate measures that could be used to evaluate OCA performance. Table 2 below outlines the OCAs performance against the selected measures.

*Table 2: Status of Performance Measures as of June 30, 2018*

Performance Measure	Goal	Progress as of June 30, 2018
Percentage of the Audit Plan completed annually	100%	72%
Additional revenue/cost savings identified through audits	n/a	\$85,382
Percentage of staff time spent on audit activities	80%	86%
Percentage of audits completed within budgeted time	80%	52%
Implementation of audit recommendations	90%	45%

The measures are detailed below along with further explanation of the OCAs performance for the fiscal year:

**Percentage of the Audit Plan completed annually:** For the year, the OCA completed 72% of the Fiscal Year 2018 Audit Plan. Specifically, 31 out of 43<sup>3</sup> audits were finalized as issued audit reports or closed out. Additionally, there were three (3) audits that were either draft reports that were awaiting review and comment from the audited departments or in the report writing process.

**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. For the fiscal year, the OCA identified over \$85,382 in new revenue, as shown in Table 3 below.

*Table 3: Schedule of Additional Revenue and Cost Savings Identified through Audit Activity*

Audit Report Number	Title	Amount Identified
18013	Chula Vista Electric Company	\$42,510
18027	Mission Yogurt, Inc.	29,204
18016	BW-Budget-SDA, LLC	9,243
18037	Green Motion SAN, LLC	3,886
17036	Paradies San Diego, LLC	(1,054)
18026	SSP America Inc. (FSP 5)	846
18024	Hudson Group (RP 2)	747
<b>Total</b>		<b>\$85,382</b>

<sup>3</sup> To determine the size of our audit population annually we add 1) planned audits contained within the current year’s Audit Plan, 2) any carry over audits from the previous year, and 3) any special request audits approved by the Audit Committee.

**FISCAL YEAR 2018 ANNUAL REPORT**

**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 2018, the OCA was well over our goal of 80% percent. This goal is the cumulative percentage of the target utilization for all audit staff<sup>4</sup>.

**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. In Fiscal Year 2018, the OCA completed 52% of its audits within the budgeted time. During the year, we encountered numerous projects that were more complicated than originally forecasted resulting in going over budget.

**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, 45% of the recommendations have been implemented, which is under our goal. However, as shown by Table 4, the recommendations are consistently completed as time proceeds. In Fiscal Year 2018, 100% of all audit recommendations were accepted by management.

*Table 4: Percentage of Recommendations Completed*

Recommendation Origination	Recommendation				
	Tracked	Completed	Not Accepted	Outstanding	% Completed
Carryover	5	4	0	1	80%
1 <sup>st</sup> Quarter	8	8	0	0	100%
2 <sup>nd</sup> Quarter	1	1	0	0	100%
3 <sup>rd</sup> Quarter	3	1	0	2	66%
4 <sup>th</sup> Quarter	16	1	0	15	6%
<b>Total</b>	<b>33</b>	<b>15</b>	<b>0</b>	<b>18</b>	<b>45%</b>

See Appendix E for a detailed listing of the OCA performance measures for the past five (5) Fiscal Years.

<sup>4</sup> For Fiscal Year 2018, the OCA did not track the time of the Chief Auditor position. Beginning in Fiscal Year 2019 the Chief Auditor time will be tracked and used within the time related performance measures.

### *Construction Audit Activities*

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Throughout Fiscal Year 2018, the OCA continued its Construction Audit Activity as part of its annual Audit Plan. To gain an understanding of the processes and internal controls over payments for the Federal Inspection Service Facility (FIS), the OCA Construction Auditor attended payment application meetings with Turner-PCL, a Joint Venture, as part of the Construction Audit Activity during Fiscal Year 2018. The knowledge and understanding gained from these meetings will assist the OCA team in the Fiscal Year 2019 audit of Phase I of this project. The OCA Construction Auditor is currently reviewing the close-out of the Rental Car Center project and the related contracts.

During Fiscal Year 2018, the OCA Construction Auditor completed the close-out review of the Green Build. As a close-out review is a more informal process than an audit and has a limited scope, a memo was issued to the Audit Committee on January 31, 2018, with the results of the review.

Through attendance at the Development Program meetings, various stakeholder meetings, and other construction planning related meetings; and working closely with members of the Accounting and 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 and 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*

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The OCA continues to run the Authority Ethics Program and confidential hotline system. During Fiscal Year 2018, three (3) reported items warranted further investigation into potential Ethics or workplace violations. Following further investigation, there was no fraud in any of the reports. Two of the issues reported were turned over to Authority Management and the Talent, Culture and Capability Department for further follow-up with employees. Additionally, the investigation of an ethics issue reported in Fiscal Year 2017 was completed with no finding.

The Ethics Officer continues to receive, and respond to, numerous employee-related concerns as well. The main area that continues to surface is workplace practices and behavior. See Appendix D, Ethics Hotline Call Summary, for a complete summation of reports received during Fiscal Year 2018.

During Fiscal Year 2019, the Senior Auditor in charge of the Ethics Compliance Program will develop a new ethics training program to present to all Authority departments.

*Appendix A – Fiscal Year 2018 Audit Plan*

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**San Diego County Regional Airport Authority  
Office of the Chief Auditor  
Fiscal Year 2018 Audit Plan**

**BUSINESS PROCESS AUDITS**

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- 1 Business and Travel Expenses
- 2 Concession Cost Recovery
- 3 Information Technology Monitoring and Evaluation
- 4 Small Business Development Management
- 5 Vehicle Fleet Management
- 6 Asset Management

**EXPENSE CONTRACT AUDITS**

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- 7 Swinerton Builders
- 8 Haley and Aldrich, Inc.
- 9 Pacific Rim Mechanical
- 10 Ace Parking Management, Inc.
- 11 Network Security Electronics, Inc.
- 12 Dynamic Contracting Services, Inc.
- 13 Chula Vista Electric Company
- 14 Sign Age Identity Systems Inc.
- 15 Leigh Fisher & Associates

**REVENUE CONTRACT AUDITS**

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- 16 BW - Budget - SDA, LLC
- 17 Nevada Lease and Rental Inc. dba Payless Car Rental System
- 18 Simply Wheelz LLC dba Advantage Rent-A-Car
- 19 EZ Rent A Car
- 20 Signature Flight Support
- 21 Smarte Carte Inc.
- 22 GAT Airline Ground Support Inc.
- 23 Stellar Partners Inc. (RP 4)
- 24 Hudson Group - CV - Epicure - Martinez San Diego (RP 2)
- 25 Pacific Gateway Concessions and Procurement Concepts San Diego LLC (RP 3)
- 26 SSP America Inc. (FSP 5)
- 27 Mission Yogurt Inc. (FSP 4)

**ANNUAL ONGOING AUDITS AND SUPPORT**

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- 28 Aircraft Rescue and Fire Fighting (ARRF) Billing
- 29 Board Member and Executive Business Expenses
- 30 Rental Car Center Fund Review
- 31 Procurement Card Program
- 32 Agreements with Expenditure Limits Not to Exceed \$100,000
- 33 Biennial Airline Landing Fees
- 34 Transportation Network Company (TNC) Reviews and Assistance
- 35 Emergency Medical Technician-Paramedic Services
- 36 Automated License Plate Reader (ALPR) System - Ace Parking
- 37 San Diego Unified Port District Billing
- 38 Special Request Audit: Green Motion SAN, LLC
- 39 Ethics Program Activity
- 40 Construction Audit and Monitoring Activity

Appendix B – Status of OCA Open/In Progress Recommendations

The following recommendation implementation report contains the status of Open or In Progress recommendations from OCA audits that remained unresolved as of the 4<sup>th</sup> Quarter of Fiscal Year 2018. In general, the OCA is satisfied with the progress that Authority departments are currently making with the implementation, as based upon our inquiries during the tracking process.

Within this report, the recommendations are classified in the following ways:

1. **In Progress:** These recommendations have been partially addressed or partial corrective action has been taken.
2. **Open:** This category of recommendations have not yet been addressed. This designation is used when there has not been adequate time between report issuance and recommendation follow-up.
3. **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.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
17-11	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 17027, dated February 7, 2017, Spa Didacus, Inc.	High	The Business and Financial Management Department should develop a control to ensure that the completed Certification of Capital Investment, the related depreciation schedule, and proper supporting documentation are received from every concessionaire, as required by the lease.	Revenue Management continues to work with Airport Design & Construction (ADC) on a control process. Due to restructuring with ADC, the process required significant revision.	In Progress	Q4 FY19
18-10	FACILITIES MANAGEMENT DEPARTMENT	Audit Report 18013, dated February 28, 2018, Chula Vista Electric Company	Medium	Facilities Management Department (FMD) should request that the Accounting Department bill Chula Vista Electric Company (CVEC) \$42,510 for reimbursement of expenses not allowed by the contract. Additionally, FMD should take steps to ensure that disallowed fees and expenses are not included in future payments to CVEC.	Chula Vista Electric Company (CVEC) has provided documentation in the form of a report to the Board of Equalization on sales taxes paid. Staff was able to substantiate reported taxes paid with invoiced amounts. The amount of \$18,564.64 attributed to sales tax will be deducted from the request for reimbursement. Staff was able to substantiate an additional \$2,921.44 in reported taxes paid, which will be deducted from the request for reimbursement, which now amounts to \$21,023.92.  The Facilities Management Department will utilize the internal checklist developed to ensure that disallowed fees and expenses are not included.	In Progress	10/31/2018

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-12	FACILITIES MANAGEMENT DEPARTMENT	Audit Report 18013, dated February 28, 2018, Chula Vista Electric Company	Medium	Facilities Management Department (FMD) should request that Chula Vista Electric Company (CVEC) provide supporting documentation for the \$416,556 in expenses billed and paid. When these documents are provided, FMD should review and verify that the expenses are justified.	The Facilities Management Department (FMD) has completed its review of the remaining 2/3 of the 98 invoices identified as needing supporting documentation. Chula Vista Electric Company (CVEC) has been very responsive in providing supporting documentation requested. Based on the documentation submitted, FMD has verified that expenses in the amount of \$379,084.71 is justified. CVEC will be submitting documentation for the remaining \$37,471.68. Additionally, FMD has identified an additional \$1,884.69 in expenses that would require reimbursement.	In Progress	10/31/2018
18-14	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	In addition to the current Administrator training, Authority Management should consider requiring training covering Authority Policies 3.30 and 3.40 and the more detailed Accounting guidance over travel contained in the Employee Reference Guide for all employees that incur reimbursable business or travel expenses.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-15	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Administrator review of the expense reports submitted for reimbursement needs to be strengthened to ensure that all reimbursement requests submitted for approval meet Authority Policy requirements. Further, Administrators should reject reimbursements that do not adhere to Authority Policies.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-16	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Authority business and travel expense Policies need to be revised and strengthened. Authority Management should consider a thorough review of the Policies to ensure the requirements are practical, consistent, and do not become too detailed with procedures. A strong business and travel expense procedures guide should be developed to cover the actual execution of the Policy requirements.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-17	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Authority Management should consider eliminating the use of travel advances due to the issues noted. Additionally, Authority Management should institute a Policy whereby employees that don't follow travel advance requirements are prohibited from obtaining advances for at least one (1) year.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-18	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Authority Management should institute procedures to ensure that advances are issued in accordance with the Travel Advance procedures and are not issued more than seven days before travel. Alternately, Policies 3.30 and 3.40 could be amended to specify how many days prior to travel an employee can be issued a travel advance. Under IRS guidance, travel advances exceeding 30 days are in excess of a reasonable period of time, are to be treated as being paid under a non-accountable plan, and are to be reported as wages to the employee.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-19	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Authority Management should consider including a limit on expenses that can be approved by an Administrator. Expenses, such as airfare, over a certain dollar threshold should require Executive Management approval. This would ensure that the Executive Management is involved in the process of verifying that each expense that is unusual in amount is reasonable, necessary, directly related to the Authority's business, and adequately supported.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-20	AUTHORITY MANAGEMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Medium	Authority Management should consider changing Authority Policy 3.40 to require employees to use the per diem rates set each year by the GSA for meals. Amending the Policy to reimburse employees based on GSA rates would reduce staff time in processing reports, limit meal reimbursement amounts, and eliminate any supporting documentation issues related to meals. In our opinion, it is not reasonable to require GSA rates for hotels, due to issues such as conference locations and lack of hotel vacancies. However, the GSA rates should be used as a guide and Authority Management should consider requiring preapproval of hotel costs that exceed the GSA or conference rates for hotels for domestic travel destinations, and the Department of State rates for hotels for international destinations.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-24	AUTHORITY MANAGEMENT	Audit Report 18006, dated June 28, 2018, Vehicle Fleet Management	Medium	Authority Management should implement uniform vehicle fleet usage procedures. These procedures should include standard vehicle check-out procedures with the assurance that any employee requesting a vehicle is an authorized driver. Ideally, the procedures should include a centralized vehicle and driver database that would integrate with the Defensive Driver Training program, which will automate the authorized driver assurance, maximize the fleet usage and mileage reporting, and automate the maintenance schedules.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-25	AUTHORITY MANAGEMENT	Audit Report 18006, dated June 28, 2018, Vehicle Fleet Management	Medium	Authority Management should implement procedures to ensure that only authorized drivers are provided the opportunity to drive Authority vehicles. Management should require all vehicle custodian departments to verify driver authorization before giving access to Authority vehicles. Risk should provide written notice to the departments requesting driver authorization regarding the status of their request, and should provide access to a centralized Authorized Drivers List database, to ensure that drivers given access to the Authority vehicles are authorized. In addition, Risk should also review the Authorized Drivers List for any inconsistencies, like missing authorized drivers, and verify that all requests for driver authorization are processed.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-21	TALENT, CULTURE AND CAPABILITY DEPARTMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Low	The Talent, Culture and Capability Department should strengthen controls to ensure that all tuition reimbursement requests are properly supported, accurately calculated, paid based on the correct calendar year, and ensure that all requirements surrounding a reimbursement are followed as outlined in the program. This ensures that the program is administered fairly and equitably for all employees. Requests lacking proper approvals or supporting documentation should be returned to employees for corrective action.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-22	FINANCE DEPARTMENT	Audit Report 18001, dated June 14, 2018, Business and Travel Expenses	Low	Finance should ensure that the petty cash funds are properly managed and monitored. Monthly reconciliations should be prepared and submitted for review as required in the Fund Procedures. Reconciliations should be reviewed, and any differences should be reviewed, approved, and recorded to bring the funds back to the proper fund balance. Surprise cash counts should be performed to ensure that the custodians are maintaining the funds as required in the Fund Procedures.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-23	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 18026, dated June 21, 2018, SSP America, Inc. (FSP 5R)	Low	The Business and Financial Management Department should correct the consumer price index (CPI) calculation for Fiscal Year 2016. Additionally, the Accounting Department should issue an invoice for \$846.43 to SSP for the underbilling of the CPI adjustment for Fiscal Years 2016, 2017, and 2018.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-26	AUTHORITY MANAGEMENT	Audit Report 18006, dated June 28, 2018, Vehicle Fleet Management	Low	Authority Management should require the Facilities Management Department (FMD) and departments with assigned vehicles to consistently track and review monthly and daily logs to verify the accuracy of logged information. Management should also require authorized drivers and/or vehicle custodians to report to FMD any vehicle malfunctions and request that these vehicles be removed from service until repaired.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

Rec. No.	Department Name	Audit Report Description	Priority Rating	Recommendation	Status as of June 30, 2018	OCA's Assessment	Estimated Completion Date
18-27	AUTHORITY MANAGEMENT	Audit Report 18006, dated June 28, 2018, Vehicle Fleet Management	Low	Facilities Management Department (FMD) should review the fleet inventory for accuracy and reconcile it with Accounting's asset list, on an annual basis, to verify that vehicles currently in service are listed on the asset list, and any vehicles removed from service and disposed of are retired from the Authority books. In addition, FMD should verify that retired assets are deleted from E1 as a result of the reconciliation.	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.
18-28	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 18024, dated June 29, 2018, Hudson Group (Package #2)	Low	The Business and Financial Management Department should correct the consumer price index (CPI) calculation for Fiscal Year 2016. Additionally, the Accounting Department should issue an invoice for \$634.40 to Hudson Group for the underbilling of the CPI adjustment for Fiscal Years 2016, 2017, and 2018. The Accounting Department should also invoice Hudson \$112.82 for the underbilling that occurred in the remainder of Fiscal Year 2018 that is outside of the audit period (January 2018 through June 2018).	Recommendations are tracked starting the month following their issue date to provide sufficient time for Authority departments to adequately address the recommendation; therefore, a status will be provided during the first quarter of Fiscal Year 2019.	Open	To be provided during the first quarter of Fiscal Year 2019.

*Appendix C – Recommendations Completed in Fiscal Year 2018*

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The following report provides a detailed list of all recommendations that were completed during Fiscal Year 2018.

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
17-17	ACCOUNTING DEPARTMENT	Audit Report 17035, dated June 14, 2017, San Diego Unified Port District Billings - Fiscal Year 2016	High	We recommend that the Accounting Department notify Port staff concerning the Fiscal Year 2016 under-billing for Harbor Police Department services, and determine the most appropriate method for the Authority to remit the additional \$887,148 owed to the Port. In addition, the Port should frequently analyze all actual and estimated billings, especially overhead and allocated burden, and update the Accounting and the Aviation Security & Public Safety Departments of any notable expense variance, to avoid significant year-end adjustments.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> The Authority reimbursed the Port in August 2017 for the total amount due.	9/30/2017
18-01	GROUND TRANSPORTATION DEPARTMENT	Audit Report 17020R, dated July 10, 2017, Ace Parking Management, Inc.	High	Authority Management should consider strengthening internal controls regarding the oversight of Ace Parking by requiring that Ace perform reconciliations of all parking revenue on a regular basis and should require that all non-standard transactions be reported by Ace, for the review by Ground Transportation Department personnel.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> Ground Transportation developed operating procedures to require reconciliations of parking revenue.	9/30/2017

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
18-03	FACILITIES MANAGEMENT DEPARTMENT	Audit Report 17003, dated August 15, 2017, Property and Inventory Management	High	The Facilities Management Department (FMD) should request that the Facilities Development Department and Airport Design and Construction (ADC) incorporate into their project delivery process a method for accounting for the dollar value of "attic stock". Accounting should review and evaluate the current process for the valuation of attic stock and revise the process if the dollar value of attic stock is determined to be material to include within E1 inventory. FMD should enhance the tracking system they started, to better control the receipt and use of attic stock.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> FMD met with Accounting and ADC and/ who stated the current process was fine and there was no need to provide a valuation of attic stock as the materials were not capitalized and were considered maintenance consumables. An FMD Attic stock spread sheet has been developed and is being used by all three shifts.	9/30/2017
18-05	PROCUREMENT DEPARTMENT	Audit Report 17003, dated August 15, 2017, Property and Inventory Management	High	The Procurement department should perform an annual inventory of all supplies, materials, and equipment housed in the Authority warehouse, and utilize the E1 system to track the inventory.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> Procurement completed an inventory October 2, 2017, of all stock items stored in the Authority warehouse. The E1 system was used to generate the inventory report but a manual inventory count and input were required. Quarterly inventory of high volume items will be conducted throughout the year in addition to the annual inventory.	9/30/2017
18-06	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 17036, dated September 1, 2017, Paradies San Diego, LLC	Low	The Business and Financial Management Department should instruct the Accounting Department to remit to Paradies the \$1,054 overpayment as well as determine any additional overpayment for storage rentals that may have occurred subsequent to the audit period.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> Refund amount of \$1,054 was issued by COB November 3, 2017.	9/30/2017

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
17-01	ACCOUNTING DEPARTMENT	Audit Report 15004, dated July 11, 2016, Business and Travel Expenses	Medium	The Accounting Department should continue with their current review activities, but, consider reminding employees of the need for President/CEO approval of in-town meals with contractors, proper use of P-cards when holding hotel room reservations, and of the requirement for submitting reimbursement of unused travel advances.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> The recommendations have been integrated in to the 2017 Annual Employee Business and Travel Expense training in LMS, which is currently live.	9/30/2017
18-04	FACILITIES MANAGEMENT DEPARTMENT	Audit Report 17003, dated August 15, 2017, Property and Inventory Management	Medium	The Facilities Management Department (FMD) should develop standardized procedures for tracking tools from their purchase to their issuance to employees.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> All tools are engraved. Shared community tools per shift are logged, and if distributed to staff are added to the employee's tool list. Employee's tool list is audited every year as part of their review. Broken tools are placed in a non-use container to be disposed of by Procurement or at Procurements direction by FMD.	9/30/2017
17-10	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 17017, dated November 17, 2016, Avis Budget Car Rental, LLC	Medium	We recommend that the Business and Financial Management Department develop a process to ensure that the Use & Occupancy Permit fixed rent is adjusted every July 1 of each calendar year using the Consumer Price Index, and determine if the underpayment of \$1,475 should be collected retroactively.	<b>STATUS AS OF SEPTEMBER 30, 2017:</b> Progress is on-going. Continuing efforts to verify, capture, and automate critical dates with Accounting.  <b>STATUS AS OF DECEMBER 31, 2017:</b> Processes were developed and are currently in place.	12/31/2017

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
18-02	INFORMATION & TECHNOLOGY SERVICES DEPARTMENT	Audit Report 17001, dated July 27, 2017, Telecommunications Services and Billing	Medium	We recommend that the Information & Technology Services (I&TS) Department document the applicable procedures for operating and modifying the AT&T services at the Authority and to document the procedures surrounding mobile devices. I&TS should consider maintaining a manual of these procedures that would be understandable for I&TS staff who are unfamiliar with these systems to operate them and to preserve the telecommunications functions.	<p><b>STATUS AS OF SEPTEMBER 30, 2017:</b> Procedures for the mobile devices are documented, and are being used to manage the mobile devices for the Authority.</p> <p><b>STATUS AS OF DECEMBER 31, 2017:</b> All procedures are documented, and the I&amp;TS staff are following the new procedures for AT&amp;T and mobile devices. Operating procedures are documented and available for staff in ECMS.</p>	12/31/2017
18-07	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 18016, dated September 1, 2017, BW-Budget-SDA, LLC	Medium	We recommend that the Business and Financial Management Department issue an invoice to Budget in the amount of \$9,243 for the net underpayment of concession and Customer Facility Charge fees.	<p><b>STATUS AS OF SEPTEMBER 30, 2017:</b> Invoice has been issued and is due in November.</p> <p><b>STATUS AS OF DECEMBER 31, 2017:</b> Full payment was received.</p>	12/31/2017
18-08	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 18027, dated Sept. 12, 2017, Mission Yogurt, Inc. (FSP 4)	Medium	The Business and Financial Management Department should request that the Accounting Department issue an invoice to Mission Yogurt for the amount of \$29,204 for the underpayment of percentage rent.	<p><b>STATUS AS OF SEPTEMBER 30, 2017:</b> Invoice amount of \$29,204 will be issued by COB November 3, 2017.</p> <p><b>STATUS AS OF DECEMBER 31, 2017:</b> Full payment was received.</p>	12/31/2017

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
18-11	FACILITIES MANAGEMENT DEPARTMENT	Audit Report 18013, dated February 28, 2018, Chula Vista Electric Company	High	Facilities Management Department (FMD) should reevaluate and update its internal controls over their invoice review and approval process to ensure that it adequately safeguards the Authority. Specifically, the process should, at a minimum, fully utilize the controls inherent within the TA/PA process and require proper documentation.	<b>STATUS AS OF MARCH 31, 2018:</b> FMD has developed internal controls by use of a checklist. The checklist requires the responsible party's initials in the approval process to ensure that supporting documentation is provided and that proper rates and/or fees are being charged pursuant to the agreement.	3/31/2018
18-09	BUSINESS AND FINANCIAL MANAGEMENT DEPARTMENT	Audit Report 18037, dated December 11, 2017, Green Motion SAN, LLC	Low	We recommend that the Business and Financial Management Department request that the Accounting Department issue an invoice to Green Motion SAN, LLC in the amount of \$3,886 for the net underpayment of concession fees and rents.	<b>STATUS AS OF DECEMBER 31, 2017:</b> An invoice was issued with a due date of February 2018.  <b>STATUS AS OF MARCH 31, 2018:</b> Green Motion remitted the entire amount due the Authority on January 24, 2018.	3/31/2018

Rec. No.	Department Name	Audit Report Description	Risk Score	Recommendation	Implementation Tracking	Completed
16-08	PROCUREMENT DEPARTMENT/ AUTHORITY MANAGEMENT	Audit Report 16001, dated June 21, 2016, Contract Management	Medium	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.	<p><b>STATUS AS OF SEPTEMBER 30, 2017:</b> Two internal focus meetings specific to Contract Management were held to better understand current practices, review existing tools, and assess department needs. Most departments participated in at least one of the meetings. Procedures are currently being modified based on the feedback received.</p> <p><b>STATUS AS OF DECEMBER 31, 2017:</b> The structure and format of the draft manual is being updated so that it is consistent with the new intranet and internal documentation format to be rolled out by TCC in February 2018. The manual and links will be published after the transition has taken place.</p> <p><b>STATUS AS OF MARCH 31, 2018:</b> In March 2018, the Contract Administration Guidebook was placed on the Authority Public drive for use by all Authority employees.</p>	3/31/2018
18-13	AIRSIDE OPERATIONS DEPARTMENT	Audit Report 18028, dated April 16, 2018, Aircraft Rescue and Fire Fighting Expense Billings - FY 2017	Low	We recommend the Airside Operations Department request an invoice from the City of San Diego for the underbilling of \$22,615 for personnel expenses.	<p><b>STATUS AS OF JUNE 30, 2018:</b> The City issued an invoice and the Authority remitted payment in full in May 2018.</p>	5/31/2018

*Appendix D – Ethics Hotline Call Summary*

	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>					
Violation of the Brown Act	1	0	0	n/a	1
Potential Conflict of Interest	2	2	2	Y	0
Employee Misconduct	1	0	0	n/a	0
<b>Non Ethics Related Concerns</b>					
ATO Practices and Behavior	2	0	0	n/a	2
TSA/Homeland Security Practices and Behavior	1	1	0	n/a	0
<b>General Workplace Concerns</b>					
Workplace Equitability	2	2	0	n/a	0
Workplace Practices/Behavior	15	15	1	Y	0
<b>Total</b>	<b>24</b>	<b>20</b>	<b>3</b>		<b>3</b>

*Appendix E – Performance Measures Historical Data*

Performance Measure	Fiscal Year					
	2013	2014	2015	2016	2017	2018
Percentage of the Audit Plan completed annually	81%	88%	86%	84%	83%	72%
Additional revenue/cost savings identified through audits	\$628,835	\$1,110,651	\$271,755	\$466,845	\$1,025,573	\$85,382
Percentage of staff time spent on audit activities	91%	86%	86%	82%	84%	86%
Percentage of audits completed within budgeted time	82%	81%	81%	83%	86%	52%
Implementation of Recommendations	74%	52%	64%	72%	81%	45%

## Appendix F – Disclosures

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The Office of the Chief Auditor (OCA) adheres to the *International Standards for the Professional Practice of Internal Auditing (Standards)* of The Institute of Internal Auditors (IIA). The following items are being disclosed in conformance with the *Standards*.

### Organizational Independence

As required by the *Standards*, the OCA must confirm to the Board, at least annually, the organizational independence of the internal audit activity. The OCA reports to the Audit Committee, which provides the independence necessary for the OCA to adequately perform its job function.

### Impairments to Independence or Objectivity

If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed. There were no impairments to independence or objectivity during the 2018 Fiscal Year.

### Disclosure of Nonconformance

Occasionally, circumstances require the completion of projects/engagements in a manner that is not consistent with applicable standards. When this occurs, the OCA must disclose the non-conformance and the impact to senior management and the Board. During the 2018 Fiscal Year, there were no instances in which projects were performed in a manner that did not comply with the *Standards*.

### Resolution of Management's Acceptance of Risks

Each audit engagement can potentially identify items that may pose risks to the Authority's operations. Some items will require management's attention, while others may be situations in which management decides to accept the risk associated with continuing the current practice. The OCA is required to disclose (to senior management and the Board) any situations in which it is believed Authority personnel has accepted a level of residual risk that may not adequately reduce/mitigate the risk of loss. There have been no such instances during the 2018 Fiscal Year.

### Quality Assurance Review

In order to fully comply with the *Standards*, our office is required to undergo a quality assurance review (peer review) at least once every five years. In April 2014, The Association of Local Government Auditors (ALGA) completed a peer review of the OCA. As such, we are planning on engaging in a peer review in the spring of 2019. The 2014 review found that the internal quality control system was suitably designed and operating effectively to provide reasonable assurance of conformance with the *Standards* for assurance and consulting engagements during the period under review.



## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Revision to the Fiscal Year 2019 Audit Plan of the Office of the Chief Auditor**

### **Recommendation:**

The Audit Committee recommends that the Board adopt Resolution 2018-0115, approving the revision to the Fiscal Year 2019 Audit Plan of the Office of the Chief Auditor.

### **Background/Justification:**

The Charter of the Office of the Chief Auditor, instituted by Board Resolution No. 2003-062 on October 2, 2003, defines the role and requirements of the Office of the Chief Auditor (OCA).

As directed in the Charter, the Chief Auditor shall submit, at least annually, a risk-based Audit Plan to the Audit Committee and to Authority executive management; and review and adjust the Audit Plan, as necessary, responding to changes in business risks, operations, special requests, programs, systems, and controls. All changes to an Audit Plan shall be communicated to the Audit Committee for approval.

In addition, International Standards for the Professional Practice of Internal Auditing requires the Chief Auditor to review and adjust the audit plan, as necessary.

The Office of the Chief Auditor's Audit Plan for Fiscal Year 2019 was approved by the Audit Committee during its May 14, 2018, meeting and was subsequently approved by the Authority Board on June 7, 2018, in Resolution No. 2018-0055.

The Fiscal Year 2019 Audit Plan requires a revision to:

- 1) Incorporate the hours needed to complete the following audits carried over from the Fiscal Year 2018 Audit Plan that will be completed in Fiscal Year 2019.
  - a. Concession Cost Recovery
  - b. Small Business Development Management
  - c. Leigh Fisher & Associates
  - d. Haley and Aldrich, Inc. (Issued 7/20/2018)
  - e. ACE Parking Management, Inc.
  - f. Asset Management
  - g. Nevada Lease and Rental Inc. dba Payless Car Rental System
  - h. Signature Flight Support (Issued 7/30/2018)
  - i. Rental Car Center Fund
  - j. Procurement Card Program (Issued 7/31/2018)
  - k. Emergency Medical Technician-Paramedic Services
  - l. San Diego Unified Port District Billing
- 2) Include additional hours required to perform performance audits.

3) Remove audits to accommodate for items 1 and 2.

The audits removed from the Fiscal Year 2019 Audit Plan will be considered contingent audits, and will be started if all planned activities proposed within the revised Fiscal Year 2019 Audit Plan are completed.

The revised Fiscal Year 2019 Audit Plan (Attachment A) was provided to the Audit Committee for their review and acceptance during a regular meeting of the Audit Committee on September 10, 2018. The Audit Committee voted unanimously to forward this item to the Board for their approval.

**Fiscal Impact:**

The Chief Auditor Department’s adopted Operating Expense Budgets for Fiscal Year 2019 and conceptually approved for Fiscal Year 2020 meet the allotted requirements for the proposed revisions to the Fiscal Year 2019 Audit Plan.

**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:**

LEE M. PARRAVANO  
CHIEF AUDITOR

RESOLUTION NO. 2018-0115

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE FISCAL YEAR 2019 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 14, 2018, the Audit Committee was presented with the Fiscal Year 2019 Proposed Audit Plan and voted to accept the plan and forward it for Board approval; and

WHEREAS, on September 10, 2018, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2019 Audit Plan to accommodate the redistribution of audit hours of the Office of the Chief Auditor.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Revised Fiscal Year 2019 Audit Plan of the Office of the Chief Auditor (Attachment A); 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**OFFICE OF THE CHIEF AUDITOR**  
**Revised Fiscal Year 2019**  
**Audit Plan**

ATTACHMENT A

	Original Hours	Change Requested	Revised Hours	
<b>BUSINESS PROCESS AUDITS</b>				
1	Owner-Controlled Insurance Program (OCIP) Management	300	25	325
2	Other Post-Employment Benefits (OPEB)	350		350
3	Tuition Reimbursement Program	300		300
4	Art Program	300		300
5	Capital and Maintenance Project Selection and Planning	300	25	325
6	Information Technology Acquisition and Implementation	300	25	325
<b>EXPENSE CONTRACT AUDITS</b>				
7	Turner - PCL Joint Venture	300		300
<del>8</del>	<del>SP Plus Corporation</del>	150	(150)	
9	M.W. Vasquez Construction Company, Inc. dba Vasquez Construction	150		150
10	Granite Construction Company	150		150
<del>11</del>	<del>Bradford Airport Logistics</del>	150	(150)	
12	Fordyce Construction, Inc.	150		150
13	Ricondo and Associates	150		150
<del>14</del>	<del>Audio Associates of San Diego</del>	150	(150)	
15	Ueberall International LLC	150		150
<del>16</del>	<del>Abhe &amp; Svoboda, Inc.</del>	150	(150)	
<b>REVENUE CONTRACT AUDITS</b>				
17	Enterprise Rent A Car Company (Enterprise, Alamo, National)	400		400
18	Avis Rent A Car Systems LLC (Avis, Zip Car)	300		300
19	Fox Rent A Car	300		300
20	Pneuma Enterprises Inc. dba TravCar	250		250
21	Ace Parking	350		350
22	JCDecaux, Inc.	250		250
<del>23</del>	<del>Gate Gourmet Inc.</del>	150	(150)	
<del>24</del>	<del>DAL Global Services LLC</del>	150	(150)	
<del>25</del>	<del>Hudson Group, Concourse Ventures Inc., Epicure and Martinez San</del>	200	(200)	
26	New Zoom Inc. dba ZoomSystems (RP 6)	200		200
<del>27</del>	<del>Host International Inc. (FSP 4)</del>	200	(200)	
<del>28</del>	<del>SSP America Inc. (FSP 6R)</del>	200	(200)	
<b>ANNUAL ONGOING AUDITS AND SUPPORT</b>				
29	Aircraft Rescue and Fire Fighting (ARRF)	200	50	250
<del>30</del>	<del>Board Member and Executive Business Expenses</del>	150	(150)	
31	Rental Car Center Fund Review	250		250
<del>32</del>	<del>Procurement Card Spending</del>	150	(150)	
<del>33</del>	<del>Agreements with Expenditure Limits Not to Exceed \$100,000</del>	100	(100)	
34	Transportation Network Company Reviews and Assistance	100	200	300
<del>35</del>	<del>Emergency Medical Technician &amp; Paramedic Services</del>	80	(80)	
36	ALPR System - Ace Parking	200	100	300
37	San Diego Unified Port District Billing	250	100	350
38	Special Request Audits	882		882
39	<b>ETHICS PROGRAM ACTIVITY</b>	375		375
40	<b>CONSTRUCTION AUDIT AND MONITORING ACTIVITY</b>	1,180		1,180
	<b>HOURS CARRIED OVER FROM FY 2018 AUDIT PLAN</b>		1,455	1,455
	<b>TOTAL FY 2019 AUDIT PLAN HOURS</b>	<b>10,367</b>		<b>10,367</b>

**OFFICE OF THE CHIEF AUDITOR**  
**Revised Fiscal Year 2019**  
**Audit Plan**

#	Audit Unit	Explanation
<b><i>Business Process Audits</i></b>		
1	Owner-Controlled Insurance Program (OCIP) Management	Review controls, compliance, and performance related to OCIP.
2	Other Post-Employment Benefits (OPEB)	Analyze controls, compliance, and performance related to OPEB at the Authority.
3	Tuition Reimbursement Program	Review controls, compliance, and performance related to the Tuition Reimbursement Program, including review of check request.
4	Art Program	Review controls, compliance, and performance related to the Airport's Art Program.
5	Capital and Maintenance Project Selection and Planning	Evaluate the Authority's capital and maintenance project selection and planning process.
6	Information Technology Acquisition and Implementation	Review controls, compliance, and performance related to the Authority's information technology acquisition and implementation.
<b><i>Expense Contract Audits</i></b>		
7	Turner – PCL Joint Venture	Review contract expenditures related to construction on the Federal Inspection Services (FIS) facility, with a maximum contract amount of \$186,625,485.
8	SP Plus Corporation	Review expenditures related to contract expenditures for rental car shuttle services, with a maximum contract amount of \$37,000,000.
9	M.W. Vasquez Construction Company, Inc. dba Vasquez Construction Company	Review contract expenditures related to providing painting and construction services, with a maximum contract amount of \$3,900,000.
10	Granite Construction Company	Review contract expenditures related to terminal runway maintenance and repair, with a maximum contract amount of \$34,136,780.
11	Bradford Airport Logistics	Review contract expenditures related to central receiving and distribution operation management, with a maximum contract amount of \$7,903,371.
12	Fordyce Construction, Inc.	Review contract expenditures related to waste storage services, with a maximum contract price of \$1,185,471.
13	Ricondo and Associates	Review expenditures related to providing consulting services for airport planning, with maximum contract amount of \$6,600,000.
14	Audio Associates of San Diego	Review contract expenditures related to maintenance and repair services for public parking and paging system, with a maximum contract amount of \$1,373,127.
15	Ueberall International LLC	Review expenditures related to providing art work at the Rental Car Center, with a maximum contract amount of \$800,000.
16	Abhe & Svoboda, Inc.	Review contract expenditures related to providing maintenance construction services, with a maximum contract amount of \$4,810,000.

**OFFICE OF THE CHIEF AUDITOR**  
**Revised Fiscal Year 2019**  
**Audit Plan**

<b>Revenue Contract Audits</b>		
17	Enterprise Rent A Car Company (Enterprise, Alamo, National)	Review the accuracy of revenues received from a car rental company.
18	Avis Rent A Car Systems (Avis, Zip Car)	Review the accuracy of revenues received from a car rental company.
19	Fox Rent A Car	Review the accuracy of revenues received from a car rental company.
20	Pneuma Enterprises, Inc. dba TravCar	Review the accuracy of revenues received from a car rental company.
21	Ace Parking	Review the accuracy of revenues for providing parking services at SDIA.
22	JCDecaux, Inc.	Review the accuracy of revenues and related expenditures for providing advertising at SDIA.
23	Gate Gourmet, Inc.	Review the accuracy of revenues and related expenditures for providing food services at SDIA.
24	DAL Global Services LLC	Review the accuracy of revenues and related expenditures for providing ground handling and support services at SDIA.
25	Hudson Group, Concourse Ventures Inc., Epicure and Martinez San Diego JV (RP 7)	Review the accuracy of revenues and related expenditures for concession services.
26	New Zoom, Inc. dba ZoomSystems (RP 6)	Review the accuracy of revenues and related expenditures for concession services.
27	Host International Inc. (FSP1)	Review the accuracy of revenues and related expenditures for concession services.
28	SSP America Inc. (FSP 6R)	Review the accuracy of revenues and related expenditures for concession services.
<b>Annual Ongoing Audits &amp; Support</b>		
29	Aircraft Rescue & Fire Fighting (ARFF) Billing	Ensure that the Authority is reimbursing the City of San Diego for actual costs incurred to provide ARFF services, so that the Authority is in compliance with the FAAs revenue diversion requirements.
30	Board Member and Executive Business Expenses	Review the appropriateness of Board Member expenditures and compliance of these expenditures with Authority policy.
31	Rental Car Center Fund Review	Review Rental Car Center Fund for compliance with Authority policies and State regulations.
32	Procurement Card Program	Review controls related to P-cards and appropriateness of expenditures.
33	Agreements with Expenditure Limits Not to Exceed \$100,000	Review sample of expenditures of contracts that are less than \$100,000 per year.
34	Transportation Network Company (TNC) Reviews and Assistance	Working with the Ground Transportation Department, review TNC operations, and assist with sample selection of TNC operators for background checks.
35	Emergency Medical Technician-Paramedic Services	Ensure that the Authority only reimburses the City of San Diego for the actual costs of providing the emergency medical technician-paramedic services, so that the Authority is in compliance with the FAAs revenue diversion requirements.
36	Automated License Plate Reader (ALPR) System – Ace Parking	Review privacy and personal information security procedures and practices related to the Automated License Plate Reader (ALPR) system.

**OFFICE OF THE CHIEF AUDITOR**  
**Revised Fiscal Year 2019**  
**Audit Plan**

37	San Diego Unified Port District Billing	Determine that payments made to the Port reflect the actual expenses incurred to provide those services, so that the Authority is in compliance with the FAAs revenue diversion requirements.
38	Special Request Audits	Perform close-out audits (audits of vendors that terminate operations at SDIA) and audits that are requested by Board Members and/or management that were not included in the audit plan.
<b><i>Other Audit Activity</i></b>		
39	Ethics Program Activity	Review ethics policies on an annual basis, provide training, and investigate reported incidents.
40	Construction Audit and Monitoring Activity	Perform audits of construction activities related to the Capital Improvement Program and Airport Design & Construction projects.

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Revision to the Charter of the Audit Committee**

### **Recommendation:**

The Audit Committee recommends that the Board adopt Resolution 2018-0116, approving the revision to the Charter of the Audit Committee.

### **Background/Justification:**

The Charter of the Audit Committee was initially adopted by Board approval on October 2, 2003, per Resolution No. 2003-061. The Charter governs the work of the Audit Committee and describes the Committee's purpose, authority, and responsibilities.

The Charter of the Audit Committee has subsequently been amended two times. The first revision was approved by the Audit and Performance Monitoring Committee on June 13, 2006, and then recorded in Policy 1.50 by Board Resolution No. 2006-0080 dated July 6, 2006. The second amendment to the Charter occurred during a regular meeting of the Audit Committee on February 8, 2010, and approved by Board Resolution No. 2010-0023 with the purpose to expand upon, update, and to reflect the, then current, operational practices.

Upon recent examination of the existing Charter, staff identified necessary revisions and presented the proposed changes to the Audit Committee for consideration during a regular meeting of the Committee on September 10, 2018. Proposed revisions are in order to incorporate relevant sections of the Public Utilities Code, model up-to-date Audit Committee charter practices, and to reflect the current operational practices.

The amendments to the Charter of the Audit Committee, as presented to the Audit Committee, is provided as Attachment A. The Charter of the Audit Committee with all proposed revisions incorporated is provided as Attachment B.

On September 10, 2018, the Audit Committee voted unanimously to accept the proposed revisions to the Charter of the Audit Committee and to forward the item to the Board, recommending their approval.

### **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:**

LEE M PARRAVANO  
CHIEF AUDITOR

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY CHARTER OF THE AUDIT COMMITTEE

## ORGANIZATIONAL PRINCIPLES

### **Purpose**

The purpose of the Audit Committee (Committee) is to provide structured, systematic oversight of the San Diego County Regional Airport Authority's (Authority) governance, risk management, and internal control practices. Public Utilities Code §170018 states that the Committee shall serve as a guardian of the public trust, acting independently, and charged with oversight responsibilities for reviewing the Authority's internal controls, financial reporting obligations, operating efficiencies, ethical behavior, and regular attention to cashflows, capital expenditures, regulatory compliance, and operations. The Committee assists the Authority's Board of Directors (Board) and management by providing advice and guidance related to the Authority's:

- Values and ethics;
- Governance structure;
- Risk Management;
- Internal control framework;
- Oversight of the Office of the Chief Auditor, external auditors, and other providers of assurance; and
- Financial statements and public accountability reporting.

The Committee reviews each of the items noted above and provides the Authority Board with independent advice and guidance regarding the adequacy and effectiveness of management's practices and potential improvements to those practices.

### **Mandate**

The mandate for the establishment of the Committee is contained in Public Utilities Code §§170013 and 170018.

### **Authority**

The Audit Committee Charter sets out the authority of the Committee to carry out the responsibilities established for it by the Authority Board.

In discharging its responsibilities, the Committee shall have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The Committee shall also have unrestricted access to records, data, and reports. The Committee shall interact with these employees and management through the Chief Auditor, or the President/CEO or his/her designee.

The Committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities. The Authority's management and staff should cooperate with Committee requests. Committee requests shall be directed to the Chief Auditor, or the President/CEO or his/her designee.

The Committee may engage independent advisor(s), subject to Authority Board approval, that it deems necessary to execute its responsibilities and shall be provide the necessary resources for such purposes.

The Committee is empowered to:

- Recommend to the Authority Board or the appropriate Board committee the appointment and compensation of the external auditor.
- Oversee all audit and non-audit services performed by internal and external auditors.
- Review any disagreements between management and the external auditor regarding financial reporting and other matters.
- Review all auditing and non-auditing services performed by auditors.

### **Composition of the Committee**

The composition of the Committee is specified in Public Utilities Code §§170013 and 170018. Public Utilities Code §170013 states that the Authority Board shall appoint a seven-member Committee consisting of four members of the Authority Board and the three public members appointed pursuant to Public Utilities Code §170018. Each member of the Committee shall be a voting member. The Authority Board shall select the three public members from among the following categories of persons, with no more than one appointee from each category at any one time:

- A professional with experience in the field of public finance and budgeting;
- An architect or civil engineer licensed to practice in this state;
- A professional with experience in the field of real estate or land economics;
- A person with experience in managing construction of large-scale public works projects;
- A person with public or private sector executive level decision making experience;
- A person who resides within the airport influence area of the San Diego International Airport; and
- A person with experience in environmental justice as it pertains to land use.

The Authority Board may appoint other persons to serve as nonvoting, non-compensated, *ex officio* members on the Committee. In appointing the public members to the Committee, the Authority Board shall provide for selection policies, appointment procedures, conflict-of-interest policies, length-of-term policies, and policies for providing compensation, if any.

### **The Chair and Vice-Chair of the Committee**

The Authority Board Chair shall designate the Chair and Vice-Chair of the Committee.

### **Terms of Office**

The public members shall be appointed by the Authority Board for staggered three-year terms.

### **Quorum and Voting**

Four (4) Committee members are required to be present to have a quorum. Pursuant to Public Utilities Code §170018, an affirmative vote by at least five members of the Committee shall be required for approval of the annual internal and external audits, including performance monitoring, the auditor's annual Audit Plan, and actions recommending or approving debt financing for the Authority.

## **OPERATIONAL PRINCIPLES**

### **Committee Values**

The Committee shall conduct itself in accordance with the code of values and ethics of the Authority as outlined in Authority Policy Article 2 and Authority Code Article 2. The Committee expects that management and staff of the Authority shall adhere to these requirements.

### **Communications**

The Committee expects that all communication with management and staff of the Authority as well as with any external assurance providers shall be direct, open, and complete.

### **Work Plan**

The Committee chair shall collaborate with senior management and the Chief Auditor to establish a work plan to ensure that the responsibilities of the Committee are scheduled and carried out.

### **Meeting Agenda**

The Committee chair shall establish agendas for Committee meetings in consultation with Committee Members, management, and the Chief Auditor.

### **Information Requirements**

The Committee shall establish and communicate its requirements for information, including the nature, extent, and timing of information. Information related to or to be discussed at a Committee meeting shall be provided to the Committee at least one week prior to the Committee meeting.

### **Executive Sessions**

The Committee may schedule and hold, if necessary, private sessions with the Chief Auditor, external assurance providers, and others who the Committee may deem appropriate. These Executive Sessions shall be subject to the Ralph M. Brown Act.

### **Preparation and Attendance**

Committee members are obligated to prepare for and participate in Committee Meetings.

### **Conflict(s) of Interest**

Committee members shall adhere to the Authority's Code of ethics and conduct as outlined in Authority Code Article 2. Additionally, it is the responsibility of Committee members to disclose any conflict of interest or appearance of a conflict of interest to the Committee as outlined in Authority Code Section 2.30. If there is any question as to whether Committee member(s) should recuse themselves from a vote, the Committee member should consult with the General Counsel.

### **Orientation and Training**

Committee members shall receive formal orientation training on the purpose and mandate of the Committee and the Authority's objectives. A process of continuing education shall be established.

## **OPERATIONAL PROCEDURES AND RESPONSIBILITIES**

### **Meetings**

The Committee shall meet as often as it determines is necessary, but not less frequently than four times per year. All meetings shall be subject to the Ralph M. Brown Act.

### **Minutes**

Minutes and other relevant documentation of all meetings held shall be prepared in accordance with applicable law and/or other applicable requirements.

### **Required Attendance**

The Chief Auditor or his/her designee is required to attend Committee meetings. Additionally, the Committee may require any officer or employee of the Authority, including the external auditor, to attend any meeting of the Committee, or to meet with any members of, or consultants to, the Committee.

### **Responsibilities**

Pursuant to Public Utilities Code §170018 the Committee shall, at a minimum:

- (1) Regularly review the Authority's accounting, audit, and performance monitoring processes;
- (2) At the time of contract renewal, recommend to the appropriate committee and the Authority Board its nomination for an external auditor and the compensation of that auditor, and consider at least every three years, whether there should be a rotation of the audit firm or the lead audit partner to ensure continuing auditor independence;
- (3) Advise the appropriate committee and the Authority Board regarding the selection of the auditor;
- (4) Be responsible for oversight and monitoring of internal and external audit functions, and monitoring performance of, and internal compliance with, authority policies and procedures;
- (5) Be responsible for overseeing the annual audit by the external auditors and any internal audits; and
- (6) Make recommendations to the full Authority Board regarding paragraphs (1) to (5), inclusive.

### **Values and Ethics**

To obtain reasonable assurance with respect to the Authority's values and ethics practices, the Committee shall:

- Review and assess the policies, procedures, and practices established by the Authority to monitor compliance with the code of conduct and ethical policies by all employees of the Authority as outlined in Authority Policy Article 2 and Authority Code Article 2;
- Provide oversight of the mechanisms established by management to establish and maintain high ethical standards for all employees of the Authority; and
- Review and provide advice on the systems and practices established by management to monitor compliance with laws, regulations, policies, and standards of ethical conduct and identify and deal with any legal or ethical violations.

## **ORGANIZATIONAL GOVERNANCE**

To obtain reasonable assurance with respect to the Authority's governance process, the Committee shall review and provide advice on the governance process established and maintained within the organization and the procedures to ensure that they are operating as intended.

### **Risk Management**

To obtain reasonable assurance with respect to the Authority's risk management, the Committee shall:

- Periodically review the Authority's risk profile;
- Provide insight on significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by management and the Authority Board; and
- Review and provide advice on the risk management processes established and maintained by management and the procedures in place to ensure that they are operating as intended.

### **Fraud**

To obtain reasonable assurance with respect to the Authority's procedures for the prevention and detection of fraud, the Committee shall:

- Oversee management's arrangements for the prevention and deterrence of fraud;
- Ensure that appropriate action is taken against known perpetrators of fraud;
- Inquire with management and internal and external auditors to ensure the Authority has appropriate antifraud programs and controls in place to identify potential fraud and ensure that investigations are undertaken if fraud is detected; and
- Establish procedures for the receipt, retention, investigation, and treatment of complaints including, but not limited to, fraud, accounting, auditing, ethics, and code of conduct matters. The Committee shall maintain a process for the confidential, anonymous submission of such complaints by Authority employees and other individuals.

### **Control**

To obtain reasonable assurance with respect to the adequacy and effectiveness of the Authority's controls in responding to risks within the Authority's governance, operations, and information systems, the Committee shall:

- Consider the effectiveness of the Authority's control framework, including information technology security and control;
- Review and provide advice on the controls within the Authority; and
- Receive reports on all matters of significance arising from work performed by other providers of financial and internal control assurance to management and the Authority Board.

## **Compliance**

The Committee shall:

- Review the effectiveness of the systems for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance; and
- Review the observations and conclusions of internal and external auditors and the findings of regulatory agencies.

## **OVERSIGHT OF THE INTERNAL AUDIT FUNCTION**

### **Office of the Chief Auditor**

To obtain reasonable assurance with respect to work of the Office of the Chief Auditor, the Committee shall provide the following oversight functions:

#### ***Office of the Chief Auditor Charter and Resources***

- Review, and forward to the Authority Board for approval, the Charter of the Office of the Chief Auditor at least annually. The Charter should be reviewed to ensure that it accurately reflects the Office of the Chief Auditor's purpose, authority, and responsibility, consistent with the mandatory guidance of The Institute of Internal Auditors' (IIA) International Professional Practices Framework and the scope and nature of assurance and consulting services, as well as changes in the financial, risk management, and governance processes of the Authority and reflects developments in the professional practice of internal auditing; and
- Advise the Authority Board about increases and decreases to the requested resources to achieve the internal Audit Plan and evaluate whether any additional resources are needed permanently or should be provided through outsourcing.

#### ***Chief Auditor Performance***

- Advise the Authority Board regarding the qualifications and recruitment, appointment, replacement, reassignment, or dismissal of the Chief Auditor;
- Provide input to the Authority Board or the Executive Personnel and Compensation Committee related to evaluating the performance of the Chief Auditor; and
- Recommend, as needed, to the Authority Board or the Executive Personnel and Compensation Committee the appropriate compensation of the Chief Auditor.

#### ***Internal Audit Strategy and Plan***

- Review and provide input on the Office of the Chief Auditor's strategic plan, objectives, performance measures, and outcomes;
- Review and approve the risk-based proposed Audit Plan and make recommendations concerning internal audit special request audits, investigations, and the internal audit resources necessary to achieve the Plan; and
- Review the Office of the Chief Auditor's performance relative to its Audit Plan.

#### ***Internal Audit Engagement and Follow Up***

- Review internal audit reports and other communications to management;
- Review and track management's action plans to address the results of audits performed by internal audit;
- Review and advise management on the results of any special investigations;

- Inquire of the Chief Auditor, or others, whether any internal audit engagements or non-audit engagements have been completed, but not reported to the Committee; if so, inquire whether any matters of significance arose from such work; and
- Inquire of the Chief Auditor, or others, whether any evidence of fraud has been identified during internal audit engagements and evaluate what additional actions, if any, should be taken.

***Standards Conformance***

- Inquire of the Chief Auditor about steps taken to ensure that the Office of the Chief Auditor conforms to The IIA's International Standards for the Professional Practice of Internal Auditing (Standards);
- Ensure that the Office of the Chief Auditor has a quality assurance and improvement program, and that the results of these periodic assessments performed are presented to the Committee;
- Ensure that the Office of the Chief Auditor has an external quality assurance review performed, and monitor the implementation of the Office of the Chief Auditor's action plans to address any recommendations; and
- Advise the Authority Board about any recommendation for the continuous improvement of the Office of the Chief Auditor.

**OVERSIGHT OF THE EXTERNAL AUDIT FUNCTION AND OTHER EXTERNAL ASSURANCE PROVIDERS**

To obtain reasonable assurance with respect to the work of the external assurance providers, the Committee shall meet with the external assurance providers during the planning phase of the audit engagement, the presentation of the audited financial statements, and the discussion of the results of audit engagements and recommendations for management.

The Committee shall:

- Advise the Authority Board on the engagement of each external auditor;
- Review the external auditors' proposed audit scope and approach, including coordination of audit efforts with the Office of the Chief Auditor;
- Provide input with regard to audit engagement fees and terms, as well as all non-audit engagements with the external auditor;
- Review the performance of the external auditors;
- Inquire with the external auditors about their relationships with the Authority, including non-audit services provided to the Authority. The Committee is responsible for discussing the information with the external auditors to review and confirm their independence;
- Hold regularly scheduled exclusive meetings with external auditors to discuss any sensitive matters. These meetings are subject to the Ralph M. Brown Act;
- Review the reasonableness of fees, the quality of any prior audits, the composition of the audit team; evaluate the experience and qualifications of the external auditor's lead partner and the senior members of the audit team; examine the results of the audit firm's last internal quality-control or peer review, any issues raised by the annual auditor's report, the status of any significant regulatory or litigation problems that may affect the external auditor, and the amount of non-audit services provided by the audit firm;
- Advise the Authority Board when any major staffing change occurs in the audit firm engaged as the principal external auditor, when any other significant

development or action occurs with respect to the external auditor, or when it is determined it is necessary to do so to protect and preserve the interests of the Authority;

- Monitor management's progress on action plans;
- Review the external auditor's most recent internal quality-control or peer review report. The external auditor shall report any steps taken to deal with issues identified in the internal quality-control or peer review report. The external auditor shall also submit such a report to the Committee promptly after any review, inquiry, or investigation referred to it by the Committee, any Authority Board member, or the President/CEO; and
- Consider at least every three (3) years whether there should be a rotation of the lead audit partner or the audit firm itself.

To obtain reasonable assurance that management has acted on the results of internal and external audit engagements, the Committee shall regularly review reports on the progress of implementing approved management action plans and audit recommendations resulting from completed audits.

### **Financial Statements and Public Accountability Reporting**

The Committee is responsible for the oversight of the independent audit of the Authority's financial statements, including but not limited to overseeing the resolution of audit findings in areas such as internal control, legal, regulatory, compliance, and ethics.

The Committee shall:

- Review the scope of audits, including obtaining assurances from the external auditor that the specific audit was conducted in a manner consistent with generally accepted accounting standards;
- Review with management and the external auditors the results of audit engagements, including difficulties encountered;
- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional regulatory pronouncements, and understand their impact on the financial statements;
- Review the annual financial statements, Comprehensive Annual Financial Report (CAFR), and other reports issued and consider whether they are complete, consistent with information known to Committee members, and reflect appropriate accounting principles;
- Review other financial reports, as necessary, issued by the Authority in accordance with generally accepted accounting and/or audit standards and the corresponding external auditor's reports;
- Review internal control reports (management letters) submitted by the external auditor; and
- Review matters required to be communicated by the external auditor to the Committee, including but not limited to, any difficulties encountered in the course of the work, any restriction on the scope of the external auditor's activities, or on access to requested information, and any significant disagreements with management.

### **OTHER DUTIES AND RESPONSIBILITIES**

In addition, the Committee shall:

- Perform other activities related to this Charter as requested by the Authority Board;
- Institute special investigations as needed;
- Regularly evaluate its performance and that of its individual members; and
- Review, at least annually, its Charter and recommend any proposed changes to the Authority Board for approval.

### **REPORTING REQUIREMENTS**

The Committee shall report to the Authority Board annually, summarizing the Committee's activities and recommendations. The report may be delivered during a Committee meeting attended by the Authority Board or during a regularly scheduled meeting of the Authority Board.

The report should include:

- A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
- A summary of management's progress in addressing the results of internal and external audit reports;
- Details of meetings, including the number of meetings held during the relevant period; and
- Information required, if any, by new or emerging governance developments.

The Committee may report to the Authority Board at any time regarding any other matter it deems of sufficient importance.

[Amended by Resolution No. 2018-XXXX dated October 4, 2018]

RESOLUTION NO. 2018-0116

A RESOLUTION OF THE BOARD OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, APPROVING THE REVISION TO THE  
CHARTER OF THE AUDIT COMMITTEE

WHEREAS, California Public Utilities Code §170018 specifies the San Diego County Regional Airport Authority's Audit Committee membership (consisting of board members and public members), terms, and its responsibilities; and

WHEREAS, Policy 1.50 established the guidelines and principles defining the San Diego County Regional Airport Authority governance practices; and

WHEREAS, Policy 1.50 (5) (c) (ii) established the Audit Committee and describes its composition, function, oversight responsibilities, appointment procedures, and meeting administration; and

WHEREAS, the Board adopted Resolution No. 2003-061 on October 2, 2003, approving the Charter of the Audit Committee; and

WHEREAS, the Charter of the Audit Committee provides guidelines and procedures on how the Committee conducts its business. The Charter describes the Audit Committee's mission, authority, and responsibilities; including oversight of the Authority's relationships with the internal and external auditors, compliance and regulatory oversight, and financial statement and disclosure matters; and

WHEREAS, the Charter was last revised during a regular meeting of the Audit Committee on February 8, 2010, to expand upon, update, and to reflect then-current operational practices, and forwarded to the Board for approval; and

WHEREAS, on September 10, 2018, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Charter of the Audit Committee, to incorporate relevant sections of the Public Utilities Code, model pertinent Audit Committee practices, and to reflect the current operational practices, and to forward it to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the revision to the Charter of the Audit Committee (Attachment A); 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY CHARTER OF THE AUDIT COMMITTEE

## ORGANIZATIONAL PRINCIPLES

### Purpose

The purpose of the Audit Committee (Committee) is to provide structured, systematic oversight of the San Diego County Regional Airport Authority's (Authority) governance, risk management, and internal control practices. Public Utilities Code §170018 states that the Committee shall serve as a guardian of the public trust, acting independently, and charged with oversight responsibilities for reviewing the Authority's internal controls, financial reporting obligations, operating efficiencies, ethical behavior, and regular attention to cashflows, capital expenditures, regulatory compliance, and operations. The Committee assists the Authority's Board of Directors (Board) and management by providing advice and guidance related to the Authority's:

- Values and ethics:-
- Governance structure:-
- Risk Management:-
- Internal control framework:-
- Oversight of the Office of the Chief Auditor, external auditors, and other providers of assurance; and-
- Financial statements and public accountability reporting.-

The Committee reviews each of the items noted above and provides the Authority Board with independent advice and guidance regarding the adequacy and effectiveness of management's practices and potential improvements to those practices.

### Mandate

The mandate for the establishment of the Committee is contained in Public Utilities Code §§170013 and 170018.

### Authority

The Audit Committee Charter sets out the authority of the Committee to carry out the responsibilities established for it by the Authority Board.

In discharging its responsibilities, the Committee shall have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The Committee shall also have unrestricted access to records, data, and reports. The Committee shall interact with these employees and management through the Chief Auditor, or the President/CEO, or his/her designee.

The Committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities. The Authority's management and staff should cooperate with Committee requests. Committee requests shall be directed to the Chief Auditor, or the President/CEO, or his/her designee.

## CHARTER OF THE AUDIT COMMITTEE

~~Retain Advisors. The Audit Committee shall~~ may engage independent have authority to retain advisor(s), subject to Authority Board approval, when that it deemed necessary to execute their responsibilities and shall be provide the necessary resources for such purposes, without the prior permission from the Authority's Board of Directors or management and shall be provided the necessary resources for such purposes.

The Committee is empowered to:

- Recommend to the ~~the Authority~~ Authority Board or the appropriate Board committee the appointment, and compensation of the external auditor.
- Oversee all audit and non-audit services performed by internal and external auditors.
- Review any disagreements between management and the external auditor regarding financial reporting and other matters.
- Review all auditing and non-auditing -services performed by auditors.

### Composition of the Committee

The composition of the Committee is specified in Public Utilities Code §§170013 and 170018. Public Utilities Code §170013 states that the Authority Board shall appoint a seven-member Committee consisting of four members of the Authority Board and the three public members appointed pursuant to Public Utilities Code §170018. Each member of the Committee shall be a voting member. The Authority Board shall select the three public members from among the following categories of persons, with no more than one appointee from each category at any one time:

- A professional with experience in the field of public finance and budgeting;
- An architect or civil engineer licensed to practice in this state;
- A professional with experience in the field of real estate or land economics;
- A person with experience in managing construction of large-scale public works projects;
- A person with public or private sector executive level decision making experience;
- A person who resides within the airport influence area of the San Diego International Airport; and
- A person with experience in environmental justice as it pertains to land use.

The Authority Board may appoint other persons to serve as nonvoting, non-compensated, ex officio members on the Committee. In appointing the public members toof the Committee, the Authority Board shall provide for selection policies, appointment procedures, conflict-of-interest policies, length-of-term policies, and policies for providing compensation, if any.

### The Chair and Vice-Chair of the Committee

The Authority Board Chair shall designate the Chair and Vice-Chair of the Committee.

### Terms of Office

The public members shall be appointed by the Authority Board for staggered three-year terms.

## Quorum and Voting

Four (4) Committee members are required to be present to have a quorum. Pursuant to Public Utilities Code §170018, an affirmative vote by at least five members of the Committee shall be required for approval of the annual internal and external audits, including performance monitoring, the auditor's annual Audit Plan, and actions recommending or approving debt financing for the Authority.

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## OPERATIONAL PRINCIPLES

### Committee Values

The Committee shall conduct itself in accordance with the code of values and ethics of the Authority as outlined in Authority Policy Article 2 and Authority Code Article 2. The Committee expects that management and staff of the Authority shall adhere to these requirements.

### Communications

The Committee expects that all communication with management and staff of the Authority as well as with any external assurance providers shall be direct, open, and complete.

### Work Plan

The Committee chair shall collaborate with senior management and the Chief Auditor to establish a work plan to ensure that the responsibilities of the Committee are scheduled and carried out.

### Meeting Agenda

The Committee chair shall establish agendas for Committee meetings in consultation with Committee Members, management, and the Chief Auditor.

### Information Requirements

The Committee shall establish and communicate its requirements for information, including the nature, extent, and timing of information. Information related to or to be discussed at a Committee meeting shall be provided to the Committee at least one week prior to the Committee meeting.

### Executive Sessions

The Committee may schedule and hold, if necessary, private sessions with the Chief Auditor, external assurance providers, and others who the Committee may deem appropriate. These Executive Sessions shall be subject to the Ralph M. Brown Act.

### Preparation and Attendance

Committee members are obligated to prepare for and participate in Committee Meetings.

### Conflict(s) of Interest

Committee members shall adhere to the Authority's Code of ethics and conduct as outlined in Authority Code Article 2. Additionally, it is the responsibility of Committee members to

disclose any conflict of interest or appearance of a conflict of interest to the Committee as outlined in Authority Code Section 2.30. If there is any question as to whether Committee mMember(s) should recuse themselves from a vote, the Committee mMember should consult with the General Counsel.

### Orientation and Training

Committee mMembers shall receive formal orientation training on the purpose and mandate of the Committee and the Authority's objectives. A process of continuing education shall be established.

## OPERATIONAL PROCEDURES AND RESPONSIBILITIES

### Meetings

Meetings. The Audit Committee Committee shall meet as often as it determines is necessary, but not less frequently than quarterly each year four times per year. All meetings will be shall be subject to the Ralph M. Brown Act.

### Minutes

Minutes. The Audit Committee shall maintain mMinutes and other relevant documentation of all meetings held shall be prepared in accordance with applicable law and/or other applicable requirements.

### Required Attendance

Require Attendance. The Chief Auditor or his/her designee is required to attend Committee meetings. Additionally, the Audit Committee Committee may require any officer or employee of the Authority, including the Authority's General Counsel and external auditor, to attend any meeting of the Audit Committee Committee, or to meet with any members of, or consultants to, the Audit Committee Committee.

### Responsibilities

Pursuant to Public Utilities Code §170018 the Committee shall, at a minimum:

- (1) Regularly review the Aauthority's accounting, audit, and performance monitoring processes;
- (2) At the time of contract renewal, recommend to the appropriate committee and the Authority Board its nomination for an external auditor and the compensation of that auditor, and consider at least every three years, whether there should be a rotation of the audit firm or the lead audit partner to ensure continuing auditor independence;
- (3) Advise the appropriate committee and the Authority Board regarding the selection of the auditor;
- (4) Be responsible for oversight and monitoring of internal and external audit functions, and monitoring performance of, and internal compliance with, authority policies and procedures;
- (5) Be responsible for overseeing the annual audit by the external auditors and any internal audits; and
- (6) Make recommendations to the full Authority Board regarding paragraphs (1) to (5), inclusive.

### **Values and Ethics**

To obtain reasonable assurance with respect to the Authority's values and ethics practices, the Committee shall:

- Review and assess the policies, procedures, and practices established by the Authority to monitor compliance with the code of conduct and ethical policies by all employees of the Authority as outlined in Authority Policy Article 2 and Authority Code Article 2;
- Provide oversight of the mechanisms established by management to establish and maintain high ethical standards for all employees of the Authority; and
- Review and provide advice on the systems and practices established by management to monitor compliance with laws, regulations, policies, and standards of ethical conduct and identify and deal with any legal or ethical violations.

## **ORGANIZATIONAL GOVERNANCE**

To obtain reasonable assurance with respect to the Authority's governance process, the Committee shall review and provide advice on the governance process established and maintained within the organization and the procedures to ensure that they are operating as intended.

### **Risk Management**

To obtain reasonable assurance with respect to the Authority's risk management, the Committee shall:

- Periodically review the Authority's risk profile;
- Provide insight on significant risks exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by management and the Authority Board; and
- Review and provide advice on the risk management processes established and maintained by management and the procedures in place to ensure that they are operating as intended.

### **Fraud**

To obtain reasonable assurance with respect to the Authority's procedures for the prevention and detection of fraud, the Committee shall:

- Oversee management's arrangements for the prevention and deterrence of fraud;
- Ensure that appropriate action is taken against known perpetrators of fraud;
- Inquire with management and internal and external auditors to ensure the Authority has appropriate antifraud programs and controls in place to identify potential fraud and ensure that investigations are undertaken if fraud is detected; and
- Complaints. The Audit Committee shall establish procedures for the receipt, retention, investigation, and treatment of complaints regarding including, but not limited to, fraud, accounting and auditing, auditing, ethics, and code of conduct matters. The Committee shall maintain a process for the confidential, anonymous submission of such complaints by Authority employees and other individuals of their concerns regarding questionable accounting or auditing matters.

### **Control**

To obtain reasonable assurance with respect to the adequacy and effectiveness of the Authority's controls in responding to risks within the Authority's governance, operations, and information systems, the Committee shall:

- Consider the effectiveness of the Authority's control framework, including information technology security and control;
- Review and provide advice on the controls ~~within-of~~ the Authority; and
- Receive reports on all matters of significance arising from work performed by other providers of financial and internal control assurance to management and the Authority Board.

Chief Auditor Reports. The Audit Committee shall require periodic communications and presentations from the Chief Auditor on the adequacy of the management's systems of control, including computerized information system controls and security, significant audit findings identified with management's responses thereto, any special audit steps adopted in light of material control deficiencies; and the initiation and status of significant special investigations.

Other Reports. When necessary or prudent, the Audit Committee may require and receive reports and presentations from the Authority's management and/or from the external auditor on such matters as: the identification and status of the resolution of material weaknesses and reportable conditions, the status of the Authority's internal control environment, the computerized information system, safety, security, fraud or any other significant matter related to the Authority's internal controls.

## Compliance

The Committee shall:

- Review the effectiveness of the systems for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance; and
- Review the observations and conclusions of internal and external auditors and the findings of regulatory agencies.

Regulatory Reports. The Audit Committee shall review significant regulatory actions, examinations and reports pertaining to the Authority.

Legal Review. The Audit Committee shall review with management (1) the Authority's record of compliance with all applicable laws and regulations, (2) the status and significant of pending litigation involving the Authority, and (3) any regulatory or legal matters that may have a material impact on the Authority's financial statements.

FAA. The Audit Committee shall review the programs established by management that monitor compliance with FAA regulations and review the record of such compliance.

## OVERSIGHT OF THE INTERNAL AUDIT FUNCTION

### Office of the Chief Auditor

To obtain reasonable assurance with respect to work of the Office of the Chief Auditor, the Committee shall provide the following oversight functions:

### Office of the Chief Auditor Charter and Resources

- Review, and forward to the Authority Board for approval, the Charter of the Office of the Chief Auditor at least annually. The Charter should be reviewed to ensure that it accurately reflects the Office of the Chief Auditor's purpose, authority, and responsibility, consistent with the mandatory guidance of The Institute of Internal Auditors' (IIA) International Professional Practices Framework and the scope and nature of assurance and consulting services, as well as changes in the financial, risk management, and governance processes of the Authority and reflects developments in the professional practice of internal auditing; and
- Advise the Authority Board about increases and decreases to the requested resources to achieve the internal Audit Plan and evaluate whether any additional resources are needed permanently or should be provided through outsourcing.

### Chief Auditor Performance

- Advise the Authority Board regarding the qualifications and recruitment, ~~Chief Auditor. The Audit Committee shall review and concur in the appointment, replacement, reassignment, or dismissal of the Chief Auditor;~~
- Provide input to the Authority Board or the Executive Personnel and Compensation Committee related to evaluating the performance of the Chief Auditor; and
- Recommend, as needed, to the Authority Board or the Executive Personnel and Compensation Committee the appropriate compensation of the Chief Auditor.

### Internal Audit Strategy and Plan

- Review and provide input on the Office of the Chief Auditor's strategic plan, objectives, performance measures, and outcomes;
- ~~The Audit Committee shall r~~Review and approve the ~~Chief Auditor's~~risk-based proposed annual ~~Audit P~~plan, and make recommendations concerning internal audit ~~projects~~special request audits and investigations, and the internal audit resources necessary to achieve the Plan; and
- ~~audit~~ The Audit Committee shall receive periodic communications from ~~Review the Office of~~ the Chief Auditor's performance on the completion status of the annual relative to its ~~A~~audit Pplan, as well as a summary of significant changes made to such plan.

### Internal Audit Engagement and Follow Up

Other Reports. The Audit Committee may receive from management or the Chief Auditor, as appropriate, presentations on significant operating and control issues in internal audit reports, management letters, and regulatory authorities' examination reports. It may initiate such other inquiries into the affairs of the Authority as it deems necessary or appropriate.

- Review internal audit reports and other communications to management;
- Review and track management's action plans to address the results of ~~audits performed by~~ internal audit ~~engagements~~;
- Review and ~~advise~~ management on the results of any special investigations;
- Inquire of the Chief Auditor, or others, whether any internal audit engagements or non-audit engagements have been completed, but not reported to the Committee; if so, inquire whether any matters of significance arose from such work; and
- Inquire of the Chief ~~A~~auditor, or others, whether any evidence of fraud has been identified during internal audit engagements and evaluate what additional actions, if any, should be taken.

### Standards Conformance

- Inquire of the Chief Auditor about steps taken to ensure that the Office of the Chief Auditor conforms with The IIA's International Standards for the Professional Practice of Internal Auditing (Standards);
- Ensure that the Office of the Chief Auditor has a quality assurance and improvement program, and that the results of these periodic assessments performed are presented to the Committee;
- Ensure that the Office of the Chief Auditor has an external quality assurance review performed, and monitor the implementation of the Office of the Chief Auditor's action plans to address any recommendations; and
- Advise the Authority Board about any recommendation for the continuous improvement of the Office of the Chief Auditor.

### OVERSIGHT OF THE EXTERNAL AUDIT FUNCTION AND OTHER EXTERNAL ASSURANCE PROVIDERS

To obtain reasonable assurance with respect to the work of the external assurance providers, the Committee shall meet with the external assurance providers during the planning phase of the audit engagement, the presentation of the audited financial statements, and the discussion of the results of audit engagements and recommendations for management.

The Committee shall:

- Engagement Notice. The Audit Committee shall advise the Board of Directors of the engagement of each external auditor;
- Review of Plans. The Audit Committee shall review the external auditors' proposed all auditing plans, including but not limited to their adequacy of scope and approach, including the coordination of audit efforts with the Office of the Chief Auditor; and the Chief Financial Officer;
- Fees, Non-Audit Services, and Independence. The Audit Committee shall provide input with regard to audit engagement fees and terms, as well as all non-audit engagements with the external auditor; The Audit Committee shall review and approve management's conclusion that any proposed performance of non-audit services by the principal external auditor would not affect the independence of such auditor in the performance of its audit services;
- Review the performance of the external auditors;
- Report on Relationships. The Audit Committee shall require the external auditors to submit on a periodic basis, but at least annually, a formal written statement delineating about their all relationships between the audit firm and with the Authority, including each non-audit services provided to the Authority. The Audit Committee is responsible for actively engaging in a dialogue discussing the information with the external auditors as to whether any disclosed relationships or services may impact the objectivity and to review and confirm their independence; of the external auditor.
- Hold regularly scheduled exclusive meetings with external auditors to discuss any sensitive matters. These meetings are subject to the Ralph M. Brown Act;

## CHARTER OF THE AUDIT COMMITTEE

- Review the reasonableness of fees, the quality of any prior audits, the composition of the audit team; a review and evaluation of the experience and qualifications of each the external auditor's lead partner and the senior members of the audit team; examine the results of the audit firm's last internal quality-control or peer review (if any), any issues raised by the annual auditor's report, the status of any significant regulatory or litigation problems that may affect the external auditor, and the amount of non-audit services provided by the audit firm;
- Staffing Changes. The Audit Committee shall advise the Board of Directors Authority Board when any major staffing change occurs in the audit firm engaged as the principal external auditor, when any other significant development or action occurs with respect to the external auditor, or when it is determined it is necessary to do so to protect and preserve the interests of the Authority;
- Monitor management's progress on action plans;
- Annual Report. At least annually Review, the external auditor's shall submit a report to the Audit Committee regarding (a) the external auditor's internal quality control procedures, (b) any material issues raised by the most recent internal quality-control or peer review report, and (c) any inquiry or investigation by any governmental or professional authority within the preceding five (5) years, respecting one or more independent audits carried out by the audit firm. The external auditor shall report shall include any steps taken to deal with such issues identified in the internal quality-control or peer review report. The external auditor shall also submit such a report to the Audit Committee promptly after any review, inquiry, or investigation referred to it by the Audit Committee, any Board Authority Board member, or the President/CEO; and. The Chief Auditor shall be responsible for reviewing and discussing with the external auditor whether the external auditor's quality controls are adequate.

Rotation. The Audit Committee shall consider at least every three (3) years whether, in order to assure continuing auditor independence, there should be a rotation of the lead audit partner or the audit firm itself. It shall recommend to the Board of Directors the policies for the Authority's hiring of employees or former employees of the audit firm. These policies shall provide that no former employee of the external auditor may become the President/CEO, Treasurer, Chief Financial Officer, Controller or chief accounting officer (or serve in another similar capacity) of the Authority if such person participated in any capacity in the Authority's audit within the one year period preceding the date of initiation of the audit.

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To obtain reasonable assurance that management has acted on the results of internal and external audit engagements, the Committee shall regularly review reports on the progress of implementing approved management actions plans and audit recommendations resulting from completed audits engagements.

### Financial Statements and Public Accountability Reporting

The Committee is responsible for the oversight of the independent audit of the Authority's financial statements, including but not limited to overseeing the resolution of audit findings in areas such as internal control, legal, regulatory, compliance, and ethics.

The Committee shall:

- Review the scope of audits, including obtaining assurances from the external auditor that the specific audit was conducted in a manner consistent with generally accepted accounting standards;:-
- Review with management and the external auditors the results of audit engagements, including difficulties encountered;
- any Review significant accounting, financial, and reporting issues policies, issues or judgments made in connection with the preparation or audit of the Authority's financial statements
- any financial or informational reports, including complex or unusual transactions and highly judgmental areas, and recent professional any major issues regarding or significant changes in the Authority's selection or application of accounting principles; the development, selection and disclosure of critical accounting estimates or judgments; an analysis of the effect of any alternative assumptions, estimates or GAAP methods on the financial statements; and the effect of regulatory examinations or any regulatory pronouncements, and understand their impact and accounting initiatives, as well as off balance sheet structures on the financial statements;:-
- Review the annual audited financial statements, Comprehensive Annual Financial Report (CAFR), quarterly financial statements and other significant current reports issued, and the process for required quarterly CEO and CFO certifications and consider whether they are complete, consistent with information known to Committee members, and reflect appropriate accounting principles;:-
- Accounting Standards. The Audit Committee shall rReview management other financial reports, as necessary, issued by the Authority in accordance with generally accepted accounting and/or audit standards and the corresponding external auditor's attestation and agreed upon procedures reports;:-
- Review internal control reports (management letters) submitted by the external auditor; and
- =
- Review matters required to be communicated by the external auditor to the Committee, including but not limited to, any difficulties encountered in the course of the work, any restriction on the scope of the external auditor's activities, or on access to requested information, and any significant disagreements with management.

**OTHER DUTIES AND RESPONSIBILITIES**

In addition, the Committee shall:

- Perform other activities related to this Charter as requested by the Authority Board;
- Institute special investigations as needed;
- Regularly evaluate its performance and that of its individual members; and
- Review of Charter. The Audit Committee shall rReview, at least annually, its Charter and recommend any proposed changes to the Board Authority Board for approval.

## REPORTING ON COMMITTEE PERFORMANCE REQUIREMENTS

The Committee shall report to the Authority Board annually, summarizing the Committee's activities and recommendations. The report may be delivered during a Committee meeting attended by the Authority Board or during a regularly scheduled meeting of the Authority Board.

The report should include:

- ~~The Audit Committee shall prepare and review with the Board and the President/CEO an annual written report of how it discharged its duties and met its responsibilities during the preceding year. The performance evaluation shall compare the performance of the Audit Committee with the requirements of this Charter, and set forth the goals and objectives of the Audit Committee for the upcoming year.~~
- A summary of management's progress in addressing the results of internal and external audit **engagement** reports;
- Details of meetings, including the number of meetings held during the relevant period; and
- Information required, if any, by new or emerging governance developments.
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The Committee may report to the Authority Board at any time regarding any other matter it deems of sufficient importance.

[Amended by Resolution No. 2018-XXXX dated XXXXber X, 2018]

Mission

- ~~Primary. The primary responsibilities of the Audit Committee are to:~~
  - ~~Oversee the independent audit of the Authority's annual financial statements;~~

- ~~• Oversee the performance of the Authority's internal audit function; and~~
- ~~• Ensure that there is in place an effective system of internal controls reasonably designed to:
  - ~~❖ safeguard the assets and income of the Authority;~~
  - ~~❖ assure the integrity of the Authority's financial statements; and~~
  - ~~❖ maintain compliance with the Authority's ethical standards, policies, plans and procedures, and with laws and regulations.~~~~

~~Annual Reports. The Audit Committee shall also be responsible for preparing the Audit Committee Annual Report required by the rules of the Federal Aviation Administration ("FAA") to be included in the Authority's annual financial statements and shall review and approve the forwarding of the Authority's Comprehensive Annual Financial Report ("CAFR") and other external auditor annual reports to the Board of Directors for approval.~~

#### ~~Authorities and Responsibilities~~

~~Meetings. The Audit Committee shall meet as often as it determines, but not less frequently than quarterly each year. All meetings will be subject to the Ralph M. Brown Act.~~

~~Require Attendance. The Audit Committee may require any officer or employee of the Authority, including the Authority's General Counsel and external auditor, to attend any meeting of the Audit Committee or to meet with any members of, or consultants to, the Audit Committee.~~

~~Retain Advisors. The Audit Committee shall have authority to retain advisors, when deemed necessary to execute their responsibilities, without the prior permission from the Authority's Board of Directors or management and shall be provided the necessary resources for such purposes.~~

~~Minutes. The Audit Committee shall maintain minutes and other relevant documentation of all meetings held.~~

~~Review of Charter. The Audit Committee shall review, at least annually, its Charter and recommend any proposed changes to the Board for approval. The Audit Committee shall prepare and review with the Board and the President/CEO an annual written report of how it discharged its duties and met its responsibilities. The performance evaluation shall compare the performance of the Audit Committee with the requirements of this Charter, and set forth the goals and objectives of the Audit Committee for the upcoming year.~~

~~Complaints. The Audit Committee shall establish procedures for the receipt, retention, investigation and treatment of complaints regarding accounting and auditing matters. It shall maintain a process for the confidential, anonymous submission by Authority employees of their concerns regarding questionable accounting or auditing matters.~~

Policies and Procedures

~~Flexibility. The policies and procedures of the Audit Committee should remain flexible in order to best respond to changing circumstances.~~

~~Oversight of Auditors. The Audit Committee shall have oversight of the Authority's relationship with and to all internal and external auditors. It shall:~~

~~Engagement Notice. The Audit Committee shall advise the Board of Directors of the engagement of each external auditor.~~

~~Review of Plans. The Audit Committee shall review all auditing plans, including but not limited to their adequacy of scope, the coordination with the Chief Auditor and the Chief Financial Officer, the reasonableness of fees, the quality of any prior audits, the composition of the audit team, a review and evaluation of the experience and qualifications of each external auditor's lead partner and the senior members of the audit team; the results of the audit firm's last internal quality control or peer review (if any), any issues raised by the annual auditor's report, the status of any significant regulatory or litigation problems that may affect the external auditor, and the amount of non-audit services provided by the audit firm.~~

~~Staffing Changes. The Audit Committee shall advise the Board of Directors when any major staffing change occurs in the audit firm engaged as the principal external auditor, when any other significant development or action occurs with respect to the external auditor, or when it is determined it is necessary to do so to protect and preserve the interests of the Authority.~~

~~Annual Report. At least annually, the external auditor shall submit a report to the Audit Committee regarding (a) the external auditor's internal quality control procedures, (b) any material issues raised by the most recent internal quality control or peer review, and (c) any inquiry or investigation by any governmental or professional authority within the preceding five (5) years, respecting one or more independent audits carried out by the audit firm. The report shall include any steps taken to deal with such issues. The external auditor shall also submit such a report to the Audit Committee promptly after any review, inquiry or investigation referred to it by the Audit Committee, any Board member, or the President/CEO. The Chief Auditor shall be responsible for reviewing and discussing with the external auditor whether the external auditor's quality controls are adequate.~~

~~Report on Relationships. The Audit Committee shall require the external auditor to submit on a periodic basis, but at least annually, a formal written statement delineating all relationships between the audit firm and the Authority, including each non-audit service provided to the Authority. The Audit Committee is responsible for actively engaging in a dialogue with the external auditor as to whether any disclosed relationships or services may impact the objectivity and independence of the external auditor.~~

~~Fees, Non-Audit Services, and Independence. The Audit Committee shall provide input with regard to audit engagement fees and terms as well as all non-audit engagements with the external auditor. The Audit Committee shall review and approve management's conclusion that any proposed performance of non-audit~~

~~services by the principal external auditor would not affect the independence of such auditor in the performance of its audit services.~~

~~Rotation. The Audit Committee shall consider at least every three (3) years whether, in order to assure continuing auditor independence, there should be a rotation of the lead audit partner or the audit firm itself. It shall recommend to the Board of Directors the policies for the Authority's hiring of employees or former employees of the audit firm. These policies shall provide that no former employee of the external auditor may become the President/CEO, Treasurer, Chief Financial Officer, Controller or chief accounting officer (or serve in another similar capacity) of the Authority if such person participated in any capacity in the Authority's audit within the one-year period preceding the date of initiation of the audit.~~

~~Chief Auditor. The Audit Committee shall review and concur in the appointment, replacement, reassignment, or dismissal of the Chief Auditor. The Audit Committee shall review and approve the Chief Auditor's proposed annual audit plan. The Audit Committee shall receive periodic communications from the Chief Auditor on the completion status of the annual audit plan, as well as a summary of significant changes made to such plan.~~

#### Compliance and Regulatory Oversight Responsibilities

~~The Audit Committee shall have the following compliance and regulatory oversight responsibilities:~~

~~Chief Auditor Reports. The Audit Committee shall require periodic communications and presentations from the Chief Auditor on the adequacy of the management's systems of control, including computerized information system controls and security, significant audit findings identified with management's responses thereto, any special audit steps adopted in light of material control deficiencies; and the initiation and status of significant special investigations.~~

~~Other Reports. When necessary or prudent, the Audit Committee may require and receive reports and presentations from the Authority's management and/or from the external auditor on such matters as: the identification and status of the resolution of material weaknesses and reportable conditions, the status of the Authority's internal control environment, the computerized information system, safety, security, fraud or any other significant matter related to the Authority's internal controls.~~

~~Expenses and Perquisites. The Audit Committee shall receive periodic reports and presentations from the Chief Auditor on the review of each Board of Directors' expense account, perquisites, and use of Authority assets.~~

~~Legal Review. The Audit Committee shall review with management (1) the Authority's record of compliance with all applicable laws and regulations, (2) the status and significant of pending litigation involving the Authority, and (3) any regulatory or legal matters that may have a material impact on the Authority's financial statements.~~

~~FAA. The Audit Committee shall review the programs established by management that monitor compliance with FAA regulations and review the record of such compliance.~~

## CHARTER OF THE AUDIT COMMITTEE

~~Regulatory Reports. The Audit Committee shall review significant regulatory actions, examinations and reports pertaining to the Authority.~~

~~Accounting Standards. The Audit Committee shall review management reports issued by the Authority in accordance with general accounting and audit standards and the corresponding external auditor's attestation and agreed upon procedures reports.~~

~~Other Reports. The Audit Committee may receive from management or the Chief Auditor, as appropriate, presentations on significant operating and control issues in internal audit reports, management letters, and regulatory authorities' examination reports. It may initiate such other inquiries into the affairs of the Authority as it deems necessary or appropriate.~~

### Financial Statement and Disclosure Matters

~~The Audit Committee may review and discuss the Authority's financial statements, disclosures, reports and audits with management, the external auditor, the Chief Auditor and the Chief Financial Officer, which may include but not be limited to addressing:~~

~~the scope of audits, including obtaining assurances from the external auditor that the specific audit was conducted in a manner consistent with generally accepted accounting standards.~~

~~any significant accounting, financial, reporting policies, issues or judgments made in connection with the preparation or audit of the Authority's financial statements~~

~~any financial or informational reports, including any major issues regarding or significant changes in the Authority's selection or application of accounting principles; the development, selection and disclosure of critical accounting estimates or judgments; an analysis of the effect of any alternative assumptions, estimates or GAAP methods on the financial statements; and the effect of regulatory examinations or any regulatory and accounting initiatives, as well as off balance sheet structures on the financial statements.~~

~~internal accounting control reports (management letters) submitted by the external auditor which relate to the Authority and summaries of significant issues in management letters.~~

~~matters required to be described by Statement of Auditing Standards ("SAS") No. 114, entitled *The Auditor's Communication with Those Charged with Governance*, including without limitation, any difficulties encountered in the course of the work, any restriction on the scope of the external auditor's activities or on access to requested information, and any significant disagreements with management.~~

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Revision to the Charter for the Office of the Chief Auditor**

### **Recommendation:**

The Audit Committee recommends that the Board adopt Resolution 2018-0117, approving the revision to the Charter for the Office of the Chief Auditor.

### **Background/Justification:**

The Charter for the Office of the Chief Auditor was initially adopted by Board approval on October 2, 2003 per Resolution No. 2003-062. The Charter for the Office of the Chief Auditor (OCA) establishes the role and requirements of the OCA.

The Charter for the OCA has subsequently been amended several times. On June 1, 2004, the Audit and Performance Monitoring Committee revised the Charter pertaining to the Committee's approval authority of the external auditor's work program and to define the Chief Auditor's role in reviewing both the draft and the final submission of the external auditor's annual financial statements. On March 4, 2010, per Board Resolution No. 2010-0022R, the Charter was amended to reflect operational practices covering the review and approval of amendments to the Annual Audit Plan, the retention of audit work papers, the request to access Authority information and records, and the process for handling responses to audit recommendations, amongst others. Lastly, On September 4, 2014, per Board Resolution No. 2014-0089, the Charter was amended to reflect operational practices and to incorporate recommendations provided by the External Quality Control Review related to consulting services.

Staff performed a recent review of the current Charter for the Office of the Chief Auditor and recommended amendments to the Audit Committee for their consideration during a regular meeting of the Committee on September 10, 2018. Revisions are proposed in order to model up-to-date charter practices and to reflect current operational practices. The amendments to the Charter for the OCA, as presented to the Audit Committee, is provided as Attachment A. The Charter for the OCA with all proposed revisions incorporated is provided as Attachment B.

On September 10, 2018, the Audit Committee voted unanimously to accept the proposed revisions to the Charter for the Office of the Chief Auditor and to forward the item to the Board, recommending their approval.

### **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:**

LEE M PARRAVANO  
CHIEF AUDITOR

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

## Purpose and Mission

The purpose of the San Diego County Regional Airport Authority's (Authority) Office of the Chief Auditor is to provide independent objective assurance and consulting services designed to add value and improve the Authority's operations. The Mission of the Office of the Chief Auditor is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Office of the Chief Auditor helps the Authority accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

## Authority

The Chief Auditor shall be accountable to the Board of Directors (hereinafter "the Board") under Public Utilities Code §170026, and pursuant to his/her employment agreement.

The Chief Auditor will report directly to the Board through the Audit Committee.

To establish, maintain, and assure that the Office of the Chief Auditor has sufficient authority to fulfill its duties, the Audit Committee will:

- Review, and forward to the Board for approval, the Office of the Chief Auditor Charter.
- Review, and forward to the Board for approval, the risk-based Internal Audit Plan.
- Review, and forward to the Board for approval, the Office of the Chief Auditor's budget and resource plan.
- Receive communication from the Chief Auditor on the Office of the Chief Auditor's performance relative to its Audit Plan and other matters.
- Provide recommendations to the Board regarding the appointment and removal of the Chief Auditor.
- Make appropriate inquiries of Authority management and the Chief Auditor to determine whether there is inappropriate or scope limitations pertaining to the Chief Auditor's Office.

The Chief Auditor will have unrestricted access to, and communicate and interact directly with, the Audit Committee, including private meetings without management present.

The Audit Committee authorizes the Office of the Chief Auditor to:

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement except for legally privileged and/or legally confidential information. All contracts with outside contractors and subcontractors shall provide for auditor access to all relevant personnel, financial and performance-related records, property, and equipment where Authority funds were expended or Authority facilities were used.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of the Authority, as well as other specialized services from within or outside the Authority, in order to complete the audit engagement, subject to budget limitations and the contracting policies of the Authority. A contractor performing an audit should have no financial or other interests in the affairs of the Authority, any member of the Board, or its officers.

### **Standards for the Professional Practice of Internal Auditing**

The Office of the Chief Auditor will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing. The Chief Auditor will report periodically to the Authority's Audit Committee and executive management regarding the Office of the Chief Auditor's conformance to the Code of Ethics and the *Standards*.

### **Independence of the Chief Auditor**

The Chief Auditor will ensure that the Office of the Chief Auditor remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the Chief Auditor determines that independence or objectivity may be impaired, in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

Internal Auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively, and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgement matters to others.

The Office of the Chief Auditor will have no direct operational responsibility or authority over any of the activities audited. Accordingly, the Office of the Chief Auditor will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair his/her judgement, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties.
- Initiating or approving transaction(s) external to the Office of the Chief Auditor.
- Directing the activities of any Authority employee not employed by the Office of the Chief Auditor, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the Office of the Chief Auditor has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity. Internal Auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgements.

The Chief Auditor will confirm to the Audit Committee, at least annually, the organizational independence of the Office of the Chief Auditor.

The Chief Auditor will disclose to the Audit Committee any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

### **Scope of Internal Audit Activities**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Audit Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the Authority. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the Authority's strategic objectives are appropriately identified and managed.
- The actions of the Authority's officers, directors, employees and contractors are in compliance with Authority policies, procedures and applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the Authority.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have credibility.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

The Chief Auditor will report periodically to the Audit Committee and Authority executive management regarding:

- The Office of the Chief Auditor's purpose, authority, and responsibility.
- The Office of the Chief Auditor's Audit Plan and performance relative to its Audit Plan.
- The Office of the Chief Auditor's conformance with the Institute of Internal Auditor's Code of Ethics and *Standards*, and action plans to address any significant conformance issues.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the Audit Committee.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable by the Authority.

The Chief Auditor also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed.

The Chief Auditor will assist the Audit Committee to ensure its responsibilities listed in the Audit committee Charter are met.

The Office of the Chief Auditor may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the Office of the Chief Auditor does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

### **Responsibility**

The Chief Auditor has the responsibility to:

- Submit, at least annually, a risk-based internal Audit Plan for review to Authority executive management. The risk-based internal Audit Plan will also be submitted to the Audit Committee for review and forwarded to the Board for approval.
- Communicate to the Audit Committee and Authority executive management the impact of resource limitations on the Audit Plan, if applicable.
- Communicate any fraud or illegal acts that the Chief Auditor becomes aware of that could affect the Authority. The Chief Auditor shall report the irregularities to the Chair of the Audit Committee, the General Counsel, and the President/Chief Executive Officer. Where one or more of the aforementioned persons is or is believed to be a responsible or culpable party, the Chief Auditor shall report the matter to the full Board in Closed Session called for that purpose in accordance with the requirements of the Ralph M. Brown Act.
- Review and adjust the nature of the internal Audit Plan, as necessary, in response to changes in the Authority's business risks, operations, programs, systems, and controls.
- The Audit Plan may be adjusted to accommodate for special requests by the Audit Committee or Authority management.
- Changes to the Audit Plan will occur after consultation with the Chair of the Audit Committee. Changes to the Audit Plan will be presented to the Audit Committee for review and forwarded to the Board for approval.
- Communicate to the Audit Committee and Authority executive management any significant interim changes to the Audit Plan.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

- Ensure that each engagement contained in the Audit Plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of recommendation(s) to appropriate parties.
- Follow up on audit engagement findings and the corrective actions taken, and report periodically to the Audit Committee and Authority executive management any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure that the Office of the Chief Auditor collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Office of the Chief Auditor Charter.
- Ensure trends and emerging issues that could impact the Authority are considered and communicated to the Audit Committee and Authority executive management as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to the Office of the Chief Auditor's Policies and Procedures Manual/Desk Manual designed to guide the Office of the Chief Auditor.
- Ensure adherence to the Authority's relevant policies and procedures, unless such policies conflict with the Office of the Chief Auditor Charter.
- Ensure conformance with the IIA *Standards*.

### **Quality Assurance and Improvement Program**

The Office of the Chief Auditor will maintain a quality assurance and improvement program that covers all aspects of the Office of the Chief Auditor. The program will include an evaluation of the Office of the Chief Auditor's conformance with the IIA *Standards* and an evaluation of whether internal auditors apply The Institute of Internal Auditor's Code of Ethics in their conduct. The program will also assess the efficiency and effectiveness of the Office of the Chief Auditor and identify opportunities for improvement.

RESOLUTION NO. 2018-0117

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

WHEREAS, the Board adopted Resolution No. 2003-062 on October 2, 2003, approving the Charter for the Office of the Chief Auditor; and

WHEREAS, the Charter establishes the role and requirements of the Office of the Chief Auditor; including areas of oversight, reporting relationships to the Audit Committee and the Board, and the disclosure of audit activities and findings; and

WHEREAS, the Charter was last revised during a regular meeting of the Audit Committee on August 18, 2014, to reflect then-current operational practices and to incorporate recommendations resulting from an External Quality Control Review; and

WHEREAS, revisions from the August 18, 2014, regular meeting of the Audit Committee were adopted by the Board on September 4, 2014 (Resolution No. 2014-0089); and

WHEREAS, on September 10, 2018, during a regular meeting of the Audit Committee, the Committee unanimously agreed to amend the Charter for the Office of the Chief Auditor to reflect current operational practices and to incorporate model Charter practices, and to forward it to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the revision to the Charter for the Office of the Chief Auditor (Attachment A); 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR

## SECTIONS:

1. ~~Independence of the Chief Auditor~~
1. ~~Assistants and Employees~~
2. ~~Scope of Audits~~
3. ~~Audit Plan~~
4. ~~Special Audits~~
5. ~~Funding~~
6. ~~Records~~
7. ~~Access to Personnel, Records and Property~~
8. ~~Management Response~~
9. ~~Audit Reports to the Board~~
10. ~~Report of Irregularities~~
11. ~~Annual Report~~
12. ~~Audit Follow-up~~
13. ~~Audit Consultants and Experts~~
14. ~~Quality Assurance Reviews~~
15. ~~External Audits~~
16. ~~Chief Auditor Employment Agreement~~

## **SECTION 1. Purpose and Mission**

The purpose of the San Diego County Regional Airport Authority's (Authority) Office of the Chief Auditor is to provide independent, objective assurance and consulting services designed to add value and improve the Authority's operations. The Mission of the Office of the Chief Auditor is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Office of the Chief Auditor helps the Authority accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

### the Authority's executive Authority

The Chief Auditor shall be accountable to the Board of Directors (hereinafter "the Board") under Public Utilities Code §170026, and pursuant to his/her employment agreement.

The Chief Auditor will report directly to the Board through the Audit Committee.

To establish, maintain, and assure that the Office of the Chief Auditor has sufficient authority to fulfill its duties, the Audit Committee will:

- Review, and forward to the Board for approval, the Office of the Chief Auditor Charter.
- Review, and forward to the Board for approval, the risk-based Internal Audit Plan.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

- Review, and forward to the Board for approval, the Office of the Chief Auditor's budget and resource plan.
- Receive communication from the Chief Auditor on the Office of the Chief Auditor's performance relative to its **Audit Plan** and other matters.
- Provide recommendations to the Board regarding the appointment and removal of the Chief Auditor.
- Make appropriate inquiries of **Authority** management and the Chief Auditor to determine whether there is inappropriate or scope limitations **pertaining to the Chief Auditor's Office.**

The Chief Auditor will have unrestricted access to, and communicate and interact directly with, the Audit Committee, including private meetings without management present.

The Audit Committee authorizes the Office of the Chief Auditor to:

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement except for legally privileged and/or legally confidential information. All contracts with outside contractors and subcontractors shall provide for auditor access to all relevant personnel, financial and performance-related records, property, and equipment where Authority funds were expended or Authority facilities were used.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of the Authority, as well as other specialized services from within or outside the Authority, in order to complete the **audit** engagement, subject to budget limitations and the contracting policies of the Authority. A contractor performing an audit should have no financial or other interests in the affairs of the Authority, any member of the Board, or its officers.

### **Standards for the Professional Practice of Internal Auditing**

The Office of the Chief Auditor will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing. The Chief Auditor will report periodically to the Authority's Audit Committee and executive management regarding the Office of the Chief Auditor's conformance to the Code of Ethics and the *Standards*.

### **Independence of the Chief Auditor**

1. ~~The Chief Auditor shall conduct his/her work in accordance with the professional auditing standards applicable to financial, performance and contract audits.~~

The Chief Auditor will ensure **that** the Office of the Chief Auditor remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the Chief Auditor determines that independence or objectivity may be impaired, in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

Internal Auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively, and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgement matters to others.

The Office of the Chief Auditor will have no direct operational responsibility or authority over any of the activities audited. Accordingly, the Office of the Chief Auditor will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair his/her judgement, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties.
- Initiating or approving transaction(s) external to the Office of the Chief Auditor.
- Directing the activities of any Authority employee not employed by the Office of the Chief Auditor, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the Office of the Chief Auditor has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal Auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgements.

~~The Chief Auditor shall be accountable to the Board of Directors (hereinafter "the Board") under Public Utilities Code §170026, and pursuant to his/her employment agreement.~~

The Chief Auditor will confirm to the Audit Committee, at least annually, the organizational independence of the Office of the Chief Auditor.

The Chief Auditor will disclose to the Audit Committee any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

### **SECTION 2. Assistants and Employees**

**~~The Chief Auditor shall establish an organizational structure appropriate to carrying out the responsibilities and functions of this Charter.~~**

CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

~~Within the budget approval process and established personnel policies for the Authority's departments and subject to review and advice of the Audit Committee, the Chief Auditor shall have the power to appoint, employ, and remove such staff auditors, employees and personnel, as he/she may deem necessary for the efficient and effective administration of the affairs of the Office of the Chief Auditor.~~

**SECTION 3. Scope of Audits-Internal Audit Activities**

~~The Chief Auditor shall have the authority to conduct performance, financial and contract audits of all departments, offices, activities, contractors and sub-contractors of the Authority in order to independently determine whether:~~

~~The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Audit Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the Authority. Internal audit assessments include evaluating whether:~~

- ~~• Risks relating to the achievement of the Authority's strategic objectives are appropriately identified and managed.~~
- ~~• The actions of the Authority's officers, directors, employees and contractors are in compliance with Authority policies, procedures and applicable laws, regulations, and governance standards.~~
- ~~• The results of operations or programs are consistent with established goals and objectives.~~
- ~~• Operations or programs are being carried out effectively and efficiently.~~
- ~~• Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the Authority.~~
- ~~• Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have credibility.~~
- ~~• Resources and assets are acquired economically, used efficiently, and protected adequately.~~

~~(a) — programs being implemented have been authorized by the Board, state law or applicable federal law or regulations and are being conducted and funds expended in a manner consistent with the intended objectives; and~~

~~(b) — departments, programs, activities, functions and policies are effective and achieving the desired results, benefits and goals; and~~

~~(c) — resources, including funds, property and personnel, are adequately acquired, safeguarded, controlled and being used efficiently and effectively; and~~

~~(d) — management has established adequate operating and administrative procedures and practices, systems, accounting internal control systems and internal management controls;~~

~~(e) — there are indications of fraud, abuse or illegal acts which need investigation; and~~

~~(f) — financial and other reports are being provided that disclose fairly, accurately and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities, or that is necessary to establish a proper basis for evaluating the results of programs and activities including the collection of, accounting for and depositing of revenues and other resources.~~

~~The Chief Auditor will report periodically to the Audit Committee and ~~senior~~Authority executive management regarding:~~

- ~~• The Office of the Chief Auditor's purpose, authority, and responsibility.~~
- ~~• The Office of the Chief Auditor's Audit Plan and performance relative to its Audit Plan.~~

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

- The Office of the Chief Auditor's conformance with the Institute of Internal Auditor's Code of Ethics and Standards, and actions plans to address any significant conformance issues.
- Significant risk exposures and controls issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the Audit Committee.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable by the Authority.

The Chief Auditor also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed.

The Chief Auditor will assist the Audit Committee to ensure its responsibilities listed in the Audit committee Charter are met.

The Office of the Chief Auditor may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the Office of the Chief Auditor does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

### Responsibility

The Chief Auditor has the responsibility to:

- Submit, at least annually, Authority executive a risk-based internal Audit Plan for review to Authority executive management. The risk-based internal Audit Plan will also be submitted to the Audit Committee for review and forwarded to the Board for approval.
- Communicate to the Audit Committee and Authority executive management the impact of resource limitations on the Audit Plan, if applicable.
- Communicate any If, during an audit, the auditor becomes aware of fraud or illegal acts that or indications of such acts the Chief Auditor becomes aware of that could affect the Authority, the Chief Auditor shall report the irregularities to the Chair of the Audit Committee, the General Counsel, and the President/Chief Executive Officer. Where one or more of the aforementioned persons is or is believed to be a responsible or culpable party, the Chief Auditor shall report the matter to the full Board in Closed Session called for that purpose in accordance with the requirements of the Ralph M. Brown Act.
- Review and adjust the nature of the internal Audit Plan, as necessary, in response to changes in the Authority's business risks, operations, programs, systems, and controls.
- The Audit Plan may be adjusted to accommodate for special requests by the Audit Committee or Authority management.

## CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

- Changes to the Audit Plan will occur after consultation with the Chair of the Audit Committee. Changes to the Audit Plan will be presented to the Audit Committee for review and forwarded to the Board for approval.
- Communicate to the Audit Committee and Authority executive management any significant interim changes to the Audit Plan.
- Ensure that each engagement contained in the Audit Plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of recommendation(s) to appropriate parties.
- Follow up on audit engagement findings and the corrective actions taken, and report periodically to the Audit Committee and Authority executive management any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure that the Office of the Chief Auditor collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Office of the Chief Auditor Charter.
- Ensure trends and emerging issues that could impact the Authority are considered and communicated to the Audit Committee and Authority executive management as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to the Office of the Chief Auditor's Policies and Procedures Manual/Desk Manual designed to guide the Office of the Chief Auditor.
- Ensure adherence to the Authority's relevant policies and procedures, unless such policies conflict with the Office of the Chief Auditor Charter.
- Ensure conformance with the IIA Standards.

### **SECTION 4. Audit Plan**

- ~~1. At the beginning of each fiscal year, the Chief Auditor shall submit a one-year Audit Plan to the Audit Committee for review and approval. The plan shall include the departments, offices, activities, contractors and sub-contractors subject to audit for the period. This plan may be amended during the fiscal year after review and approval by the Audit Committee. All such plans shall, upon approval by the Audit Committee, be forwarded as an information item to the Board. Additionally, the Chief Auditor may, after consultation with the Chair of the Audit Committee, initiate and conduct any other audits deemed necessary to undertake at any point of time, subject to review by the Audit Committee if the Audit Committee believes it is appropriate or necessary~~
- ~~1. —~~
- ~~2. In the selection of audit areas, the determination of audit scope and the timing of audit work, the Chief Auditor should consult with the General~~

~~Counsel, federal and state auditors and external auditors, as necessary, so that the desirable audit coverage is provided and audit activities are properly coordinated.~~

~~SECTION 5. Special Audits~~

~~The Audit Committee and the President/Chief Executive Officer may request the Chief Auditor to perform special audits that are not included in the annual audit plan. After consultation with the Audit Committee, a special audit may become an amendment to the annual audit schedule.~~

~~SECTION 6. Funding~~

~~The Board shall endeavor to provide a separate budget for the Office of the Chief Auditor sufficient to carry out the responsibilities and functions established in this Charter.~~

~~Quality Assurance and Improvement Program~~

~~The Office of the Chief Auditor will maintain a quality assurance and improvement program that covers all aspects of the Office of the Chief Auditor. The program will include an evaluation of the Office of the Chief Auditor's conformance with the IIA Standards and an evaluation of whether internal auditors apply The Institute of Internal Auditor's Code of Ethics in their conduct. The program will also assess the efficiency and effectiveness of the Office of the Chief Auditor and identify opportunities for improvement.~~

~~[Amended by Resolution No. 2018-XXXX dated XXXXber X, 2018]~~

~~SECTION 7. Records~~

~~The Chief Auditor shall retain for at least three (3) years, a complete file of each audit report and each report of other examinations, investigations, surveys and reviews. The file should include audit work papers and other supportive material directly pertaining to the audit report. The retention or destruction of audit records shall be governed by all applicable laws, codes and policies of the Authority, and of state and federal agencies.~~

~~SECTION 8. Access to Personnel, Records and Property~~

CHARTER FOR THE OFFICE OF THE CHIEF AUDITOR-CHARTER

- ~~1. All officers and employees of the Authority, upon request, shall furnish the Chief Auditor with access to personnel information and records, including automated data, within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the auditors to inspect all property, equipment, and facilities and personnel within their accountability. If such officers or employees fail to produce the aforementioned information, they may be subject to appropriate disciplinary actions and the Chief Auditor may cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, or outside contractor or subcontractor, except for legally privileged and/or legally confidential information. All contracts with outside contractors and subcontractors shall provide for auditor access to all relevant personnel, financial and performance-related records, property, and equipment where Authority funds were expended or Authority facilities were used.~~
- ~~The Chief Auditor shall not publicly disclose in his or her reports or otherwise any information received during an audit that is proprietary in nature, legally privileged or legally confidential. All applicable provisions of the California Public Records Act shall be complied with by the Chief Auditor.~~

SECTION 9. Management Response

~~A final draft of the audit report will be forwarded to the management of the audited department for review and comment. Management must respond in writing specifying (a) agreement with the audit findings and recommendations, or (b) reasons for disagreement with the findings and/or recommendations, plans for implementing solutions to identified problems and a timetable to complete such activities. The affected department's response must be forwarded to the Chief Auditor within five (5) business days from the date of receipt of the audit, unless an extension is requested by department management and granted by the Chief Auditor. The Chief Auditor will include the full text of the management response in the final report. If no response is received, the Chief Auditor will note this fact in the transmittal letter and will release the audit report.~~

SECTION 10. Audit Reports to the Board of Directors

- ~~1. Each audit included in the Annual Audit Plan will result in a final written report. The final report shall be available for public examination, subject to the provision in Section 8, Item 2, above.~~
- ~~2. The Chief Auditor shall submit each final audit report to the Audit Committee, and shall retain a copy in his/her office as a permanent record. A copy shall be filed with the Clerk of the Board.~~

SECTION 11. Report of Irregularities

SECTION 12. Annual Report

~~The Chief Auditor shall submit an annual report to the Board within forty five (45) days after the end of the fiscal year, indicating audits completed, major findings, corrective actions taken, and significant findings that have not been fully addressed by the Authority's management.~~

SECTION 13. Audit Follow-up

- ~~1. The Chief Auditor shall follow-up on audit recommendations insofar as practical to determine if appropriate corrective actions are implemented.~~
- ~~2. The Chief Auditor may request and shall receive periodic status reports from audited departments regarding actions taken to address reported deficiencies and audit recommendations.~~

SECTION 14. Audit Consultants and Experts

~~Subject to budget limitations and the contracting policies of the Authority, the Chief Auditor may obtain the services of public accountants, qualified management consultants, or other professional experts necessary to assist the Chief Auditor in the discharge of his/her responsibilities. A contractor performing an audit should have no financial or other interests in the affairs of the Authority, any member of the Board, or its officers.~~

SECTION 15. Quality Assurance Reviews

- ~~1. The audit activities of the Office of the Chief Auditor shall be subject to quality review at intervals to ensure compliance with the International Standards for the Professional Practice of Internal Auditing<sup>1</sup>. The Quality Assurance Review shall be conducted in accordance with the requirements provided for in the International Standards for the Professional Practice of Internal Auditing, and the assistance of a professional, independent and objective professional accounting services firm. A written report of the independent review shall be furnished to the Audit Committee.~~
- ~~2. The quality control review shall determine compliance with the International Standards for the Professional Practice of Internal Auditing and the quality of audit effort and reporting, including:
  - ~~(a) general standards such as staff qualifications, due professional care, and quality assurance;~~
  - ~~(b) field work standards such as planning, supervision, and audit evidence;~~
  - ~~(c) reporting standards such as report content, presentation, and timeliness.~~~~

SECTION 16. External Audits

~~The President/Chief Executive Officer shall recommend to the Audit Committee for referral to the Board, the external Certified Public Accountants who will conduct annual certified financial statement audits as specified by state law. The Audit Committee shall approve, on behalf of the Board, the work program of the external auditors. The Chief Auditor, on behalf of the Board, shall monitor the responses to external auditor questions as prepared by management and shall review draft external audit reports and comment to the Audit Committee on final external audit reports. The Chief Auditor shall work toward the elimination of duplicative audit work through cooperation with external, state and federal auditors.~~

SECTION 17. Chief Auditor Employment Agreement

~~In the event of any conflict between this Charter and the Chief Auditor's Employment Agreement, the terms of the Employment Agreement shall control. Nothing in this Charter shall be deemed to add to or detract from said Employment Agreement.~~

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<sup>1</sup> ~~The International Standards for the Practice of Internal Auditing require a quality review every 5 years.~~

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Approve and Authorize the President/CEO to Execute an Agreement with San Diego Airlines Consortium, LLC (SANCO)**

### **Recommendation:**

Adopt Resolution No. 2018-0111, approving and authorizing the President/CEO to execute an agreement with SANCO to reimburse SANCO for its use of Vantage Airport Group's services to provide collaboration between the airlines and the Authority in all phases of Terminal 1 Replacement Project and other aspects of ADP implementation and delivery, for an initial term of five (5) years, with an option to extend the term for two (2) years at the Authority's sole discretion, for an initial not-to-exceed amount of \$379,500, which the President/CEO may increase to \$2,124,403, should the Environmental Impact Report for the ADP be certified and the Board approve moving forward with ADP.

### **Background/Justification:**

Pursuant to Section 15 of the Airline Operating and Lease Agreement ("AOLA") between the San Diego County Regional Airport Authority ("Authority") and each of the scheduled air carriers ("Airlines") operating at San Diego International Airport ("Airport"), Authority may require Airlines to collectively repair and maintain passenger loading bridges and baggage handling systems and to provide janitorial services for the terminal area. With Authority's consent, the San Diego Airlines Consortium, LLC ("SANCO") was therefore formed by the Airlines to perform such operation and maintenance required under the AOLA. SANCO has successfully served as the single point of contact for the Airlines on these AOLA matters.

Similarly, a single point of contact is now needed to serve as the representative of the Airlines to continue the planning process related to the Terminal 1 Replacement Project ("Project") and other aspects of the Airport Development Plan ("ADP") implementation and delivery, and to provide ongoing focus among Airlines as ADP plans are further defined and implemented ("Services"). To meet these objectives, should the Authority proceed with the ADP, Authority may seek collaboration and input from the Airlines in the key areas that include, but are not limited to, the following:

- Project Definition Document ("PDD") that will be used for procurement and design review purposes.
- Development of the Progressive Design Build ("PDB") procurement and participation in the selection process.
- Program validation and establishment of the maximum contract price for the PDB contract.

- Airline input and coordination through the construction of the new facilities, including activation.

While Airline input will be important to project success, the Authority President/CEO will retain final decision-making authority for all matters related to the Terminal 1 Replacement Project, including all areas of Airline involvement outlined above.

In response to Authority's request for such collaboration, Airlines have designated Vantage Airport Group ("Vantage"), an entity with expertise in airport management and aviation consulting services, as the airline representative to provide the Services. The Airlines have worked successfully in the past through SANCO and request the use of Vantage as their representative.

To ensure that the Services will be performed by Vantage on behalf of all Airlines to achieve Project objectives: (a) SANCO will contract with Vantage for the delivery of the Services; and (b) Authority will contract with SANCO to reimburse SANCO for the reasonable, agreed-upon fees and charges that SANCO will pay Vantage for Vantage's performance of the Services.

In designating Vantage to perform the Services, Airlines have confirmed through the Chair of SAN Airline Airport Affairs Committee ("AAAC") that the Airlines are in agreement that Vantage is qualified to perform these services, these services meet the project requirements, the delivery method works well within the established project milestones/schedules, and the proposed fees are reasonable

The proposed SANCO-Vantage agreement has an initial term of five years, which may be extended by an additional two years ending June 30, 2025. Authority staff has reviewed the proposed SANCO-Vantage agreement and concurs with Airlines' assessment of Vantage's qualifications, and finds the fees SANCO proposes to pay Vantage are reasonable and consistent with industry standards.

During the period of October 5, 2018 through December 31, 2019, Vantage will be paid a fixed amount of \$22,000 per month, plus reimbursement for all actual, documented and reasonable travel and out-of-pocket expenses incurred by Vantage in connection with the performance of the Services, for a total not-to-exceed amount of \$379,500 for that period.

Beginning January 1st, 2020, the monthly fee will be adjusted January 1st of each year if the parties to the SANCO-Vantage agreement determine (with Authority's consent) that an adjustment is warranted based on the scope of the Services being provided by Vantage at that time.

Provided that the Environmental Impact Report ("EIR") for the ADP that is currently proceeding through review and public comment is certified by the Board, and the Board decides to move forward with the ADP, the initial \$379,500 not-to-exceed amount of the Authority-SANCO agreement will be amended to increase to \$2,124,403 to permit Vantage to continue to provide the Services until June 30, 2025.

Airline engagement and Authority-Airline collaboration during all phases of ADP, but most especially during Terminal 1 Replacement Project, are critical to defining and

executing the key specifications for the new facilities to meet the operational and other objectives of the stakeholders that will be served by the new terminal, including Airlines, Authority and the San Diego community.

Staff therefore requests that the Board adopt the resolution approving and authorizing the President/CEO to execute an agreement with SANCO to reimburse SANCO for its use of Vantage Airport Group's services to provide collaboration between the Airlines and the Authority in all phases of Terminal 1 Replacement Project and other aspects of ADP implementation and delivery, for an initial term of five years, with an option to extend for two years at the Authority's sole discretion, for an initial not-exceed amount of \$379,500, which the President/CEO may increase to \$2,124,403, should the Environmental Impact Report for the ADP be certified and the Board approve moving forward with ADP.

**Fiscal Impact:**

Adequate funds in the amount of \$227,700 to reimburse SANCO for the first 9 months of Vantage's services are included within the program contingency of the Board-approved FY2019–FY2023 Capital Program Budget. During the next Budget Cycle, provided that EIR is certified and the Board authorizes moving forward with ADP, the budget for the ADP will be increased to accommodate the remaining \$1,896,703 of the \$2,124,403 total not-to-exceed amount. The sources of funding for this project include Airport Revenue Bonds, Airport Cash, and Airport Revolving Credit.

**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:**

KATHRYN KIEFER  
SENIOR DIRECTOR OF FINANCIAL AND ASSET MANAGEMENT

RESOLUTION NO. 2018-0111

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH SANCO TO REIMBURSE SANCO FOR ITS USE OF VANTAGE AIRPORT GROUP'S SERVICES TO PROVIDE COLLABORATION BETWEEN THE AIRLINES AND THE AUTHORITY IN ALL PHASES OF TERMINAL 1 REPLACEMENT PROJECT AND OTHER ASPECTS OF ADP IMPLEMENTATION AND DELIVERY, FOR AN INITIAL TERM OF FIVE(5) YEARS, WITH AN OPTION TO EXTEND THE TERM BY TWO (2) YEARS AT THE AUTHORITY'S SOLE DISCRETION, FOR AN INITIAL NOT-TO-EXCEED AMOUNT OF \$379,500, WHICH THE PRESIDENT/CEO MAY INCREASE TO \$2,124,403, SHOULD THE ENVIRONMENTAL IMPACT REPORT FOR THE ADP BE CERTIFIED AND THE BOARD APPROVE MOVING FORWARD WITH ADP

WHEREAS, pursuant to Section 15 of the Airline Operating and Lease Agreement ("AOLA") between the San Diego County Regional Airport Authority ("Authority") and each of the scheduled air carriers ("Airlines") operating at San Diego International Airport ("Airport"), Authority may require Airlines to collectively repair and maintain passenger loading bridges and baggage handling systems and to provide janitorial services for the terminal area; and

WHEREAS, with Authority's consent, the San Diego Airlines Consortium, LLC ("SANCO") was therefore formed by the Airlines to perform such operation and maintenance required under the AOLA; and

WHEREAS, SANCO has successfully served as a single point of contact for the Airlines on these AOLA matters; and

WHEREAS, similarly, a single point of contact to serve as the representative of the Airlines is needed to continue the planning process related to the Terminal 1 Replacement Project ("Project") and other aspects of the Airport Development Plan ("ADP") implementation and delivery, and to provide ongoing focus among Airlines as ADP plans are further defined and implemented ("Services"); and

WHEREAS, to meet these objectives, should the Authority proceed with the ADP, Authority may seek collaboration and input from the Airlines in the key areas that include, but are not limited to, the following:

- Project Definition Document (“PDD”) that will be used for procurement and design review purposes.
- Development of the Progressive Design Build (“PDB”) procurement and participation in the selection process.
- Program validation and establishment of the maximum contract price for the PDB contract.
- Airline input and coordination through the construction of the new facilities, including activation; and

WHEREAS, while Airline input will be important to project success, the Authority President/CEO will retain final decision-making authority for all matters related to the Terminal 1 Replacement Project, including all areas of Airline involvement outlined above; and

WHEREAS, in response to Authority’s request for such collaboration, Airlines have designated Vantage Airport Group (“Vantage”), an entity with expertise in airport management and aviation consulting services, as the airline representative to provide the Services; and

WHEREAS, the Airlines have worked successfully in the past through SANCO, and request the use of Vantage as their representative; and

WHEREAS in designating Vantage to perform the Services, Airlines have confirmed through the Chair of SAN Airline Airport Affairs Committee (“AAAC”) that the airlines are in agreement that Vantage is qualified to perform these services, these services meet the project requirements, the delivery method works well within the established project milestones/schedules, and the proposed fees are reasonable; and

WHEREAS, Authority staff has reviewed the proposed SANCO-Vantage agreement and concurs with Airlines’ assessment of Vantage’s qualifications and the adequacy of the delivery method, and finds the fees SANCO proposes to pay Vantage to be reasonable and consistent with industry standards.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an agreement with SANCO to reimburse SANCO for its use of Vantage Airport Group's services to provide collaboration between the airlines and the Authority in all phases of Terminal 1 Replacement Project and other aspects of ADP implementation and delivery, for an initial term of five (5) years, with an option to extend the term for two (2) years at the Authority's sole discretion, for an initial not-to-exceed amount of \$379,500, which the President/CEO may increase to \$2,124,403, should the Environmental Impact Report for the ADP be certified and the Board approve moving forward with ADP; 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

**Subject:**

**Award a Contract to S & L Specialty Construction, Inc. for Quieter Home Program Phase 9, Group 8, Project No. 380908 One Hundred Thirty Eight (138) Non-Historic Single-Family Units on Fifty-Five (55) Residential Properties Located East and West of the Airport**

**Recommendation:**

Adopt Resolution No. 2018-0112, awarding a contract to S & L Specialty Construction, Inc. in the amount of \$2,772,000 for Phase 9, Group 8, Project No. 380908, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

**Background/Justification:**

The Authority's Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 9, Group 8, Project number 380908 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to one hundred thirty eight (138) non-historic single-family units on fifty-five (55) residential properties located east and west of the airport (refer to Attachment A).

To date, the Program has completed 3,656 residences, of which 867 are historic and 2,789 are non-historic. 2,263 residences are located west of SDIA and 1,393 are located east of SDIA.

Project No. 380908 was advertised on August 7, 2018, and bids were opened on September 7, 2018. The following bids were received (refer to Attachment B):

<b>Company</b>	<b>Total Bid</b>
S&L Specialty Construction, Inc.	\$2,772,000.00
G&G Specialty Contractors, Inc.	\$3,068,784.00
HHJ Construction, Inc.	\$3,324,691.81

The Engineer's estimate is \$3,174,933.00.

The low bid of \$2,772,000.00 is considered responsive and S & L Specialty Construction, Inc. is considered responsible. Award to S & L Specialty Construction, Inc. is, therefore, recommended in the amount of \$2,772,000.00.

**Fiscal Impact:**

Adequate funds for the contract with S & L Specialty Construction, Inc. are included in the adopted FY 2019 and conceptual FY 2020 Operating Expense Budgets within the Quieter Home Program budget line item. Sources of funding include federal Airport Improvement Program grants and Passenger Facility Charges.

**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 a “project” subject to the California Environmental Quality Act (“CEQA”), Pub. Res. Code §21065. The individual projects under the Quieter Home Program are part of a class of projects that are categorically exempt from CEQA: 14 Cal. Code Regs. §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 existing at the time of the lead agency’s determination.”
- B. California Coastal Act. This Board action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – “Improvements to Single-Family Residences.” The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – “Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits.”

**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.

The Authority’s DBE Program, as required by the U.S. Department of Transportation 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally-funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference

such as those used in Policies 5.12 and 5.14. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. S & L Specialty Construction, Inc. proposed 5.39% DBE participation on QHP Phase 9, Group 8.

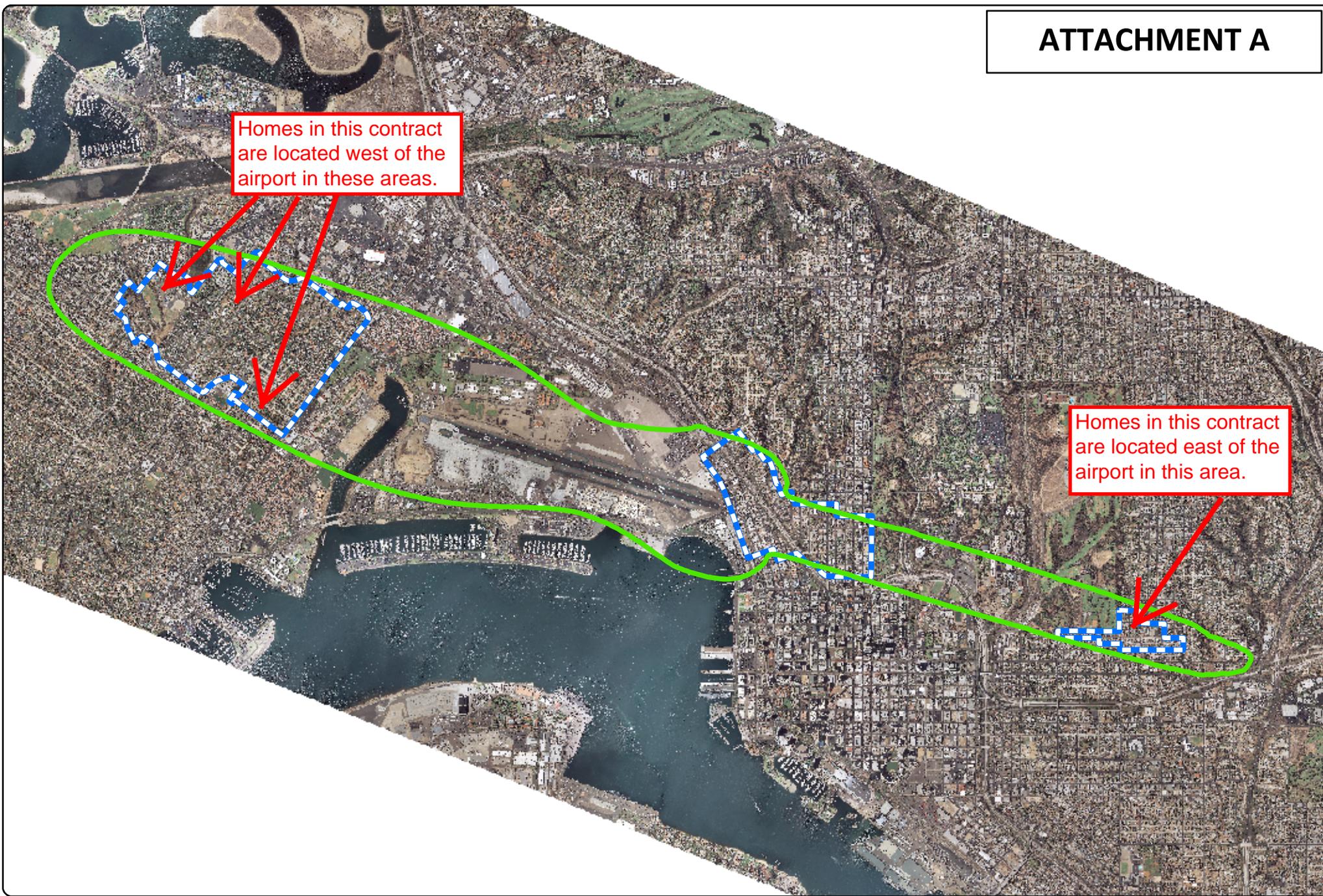
**Prepared by:**

BRENDAN REED  
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

# ATTACHMENT A

Homes in this contract are located west of the airport in these areas.

Homes in this contract are located east of the airport in this area.



**Map Notes:**  
Staff Report Attachment A

1 inch = 3,898 feet

**Land Use - SanGIS 2/07**

- Single-Family Residential
- Multi-Family Residential
- Condominiums

- QHP Completed
- QHP Ineligible
- County Parcel

- 67 dB Boundary
- 65 dB CNEL Contour
- Address Point

**San Diego County Regional Airport Authority**  
**Quieter Home Program**  
Project 380908

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380908  
 BIDS OPENED: September 7, 2018 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$3,174,938.00

CONTRACTOR:				Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				HHJ Construction, Inc.				
ADDRESS:								315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202				
GUARANTEE OF GOOD FAITH:								Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company				
Res No.	Bid Item Number - Name/Address		Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380908.01	Barker	2533 Camulos St	1	Lump Sum	\$34,391.00	\$0	\$0	\$34,391.00	43,000.00	0.00	0.00	43,000.00	46,142.00	0.00	0.00	46,142.00	41,415.48	0.00	0.00	41,415.48
380908.02	Banks	2880 A St	1	Lump Sum	\$10,915.00	\$10,366.00	\$2,462.00	\$23,743.00	12,000.00	7,000.00	3,000.00	22,000.00	15,280.00	12,500.00	3,000.00	30,780.00	21,788.50	7,500.00	3,200.00	32,488.50
380908.03	Block	4329 Banning St	1	Lump Sum	\$20,837.00	\$3,374.00	\$459.00	\$24,670.00	22,000.00	3,000.00	1,000.00	26,000.00	20,265.00	4,600.00	800.00	25,665.00	27,716.31	4,500.00	1,000.00	33,216.31
380908.03	Block	4331 Banning St	1	Lump Sum	\$19,660.00	\$6,375.00	\$1,245.00	\$27,280.00	16,000.00	6,000.00	2,000.00	24,000.00	16,632.00	8,500.00	1,500.00	26,632.00	22,440.00	5,400.00	1,700.00	29,540.00
380908.07	Brasil, Jr.	3119 Malaga St	1	Lump Sum	\$25,246.00	\$15,614.00	\$5,542.00	\$46,402.00	22,000.00	9,000.00	5,000.00	36,000.00	25,283.00	14,500.00	4,300.00	44,083.00	33,765.58	9,100.00	4,500.00	47,365.58
380908.08	Brodfehrer	4230 Montalvo St #12	1	Lump Sum	\$13,795.00	\$3,824.00	\$621.00	\$18,240.00	14,000.00	3,000.00	2,000.00	19,000.00	13,652.00	4,600.00	1,100.00	19,352.00	18,476.45	4,500.00	1,300.00	24,276.45
380908.12	Carulli/Stines	2227 1/2 Bolinas St	1	Lump Sum	\$16,043.00	\$11,674.00	\$3,025.00	\$30,742.00	39,000.00	10,000.00	2,000.00	51,000.00	14,983.00	12,500.00	3,300.00	30,783.00	17,055.05	7,100.00	3,300.00	27,455.05
380908.12	Carulli/Stines	2227 Bolinas St	1	Lump Sum	\$36,327.00	\$15,626.00	\$4,067.00	\$56,020.00	15,000.00	7,000.00	3,000.00	25,000.00	36,194.00	15,500.00	2,700.00	54,394.00	33,145.00	9,500.00	2,700.00	45,345.00
380908.14	Chen/Martin	1203 30th St	1	Lump Sum	\$30,549.00	\$7,203.00	\$1,053.00	\$38,805.00	33,000.00	6,000.00	2,000.00	41,000.00	35,099.00	7,500.00	1,500.00	44,099.00	33,646.38	5,800.00	1,700.00	41,146.38
380908.15	Clune	2716 Nipoma St	1	Lump Sum	\$45,895.00	\$0	\$0	\$45,895.00	63,000.00	0.00	0.00	63,000.00	41,490.00	0.00	0.00	41,490.00	39,688.75	0.00	0.00	39,688.75
380908.16	Collier Park Associates	2440 Soto St, Unit 100	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,267.00	0.00	0.00	7,267.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 101	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,267.00	0.00	0.00	7,267.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 102	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,267.00	0.00	0.00	7,267.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 103	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,267.00	0.00	0.00	7,267.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 104	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 105	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 106	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 107	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 108	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 109	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 110	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 111	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,267.00	0.00	0.00	7,267.00	15,362.60	0.00	0.00	15,362.60
380908.16	Collier Park Associates	2440 Soto St, Unit 112	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	11,232.00	0.00	0.00	11,232.00	16,361.00	0.00	0.00	16,361.00
380908.16	Collier Park Associates	2440 Soto St, Unit 113	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	10,503.00	0.00	0.00	10,503.00	16,361.00	0.00	0.00	16,361.00
380908.16	Collier Park Associates	2440 Soto St, Unit 114	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	10,503.00	0.00	0.00	10,503.00	16,361.00	0.00	0.00	16,361.00
380908.16	Collier Park Associates	2440 Soto St, Unit 200	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,326.00	0.00	0.00	7,326.00	13,352.00	0.00	0.00	13,352.00
380908.16	Collier Park Associates	2440 Soto St, Unit 201	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,326.00	0.00	0.00	7,326.00	13,352.00	0.00	0.00	13,352.00
380908.16	Collier Park Associates	2440 Soto St, Unit 202	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,326.00	0.00	0.00	7,326.00	13,352.00	0.00	0.00	13,352.00
380908.16	Collier Park Associates	2440 Soto St, Unit 203	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,326.00	0.00	0.00	7,326.00	13,352.00	0.00	0.00	13,352.00

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380908  
 BIDS OPENED: September 7, 2018 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$3,174,938.00

CONTRACTOR:					Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				HHJ Construction, Inc.				
ADDRESS:									315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202				
GUARANTEE OF GOOD FAITH:									Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company				
Res No.	Bid Item Number - Name/Address			Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380908.16	Collier Park Associates	2440 Soto St, Unit 204	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.00	0.00	0.00	13,352.00	
380908.16	Collier Park Associates	2440 Soto St, Unit 205	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	12,593.00	0.00	0.00	12,593.00	
380908.16	Collier Park Associates	2440 Soto St, Unit 206	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 207	1	Lump Sum	\$7,611.00	\$0	\$0	\$7,611.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 208	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 209	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 210	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 211	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,502.00	0.00	0.00	7,502.00	13,352.60	0.00	0.00	13,352.60	
380908.16	Collier Park Associates	2440 Soto St, Unit 212	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	10,768.00	0.00	0.00	10,768.00	16,361.00	0.00	0.00	16,361.00	
380908.16	Collier Park Associates	2440 Soto St, Unit 213	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	10,768.00	0.00	0.00	10,768.00	16,361.00	0.00	0.00	16,361.00	
380908.16	Collier Park Associates	2440 Soto St, Unit 214	1	Lump Sum	\$10,540.00	\$0	\$0	\$10,540.00	9,000.00	0.00	0.00	9,000.00	10,416.00	0.00	0.00	10,416.00	16,361.00	0.00	0.00	16,361.00	
380908.16	Collier Park Associates	2448 Soto St, Unit 100	1	Lump Sum	\$11,277.00	\$0	\$0	\$11,277.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.16	Collier Park Associates	2448 Soto St, Unit 101	1	Lump Sum	\$11,277.00	\$0	\$0	\$11,277.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.16	Collier Park Associates	2448 Soto St, Unit 102	1	Lump Sum	\$11,277.00	\$0	\$0	\$11,277.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.17	Collier Park Associates	2449 Soto St, Unit 100	1	Lump Sum	\$7,206.00	\$0	\$0	\$7,206.00	7,000.00	0.00	0.00	7,000.00	7,508.00	0.00	0.00	7,508.00	14,832.65	0.00	0.00	14,832.65	
380908.17	Collier Park Associates	2449 Soto St, Unit 101	1	Lump Sum	\$7,206.00	\$0	\$0	\$7,206.00	7,000.00	0.00	0.00	7,000.00	7,508.00	0.00	0.00	7,508.00	14,832.65	0.00	0.00	14,832.65	
380908.17	Collier Park Associates	2449 Soto St, Unit 102	1	Lump Sum	\$7,206.00	\$0	\$0	\$7,206.00	7,000.00	0.00	0.00	7,000.00	7,508.00	0.00	0.00	7,508.00	14,832.65	0.00	0.00	14,832.65	
380908.17	Collier Park Associates	2449 Soto St, Unit 103	1	Lump Sum	\$7,206.00	\$0	\$0	\$7,206.00	7,000.00	0.00	0.00	7,000.00	7,508.00	0.00	0.00	7,508.00	14,832.65	0.00	0.00	14,832.65	
380908.17	Collier Park Associates	2449 Soto St, Unit 104	1	Lump Sum	\$10,338.00	\$0	\$0	\$10,338.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.17	Collier Park Associates	2449 Soto St, Unit 105	1	Lump Sum	\$10,338.00	\$0	\$0	\$10,338.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.17	Collier Park Associates	2449 Soto St, Unit 106	1	Lump Sum	\$10,338.00	\$0	\$0	\$10,338.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.17	Collier Park Associates	2449 Soto St, Unit 107	1	Lump Sum	\$10,338.00	\$0	\$0	\$10,338.00	8,000.00	0.00	0.00	8,000.00	9,921.00	0.00	0.00	9,921.00	15,938.95	0.00	0.00	15,938.95	
380908.17	Collier Park Associates	2449 Soto St, Unit 108	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 109	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 110	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 111	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 112	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 113	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	
380908.17	Collier Park Associates	2449 Soto St, Unit 114	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60	

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380908  
 BIDS OPENED: September 7, 2018 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$3,174,938.00

CONTRACTOR:				Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				HHJ Construction, Inc.				
ADDRESS:								315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202				
GUARANTEE OF GOOD FAITH:								Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company				
Res No.	Bid Item Number - Name/Address		Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380908.17	Collier Park Associates	2449 Soto St, Unit 115	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 116	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,091.00	0.00	0.00	7,091.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 117	1	Lump Sum	\$9,361.00	\$0	\$0	\$9,361.00	7,000.00	0.00	0.00	7,000.00	8,292.00	0.00	0.00	8,292.00	14,187.50	0.00	0.00	14,187.50
380908.17	Collier Park Associates	2449 Soto St, Unit 200	1	Lump Sum	\$7,193.00	\$0	\$0	\$7,193.00	7,000.00	0.00	0.00	7,000.00	7,516.00	0.00	0.00	7,516.00	15,251.25	0.00	0.00	15,251.25
380908.17	Collier Park Associates	2449 Soto St, Unit 201	1	Lump Sum	\$7,193.00	\$0	\$0	\$7,193.00	7,000.00	0.00	0.00	7,000.00	7,516.00	0.00	0.00	7,516.00	15,251.25	0.00	0.00	15,251.25
380908.17	Collier Park Associates	2449 Soto St, Unit 202	1	Lump Sum	\$7,193.00	\$0	\$0	\$7,193.00	7,000.00	0.00	0.00	7,000.00	7,516.00	0.00	0.00	7,516.00	15,251.25	0.00	0.00	15,251.25
380908.17	Collier Park Associates	2449 Soto St, Unit 203	1	Lump Sum	\$7,193.00	\$0	\$0	\$7,193.00	7,000.00	0.00	0.00	7,000.00	7,516.00	0.00	0.00	7,516.00	15,251.25	0.00	0.00	15,251.25
380908.17	Collier Park Associates	2449 Soto St, Unit 208	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 209	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 210	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 211	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 212	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 213	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 214	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 215	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 216	1	Lump Sum	\$7,141.00	\$0	\$0	\$7,141.00	6,000.00	0.00	0.00	6,000.00	7,150.00	0.00	0.00	7,150.00	13,352.60	0.00	0.00	13,352.60
380908.17	Collier Park Associates	2449 Soto St, Unit 217	1	Lump Sum	\$9,361.00	\$0	\$0	\$9,361.00	7,000.00	0.00	0.00	7,000.00	8,380.00	0.00	0.00	8,380.00	14,187.50	0.00	0.00	14,187.50
380908.18	Cota, III	2935 A St	1	Lump Sum	\$46,302.00	\$0	\$0	\$46,302.00	34,000.00	0.00	0.00	34,000.00	34,703.00	0.00	0.00	34,703.00	31,554.80	0.00	0.00	31,554.80
380908.19	Cook	3676 Oleander Dr	1	Lump Sum	\$26,553.00	\$12,456	\$1,746	\$40,755.00	19,000.00	7,000.00	2,000.00	28,000.00	21,630.00	13,000.00	2,200.00	36,830.00	21,674.45	7,900.00	2,200.00	31,774.45
380908.21	Decker	2988 Wing St	1	Lump Sum	\$25,663.00	\$13,239	\$1,600	\$40,502.00	24,000.00	8,000.00	3,000.00	35,000.00	25,622.00	13,500.00	3,000.00	42,122.00	20,885.10	8,300.00	3,200.00	32,385.10
380908.23	Drew	2301 Lucerne Dr	1	Lump Sum	\$29,589.00	\$12,665	\$5,927	\$48,181.00	27,000.00	8,000.00	6,000.00	41,000.00	32,603.00	13,500.00	4,300.00	50,403.00	31,367.43	8,300.00	4,500.00	44,167.43
380908.24	Drew	2292 Caminito Pescado, Unit 52	1	Lump Sum	\$68,714.00	\$11,409	\$4,788	\$84,911.00	69,000.00	7,000.00	5,000.00	81,000.00	62,306.00	13,500.00	4,100.00	79,906.00	57,206.58	8,000.00	4,100.00	69,306.58
380908.26	Ekholm	2655 Russ Blvd, #15	1	Lump Sum	\$22,298.00	\$0	\$0	\$22,298.00	13,000.00	0.00	0.00	13,000.00	16,136.00	0.00	0.00	16,136.00	13,491.75	0.00	0.00	13,491.75
380908.30	Ferrante, Jr.	4345 Montalvo St	1	Lump Sum	\$25,208.00	\$10,262	\$3,701	\$39,171.00	21,000.00	7,000.00	5,000.00	33,000.00	22,497.00	12,500.00	6,700.00	41,697.00	20,497.65	7,100.00	6,900.00	34,497.65
380908.30	Ferrante, Jr.	4347 Montalvo St	1	Lump Sum	\$28,768.00	\$10,262	\$3,393	\$42,423.00	24,000.00	7,000.00	5,000.00	36,000.00	24,365.00	12,500.00	3,700.00	40,565.00	22,617.33	7,100.00	3,900.00	33,617.33
380908.31	Fick, Jr. / Nguyen	3636 Kingsley St	1	Lump Sum	\$37,053.00	\$14,360	\$3,545	\$54,958.00	34,000.00	9,000.00	2,000.00	45,000.00	28,700.00	14,500.00	2,200.00	45,400.00	26,121.53	7,100.00	3,900.00	37,121.53
380908.32	Fontaine	2780 A St	1	Lump Sum	\$20,451.00	\$12,240	\$1,605	\$34,296.00	25,000.00	8,000.00	2,000.00	35,000.00	19,151.00	13,000.00	1,700.00	33,851.00	24,417.43	9,100.00	2,200.00	35,717.43
380908.32	Fontaine	27801/2 A St	1	Lump Sum	\$15,884.00	\$11,131	\$940	\$27,955.00	17,000.00	7,000.00	2,000.00	26,000.00	15,607.00	13,000.00	2,100.00	30,707.00	19,998.75	7,500.00	1,900.00	29,398.75
380908.33	Gibson / Elliott	4335 Banning St	1	Lump Sum	\$26,521.00	\$13,087	\$4,069	\$43,677.00	21,000.00	7,000.00	4,000.00	32,000.00	28,893.00	13,500.00	3,700.00	46,093.00	28,615.55	7,500.00	2,300.00	38,415.55

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380908  
 BIDS OPENED: September 7, 2018 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$3,174,938.00

CONTRACTOR:					Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				HHJ Construction, Inc.				
ADDRESS:									315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202				
GUARANTEE OF GOOD FAITH:									Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company				
Res No.	Bid Item Number - Name/Address			Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380908.33	Gibson / Elliott	4335 1/2 Banning St	1	Lump Sum	\$21,659.00	\$10,060	\$2,608	\$34,327.00	23,000.00	7,000.00	6,000.00	36,000.00	19,580.00	12,500.00	3,000.00	35,080.00	17,160.80	7,900.00	3,900.00	28,960.80	
380908.35	Graves	2221 Bolinas St	1	Lump Sum	\$16,213.00	\$14,736.00	\$3,697.00	\$34,646.00	15,000.00	9,000.00	4,000.00	28,000.00	17,631.00	13,500.00	4,200.00	35,331.00	19,579.78	7,100.00	3,200.00	29,879.78	
380908.42	Hollister	3714 Lotus Dr	1	Lump Sum	\$23,987.00	\$0.00	\$0.00	\$23,987.00	33,000.00	0.00	0.00	33,000.00	22,323.00	0.00	0.00	22,323.00	25,489.13	0.00	0.00	25,489.13	
380908.43	Huang	3493 Larga Circle	1	Lump Sum	\$33,608.00	\$0.00	\$0.00	\$33,608.00	31,000.00	0.00	0.00	31,000.00	24,668.00	0.00	0.00	24,668.00	23,957.90	0.00	0.00	23,957.90	
380908.45	Hunter	3712 James St	1	Lump Sum	\$23,958.00	\$0.00	\$0.00	\$23,958.00	23,000.00	0.00	0.00	23,000.00	25,310.00	0.00	0.00	25,310.00	28,843.10	0.00	0.00	28,843.10	
380908.46	Jackson/Bustamante	4263 Mentone St	1	Lump Sum	\$19,240.00	\$10,852.00	\$2,790.00	\$32,882.00	19,000.00	7,000.00	3,000.00	29,000.00	16,182.00	12,500.00	2,100.00	30,782.00	17,255.80	8,300.00	4,200.00	29,755.80	
380908.46	Jackson/Bustamante	4265 Mentone St	1	Lump Sum	\$19,693.00	\$10,731.00	\$1,681.00	\$32,105.00	19,000.00	7,000.00	3,000.00	29,000.00	16,769.00	12,500.00	2,100.00	31,369.00	16,796.95	7,100.00	2,300.00	26,196.95	
380908.47	Jaikaran	2826 B St	1	Lump Sum	\$22,276.00	\$11,788.00	\$4,093.00	\$38,157.00	21,000.00	7,000.00	5,000.00	33,000.00	24,975.00	12,500.00	4,300.00	41,775.00	26,611.00	7,100.00	2,300.00	36,011.00	
380908.50	Kette-Dutton	2253 Caminito Pescado Unit 62	1	Lump Sum	\$43,437.00	\$11,897.00	\$4,788.00	\$60,122.00	42,000.00	7,000.00	5,000.00	54,000.00	38,281.00	13,500.00	4,000.00	55,781.00	39,027.70	7,900.00	4,000.00	50,927.70	
380908.53	Krimerman	2917 Nipoma St	1	Lump Sum	\$50,866.00	\$0.00	\$0.00	\$50,866.00	59,000.00	0.00	0.00	59,000.00	39,657.00	0.00	0.00	39,657.00	45,379.53	0.00	0.00	45,379.53	
380908.55	Lee	2940 Poinsettia Dr	1	Lump Sum	\$21,051.00	\$12,072.00	\$3,604.00	\$36,727.00	23,000.00	7,000.00	4,000.00	34,000.00	22,995.00	13,000.00	3,200.00	39,195.00	26,811.33	7,500.00	3,400.00	37,711.33	
380908.57	Lichfield	3448 Wisteria Dr	1	Lump Sum	\$26,114.00	\$12,842.00	\$3,555.00	\$42,511.00	25,000.00	8,000.00	3,000.00	36,000.00	25,107.00	13,500.00	3,200.00	41,807.00	30,541.55	7,900.00	3,400.00	41,841.55	
380908.60	Maddix	2422 Chatsworth Blvd	1	Lump Sum	\$32,779.00	\$14,986.00	\$3,729.00	\$51,494.00	31,000.00	10,000.00	4,000.00	45,000.00	31,290.00	15,500.00	3,200.00	49,990.00	31,528.48	9,500.00	3,400.00	44,428.48	
380908.65	Marquez	3018 B St	1	Lump Sum	\$24,592.00	\$10,789.00	\$2,064.00	\$37,445.00	20,000.00	8,000.00	3,000.00	31,000.00	20,853.00	13,500.00	1,700.00	36,053.00	22,045.75	7,900.00	1,900.00	31,845.75	
380908.65	Marquez	3020 B St	1	Lump Sum	\$30,573.00	\$15,464.00	\$3,373.00	\$49,410.00	28,000.00	9,000.00	4,000.00	41,000.00	31,617.00	14,500.00	4,300.00	50,417.00	30,512.23	9,100.00	4,500.00	44,112.23	
380908.67	McNary	2628 Worden St #146	1	Lump Sum	\$21,252.00	\$9,713.00	\$3,637.00	\$34,602.00	16,000.00	7,000.00	5,000.00	28,000.00	17,621.00	12,500.00	4,400.00	34,521.00	15,450.20	7,100.00	4,400.00	26,950.20	
380908.68	Mendes	2995 Wing St	1	Lump Sum	\$23,843.00	\$14,766.00	\$3,680.00	\$42,289.00	21,000.00	6,000.00	6,000.00	33,000.00	22,393.00	7,500.00	4,300.00	34,193.00	22,308.98	6,200.00	4,500.00	33,008.98	
380908.70	Michael	3466 Wisteria Dr	1	Lump Sum	\$23,442.00	\$6,087.00	\$1,478.00	\$31,007.00	19,000.00	6,000.00	2,000.00	27,000.00	22,572.00	8,500.00	1,500.00	32,572.00	23,573.13	5,000.00	1,700.00	30,273.13	
380908.72	Miller	2329 Warrington St.	1	Lump Sum	\$27,835.00	\$0.00	\$0.00	\$27,835.00	22,000.00	0.00	0.00	22,000.00	22,639.00	0.00	0.00	22,639.00	21,318.65	0.00	0.00	21,318.65	
380908.77	Pettigrove	2615 Clovis St.	1	Lump Sum	\$43,030.00	\$13,372.00	\$1,882.00	\$58,284.00	32,000.00	11,000.00	2,000.00	45,000.00	40,803.00	17,500.00	2,300.00	60,603.00	33,718.45	7,900.00	2,300.00	43,918.45	
380908.80	Pugh/Collins	3340 Xenophon St	1	Lump Sum	\$32,636.00	\$15,667.00	\$4,217.00	\$52,520.00	30,000.00	9,000.00	6,000.00	45,000.00	38,556.00	14,500.00	4,300.00	57,356.00	34,840.83	9,100.00	4,500.00	48,440.83	
380908.83	Rocco	1305 27th St	1	Lump Sum	\$30,211.00	\$0.00	\$0.00	\$30,211.00	40,000.00	0.00	0.00	40,000.00	31,699.00	0.00	0.00	31,699.00	29,794.73	0.00	0.00	29,794.73	
380908.89	Sedgwick	2616 Camulos St	1	Lump Sum	\$29,014.00	\$12,323.00	\$1,917.00	\$43,254.00	22,000.00	7,000.00	2,000.00	31,000.00	29,511.00	13,500.00	1,500.00	44,511.00	22,559.73	7,900.00	1,700.00	32,159.73	
380908.90	Sheehy/Hebert	3714 Oleander Drive	1	Lump Sum	\$30,090.00	\$5,844.00	\$1,256.00	\$37,190.00	29,000.00	6,000.00	2,000.00	37,000.00	29,619.00	7,500.00	1,500.00	38,619.00	33,250.58	5,400.00	1,700.00	40,350.58	
380908.91	Shields	3720 James St	1	Lump Sum	\$24,054.00	\$0.00	\$0.00	\$24,054.00	20,000.00	0.00	0.00	20,000.00	20,804.00	0.00	0.00	20,804.00	22,873.35	0.00	0.00	22,873.35	
380908.92	Slali	4272 Whittier St	1	Lump Sum	\$32,787.00	\$0.00	\$0.00	\$32,787.00	19,000.00	0.00	0.00	19,000.00	19,731.00	0.00	0.00	19,731.00	17,000.00	0.00	0.00	17,000.00	
380908.93	Sopotnick/Kilgore	4353 Montalvo	1	Lump Sum	\$23,423.00	\$13,108.00	\$8,027.00	\$44,558.00	21,000.00	8,000.00	8,000.00	37,000.00	23,368.00	13,500.00	4,800.00	41,668.00	24,975.98	8,300.00	5,000.00	38,275.98	
380908.93	Sopotnick/Kilgore	4356 Valeta St	1	Lump Sum	\$27,941.00	\$3,556.00	\$527.00	\$32,024.00	22,000.00	3,000.00	4,000.00	29,000.00	25,548.00	4,600.00	4,800.00	34,948.00	27,108.48	4,500.00	5,000.00	36,608.48	
380908.95	Spradling	3420 Wisteria Dr	1	Lump Sum	\$24,542.00	\$13,026.00	\$3,188.00	\$40,756.00	19,000.00	8,000.00	4,000.00	31,000.00	24,916.00	14,500.00	3,000.00	42,416.00	25,634.23	8,700.00	3,200.00	37,534.23	

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380908  
 BIDS OPENED: September 7, 2018 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$3,174,938.00

CONTRACTOR:					Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				HHJ Construction, Inc.			
ADDRESS:									315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202			
GUARANTEE OF GOOD FAITH:									Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company			
Res No.	Bid Item Number - Name/Address		Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
380908.97	Sunday	2731 A St., Unit 1	1	Lump Sum	\$19,303.00	\$4,057.00	\$1,027.00	\$24,387.00	15,000.00	3,000.00	2,000.00	20,000.00	16,695.00	4,200.00	1,400.00	22,295.00	16,278.95	4,500.00	1,600.00	22,378.95
380908.97	Sunday	2731 A St., Unit 2	1	Lump Sum	\$16,165.00	\$3,526.00	\$891.00	\$20,582.00	14,000.00	3,000.00	2,000.00	19,000.00	15,079.00	4,200.00	1,200.00	20,479.00	15,455.45	4,500.00	1,400.00	21,355.45
380908.97	Sunday	2731 A St., Unit 3	1	Lump Sum	\$19,228.00	\$4,204.00	\$891.00	\$24,323.00	18,000.00	3,000.00	2,000.00	23,000.00	17,850.00	4,200.00	1,200.00	23,250.00	18,662.80	4,500.00	1,400.00	24,562.80
380908.97	Sunday	2731 A St., Unit 4	1	Lump Sum	\$13,493.00	\$3,657.00	\$515.00	\$17,665.00	13,000.00	3,000.00	1,000.00	17,000.00	13,481.00	4,200.00	800.00	18,481.00	15,041.25	4,500.00	1,000.00	20,541.25
380908.97	Sunday	2731 A St., Unit 5	1	Lump Sum	\$13,625.00	\$3,490.00	\$515.00	\$17,630.00	13,000.00	3,000.00	1,000.00	17,000.00	13,513.00	4,200.00	800.00	18,513.00	14,960.75	4,500.00	1,000.00	20,460.75
380908.97	Sunday	2731 A St., Unit 6	1	Lump Sum	\$17,564.00	\$3,981.00	\$679.00	\$22,224.00	14,000.00	3,000.00	1,000.00	18,000.00	18,171.00	4,200.00	800.00	23,171.00	19,257.73	4,500.00	1,000.00	24,757.73
380908.97	Sunday	2731 A St., Unit 7	1	Lump Sum	\$13,806.00	\$3,989.00	\$679.00	\$18,474.00	11,000.00	3,000.00	1,000.00	15,000.00	14,653.00	4,200.00	800.00	19,653.00	16,340.75	4,500.00	1,000.00	21,840.75
380908.97	Sunday	2731 A St., Unit 8	1	Lump Sum	\$14,323.00	\$3,989.00	\$679.00	\$18,991.00	11,000.00	3,000.00	1,000.00	15,000.00	14,980.00	4,200.00	800.00	19,980.00	16,854.00	4,500.00	1,000.00	22,354.00
380908.97	Sunday	2731 A St., Unit 9	1	Lump Sum	\$17,062.00	\$4,852.00	\$679.00	\$22,593.00	14,000.00	3,000.00	1,000.00	18,000.00	17,716.00	4,200.00	800.00	22,716.00	19,032.90	4,500.00	1,000.00	24,532.90
380908.99	Tozer	3738 Oleander Dr.	1	Lump Sum	\$42,158.00	\$11,587.00	\$2,134.00	\$55,879.00	31,000.00	8,000.00	3,000.00	42,000.00	32,470.00	13,500.00	2,500.00	48,470.00	24,296.90	8,300.00	2,700.00	35,296.90
380908.100	Tremblay	2604 Camulos St	1	Lump Sum	\$39,368.00	\$6,337.00	\$979.00	\$46,684.00	32,000.00	6,000.00	2,000.00	40,000.00	34,690.00	8,500.00	1,500.00	44,690.00	29,293.65	5,400.00	1,700.00	36,393.65
380908.101	Twining	1318 29th St	1	Lump Sum	\$17,084.00	\$0.00	\$0.00	\$17,084.00	17,000.00	0.00	0.00	17,000.00	14,476.00	0.00	0.00	14,476.00	17,256.05	0.00	0.00	17,256.05
380908.101	Twining	1318 29th St, Rear	1	Lump Sum	\$17,112.00	\$3,490.00	\$783.00	\$21,385.00	11,000.00	3,000.00	2,000.00	16,000.00	15,071.00	4,800.00	1,500.00	21,371.00	18,370.00	4,500.00	1,700.00	24,570.00
380908.101'	Twining	1320 29th St	1	Lump Sum	\$23,633.00	\$3,657.00	\$570.00	\$27,860.00	16,000.00	3,000.00	1,000.00	20,000.00	20,706.00	4,800.00	800.00	26,306.00	21,930.33	4,500.00	1,000.00	27,430.33
380908.103	Vileta	3635 Oleander Dr	1	Lump Sum	\$51,821.00	\$0.00	\$0.00	\$51,821.00	48,000.00	0.00	0.00	48,000.00	41,325.00	0.00	0.00	41,325.00	33,735.78	0.00	0.00	33,735.78
380908.105'	Wallace/Espiritu	3806 Nipoma Pl	1	Lump Sum	\$56,166.00	\$7,249.00	\$1,062.00	\$64,477.00	49,000.00	6,000.00	2,000.00	57,000.00	37,973.00	8,500.00	1,500.00	47,973.00	33,927.75	6,200.00	1,700.00	41,827.75
380908.106	Walsh	4267 Whittier St	1	Lump Sum	\$23,885.00	\$4,518.00	\$653.00	\$29,056.00	21,000.00	3,000.00	1,000.00	25,000.00	22,757.00	4,400.00	1,500.00	28,657.00	25,518.68	4,500.00	1,700.00	31,718.68
380908.106	Walsh	4269 Whittier St, Unit A	1	Lump Sum	\$16,520.00	\$4,756.00	\$709.00	\$21,985.00	16,000.00	3,000.00	1,000.00	20,000.00	14,854.00	4,400.00	800.00	20,054.00	19,473.93	4,500.00	1,000.00	24,973.93
380908.106	Walsh	4269 Whittier St, Unit B	1	Lump Sum	\$14,576.00	\$3,108.00	\$570.00	\$18,254.00	11,000.00	3,000.00	1,000.00	15,000.00	11,817.00	4,400.00	1,400.00	17,617.00	16,591.75	4,500.00	1,600.00	22,691.75
380908.107	Woodard	3021 Yonge St	1	Lump Sum	\$35,969.00	\$14,877.00	\$3,880.00	\$54,726.00	30,000.00	8,000.00	2,000.00	40,000.00	34,164.00	14,500.00	1,500.00	50,164.00	25,395.63	9,100.00	1,700.00	36,195.63
380908.108	Zito	2852 Poinsettia Dr	1	Lump Sum	\$26,506.00	\$0.00	\$0.00	\$26,506.00	26,000.00	0.00	0.00	26,000.00	25,658.00	0.00	0.00	25,658.00	32,756.23	0.00	0.00	32,756.23
380908.110	Lichfield	2720 Nipoma St	1	Lump Sum	\$26,658.00	\$13,922.00	\$4,351.00	\$44,931.00	23,000.00	9,000.00	5,000.00	37,000.00	28,432.00	14,500.00	1,500.00	44,432.00	26,810.50	8,700.00	1,700.00	37,210.50
							<b>TOTAL BID</b>	<b>\$3,174,933.00</b>			<b>TOTAL BID</b>	<b>\$2,772,000.00</b>			<b>TOTAL BID</b>	<b>\$3,068,784.00</b>			<b>TOTAL BID</b>	<b>\$3,324,691.81</b>

Addendum No. 1 & 2 Noted

Addendum No. 1 & 2 Noted

Addendum No. 1 & 2 Noted

Note: Miscalculation by contractor, contractor bid \$3,298,900.78, actual amount is \$3,324,691.81

RESOLUTION NO. 2018-0112

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY, AWARDING A CONTRACT TO S & L  
SPECIALTY CONSTRUCTION, INC. IN THE  
AMOUNT OF \$2,772,000 FOR PHASE 9, GROUP 8,  
PROJECT NO. 380908, OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY'S  
QUIETER HOME PROGRAM

WHEREAS, the San Diego County Regional Airport Authority ("Authority") has established a residential sound insulation program, known as the Quieter Home Program ("Program"), to reduce aircraft noise levels in the homes of residents living within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("Airport"); and

WHEREAS, Phase 9, Group 8, of the Program will include installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 9, Group 8, of the Program provides sound attenuation to one hundred thirty eight (138) non-historic single-family units on fifty-five (55) residential properties located east and west of the Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 9, Group 8, on August 7, 2018; and

WHEREAS, on September 7, 2018, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder S & L Specialty Contracting, Inc. submitted a bid of \$2,772,000.00 and the Authority's staff has duly considered the bid and has determined S & L Specialty Contracting, Inc. is responsible and that its bid is responsive in all material respects; and

WHEREAS, the San Diego County Regional Airport Authority Board ("Board") believes that it is in the best interest of the Authority and the public that it serves to award S & L Specialty Contracting, Inc. the lowest bidder, the contract for Phase 9, Group 8, 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 S & L Specialty Construction, Inc. in the amount of \$2,772,000 for Phase 9, Group 8, Project No. 380908, of the San Diego County Regional Airport Authority's Quieter Home Program; and

BE IT FURTHER RESOLVED that the Authority's President/CEO or designee is hereby authorized to execute and deliver such contract to S & L Specialty Contracting, Inc.; and

BE IT FURTHER RESOLVED that the Authority and its officers, employees, and agents are hereby authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriate in order to effectuate fully the foregoing; and

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that this is a "project" as defined by the California Environmental Quality Act ("CEQA"), Cal. Pub. Res. Code §21065; and is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Approve and Authorize the President/CEO to Execute an Elevator and Escalator Maintenance and Repair Service Agreement with KONE Inc.**

### **Recommendation:**

Adopt Resolution No. 2018-0113, approving and authorizing the President/CEO to execute an Elevator and Escalator Maintenance and Repair Service Agreement with KONE Inc., for a term of three years, with the option for two one-year extensions exercisable at the sole discretion of the President/CEO, for a total not-to-exceed amount of \$11,578,970.

### **Background/Justification:**

San Diego County Regional Airport Authority ("Authority") requires additional resources and support to maintain and repair existing SDIA elevator and escalator equipment currently installed and serving the Authority administration building, all passenger terminals (T1, T2E, and T2W) including the parking plaza and FIS, and RCC.

This proposed service agreement will provide a comprehensive elevator and escalator maintenance and repair program for all existing and future equipment. Services include but are not limited to: extended day/on-site technician coverage, equipment preventive maintenance and repair, as-required services for vandalism repairs, and additional services necessary to ensure a safe and well maintained vertical transportation system for employees and the public.

Through its research to identify contracting options, Facilities Management with assistance from the Procurement Department, concluded that maintenance and repair of SDIA elevator and escalator equipment can be accomplished through a U.S. Communities Cooperative Agreement that KONE Inc. holds with the City and County of Denver.

Authority Policy 5.04 permits the use of cooperative arrangements, joint powers agreements or other agreements, with one or more other public bodies or agencies of the United States for the purchase of supplies, materials, equipment, information technology, or services if: (1) a public competitive selection process was used to secure the underlying contract with a lead public agency; (2) the Authority has identified a need; (3) written proof is secured by the Authority reflecting that a public competitive process was used; and (4) it is determined to be in the best interest of the Authority.

The Authority is a participating member of U.S. Communities Government Alliance. U.S. Communities is a non-profit government purchasing cooperative that assists public agencies in reducing the cost of purchased goods and services through pooling the

purchasing power of public agencies nationwide. This is accomplished through competitive solicited contracts for quality products through lead public agencies.

On July 3, 2013, the City and County of Denver, serving as the “Lead Public Agency”, advertised a competitive solicitation for Elevator, Escalator and Walkway Maintenance and Modernization Services and Related Solutions (RFP #0572U) on behalf of itself and other Government Agencies and was made available through the U.S. Communities Government Purchasing Alliance. The solicitation was advertised in three publications and posted on six solicitation websites. Subsequently, the City and County of Denver entered into a five-year contract with KONE Inc. commencing April 1, 2014. Written proof of the public competitive process has been secured and is on file with the Authority’s Procurement Department.

After review of the U.S. Communities Cooperative Agreement and the proposal submitted by KONE utilizing U.S. Communities pricing for extended day/on-site technician support and preventive maintenance and repair, the Authority has determined the five year total cost for services of \$11,128,970 to be fair and reasonable when compared to the \$12,373,420 KONE cost utilizing non-U.S. Communities market pricing. The total cost utilizing U.S. Communities pricing equates to a 5-year savings of \$1,244,450. In addition, when compared to market pricing, the Authority will realize an 11% savings using U.S Communities labor rates for any vandalism repair and additional services.

Based on the above, staff recommends awarding the Elevator and Escalator Maintenance and Repair Services Agreement to KONE 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 amount of \$11,578,970.00 which is comprised of \$11,128,970 for extended day/on-site technician coverage, preventive maintenance & repair and \$400,000 for as-required vandalism repair & additional services.

### **Fiscal Impact:**

Adequate funding for the elevator and escalator maintenance and repair service agreement is included in the FY2019 adopted and FY2020 conceptual 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. 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 utilized Policy 5.04 Cooperative Purchasing. Authority Policy 5.04 permits the Authority to use competitively awarded purchasing contracts of other public agencies. Since Policy 5.04 was used to take advantage of economies of scale, none of the above programs/policies were used in the procurement process.

**Prepared by:**

DAVID LAGUARDIA  
DIRECTOR, FACILITIES MANAGEMENT

RESOLUTION NO. 2018-0113

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN ELEVATOR AND ESCALATOR MAINTENANCE AND REPAIR SERVICE AGREEMENT WITH KONE INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS EXERCISABLE AT THE SOLE DISCRETION OF THE PRESIDENT/CEO, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$11,578,970

WHEREAS, San Diego County Regional Airport Authority (“Authority”) requires additional resources and support to maintain and repair existing SDIA elevator and escalator equipment currently installed and serving the Authority administration building, all passenger terminals (T1, T2E, and T2W) including the parking plaza and FIS, and RCC; and

WHEREAS, this proposed service agreement will provide a comprehensive elevator and escalator maintenance and repair program for all existing and future equipment; and

WHEREAS, services include but are not limited to: extended day/on-site technician coverage, equipment preventive maintenance and repair, as-required services for vandalism repairs, and additional services necessary to ensure a safe and well maintained vertical transportation system for employees and the public; and

WHEREAS, through its research to identify contracting options, Facilities Management with assistance from the Procurement Department, concluded that maintenance and repair of SDIA elevator and escalator equipment can be accomplished through a U.S. Communities Cooperative Agreement that KONE Inc. holds with the City and County of Denver; and

WHEREAS, Authority Policy 5.04 permits Authority to use cooperative arrangements, joint powers agreements or other agreements, with one or more other public bodies or agencies of the United States for the purchase of supplies, materials, equipment, information technology, or services; and

WHEREAS, the Authority is a participating member of U.S. Communities Government Alliance; and

WHEREAS, U.S. Communities is a non-profit government purchasing cooperative that assists public agencies in reducing the cost of purchased goods and services through pooling the purchasing power of public agencies nationwide through competitive solicited contracts for quality products through lead public agencies; and

WHEREAS, on July 3, 2013, the City and County of Denver, serving as the "Lead Public Agency", advertised a competitive solicitation for Elevator, Escalator and Walkway Maintenance and Modernization Services and Related Solutions (RFP #0572U) on behalf of itself and other Government Agencies and was made available through the U.S. Communities Government Purchasing Alliance, advertised in three publications and posted on six solicitation websites; and

WHEREAS, the City and County of Denver entered into a five-year contract with KONE Inc. commencing April 1, 2014; and

WHEREAS, the Authority has reviewed the U.S. Communities Cooperative Agreement that KONE Inc. holds with the City and County of Denver and the proposal submitted by KONE and has determined the cost to be fair and reasonable; and

WHEREAS, the Board finds that the U.S. Communities Cooperative Agreement complies with the provisions of Authority Policy 5.04.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an Elevator and Escalator Maintenance and Repair Service Agreement with KONE Inc., for a term of three years, with the option for two one-year extensions exercisable at the sole discretion of the President/CEO, for a total not-to-exceed amount of \$11,578,970; 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 the Board finds that this Board 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 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Approve and Authorize the President/CEO to Execute an Apron and Ramp Cleaning Service Agreement with Abhe & Svoboda, Inc.**

### **Recommendation:**

Adopt Resolution No. 2018-0114, approving and authorizing the President/CEO to execute an Apron and Ramp Cleaning Service Agreement with Abhe & Svoboda, 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 amount of \$1,732,500.

### **Background/Justification:**

On June 21, 2018, the San Diego County Regional Airport Authority (“Authority”) published a Request for Proposals (“RFP”) for the cleaning of concrete pavement ramps and apron areas. This service contract will be the primary means for professional airside pavement surface cleaning at San Diego International Airport (“SDIA”). The RFP required respondents to submit per unit pricing for the proposed five year term of the agreement.

On July 23, 2018, the Authority’s Procurement Department received responses to the RFP from the following two entities: Payco Specialties, Inc. and Abhe Svoboda, Inc. Upon review of proposals received, the Procurement Department determined that the two proposals were responsive.

On August 10, 2018, the Authority’s Selection Panel (“Panel”), which was comprised of representatives from Facilities Management, Airside Operations, and Environmental Affairs, interviewed the two respondents. During the interviews each respondent provided a presentation of its qualifications and responded to prepared questions.

After the interview the Panel evaluated respondents using weighed criteria of six factors: the organization’s overall experience and qualifications; skill and experience of personnel who would interact with Authority staff in the performance of services; planned procedures and methodology for performing services; cost; the firm’s sustainable practices; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business.

The final combined scoring matrix from the Panel is as follows:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Total	Final Rank
Abhe & Svoboda, Inc.	1	1	1	1	4	1
Payco Specialties, Inc.	2	2	2	2	8	2

The Panel unanimously ranked Abhe & Svoboda, Inc. as the best qualified respondent to provide services based on the evaluation criteria and interview.

A brief background of the top ranked firm is provided:

Abhe & Svoboda, Inc.

- Apron and ramp cleaning contractor servicing the San Diego business community for nearly 50 years.
- SDIA's on-call apron and ramp cleaning service contractor for the past 13 years.

The per unit pricing submitted multiplied by the estimated unit quantities, provided a five year estimated total cost for services of \$1,732,500. Based on the Panel's evaluation of the two respondents and its finding that Abhe & Svoboda, Inc. was the best qualified overall, staff recommends awarding the on-call apron and ramp cleaning service agreement to Abhe & Svoboda, 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 amount of \$1,732,500 for five years.

**Fiscal Impact:**

Adequate funding for the on-call apron and ramp cleaning service agreement is included in the adopted FY 2019 and conceptually approved FY 2020 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 and 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:**

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 Abhe & Svoboda, Inc. did not receive 5% small business preference.

**Prepared by:**

DAVID LAGUARDIA  
DIRECTOR, FACILITIES MANAGEMENT

RESOLUTION NO. 2018-0114

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN APRON AND RAMP CLEANING SERVICE AGREEMENT WITH ABHE & SVOBODA, 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 AMOUNT OF \$1,732,500

WHEREAS, on June 21, 2018, the San Diego County Regional Airport Authority ("Authority") published a Request for Proposals ("RFP") for apron and ramp cleaning services at San Diego International Airport; and

WHEREAS, the contemplated agreement will be the primary means for professional airside pavement surface cleaning services; and

WHEREAS, on July 23, 2018, the Authority's Procurement Department received two responses to the RFP from the following two entities: Abhe & Svoboda, Inc. and Payco Specialties, Inc.; and

WHEREAS, on August 10, 2018, the Authority's Selection Panel ("Panel"), which was comprised of representatives from Facilities Management, Airside Operations, and Environmental Affairs, interviewed the two respondents where each respondent provided a presentation of its qualifications and responded to prepared questions; and

WHEREAS, after the interview the Panel evaluated respondents using weighed criteria of six factors: the organization's overall experience and qualifications; skill and experience of personnel who would interact with Authority staff in the performance of services; planned procedures and methodology for performing services; cost; the firm's sustainable practices; and, eligibility for small business participation under Authority Policy 5.12, Preference to Small Business; and

WHEREAS, upon conclusion of the evaluation process, the Panel unanimously ranked Abhe & Svoboda, Inc. as the best qualified respondent to provide services based on the evaluation criteria and interview.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an Apron and Ramp Cleaning Service Agreement with Abhe & Svoboda, 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 amount of \$1,732,500; 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; and

BE IT FURTHER RESOLVED the Board finds that this Board 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 4<sup>th</sup> day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **OCTOBER 4, 2018**

### **Subject:**

**Authorize the Creation of a Ground Transportation Ad Hoc Committee to Include Board Members and Selected Stakeholders for a Term Not to Exceed Eight (8) Months**

### **Recommendation:**

Adopt Resolution No. 2018-0118, authorizing the creation of a Ground Transportation Ad Hoc Committee to include three (3) Board Members and twenty-two (22) stakeholders for a limited duration not to exceed eight (8) months.

### **Background/Justification:**

San Diego International Airport (Airport), like most airports, requires that all companies wishing to conduct business on airport property, including commercial ground transportation companies, obtain the prior approval of the Authority, in the form of a written operating permit. Ground Transportation (GT) staff must manage these providers under the framework of a workable model that aligns with the operating requirements of the commercial vehicle industry, yet still meet the operating rules and requirements of the Authority; all while maintaining an efficient ground transportation system.

At the June 7, 2018 Board Meeting, there was discussion centered around the renewal of the Taxi and Vehicle for Hire Memorandums of Agreement (MOA); Exemption for Vehicles for Hire from the Non-Alternative Fuel Trip Fee; and the possible Amendment to Authority Code 9.12 to Allow for Additional Taxicab Permits to Operate at the San Diego International Airport. Board Member West suggested, given the complexities of the system, that an ad hoc committee be formed to work together on the issues to develop a process that is fair and equitable for all.

The Ground Transportation Ad Hoc Committee (GTA) is being proposed to facilitate input from community stakeholders, subject matter experts and current Ground Transportation permittees regarding the future of Ground Transportation operations at San Diego Airport. Authority Policy 1.20, gives the Board the authority to form an ad hoc special purpose committee for a specific purpose and limited duration.

The governance structure of the GTA has three members of the Authority Board as voting members with all others non-voting. The Authority Board Chairman will propose the three members and the Chairman of the GTA. Those appointments will be considered as a part of this action.

**Page 2 of 4**

Authority staff from Ground Transportation, Planning and Environmental Affairs will staff the GTA Committee along with Board Members and stakeholders to include:

- (1-3) Three voting members from the San Diego County Regional Airport Authority Board
- (4-7) A single representative from each of the current Taxicab Memorandum of Agreement signatories
- (8-9) A single representative from each of the current Vehicle for Hire Memorandum of Agreement signatories
- (10-13) A single representative from each of the three (3) Transportation Network Company permittees
- (14-16) Three (3) representative leased-vehicle drivers from the non-airport taxicab (Metropolitan Transit System (MTS) -permitted) stakeholder pool who currently sit on the MTS Technical Advisory Committee (TAC) \*
- (17) A single representative from MTS staff with responsibilities for taxicab operations
- (18) A single representative from the California Public Utilities Commission
- (19) A single representative from United Taxi Workers of San Diego (UTWSD)
- (20-25) Other groups and residents of San Diego County with knowledge of or part of the commercial ground transportation industry \*\*

\* Staff contacted MTS staff regarding potential membership for the non-airport taxicab lease drivers as MTS has responsibility for permitting all taxicabs in the county. MTS has a process by which taxicab owners elect five (5) lease drivers to participate on their TAC. Given the aggressive timeline for this Committee, staff proposes selecting members from the TAC to represent the non-airport taxicab stakeholder category.

\*\*Seats 20-25. The Auditor and the Vice President/CFO may jointly nominate up to six (6) individuals. The President/CEO shall issue a public notice and any individual residing in San Diego County and meeting the qualifications shall have the opportunity to apply to serve by providing information as to his/her qualifications and background. The President/CEO will select the individuals based upon the nominations.

**Page 3 of 4**Proposed GTA's Purposes:

1. Where possible, promote equity and fairness in vehicle, environmental standards, permitting, and operating requirements across commercial modes operating at San Diego International Airport.
2. Establish parameters for long-term ground transportation environmental (i.e. Alternative Fuel Vehicles) and operations strategy (including potential changes to taxi, VFH, TNC or charter operations).

Proposed GTA's Deliverables:

1. Report outlining differences in mode vehicle, environmental standards, permitting, and operating requirements
  - a. List of actions that can be taken and the responsible jurisdictions
2. Develop parameters for long-range operating strategy
  - a. Timeline
  - b. Actions necessary to implement
3. Develop parameters for long-range ground transportation environmental program
  - a. Timeline
  - b. Action steps necessary to implement

Proposed Tasks:

1. Presentation(s) on differences in vehicle, environmental, permitting, and operating requirements
2. Actions that can be taken for standardization
3. Presentation(s) on possible operating strategies for all ground transportation modes
4. Presentation(s) from ground transportation industry on trends in industry
5. Identify what further information/data is needed
6. Presentation(s) on current ground transportation environmental program
7. Presentation on environmental laws/programs/grant opportunities
8. Identify gaps in current program

Timeline for the GTA:

1. Approval of Committee by Board – October 4, 2018
2. Solicitation of Members – October 2018
3. First Meeting - November 2018
4. Final Report to the Board – approximately May/June 2019

**Fiscal Impact:**

Adequate funding for the Ground Transportation Ad Hoc Committee is included in the adopted FY 2019 Operating Expense Budget within the Contractual Services and Personnel Expenses line items.

**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:**

MARC NICHOLS  
DIRECTOR, GROUND TRANSPORTATION

RESOLUTION NO. 2018-0118

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE CREATION OF A GROUND TRANSPORTATION AD HOC COMMITTEE TO INCLUDE THREE (3) BOARD MEMBERS AND TWENTY-TWO (22) STAKEHOLDERS FOR A LIMITED DURATION NOT TO EXCEED EIGHT (8) MONTHS

WHEREAS, the Board of the Authority desires to have timely and qualitative input from a diverse stakeholder community in the operations of ground transportation operations; and

WHEREAS, the Authority Board under Authority Policy 1.20 has the ability to form an ad hoc special purpose committee for a limited duration commencing on the date of the first scheduled meeting to address a specific problem; and

WHEREAS, the Authority Board has considered numerous ground transportation operations presentations over the last several years; and

WHEREAS, the industry changed dramatically in 2015, with the permitting of Transportation Network Company operations at San Diego International Airport; and

WHEREAS, the current taxicab Memorandums of Agreements are set to expire December 2020; and

WHEREAS, the Board desires to consider a recommendation for long term ground transportation operations at San Diego International Airport; and

WHEREAS, the Board desires that three Authority Board Members participate and form the voting pool on the Ground Transportation Ad Hoc Committee; and

WHEREAS, the Board desires that twenty-two (22) stakeholders form the non-voting pool on the Ground Transportation Ad Hoc Committee and represent the following groups:

- A single representative from each of the current Taxicab Memorandum of Agreement signatories
- A single representative from each of the current Vehicle for Hire Memorandum of Agreement signatories
- A single representative from each of the three (3) Transportation Network Company permittees
- Three (3) representative leased-vehicle drivers from the non-airport taxicab (Metropolitan Transit System (MTS) -permitted) stakeholder pool who currently sit on the MTS Technical Advisory Committee
- A single representative from MTS staff with responsibilities for taxicab operations
- A single representative from the California Public Utilities Commission
- A single representative from United Taxi Workers of San Diego
- Other groups and residents of San Diego County with knowledge; and

WHEREAS, other relevant stakeholders may be invited to present or provide information to the committee; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the creation of a Ground Transportation Ad Hoc Committee to include three (3) Board Members and twenty-two (22) stakeholders for a limited duration not to exceed eight (8) months for the limited purpose of proposing to the Board parameters for a long-term ground transportation operations strategy (including potential changes to taxi, VFH, TNC or charter operations at the Airport); and

BE IT FURTHER RESOLVED that the Board approves the three (3) Board Members as the only voting members of the committee; 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 4th day of October, 2018, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

ITEM 20



## Creation of a Ground Transportation Ad Hoc Committee

Board Meeting  
October 4, 2018

# Purpose

The Ground Transportation Ad Hoc Committee (GTA) is being proposed to facilitate input from community stakeholders, subject matter experts and current Ground Transportation permittees regarding the future of Ground Transportation operations at San Diego Airport.

# Proposed Members

- San Diego County Regional Airport Authority Board
- Current Taxicab Memorandum of Agreement Signatories
- Current Vehicle for Hire Memorandum of Agreement Signatories
- Transportation Network Company Permittees
- Leased-vehicle drivers from the non-airport taxicab (Metropolitan Transit System (MTS)-permitted) stakeholder pool who currently sit on the MTS Taxicab Advisory Committee (TAC)
- MTS staff with responsibilities for taxicab operations
- California Public Utilities Commission
- United Taxi Workers of San Diego (UTWSD)
- Other groups and residents of San Diego County with knowledge of or part of the commercial ground transportation industry

# Deliverable

Report with recommendations:

- Outlining differences in mode vehicle, environmental standards, permitting, and operating requirements
- Parameters for long-term operating strategy
- Parameters for ground transportation environmental program

# Timeline

- Approval of Committee by Board – Oct 2018
- Solicitation of Members – Oct 2018
- Meetings – Nov 2018 – April 2019
- Final Report to the Board – May 2019 – June 2019

# Recommendation

Staff is requesting the Board to authorize the formation of the Ground Transportation Ad Hoc Committee (GTA) inclusive of no more than three (3) voting Authority Board Members and twenty two (22) stakeholder members for a period of time not to exceed eight (8) months.



QUESTIONS?



# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## STAFF REPORT

Meeting Date: **OCTOBER 4, 2018**

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### 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 2018-2019 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 R. RUSSELL  
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

# **TRAVEL REQUEST**

**KIM BECKER**

**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: Kimberly J. Becker Dept: BU 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: 09/11/18 PLANNED DATE OF DEPARTURE/RETURN: 11/02/18 11/05/18

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):**

Destination: London, UK Purpose: Visit California Travel & Trade Event and British Airways Meeting  
 Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ <u>5,500.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>150.00</u>
<b>B. LODGING</b>	\$ <u>700.00</u>
<b>C. MEALS</b>	\$ <u>225.00</u>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ <u>750.00</u>
<b>E. ENTERTAINMENT (If applicable)</b>	\$ _____
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$ <u>7,325.00</u>

\*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

**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: Kimberly J. Becker Date: 9/11/18

**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.)

## Casey Diane

---

**From:** Brown Hampton  
**Sent:** Tuesday, September 4, 2018 12:27 PM  
**To:** Casey Diane  
**Subject:** London Trip

Friday Nov. 2 – depart for London (~8PM)  
Saturday Nov. 3 – arrive London  
Sunday Nov. 4 – Visit California (travel trade VIP event)  
Monday Nov. 5 – Meeting at British Airways (11am)  
Monday Nov. 5 – Depart for San Diego (2PM)



**Hampton Brown**  
**Senior Director | Marketing, Arts & Air Service Development**  
San Diego International Airport (SAN/KSAN)  
San Diego County Regional Airport Authority  
Telecom +1.619.400.2876 | Mobile Telecom +1.619.200.5460  
[hbrown@san.org](mailto:hbrown@san.org)

**MARK KERSEY**

**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: Mark Kersey Dept: 02-Board

Position:  Board Member     President/CEO     Gen. Counsel     Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

**2. DATE OF REQUEST:** 7/16/18    **PLANNED DATE OF DEPARTURE/RETURN:** 9/29/18 / 10/3/18

**3. DESTINATIONS/PURPOSE** (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Washington, DC    Purpose: Attend Conference  
Explanation: San Diego Regional Chamber of Commerce "Mission to Washington, DC"

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE    \$ 750.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental)    \$ 150.00

**B. LODGING**    \$ 1,800.00

**C. MEALS**    \$ 50.00

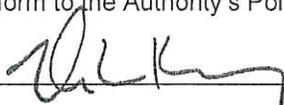
**D. SEMINAR AND CONFERENCE FEES**    \$ 1,300.00

**E. ENTERTAINMENT (If applicable)**    \$           

**F. OTHER INCIDENTAL EXPENSES**    \$ 50.00

**TOTAL PROJECTED TRAVEL EXPENSE**    \$ 4,050.00

**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: 7/16/18

**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: 7/17/18

**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.)

« All Events (<https://sdchamber.org/events/>)

## 2018 MISSION TO WASHINGTON D.C.

September 30 - October 3



Join the largest binational delegation to Washington, D.C. to voice your business needs and collaborate with San Diego's business leaders while meeting with the nation's top legislators and policy officials.

Attendees will have the unique opportunity to:

- **Participate in high-level meetings** with U.S. administration officials and agencies, such as Department of Transportation, U.S. Customs & Border Protection, Department of State, Housing & Urban Development and many others
- **Gain access** to our country's key decision makers and advocate for local and regional issues important to business growth and creation of jobs in the Cali-Baja region
- **Network and make invaluable connections** with elected officials on the local, state and federal level, as well as other community members

### EVENT DETAILS

**Date & Time:** Sunday, September 30 (7:00 PM) – Wednesday, October 3 (12:00 PM), 2018

**Location:** JW Marriott Washington D.C., 1331 Pennsylvania Ave. NW, Washington, DC 20004

**Event Contact:** Katie Tran | Ph: 619-544-1370 | Email: [ktran@sdchamber.org](mailto:ktran@sdchamber.org)  
(<mailto:ktran@sdchamber.org>)

*Para obtener información sobre cómo asistir "Misión a Washington DC" favor de comunicarse con Kenia: [kzamarripa@sdchamber.org](mailto:kzamarripa@sdchamber.org) (<mailto:kzamarripa@sdchamber.org>).*  
(<mailto:ktran@sdchamber.org>)



Vice President of Community & Government Relations  
2-1-1 San Diego

## TRIP ITINERARY

We are still in the process of developing the agenda. For your traveling purposes, please plan to arrive in D.C. before the Welcome Reception on Sunday, 09/30 at 7:00 PM. The last meeting will end at around 12:00 PM on Wednesday, 10/3.

Click here (</wp-content/uploads/2016/02/FINAL-AGENDA-2.pdf>) to view last year's trip itinerary.

## HOTEL INFORMATION

### JW Marriott Washington D.C.

1331 Pennsylvania Ave. NW, Washington D.C. 20004

We have secured a special room rate of \$399++ per night for standard rooms from September 30 to October 3, 2018. Call (202) 393-2000 to reserve, and mention the San Diego Regional Chamber room block.

## FLYING TO D.C.

### Airports:

- Ronald Reagan Washington National Airport – DCA  
4.3 miles to hotel | Estimated taxi fare: \$20 (one way)
- Washington Dulles International Airport – IAD  
26.5 miles to hotel | Estimated taxi fare: \$60 (one way)
- Baltimore/Washington International Thurgood Marshall Airport – BWI  
34 miles to hotel | Estimated taxi fare: \$90 (one way)

*Southwest Airlines, among others, offers nonstop flights to BWI Airport, which is a 45-minute drive to D.C. For those who prefer to arrive closer to the hotel – DCA Airport is a 15-minute drive to the hotel, but may not have nonstop flights.*

Most delegates arrive in the afternoon on Sunday, 9/30, prior to the Welcome Reception at 7:00 PM and fly out the afternoon of Wednesday, 10/3.

## THANK YOU SPONSORS

< >



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### SPONSORSHIP OPPORTUNITIES:

Numerous sponsorship opportunities are available for this event. Click here (/wp-content/uploads/2016/02/Washington-DC-Sponsorship-2018.compressed.pdf) for information or contact Sherman Stocker at sstocker@sdchamber.org (mailto:sstocker@sdchamber.org) or (619) 544-1354.

### APPLICATION & FEES

The participation fees below do not include hotel or airfare. Fees include hosted events and meetings.

**Applications submitted by 08/03/18:**

- Chamber members: \$1,800
- Additional attendee or spouse/companion: \$1,300
- Non-members: \$2,800

**Between 08/04/18 – 09/14/18:**

- Chamber members: \$2,300
- Additional attendee or spouse/companion: \$1,300
- Non-members: \$2,800

**Between 09/15/18 – 09/26/18:**

- All applicants: \$3200

**APPLICATIONS CLOSE AT 6:00 PM ON TUESDAY, SEPTEMBER 26, 2018.**

APPLY NOW!
(HTTPS://WWW.CVENT.COM/EVENTS/2018- MISSION-TO- WASHINGTON-D- C-/REGISTRATION- E4EF81EA8E534C179D6A3DC9A7DA8D74.ASPX? FQP=TRUE)

### CANCELLATION POLICY

# **BUSINESS EXPENSE**

**KIM BECKER**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
BUSINESS EXPENSE REIMBURSEMENT REPORT**

July 2018

Period Covered

KIMBERLY J. BECKER

DATE	G/L Account	Description	AMOUNT
7/12/18	66240.100	Ticket Purchase San Diego EDC Life Changing Event**	\$42.99
7/18/18	66290.000	Parking ADP Briefing for Councilmember Georgette Gomez	\$15.00
7/27/18	66240.100	Ticket Purchase Southwest Hosted Night at San Diego Symphony**	\$107.00
7/31/18	66290.000	Parking Meeting with Authority Board Member	\$15.00
** Per Authority Policy 3.30, Business Expenses (see attached policy)			
<b>TOTAL</b>			<b>\$179.99</b>

I acknowledge that I have read, understand and agree to Authority \*Policy 3.30 - Business Expense Reimbursement Policy and that any purchases 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.

\* Policy 3.30

*Kimberly J Becker*

NAME

APPROVED:

NAME

*8/2/18*

DATE

DATE



Date of ticket purchase - 07/12/18  
SAN DIEGO EDC  
August 9, 2018  
Life Changing Event



DATE AND TIME

Thu, August 9, 2018  
5:00 PM – 8:00 PM PDT  
Add to Calendar



LOCATION

Farmer & The Seahorse  
10996 Torreyana Road  
San Diego, CA 92121  
View Map



REFUND POLICY

Refunds up to **1 day** before event



DESCRIPTION

EDC launched the San Diego: Life. Changing. campaign to attract talent and investment to San Diego by celebrating the smart and innovative people that call this place home. Last year, with the help of Alexandria Real Estate Equities, Inc., we celebrated the campaign with +300 of our closest friends and even basketball legend and San Diegan Bill Walton. And we had such a great time that we're doing it again...

**Join us August 9** for a night of local food + drinks, campaign swag, and more to learn how we can take San Diego: Life. Changing. to the next level. **We'll have a special keynote by Dawn Barry, co-founder and president of Luna DNA, and live music by the Ryan Hiller Band.**

Food and beverage vendors include:

- Buona Forchetta
- Crack Shack
- Farmer & the Seahorse
- Maya's Cookies

I mean, look how much fun we had last year...

A program of



SAN DIEGO  
REGIONAL

795355953990520022001



Event

# SD: Life. Changing. Summer Bash



Date+Time

Thursday, August 9, 2018 from  
5:00 PM to 8:00 PM (PDT)

Location

Farmer & The Seahorse  
10996 Torreyana Road  
San Diego, CA 92121

Name

Kimberly  
Becker

Payment Status

Eventbrite  
Completed

Order Info

Order #795355953. Ordered by Kimberly Becker on July 11, 2018 3:00 PM

Type

Early Bird \$42.99



795355953990520022001

## Eventbrite

Do you organize events?

Start selling in minutes with Eventbrite!

[www.eventbrite.com](http://www.eventbrite.com)

Kim Becker  
San Diego EDC  
August 9, 2018  
San Diego Life  
Changing Event

### Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
<b>Payments and Other Credits</b>						
06/19	06/19	[REDACTED]	9916	4471	[REDACTED]	[REDACTED]
07/09	07/09	[REDACTED]	1806	4471	[REDACTED]	[REDACTED]
07/12	07/12	[REDACTED]	6238	4471	[REDACTED]	[REDACTED]
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>						[REDACTED]
<b>Purchases and Adjustments</b>						
06/16	06/18	[REDACTED]	6766	4471	[REDACTED]	[REDACTED]
06/21	06/23	[REDACTED]	7664	4471	[REDACTED]	[REDACTED]
06/22	06/26	[REDACTED]	5778	4471	[REDACTED]	[REDACTED]
06/30	07/02	[REDACTED]	9166	4471	[REDACTED]	[REDACTED]
07/03	07/05	[REDACTED]	9483	4471	[REDACTED]	[REDACTED]
07/05	07/07	[REDACTED]	0116	4471	[REDACTED]	[REDACTED]
07/06	07/07	[REDACTED]	5482	4471	[REDACTED]	[REDACTED]
07/06	07/11	[REDACTED]	0019	4471	[REDACTED]	[REDACTED]
07/12	07/12	EB SD LIFE.CHANGING.S 888-810-2063 CA	0536	4471	42.99	[REDACTED]
07/14	07/16	[REDACTED]	2587	4471	[REDACTED]	[REDACTED]
<b>TOTAL PURCHASES AND ADJUSTMENTS FOR THIS PERIOD</b>						[REDACTED]
<b>Interest Charged</b>						
07/16	07/16	[REDACTED]			[REDACTED]	[REDACTED]
07/16	07/16	[REDACTED]			[REDACTED]	[REDACTED]
07/16	07/16	[REDACTED]			[REDACTED]	[REDACTED]
07/16	07/16	[REDACTED]			[REDACTED]	[REDACTED]
<b>TOTAL INTEREST CHARGED FOR THIS PERIOD</b>						[REDACTED]

2018 Totals Year-to-Date	
Total fees charged in 2018	[REDACTED]
Total interest charged in 2018	[REDACTED]

### Interest Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate	Promotional Transaction Type	Promotional Offer ID	Promotional Rate End Date	Balance Subject to Interest Rate	Interest Charges by Transaction Type
Purchases	[REDACTED]				\$ [REDACTED]	\$ [REDACTED]
Balance Transfers	[REDACTED]				\$ [REDACTED]	\$ [REDACTED]
Direct Deposit and Check Cash Advances	[REDACTED]				\$ [REDACTED]	\$ [REDACTED]
Bank Cash Advances	[REDACTED]				\$ [REDACTED]	\$ [REDACTED]

APR Type Definitions: Daily Interest Rate Type: V= Variable Rate (rate may vary)

ATTACHMENT A

BUSINESS EXPENSES

Reimbursable Business Expenses. This section lists *business expenses* that generally are reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses. Any expense(s) not listed in this attachment may not be authorized nor reimbursed without special pre-approval by the respective Administrator:

(a) *Meals, Entertainment and Gratuities:*

(i) *Definition of Meal, Entertainment and Gratuity Expenses.*

(1) *Meals* – expenses include the costs of food, beverages and taxes. Alcohol expenses are not reimbursable unless specifically pre-approved by the Executive Committee for all Board member requests or the President/CEO for all Authority staff requests.

(2) *Entertainment* – expenses incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events. Entertainment expenses shall meet one of the following tests:

(a) The employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; the employee incurring the expense actively sought to obtain that benefit at that time; business was the principal motivation for the incurrence of the expense; and the outlay was used for both the employee incurring the expense, and the third party from whom the employee expects the business benefit; or

(b) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay was for business or for support of future business objectives; or

(c) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the employee incurring the expense is also accompanied by one or more other Authority employees, the Authority also will pay for the expense for the other Authority employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority employee(s).

(3) *Gratuities* – expenses for gratuities in connection with meals and entertainment should be reasonable. Receipts generally are not required for the reimbursement of gratuities if such gratuities are included in the expenses for the corresponding meal or entertainment activity.



**SAN DIEGO**  
INTERNATIONAL AIRPORT  
LET'S GO.

Kim Becker  
Summer Pops  
Symphony Concert  
July 28, 2018

July 27, 2018

Lidia S. Martinez  
Manager, Community Affairs  
Southwest Airlines  
500 West harbor Drive #411  
San Diego, CA 92101

Dear Lidia,

Attached is Kim Becker's check made payable to Southwest Airlines, in the amount of \$107, for the ticket to attend the San Diego Symphony hosted by Southwest Airlines on July 28, 2018.

Kim is looking forward to joining you and your colleagues for this event.

Sincerely,

Diane Casey  
Executive Assistant

KIMBERLY J. BECKER

90-7418/3222

1087



DATE 7/27/18

PAY TO THE ORDER OF

Southwest Airlines

\$ 107<sup>00</sup>

One Hundred Seven Dollars

DOLLARS

Platinum Member

**Logix** smarter banking™

Logix Federal Credit Union  
For Merchant Verification: (619)565-3094

MEMO

Symphony Ticket

Kimberly J. Becker

MP



**LET'S GO.**

PO Box 82776 • San Diego, CA 92138-2776  
www.san.org

## Casey Diane

---

**To:** Lidia Martinez  
**Subject:** RE: Summer Pops - Patti LaBelle Concert - July 28th

Thanks Lidia! I appreciate the update.



**Diane Casey**  
**Executive Assistant | Executive Office**  
San Diego County Regional Airport Authority  
T 619.400.2445 | M 609.440.7479  
[dcasey@san.org](mailto:dcasey@san.org)

**From:** Lidia Martinez <Lidia.Martinez@wnco.com>  
**Sent:** Wednesday, July 25, 2018 6:25 PM  
**To:** Casey Diane <dcasey@san.org>  
**Subject:** Re: Summer Pops - Patti LaBelle Concert - July 28th

Hi, there.

I have contacted the San Diego Symphony and they have informed me the ticket cost is \$107. If you would please send me the check payable to Southwest Airlines so that I can send you an e-mail confirming receipt of the check for the Summer Pop Symphony.

My address is below.

I have given the ticket to Kim and look forward to seeing her there. I can wait for her at the entrance, if she'd like. Just let me know what time she plans to arrive. I will send you more concert information separately.

Take care.

~Lidia  
Lidia S Martínez, Manager  
Community Affairs and Grassroots  
Southwest Airlines  
500 West Harbor Drive #411  
San Diego, CA 92101  
619-971-0530 (cell)

On Jul 18, 2018, at 8:10 PM, Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)> wrote:

Good Afternoon Lidia,

I wanted to make sure you received my e-mail confirming Kim's acceptance of your invitation to the Summer Pops concert on July 28<sup>th</sup>.

If you would be kind enough to provide the purchase price of the ticket and where Kim should meet you that evening, I would appreciate it.

Thanks and take care, Di

<image001.jpg>

**Diane Casey**  
**Executive Assistant | Executive Office**  
San Diego County Regional Airport Authority  
T 619.400.2445 | M 609.440.7479  
[dcasey@san.org](mailto:dcasey@san.org)

\*\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*\*

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## Casey Diane

---

**From:** Becker Kimberly  
**To:** Lidia Martinez  
**Subject:** RE: SUMMER POPS ~ PATTI LABELLE ~ SATURDAY, JULY 28 ~ 7:30PM ~ EMBARCADERO SOUTH

Good Morning Lidia,

Kim would love to join you for this concert! Would you please let me know where you would like Kim to meet you for the concert and I will add that information to her calendar.

Also, according to Authority Policy, Kim will need to pay you for the ticket. Would you please let me know the value of the concert ticket and to whom she could write a check?

Thanks and take care, Di

Diane Casey  
Executive Assistant | Executive Office  
San Diego County Regional Airport Authority T 619.400.2445 | M 609.440.7479 [dcasey@san.org](mailto:dcasey@san.org)

-----Original Message-----

**From:** Lidia Martinez <[Lidia.Martinez@wnco.com](mailto:Lidia.Martinez@wnco.com)>  
**Sent:** Friday, July 13, 2018 11:04 AM  
**To:** Becker Kimberly <[kbecker@san.org](mailto:kbecker@san.org)>  
**Subject:** SUMMER POPS ~ PATTI LABELLE ~ SATURDAY, JULY 28 ~ 7:30PM ~ EMBARCADERO SOUTH

Hello, Kim! I hope you are doing well...and staying cool. I can't stand this heat!!

I just confirmed our support of the San Diego Symphony and I would love it if you could join me at this concert. Should be great fun!

Please let me know by Monday.

Thank you and have a great weekend!

~Lidia

\*\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*\*

This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message from your system. Thank you.

ATTACHMENT A

BUSINESS EXPENSES

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(i) *Definition of Meal, Entertainment and Gratuity Expenses.*

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(2) *Entertainment* – expenses incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events. Entertainment expenses shall meet one of the following tests:

(a) The employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; the employee incurring the expense actively sought to obtain that benefit at that time; business was the principal motivation for the incurrence of the expense; and the outlay was used for both the employee incurring the expense, and the third party from whom the employee expects the business benefit; or

(b) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay was for business or for support of future business objectives; or

(c) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the employee incurring the expense is also accompanied by one or more other Authority employees, the Authority also will pay for the expense for the other Authority employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority employee(s).

(3) *Gratuities* – expenses for gratuities in connection with meals and entertainment should be reasonable. Receipts generally are not required for the reimbursement of gratuities if such gratuities are included in the expenses for the corresponding meal or entertainment activity.

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## BUSINESS EXPENSE REIMBURSEMENT REPORT

August 2018

Period Covered

**Kimberly J. Becker**

DATE	G/L Account	Description	AMOUNT
08/01/18	66290	Parking ADP Briefing - Convention Center	\$ 15.00
08/13/18	66290	Parking ADP Briefing - Mayor Faulconer	\$ 15.00
<b>TOTAL</b>			<b>\$30.00</b>

I acknowledge that I have read, understand and agree to Authority \*Policy 3.30 - Business Expense Reimbursement Policy and that any purchases 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.

**\* Policy 3.30**

Kimberly J. Becker

NAME Kimberly J. Becker

9/4/18

DATE

APPROVED:

NAME

DATE

**RECEIPTS FOR BUSINESS EXPENSE REIMBURSEMENT**

**August 2018**

**Kimberly J. Becker**

08/01 - Parking  
ADP Briefing  
Convention Center

08/13 - Parking  
ADP Briefing  
Mayor Faulconer

Ace Parking

Date: 08/01/2018  
Employee #: 015761

Time: 15:42

Convention Center

**PUBLIC RATE**  
**\$15.00 (Credit)**

NO REFUNDS. NO IN/OUT PRIVILEGES.  
THIS CONTRACT LIMITS OUR LIABILITY - READ IT  
The management hereby declares itself not respon-  
sible for fire, theft, damage or loss of car or  
any article left in same, all of such risk being  
assumed by licensee. only a rental spaces licen-  
se is granted hereby and no bailment is intended  
or granted.

NO OVERNIGHT PARKING. Permit expires at 2:00am.  
Any vehicles left after 2:00am will be subject  
to tow at owners' expense.

THIS IS YOUR RECEIPT

WELCOME TO ACE PARKING  
LOT 28  
2 HOUR PARKING

THIS IS YOUR RECEIPT  
Meter: 03010920-3010920  
Trans: 013872  
Purchase Time:  
3:44PM AUG 13 18  
SPACE: 038  
Price: \$15.00  
Card: \*\*\*\*\*1802  
Auth: 603152

PERMIT EXPIRES:

**5:44PM MON**  
**AUG 13 2018**

NO IN/OUT PRIVILEGES  
THANKS FOR PARKING  
WITH ACE. QUESTIONS  
CALL: 800-925-7275

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT



004054009

**APRIL BOLING**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## 2018

### MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME C. April Boling			PERIOD COVERED August	
DEPARTMENT/DIVISION				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
8/3/18	29.40	Airport/Special Closed Session Mtg.		
8/7/18	28.80	South County Education Ctr./South County EDC Mtg.		
8/13/18	29.40	Port/Port Leadership Mtg.		
8/13/18	26.20	Mayor's Office/Meeting w/Mayor		
8/14/18	29.40	Airport/Special Closed Session Mtg.		
8/16/18	25.00	Airport/90th Anniversary Breakfast Event		12.00
8/20/18	29.40	Airport/Meet w/Kim Becker re: Benefits Renewal Discussion		
8/24/18	29.40	Airport/Special Closed Session Mtg.		
8/27/18	29.40	Airport/Special Board & Exec./Finance Comm. Mtg.		
8/30/18	29.40	Airport/Exec.Personnel & Comp. Mtg.		
SUBTOTAL		285.80	SUBTOTAL 12.00	

### Computation of Reimbursement

	285.80
REIMBURSEMENT RATE: (see below) * <span style="float: right;">Rate as of January 2018</span>	X 0.545
TOTAL MILEAGE REIMBURSEMENT	155.76
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	12.00
<b>TOTAL REIMBURSEMENT REQUESTED</b>	<b>\$ 167.76</b>

<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.  <u>Business Expense Reimbursement Policy 3.30</u></p>	
 SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPROVAL

**Please use the other tabs for mileage prior to January 1, 2018**

INSERT  
THIS END UP

SAN DIEGO AIRPORT  
RECEIPT A96  
ENTRY TIME: 08/16/18 07:18  
EXIT TIME: 08/16/18 09:44  
PARK-DUR.: HRS:MIN  
IN LOT: 0:02:26  
AMOUNT:  
\$ 12.00  
KIND OF PAYMENT  
VISA  
XXXXXXXXXXXX7842  
XXXX 201  
AUTH. CODE 03335G  
AMOUNT:

*PARKING FOR  
90TH EVENT*

**J. SCHIAVONI**



# **TRAVEL EXPENSE**

**KIM BECKER**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**TRAVEL EXPENSE REPORT**

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

TRAVELER: Kimberly J. Becker DEPT. NAME & NO. Executive, BU6  
 DEPARTURE DATE: 7/12/2018 RETURN DATE: 7/13/2018 REPORT DUE: 8/12/18  
 DESTINATION: Long Beach, CA (CAC Board Meeting)

*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	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)						7/12/18	7/13/18		0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*					218.33				218.33
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									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>218.33</b>	<b>0.00</b>	<b>0.00</b>	<b>218.33</b>

Explanation:	Total Expenses Prepaid by Authority	0.00
	Total Expenses Incurred by Employee (including cash advances)	218.33
	<b>Grand Trip Total</b>	<b>218.33</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	0.00
	<b>Due Traveler (positive amount)<sup>2</sup></b>	<b>218.33</b>
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>218.33</b>
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

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: Diane Casey Ext.: 2445  
 Traveler Signature: Kimberly J. Becker Date: 7/12/18  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE** (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 (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.*

**R**  
**RENAISSANCE®**  
HOTELS

**RENAISSANCE LONG BEACH HOTEL**

**GUEST FOLIO**

714	BECKER/K		07/13/18	11:00	7528	245
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
DK	SAN DIEGO COUNTY REG		07/12/18	16:41		
TYPE			ARRIVE	TIME		
67						
ROOM	ADDRESS	PAYMENT			MRW#:	XXXXX0395
CLERK						

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
07/12	ROOM GR	714, 1		
07/12	CITY TAX	714, 1	189.00	
07/12	CITY FEE	714, 1	22.68	
07/12	CA TOUR	714, 1	5.67	
07/13	VS CARD	714, 1	.98	
				\$218.33

TO BE SETTLED TO: VISA      CURRENT BALANCE .00

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**R**  
**RENAISSANCE®**  
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RENAISSANCE LONG BEACH HOTEL  
111 EAST OCEAN BLVD  
LONG BEACH, CA 90802  
(562) 437-5900

**Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting [CollectRenaissance.com](http://CollectRenaissance.com).**

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

**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: Kimberly J. Becker Dept: BU 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:** 05/17/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 07/12/18 07/13/18

**3. DESTINATIONS/PURPOSE** (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Long Beach, CA Purpose: CAC Board Meeting  
Explanation:

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	
• *RENTAL CAR (Must complete page 2)	\$	
• OTHER TRANSPORTATION (Taxi, Train)	\$	<u>120.00</u>
<b>B. LODGING</b>	\$	<u>250.00</u>
<b>C. MEALS</b>	\$	<u>75.00</u>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$	
<b>E. ENTERTAINMENT (If applicable)</b>	\$	
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$	
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	<u>445.00</u>

\*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

**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: Kimberly J. Becker Date: 5/18/18

**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**

Martina Morales, Asst Authority Clerk, 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 May 24, 2018 meeting.  
 (Leave blank and we will insert the meeting date.)



## **SCHEDULE**

California Airports Council – Board of Directors Meeting  
July 12-13, 2018  
Long Beach, CA

### **THURSDAY, JULY 12**

- 5:45 P.M. Meet in Renaissance Hotel lobby and walk to dinner.  
111 E. Ocean Blvd.  
Long Beach, CA  
562.437.5900
- 5:55 P.M. Arrive at 555 East Steakhouse  
Grand Prix Room  
555 E. Ocean Blvd.  
Long Beach, CA  
562.437.0626

### **FRIDAY, JULY 13**

- 8:30 A.M. Breakfast at Renaissance Hotel
- 9 A.M. CAC Meeting  
Business Casual Attire
- 12 P.M. Working Lunch
- 1 P.M. Adjournment

**AMY GONZALEZ**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
TRAVEL EXPENSE REPORT**

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

TRAVELER: Amy Gonzalez DEPT. NAME & NO. General Counsel  
 DEPARTURE DATE: 7/19/2018 RETURN DATE: 7/21/2018 REPORT DUE: 8/20/18  
 DESTINATION: Vancouver B.C

*Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.4.0, 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	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	549.92					7/19/18	7/20/18	7/21/18	0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*						15.00		38.00	53.00
Hotel*						309.00	309.00		618.00
Telephone, internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1*</sup>									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>549.92</b>	0.00	0.00	0.00	0.00	324.00	309.00	38.00	<b>671.00</b>

Explanation:	Total Expenses Prepaid by Authority	549.92
	Total Expenses Incurred by Employee (including cash advances)	671.00
	<b>Grand Trip Total</b>	<b>1,220.92</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	549.92
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>671.00</b>
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

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: Kendy Rios Ext.: x2424  
 Traveler Signature: Amy L Date: 9-4-18  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE** (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)  
 I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 (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: 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: 5-25-18 PLANNED DATE OF DEPARTURE/RETURN: 7/19/18 / 7/21/18

**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip-- continue on extra sheets of paper as necessary):**

Destination: Vancouver, BC Canada Purpose: ACI Legal Steering Committee  
 Explanation:

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ <u>800.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>60.00</u>
B. LODGING	\$ <u>620.00</u>
C. MEALS	\$ <u>150.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$ _____

\*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

**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 Gonzalez* Date: 5/25/18

**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**

*Martha Morales, Asst Authority Clerk I*, hereby certify that this document was approved by the Executive Committee at its *July 12, 2018* meeting.  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 (Leave blank and we will insert the meeting date.)



Traveltrust Corporation  
 374 North Coast Hwy 101, Suite F  
 Encinitas, CA 92024  
 Phone: (760) 635-1700



Friday, 8JUN 2018 06:51 PM EDT

Passengers: AMY GONZALEZ (15)

Agency Reference Number: KYGBRE

Click here to view your current itinerary or ETicket receipt on-line: [trivacase.com](http://trivacase.com)

Air Canada Confirmation KWTZXV

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt  
 Be sure to visit [www.traveltrust.com](http://www.traveltrust.com) for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN  
 ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO  
 EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

FOR TRAVEL TO CANADA A US CITIZEN  
 MUST HAVE A VALID PASSPORT  
 NON US CITIZENS ARE REQUIRED TO HAVE AN ETA FOR TRAVEL  
 TO/THROUGH CANADA-VISIT [WWW.CIC.GC.CA](http://WWW.CIC.GC.CA) FOR MORE INFO  
 \*\*\*\*\*

YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR US  
 PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE  
 YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS  
 PLEASE CHECK [WWW.CDC.GOV](http://WWW.CDC.GOV) FOR LATEST REQUIREMENTS  
 \*\*\*\*\*

CERTAIN FARES MAY REQUIRE REISSUANCE AT TIME OF  
 CANCELLATION. PLEASE CONTACT THE AIRLINE OR TRAVELTRUST

AIR	Thursday, 19JUL 2018	
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**Air Canada**  
 Operated By: /AIR CANADA EXPRESS - JAZZ  
**From:** San Diego CA, USA  
**To:** Vancouver, Canada  
 Stops: Nonstop  
 Seats: 15D  
 Equipment: Canadair Regional Jet  
 ARRIVES YVR MAIN TERMINAL  
 SEAT FEE NONREFUNDABLE  
**Air Canada Confirmation number is KWTZXV**

**Flight Number:** 8667  
**Depart:** 07:00 AM  
**Arrive:** 09:58 AM  
 Duration: 2 hour(s) 58 minute(s)  
 Status: CONFIRMED

Class: L-Coach/Economy  
 Miles: 1164 / 1862 KM

AIR	Saturday, 21JUL 2018	
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**Air Canada**  
 Operated By: /AIR CANADA EXPRESS - JAZZ  
**From:** Vancouver, Canada  
**To:** San Diego CA, USA  
 Stops: Nonstop  
 Seats: 15D

**Flight Number:** 8690  
**Depart:** 10:15 AM  
**Arrive:** 01:11 PM  
 Duration: 2 hour(s) 56 minute(s)  
 Status: CONFIRMED

Class: L-Coach/Economy  
 Miles: 1164 / 1862 KM

Equipment: Canadair Regional Jet  
DEPARTS YVR MAIN TERMINAL  
SEAT FEE NONREFUNDABLE  
**Air Canada Confirmation number is KWTZXV**

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.  
AIR CANADA CONFIRMATION NUMBER - KWTZXV  
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043  
FOR EMERGENCY SERVICE FROM CANADA - 888-221-6043

**Ticket/Invoice Information**

Ticket for: AMY GONZALEZ  
Date issued: 6/8/2018 Invoice Nbr: 5478534  
Ticket Nbr: AC7153196624 Electronic Tkt: Yes Amount: 489.92 USD  
Base: 399.00 US Tax: 29.93 USD GST/HST Tax: 0.78 USD XT Tax: 60.21 USD  
Charged to: AX\*\*\*\*\*1013

Ticket for: AMY GONZALEZ  
Ticket Nbr: AC4575170385 Electronic Tkt: No  
Date issued: 6/8/2018 Amount: 15.00 USD  
Base: 15.00 Tax: 0.00  
Charged to: AX\*\*\*\*\*1013

Ticket for: AMY GONZALEZ  
Ticket Nbr: AC4575170386 Electronic Tkt: No  
Date issued: 6/8/2018 Amount: 15.00 USD  
Base: 15.00 Tax: 0.00  
Charged to: AX\*\*\*\*\*1013

Service fee: AMY GONZALEZ  
Date issued: 6/8/2018  
Document Nbr: XD0736396402 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Total Tickets: 519.92  
Total Fees: 30.00  
Total Amount: 549.92

**Click here 24 hours in advance to obtain boarding passes:**  
[AIR CANADA](#)

**Click here to review Baggage policies and guidelines:**  
[AIR CANADA](#)

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For Additional security information visit [www.tsa.gov](http://www.tsa.gov).

Thank you for choosing Traveltrust!  
Our Business Hours are Sunday - Friday 10pm - 5:30pm Pacific  
Saturday from 9am-1pm Pacific.  
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You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.  
Each call is billable at a minimum \$25.00 per call/reservation

Your reservation has been confirmed

Confirmation | [View web version](#)

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# Loden

HOTEL



**Hello Amy Gonzales,**

Thanks for booking with us. We're excited to be your home for a true Vancouver experience.

Our reservation specialists are happy to help with anything you need before your arrival. Simply call **1 877 225 6336** or email [reservations@theloden.com](mailto:reservations@theloden.com).

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## Here's a summary of your reservation:

CONFIRMATION NUMBER:  
**54730**

ARRIVAL:  
**Thursday, July 19, 2018**

DEPARTURE:  
**Saturday, July 21, 2018**

**Cash Receipt**

For prompt, safe and courteous service call...

**Black Top  
& Checker Cabs**

604-681-3201 or 604-731-1111

777 Pacific Street  
Vancouver, BC V6Z 2R7  
www.btccab.ca

Date

July 19 20 18

\$ 15 -

From

Loden Hotel

To

Yaletown - Blue Water

Driver

Esey Cab No. 311

Thank You

GST / HST # 100436724

**Cash Receipt**

For prompt, safe and courteous service call...

**Black Top  
& Checker Cabs**

604-681-3201 or 604-731-1111

777 Pacific Street  
Vancouver, BC V6Z 2R7  
www.btccab.ca

Date

21/07/2018 20

\$ 38.02 -

From

LODEN HT

To

YVR

Driver

124004 Cab No. 384

Thank You

GST / HST # 100436724