



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Meeting Date: **JUNE 2, 2011**

Subject:

Business and Travel Expense Reimbursement Reports for Board Members, President/CEO, Chief Auditor and General Counsel When Attending Conferences, Meetings, and Training at the Expense of The Authority

Recommendation:

For information only.

Background/Justification:

Authority Policy 3.30 (2)(b) and (4)(b) require that business expenses reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

Authority Policy 3.40 (2)(b) and (3)(b) require that travel expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

The attached reports are being presented to comply with the requirements of Policies 3.30 and 3.40.

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2010 Budget.

Environmental Review:

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUEST

THELLA F. BOWENS

**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: Thella F. Bowens Dept: 06

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/11/11 PLANNED DATE OF DEPARTURE/RETURN: 07/19/11 / 07/21/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Santa Rosa, CA Purpose: California Airport Council Meeting
Explanation: California Airport Council Meeting

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 300.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ _____

B. LODGING \$ 500.00

C. MEALS \$ 150.00

D. SEMINAR AND CONFERENCE FEES \$ _____

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 1050.00

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: _____

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.)

EXPENSE REPORTS

BRUCE BOLAND

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT - Board Members
(To be completed within 30 days from travel return date)

Board member name: Bruce Boland
 Departure Date: 5/1/2011 Return Date: 5/3/2011 Report Due: 6/2/11
 Destination: _____

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.

⁵ Business Expense Reimbursement Policy 3.30

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

Authority Expenses (Prepaid by Athly)	Board Member Expenses							TOTALS
	SUNDAY 5/1/11	MONDAY 5/2/11	TUESDAY 5/3/11	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Daily PerDiem Limitations:								
**GSA Daily Hotel Rate or Conference Hotel Rate	197.84	197.84						
**GSA Daily Meals, Entertainment & Incidentals (ME&I)	42.00	56.00	42.00					
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	225.10							0.00
Conference Fees (provide copy of flyer/registration expenses)	650.00							0.00
Rental Car								0.00
Gas and Oil								0.00
Garage/Parking								0.00
Mileage - attach mileage form								0.00
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc			55.00					55.00
Hotel - Actual Expense Paid - Excluding Taxes	175.00	175.00						
Allowable Hotel (Lessor of Actual or GSA Allowance)		0.00	175.00	0.00	0.00	0.00	0.00	175.00
Hotel Taxes Paid	22.84	22.84						22.84
Telephone, Internet and Fax								0.00
Laundry								0.00
Meals, Entertainment & Incidentals (M,E&I):								
Meals (include tips pd.)	Breakfast							
	Lunch	42.44		10.82				
	Dinner	32.39						
	Other Meals							
Entertainment (Hospitality) ¹								
Tips Paid to Maids, Bellhops and other hotel servers								
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations								
Total Meals, Entertainment & Incidentals	74.83	0.00	10.82	0.00	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)	42.00	56.00	42.00	0.00	0.00	0.00	0.00	
Allowable M,E&I (Lessor of Actual or GSA Allowance)	42.00	0.00	10.82	0.00	0.00	0.00	0.00	52.82
Alcohol is a non-reimbursable expense								0.00
Miscellaneous: Tip for baggage handling			6.00					6.00
								0.00
								0.00
Total Expenses	1,072.94	42.00	197.84	71.82	0.00	0.00	0.00	311.66

Add any additional details as needed for explanation (attach add'l sheet if needed):

Grand Trip Total	1,384.60
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,072.94
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	311.66

Alcohol is a non-reimbursable expense

¹ Give names and business affiliations of all persons whose meals were paid by traveler.

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.

Note: Send this report to Accounting even if the amount is \$0.

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ 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: Anne Warren
 Traveler Signature: Bruce Boland
 Administrator's signature: [Signature]

Ext.: 2408
 Date: 5/9/11
 Date: 5-9-11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)

I, _____ hereby certify that this document was approved by the Executive Committee at its meeting on _____
 Clerk Signature: _____ Date: _____

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: Bruce Boland Dept: 2

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 3/10/11 PLANNED DATE OF DEPARTURE/RETURN: 4/30/11 / 5/3/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Tucson, AZ Purpose: Attend Conference
Explanation: ACI-NA: ACI Board Members & Commissioners Conference

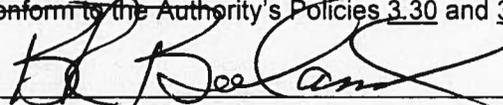
*Meals expenses are based on GSA per diem rates

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	205
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
B. LODGING	\$	200
C. MEALS	\$	*140
D. SEMINAR AND CONFERENCE FEES	\$	650
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	\$1295

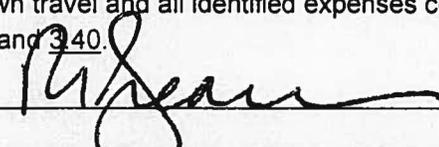
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 3/11/11

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: 3.11.11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, 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 3/28/11 meeting.
(Leave blank and we will insert the meeting date.)



Traveltrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.com

BOLAND/BRUCE
 RAYMOND

BOARD

29-Apr-2011 3:30 pm

Page 1 of 2

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** XXFPZN **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

 01-May-2011 09:05am Sunday
 Air Southwest Airlines Flight# 1079 Class: Y
 From: San Diego CA, USA To: Tucson AZ, USA
 Meal: None
 Equip: Boeing 737-700 Jet Status: Confirmed
 Depart: 01-May-2011 Sunday 09:05am Stops: 0
 Arrival: 01-May-2011 Sunday 10:15am
 Depart - TERMINAL 1
 Arrive -
 EARLYBIRD CHECKIN CONFIRMED
 Flight Duration: 1 hour(s) and 10 minutes
 Class of Service: Coach

 03-May-2011 12:45pm Tuesday
 Air Southwest Airlines Flight# 457 Class: Y
 From: Tucson AZ, USA To: Las Vegas NV, USA
 Meal: None
 Equip: Boeing 737-700 Jet Status: Confirmed
 Depart: 03-May-2011 Tuesday 12:45pm Stops: 0
 Arrival: 03-May-2011 Tuesday 02:05pm
 Depart -
 Arrive - TERMINAL 1
 EARLYBIRD CHECKIN CONFIRMED
 Flight Duration: 1 hour(s) and 20 minutes
 Class of Service: Coach

 03-May-2011 03:05pm Tuesday
 Air Southwest Airlines Flight# 492 Class: Y
 From: Las Vegas NV, USA To: San Diego CA, USA
 Meal: None
 Equip: Boeing 737-300 Jet Status: Confirmed
 Depart: 03-May-2011 Tuesday 03:05pm Stops: 0
 Arrival: 03-May-2011 Tuesday 04:10pm
 Depart - TERMINAL 1
 Arrive - TERMINAL 1
 EARLYBIRD CHECKIN CONFIRMED
 Flight Duration: 1 hour(s) and 05 minutes
 Class of Service: Coach

Other

30-Oct-2011 Sunday
 San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS-A

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US
 PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax 760-635-1720
Website: www.traveltrust.com

BOLAND/BRUCE
RAYMOND

BOARD

29-Apr-2011 3:30 pm

Page 2 of 2

Ticket Information

BOLAND BRUCE
Ticket#:2162073470
Invoice#:1183067

Ticket Base Fare: 195.10
Ticket Tax: 0.00
Total Ticket Amount: 195.10

Electronic: YES

BOLAND BRUCE
Ticket#:0637215544
Invoice#:1183067

Ticket Base Fare: 10.00
Ticket Tax: 0.00
Total Ticket Amount: 10.00

Electronic: NO

BOLAND BRUCE
Ticket#:0637215545
Invoice#:1183067

Ticket Base Fare: 10.00
Ticket Tax: 0.00
Total Ticket Amount: 10.00

Electronic: NO

SERVICE FEE DOCUMENT #: 0544633201 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

Warren Anne

From: Brito Leticia
Sent: Friday, February 25, 2011 2:21 PM
To: Warren Anne
Subject: RE: Hotel reservation charge

Hello, Anne:

This is your authorization to use your P-Card for these hotel deposits in order to hold the two reservations (as listed below). Please ensure that the travelers are aware that each of them will need to change the credit card on record when they check into the hotel (for additional night charges and any incidentals).

In addition, please make sure you include this email with your P-Card reconciliation. Thank you and have a great weekend!

Kind Regards,

Leticia Brito
Purchasing Card Program Analyst
Procurement Department
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, CA 92138
(619) 400-2536

From: Warren Anne
Sent: Thursday, February 24, 2011 11:24 AM
To: Brito Leticia
Subject: Hotel reservation charge

Board Chair Robert Gleason and Board Member Paul Robinson are attending the ACI-NA Airport Board Members & Commissioners Conference in Tucson, AZ, May 1-3, 2011. The conference hotel, The Westin La Paloma Resort & Spa, requires a one-night deposit by April 23. I would appreciate authorization for this deposit to be charged to my P-Card. Thank you, Anne

The Westin La Paloma
 3800 E Sunrise Dr Tucson, AZ 85718-3302 US
 Phone 520.742.6000 Fax 520.577.5878
 westin.com/lapaloma.com

Guest: travel agent/charge to
 Bruce Boland
 Aaa Preferred Account
 United States
 ACD29A
 room 708
 rate 175.00
 no. pers. 1
 folio 435602 EX-A
 page 1
 arrive 01-MAY-11 10:57
 depart 03-MAY-11
 payment AX

date	reference	description	charges/credits
01-MAY-11	RT708	Room Chrg Grp Association	175.00
01-MAY-11	RT708	Room Tax	22.84
01-MAY-11	DEPOSIT	Deposit Applied	197.84-
01-MAY-11	9385430	Azul Restaurant <i>No Alcohol -</i>	42.44
01-MAY-11	11388972	Azul Restaurant <i>" "</i>	32.39
02-MAY-11	RT708	Room Chrg Grp Association	175.00
02-MAY-11	RT708	Room Tax	22.84
02-MAY-11	03170168	Retail-Essentials	10.71 (-)
02-MAY-11	S568	In Room Movie	17.45 (-)
03-MAY-11	AX	American Express	300.83-
Balance Due			0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

** continued on the next page **

You will remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature

Bruce Boland
 FOLIO 435602 01-MAY-11

the westin la paloma
 3800 e sunrise dr tucson, az 85718-3302 us
 phone 520.742.6000 fax 520.577.5878
 westin.com/lapaloma.com

travel agent/charge to

Bruce Boland
 Aaa Preferred Account
 United States
 ACD29A

room 708
 rate 175.00
 no. pers. 1
 folio 435602 EX-A
 page 2
 arrive 01-MAY-11 10:57
 depart 03-MAY-11
 payment AX

date	reference	description	charges/credits
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EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	TeleComm	Other	Total	Payment
01-MAY-11	197.84	74.83	0.00	0.00	272.67	197.84-
02-MAY-11	197.84	0.00	0.00	28.16	226.00	0.00
Total	395.68	74.83	0.00	28.16	498.67	197.84-

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature _____

As a Starwood Preferred Guest you have earned at least 885 Starpoints for this visit A42524741029

Bruce Boland
 FOLIO 435602 01-MAY-11



WESTIN LA PALOMA
Azul Restaurant
3800 EAST SUNRISE DRIVE
TUCSON, AZ 85718
520-742-6000

938543.1
LILIA M Table 7123
Sun 05/01/11 12:07 PM Guests 2
Guest Num: 1 AZUL

1 ADULT BRUNCH 34.95

SubTotal 34.95
Sales Tax 2.49

Please pay this amount
Total 37.44

100% of the service charge is a
gratuity for the staff.

FOR ROOM CHARGES ONLY!

Gratuity 5-
Total Charge 42.44
Room Number 708 I
Print Name ROLAND
SIGNATURE [Signature]

Brunch 5/1

WESTIN LA PALOMA
Azul Restaurant
3800 EAST SUNRISE DRIVE
TUCSON, AZ 85718
520-742-6000

1138897.1
KATLYN W Table 7021
Sun 05/01/11 7:56 PM Guests 5
Guest Num: 1 AZUL

1 GUIISO DE LOCOS 24.00
1 ICED TEA 2.50

SubTotal 26.50
Sales Tax 1.89

Please pay this amount
Total 28.39

100% of the service charge is a
gratuity for the staff.

FOR ROOM CHARGES ONLY!

Gratuity 4-
Total Charge 32.39
Room Number 708 I
Print Name ROLAND
SIGNATURE [Signature]

Dinner 5/1

Arizona Sports Grill
Tucson Airport
OTG Management

113 Jennifer 1

1 2 / 1 2903 GST 1
MAY03'11 11:17AM

1 SM STELLA (-) ~~6.00~~
1 TurkRuben Dipper 8.25

Food 8.25
Liquor (-) ~~6.00~~
TAX 1.01
AMOUNT PAID 15.26
Cash 20.00
CHANGE DUE 4.74

-----113 CLOSED MAY03 11:53AM-----

***** Thank You *****

+ 1.00 \$ 2 - Net
10.82

24 HOUR SERVICE - AIRPORT SERVICE

DATE 5/3/11
TRIP ID # 4 TIME YELLOW
AMOUNT \$55 CAB # 1602
DRIVER Victor SW 4052793
FROM La Paloma Resort
TO Tucson Airport

SAFE DRIVERS NEEDED!! CALL 520-624-6611
FEEDBACK? SEND TO COMMENTS@AAAYELLOWAZ.COM
DBA - AAA Cab, Courier, Checker, Neal's, TLC, Fiesta

ACI-NA AGENDA



AIRPORT BOARD MEMBERS & COMMISSIONERS CONFERENCE

MAY 1-3, 2011

THE WESTIN LA PALOMA • TUCSON, AZ

CONFERENCE TOPICS

ACI-NA Policy & Metrics Presentation

What's New on Capitol Hill?

Standing Out: Making Your Case to the Airlines

Benchmarking Your Airport's Environmental Performance

Alternative Options for Outsourcing Aspect of Airport Operations

Air Service Incentives

Intermodalism: The Wave of the Future?

Airport Security Policy Report

Forecasting the Future of Aviation Demand/ Grading Airline Performance

Understanding the Business Travelers Wants and Needs

Regulatory & Legal Issues in Accommodating Passengers with Disabilities

US DOT Aviation Consumer Protection Program



April 8, 2011

Meeting Confirmation

Please review your CONTACT information below as it will be used for rosters and badges. Any changes should be sent to cgroup@aci-na.org immediately.

Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name are permitted.

Mr. Bruce Boland
Board Member
Nickname: Bruce
San Diego County Regional Airport Authority
PO Box 82776
San Diego, CA 92138-2776

PH: (619) 400-2408
FX: (619) 400-2406

You are registered for the following:

2011 ACI-NA Airport Board Member & Commissioners Annual Conf
Sunday, May 01, 2011 through Tuesday, May 03, 2011

Function	Quantity	Rate	Amount
Conference Registration	1	\$650.00	\$650.00
		Total	\$650.00
		Payment	\$650.00
		Balance	\$0.00

Thank you for registering for the 2011 Airport Board Member & Commissioners Annual Conference to be held May 1-3, 2011. All events will take place at The Westin la Paloma located at 3800 East Sunrise Drive, Tucson, AZ 85718. For hotel reservations, call the The Westin La Paloma at (520) 577-5887 and request the Airports Council International group rate of \$175 USD single/double occupancy plus additional taxes. The hotel cut-off date is 5 pm EST, Thursday, April 7, 2011. Reservations made after this date can only be accepted on a space and rate available basis. The hotel may sell out of rooms or the conference rate before the cut-off date. Make your reservations early.

Registration fees for the conference include continental breakfasts, lunches; all refreshment breaks and educational materials.

A taxi ride from the Tucson International Airport to the hotel is approximately \$45-50 one-way and takes about 30-40 minutes, depending upon traffic.

Dress for the meeting is business casual.

If you need to cancel your registration, please contact ACI-NA as soon as possible at (202) 293-8500 or meetings@aci-na.org. Registration fees will be fully refunded if written notice is received at ACI-NA no later than Thursday, April 7. After Thursday, April 7, all refunds will have a \$75 processing fee per person deducted. No refunds will be issued, for any reason, on cancellations received after Monday, April 18. Substitutions will be honored at any time.

For more information on this event including program updates, tourist information, Tucson weather conditions, and more visit <http://www.aci-na.org/2011/commissioners/welcome.html>.

We look forward to seeing you in Tucson for the 2011 Airport Board Member & Commissioners Annual Conference.

ACI-NA REGISTRATION FORM

2011 ACI-NA AIRPORT BOARD & COMMISSIONERS CONFERENCE
MAY 1-3, 2011 THE WESTIN LA PALOMA TUCSON, AZ

Please print or type form.

Name: Bruce Boland
 Badge Name: Bruce Title: Board Member
 Organization: San Diego County Regional Airport Authority
 Address: 3225 North Harbor Drive
 City: San Diego State: CA Zip/Postal Code: 92101 Country: USA
 Phone: 619-400-2408 Fax: 619-400-2406 *Email: [REDACTED]@san.org
 Guest name, if attending (complimentary-no charge): _____
* An e-mail confirmation letter will be sent to this email. If you want confirmation sent to an additional email address, please list here: _____



Are you a first time attendee? Yes No

	REGISTRATION FEES	PAYMENT INFORMATION									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">For 1 Attendee</th> <th style="width: 33%;">Early (before April 7)</th> <th style="width: 33%;">Regular (7 or After)</th> </tr> <tr> <td>ACI/ACI-NA Member</td> <td style="text-align: center;"><input checked="" type="checkbox"/> \$650 USD</td> <td style="text-align: center;"><input type="checkbox"/> \$750 USD</td> </tr> <tr> <td>Non-member</td> <td style="text-align: center;"><input type="checkbox"/> \$925 USD</td> <td style="text-align: center;"><input type="checkbox"/> \$1065 USD</td> </tr> </table>	For 1 Attendee	Early (before April 7)	Regular (7 or After)	ACI/ACI-NA Member	<input checked="" type="checkbox"/> \$650 USD	<input type="checkbox"/> \$750 USD	Non-member	<input type="checkbox"/> \$925 USD	<input type="checkbox"/> \$1065 USD	<p style="text-align: center;">Please check the appropriate boxes.</p> <p><input checked="" type="checkbox"/> Check made payable to ACI-NA enclosed OR Credit Card:</p> <p style="text-align: center;"> <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners Club </p> <p>Credit Card Number: _____ Expiration Date: _____ Name on Card: _____ Signature: _____</p>
For 1 Attendee	Early (before April 7)	Regular (7 or After)									
ACI/ACI-NA Member	<input checked="" type="checkbox"/> \$650 USD	<input type="checkbox"/> \$750 USD									
Non-member	<input type="checkbox"/> \$925 USD	<input type="checkbox"/> \$1065 USD									

ADA Please check here if you require assistance in order to fully participate in this meeting.

Badges: Only individuals who register and present badges and/or tickets may attend conference events. A badge is required for all conference sessions.

PAYMENT: Full payment must accompany registration forms in order to complete a registration. Registrations will be processed at the registration table available when payment is received. Credit card payment must be included for online and faxed registrations. Check payment will only be accepted with mailed forms and onsite registration forms. The card holder's signature above authorizes ACI-NA to charge the credit card the total correct amount due and acknowledges there are no refunds after, Thursday, April 7, 2011.

CONFIRMATION OF REGISTRATION: Confirmation of registration will be e-mailed to conference attendees using the e-mail address (es) provided above. If confirmation is not received within two weeks after sending in your registration form, please e-mail meetings@aci-na.org. Non-receipt of confirmation before the conference is not justification for seeking a refund.

OPT-OUT: By registering for the conference you are providing permission to receive e-mails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: jweidlich@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving the email. Please note, if you choose to opt out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to: communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1775 K Street, N.W., Suite 500, Washington, DC 20006.

Refund Policy: Registration fees will be fully refunded if written notice is received at ACI-NA no later than Thursday, April 7, 2011. After April 7, all refunds will have a processing fee of \$75 deducted. No refunds will be issued on cancellations received after Monday, April 18, 2011. Substitutions will be honored at any time. All no-shows will be billed.

Note: ACI-NA reserves the right to cancel this program if the number of registrants is insufficient. In that event, we will notify all registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant.

Fax this form to (202) 478-0889 or register online at www.aci-na.org.

Remit Payment to: ACI-NA • PO Box 79286 • Baltimore, MD 21279-0286 • PHONE: (202) 293-8500



FY 2011 Per Diem Rates for ZIP 85718
(October 2010 - September 2011)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

The following rates apply for 85718														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2010 Oct Nov Dec			2011 Jan Feb Mar Apr May Jun Jul Aug Sep									
Tucson	Pima County	93	93	93	93	111	111	111	111	77	77	77	93	56

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.
** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.



Meals and Incidental Expenses (M&IE) Breakdown

- Per Diem
- Overview
- M&IE Breakdown
- Factors Influencing Lodging Rates
- FAQ
- FY 2011 Highlights
- Fire Safe Hotels
- Have a Per Diem Question?
- Per Diem Files (Archived)
- Per Diem Rates

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: The first and last calendar day of travel is calculated at 75 percent.

The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.						
M&IE Total	\$48	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

The shortcut to this page is www.gsa.gov/mie.

CONTACTS

- Federal Travel Discussion
- View Contact Details

[RATE THIS PAGE](#)

Hotel expenses	272.68
Baggage Handling	6
Taxi...hotel to TUS Airport	55
Lunch TUS Airport	8.25
lunch tip TUS Airprot	2
Tax on Lunch TUS Airport	0.57
	344.5

Note: I rode to the hotel with CEO Bowers -

she paid -



PAUL ROBINSON

**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: Paul Robinson Dept: 2
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 3/10/11 PLANNED DATE OF DEPARTURE/RETURN: 4/30/11 / 5/3/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

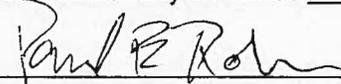
Destination: Tucson, AZ Purpose: Attend Conference
 Explanation: ACI-NA: ACI Board Members & Commissioners Conference

*Meals expenses are based on GSA per diem rates

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 185
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100
B. LODGING	\$ 400
C. MEALS	\$ *196
D. SEMINAR AND CONFERENCE FEES	\$ 650
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1531

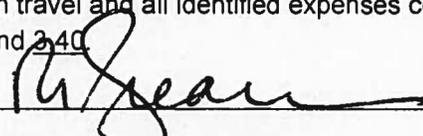
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 3/11/11

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: 3.11.11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R Russell, 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 3/28/11 meeting.
 (Leave blank and we will insert the meeting date.)



Traveltrust
 374 North Coast Highway 101
 Encinitas, Ca. 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.com

ROBINSON/PAUL BOARD 17-Mar-2011 11:00 am
 EDWARD Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** X2JY44 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

 **Air** Southwest Airlines **Flight#** 2943 **Class:** Y
From: San Diego CA, USA **To:** Tucson AZ, USA
Meal: None
Equip: Boeing 737-700 Jet **Status:** Confirmed
Depart: 30-Apr-2011 Saturday 06:50pm **Stops:** 0
Arrival: 30-Apr-2011 Saturday 08:00pm
Depart - TERMINAL 1
Arrive -
Flight Duration: 1 hour(s) and 10 minutes
Class of Service: Coach

 **Air** Southwest Airlines **Flight#** 1586 **Class:** Y
From: Tucson AZ, USA **To:** San Diego CA, USA
Meal: None
Equip: Boeing 737-700 Jet **Status:** Confirmed
Depart: 03-May-2011 Tuesday 06:20pm **Stops:** 0
Arrival: 03-May-2011 Tuesday 07:35pm
Depart -
Arrive - TERMINAL 1
Flight Duration: 1 hour(s) and 15 minutes
Class of Service: Coach

Other
 30-Oct-2011 San Diego CA, USA
 Sunday RESERVATION RETAINED FOR 180 DAYS-A

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US
 PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

ROBINSON PAUL
 Ticket#: 2162078023 Ticket Base Fare: 169.40
 Invoice#: 1183069 Ticket Tax: 0.00
 Total Ticket Amount: 169.40
 Electronic: YES

SERVICE FEE DOCUMENT #: 0544633203 FEE AMOUNT: 30.00
 BILLED TO: AMERICAN EXPRESS ENDING IN 1006



Traveltrust
 274 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax 760-635-1720
 Website www.traveltrust.com

ROBINSON/PAUL
 EDWARD

BOARD

29-Apr-2011 4:35 pm
 Page 1 of 2

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** X2JY44 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
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 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV


 30-Apr-2011
 06:50pm
 Saturday

Air Southwest Airlines **Flight#** 2943 **Class:** Y
From: San Diego CA, USA **To:** Tucson AZ, USA
Meal: None
Equip: Boeing 737-700 Jet **Status:** Confirmed
Depart: 30-Apr-2011 Saturday 06:50pm **Stops:** 0
Arrival: 30-Apr-2011 Saturday 08:00pm
Depart - TERMINAL 1
Arrive -
Flight Duration: 1 hour(s) and 10 minutes
Class of Service: Coach


 02-May-2011
 06:20pm
 Monday

Air Southwest Airlines **Flight#** 1586 **Class:** T
From: Tucson AZ, USA **To:** San Diego CA, USA
Meal: None
Equip: Boeing 737-700 Jet **Status:** Confirmed
Depart: 02-May-2011 Monday 06:20pm **Stops:** 0
Arrival: 02-May-2011 Monday 07:35pm
Depart -
Arrive - TERMINAL 1
Flight Duration: 1 hour(s) and 15 minutes
Class of Service: Coach

30-Oct-2011
 Sunday

Other
 San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS-B

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
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Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax 760-635-1720
Website www.traveltrust.com

ROBINSON/PAUL
EDWARD

BOARD

29-Apr-2011 4:35 pm

Page 2 of 2

Ticket Information

ROBINSON PAUL
Ticket#:2169094351
Invoice#:1184075

Ticket Base Fare: 72.00
Ticket Tax: 0.00
Total Ticket Amount: 72.00

Electronic: YES

ROBINSON PAUL
Ticket#:0637217385
Invoice#:1184075

Ticket Base Fare: 10.00
Ticket Tax: 0.00
Total Ticket Amount: 10.00

Electronic: NO

ROBINSON PAUL
Ticket#:0637217384
Invoice#:1184075

Ticket Base Fare: 10.00
Ticket Tax: 0.00
Total Ticket Amount: 10.00

Electronic: NO

SERVICE FEE DOCUMENT #: 0545671395 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

24 HOUR SERVICE - AIRPORT SERVICE

DATE _____ TIME _____
AMOUNT 53.00 CABF #50
DRIVER P. J. D.
FROM _____
TO _____

E M A TRANSPORTATION
1832 N. CHIRICAHUA AVE
TUCSON, AZ 85745

05/02/2011 17:08:34
Merchant ID: 000000001564546
Terminal ID: 02340424
4223696500286270

CREDIT CARD
VISA SALE

CARD # XXXXXXXXXXXXX7322
INVOICE 1790002
Batch #: 000179
Approval Code: 019590
Entry Method: Swiped
Approved: Online
Tax Amount: \$0.00
SALE AMOUNT \$69.00

CUSTOMER COPY

Warren Anne

From: Brito Leticia
Sent: Friday, February 25, 2011 2:21 PM
To: Warren Anne
Subject: RE: Hotel reservation charge

Hello, Anne:

This is your authorization to use your P-Card for these hotel deposits in order to hold the two reservations (as listed below). Please ensure that the travelers are aware that each of them will need to change the credit card on record when they check into the hotel (for additional night charges and any incidentals).

In addition, please make sure you include this email with your P-Card reconciliation. Thank you and have a great weekend!

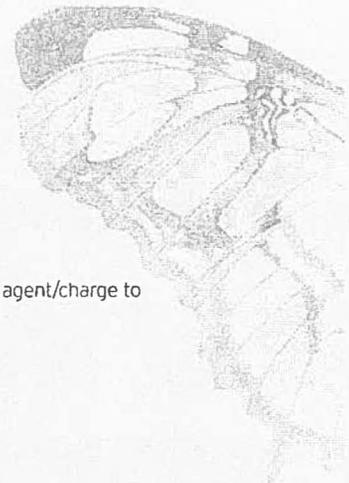
Kind Regards,

Leticia Brito
Purchasing Card Program Analyst
Procurement Department
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, CA 92138
(619) 400-2536

From: Warren Anne
Sent: Thursday, February 24, 2011 11:24 AM
To: Brito Leticia
Subject: Hotel reservation charge

Board Chair Robert Gleason and Board Member Paul Robinson are attending the ACI-NA Airport Board Members & Commissioners Conference in Tucson, AZ, May 1-3, 2011. The conference hotel, The Westin La Paloma Resort & Spa, requires a one-night deposit by April 23. I would appreciate authorization for this deposit to be charged to my P-Card. Thank you, Anne

the westin la paloma
 3800 e sunrise dr tucson, az 85718-3302 us
 phone 520.742.6000 fax 520.577.5878
 westin.com/lapaloma.com



guest

travel agent/charge to

Paul Robinson
 Aaa Preferred Account

room 233
 rate 175.00
 no. pers. 1
 folio 433026 EX-A
 page 1
 arrive 30-APR-11 20:53
 depart 02-MAY-11
 payment AX

ACD29A

30-APR-11	RT233	Room Chrg Grp Association	175.00
30-APR-11	RT233	Room Tax	22.84
30-APR-11	DEPOSIT	Deposit Applied	197.84-
30-APR-11	10380770	Azul Restaurant	40.47
01-MAY-11	RT233	Room Chrg Grp Association	175.00
01-MAY-11	RT233	Room Tax	22.84
01-MAY-11	11384520	Azul Restaurant	26.73
01-MAY-11	11388973	Azul Restaurant	30.71
02-MAY-11	AX	American Express	295.75-
		Balance Due	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	TeleComm	Other	Total	Payment
30-APR-11	197.84	40.47	0.00	0.00	238.31	197.84-
01-MAY-11	197.84	57.44	0.00	0.00	255.28	0.00
Total	395.68	97.91	0.00	0.00	493.59	197.84-

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature _____

As a Starwood Preferred Guest you have earned at least 896 Starpoints for this visit A42504738366

Paul Robinson
 FOLIO 433026 30-APR-11

WESTIN
 HOTELS & RESORTS

WESTIN LA PALOMA

Azul Restaurant
3800 EAST SUNRISE DRIVE
TUCSON, AZ 85718
520-742-6000

1138452.1

GARRET G Table 7053
Sun 05/01/11 10:39 AM Guests 1
Guest Num: 1 AZUL

1 3-EGG OMELET 14.00
1 HOT TEA 2.75
1 V-8 JUICE 4.00

SubTotal 20.75
Sales Tax 1.48

Please pay this amount
Total 22.23

100% of the service charge is a
gratuity for the staff.

FOR ROOM CHARGES ONLY!

Gratuity 26.73

Total Charge B 233

Room Number Robinson

Print Name R. Robinson

SIGNATURE

WESTIN LA PALOMA

Azul Restaurant
3800 EAST SUNRISE DRIVE
TUCSON, AZ 85718
520-742-6000

1038077.1

KARISA R Table 7073
Sat 04/30/11 9:53 PM Guests 1
Guest Num: 1 AZUL

1 SKATEL ONE 0.00
1 CAESAR 14.00

SubTotal 31.25
Sales Tax 2.22

Please pay this amount
Total 33.47

14.00
2.00
16.00

100% of the service charge is a
gratuity for the staff.

FOR ROOM CHARGES ONLY!

Gratuity 7-

Total Charge 40.47

Room Number 235B

Print Name Robinson

SIGNATURE R. Robinson

WESTIN LA PALOMA

Azul Restaurant
3800 EAST SUNRISE DRIVE
TUCSON, AZ 85718
520-742-6000

1138897.1

KATLYN W Table 7021
Sun 05/01/11 7:57 PM Guests 5
Guest Num: 5 AZUL

1 GUISO DE LOCOS 24.00

SubTotal 24.00

Sales Tax 1.71

Please pay this amount

Total 25.71

100% of the service charge is a
gratuity for the staff.

FOR ROOM CHARGES ONLY!

Gratuity

Total Charge

Room Number

Print Name

SIGNATURE

ACI-NA AGENDA



AIRPORT BOARD MEMBERS & COMMISSIONERS CONFERENCE

MAY 1-3, 2011

THE WESTIN LA PALOMA • TUCSON, AZ

CONFERENCE TOPICS

ACI-NA Policy & Metrics Presentation

What's New on Capitol Hill?

Standing Out: Making Your Case to the Airlines

Benchmarking Your Airport's Environmental Performance

Alternative Options for Outsourcing Aspect of Airport Operations

Air Service Incentives

Intermodalism: The Wave of the Future?

Airport Security Policy Report

Forecasting the Future of Aviation Demand/Grading Airline Performance

Understanding the Business Travelers Wants and Needs

Regulatory & Legal Issues in Accommodating Passengers with Disabilities

US DOT Aviation Consumer Protection Program



April 8, 2011

Meeting Confirmation

Please review your **CONTACT** information below as it will be used for rosters and badges. Any changes should be sent to cgroup@aci-na.org immediately.

Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name are permitted.

Mr. Paul Robinson
Board Member
Nickname: Paul
San Diego County Regional Airport Authority
PO Box 82776
San Diego, CA 92138-2776

PH: (619) 400-2408
FX: (619) 400-2406

You are registered for the following:

2011 ACI-NA Airport Board Member & Commissioners Annual Conf
Sunday, May 01, 2011 through Tuesday, May 03, 2011

Function	Quantity	Rate	Amount
Conference Registration	1	\$650.00	\$650.00
		Total	\$650.00
		Payment	\$650.00
		Balance	\$0.00

Thank you for registering for the 2011 Airport Board Member & Commissioners Annual Conference to be held May 1-3, 2011. All events will take place at The Westin la Paloma located at 3800 East Sunrise Drive, Tucson, AZ 85718. For hotel reservations, call the The Westin La Paloma at (520) 577-5887 and request the Airports Council International group rate of \$175 USD single/double occupancy plus additional taxes. The hotel cut-off date is 5 pm EST, Thursday, April 7, 2011. Reservations made after this date can only be accepted on a space and rate available basis. The hotel may sell out of rooms or the conference rate before the cut-off date. Make your reservations early.

Registration fees for the conference include continental breakfasts, lunches; all refreshment breaks and educational materials.

A taxi ride from the Tucson International Airport to the hotel is approximately \$45-50 one-way and takes about 30-40 minutes, depending upon traffic.

Dress for the meeting is business casual.

If you need to cancel your registration, please contact ACI-NA as soon as possible at (202) 293-8500 or meetings@aci-na.org. Registration fees will be fully refunded if written notice is received at ACI-NA no later than Thursday, April 7. After Thursday, April 7, all refunds will have a \$75 processing fee per person deducted. No refunds will be issued, for any reason, on cancellations received after Monday, April 18. Substitutions will be honored at any time.

For more information on this event including program updates, tourist information, Tucson weather conditions, and more visit <http://www.aci-na.org/2011/commissioners/welcome.html>.

We look forward to seeing you in Tucson for the 2011 Airport Board Member & Commissioners Annual Conference.

ACI-NA REGISTRATION FORM

2011 ACI-NA AIRPORT BOARD & COMMISSIONERS CONFERENCE
MAY 1-3, 2011 THE WESTIN LA PALOMA TUCSON, AZ

Please use one registration form for each attendee. Please print or type form.

Mr./Ms. Name: Paul Robinson
 Badge Name: Paul Title: Board Member
 Organization: San Diego County Regional Airport Authority
 Address: 3225 North Harbor Drive
 City: San Diego State: CA Zip/Postal Code: 92101 Country: USA
 Phone: 619-400-2408 Fax: 619-400-2406 *Email: [REDACTED]@san.org
 Guest name, if attending (complimentary-no charge): _____
 * Automated confirmation letters will be sent to this email. If you want confirmation sent to an additional email address, please list here: _____



Are you a first time attendee? Yes No

	REGISTRATION FEES		PAYMENT INFORMATION									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">For 1 Attendee</th> <th style="width: 33%;">Early (before April 7)</th> <th style="width: 33%;">Regular (7 or After)</th> </tr> </thead> <tbody> <tr> <td>ACI/ACI-NA Member</td> <td style="text-align: center;"><input checked="" type="checkbox"/> \$650 USD</td> <td style="text-align: center;"><input type="checkbox"/> \$750 USD</td> </tr> <tr> <td>Non-member</td> <td style="text-align: center;"><input type="checkbox"/> \$925 USD</td> <td style="text-align: center;"><input type="checkbox"/> \$1065 USD</td> </tr> </tbody> </table>	For 1 Attendee	Early (before April 7)	Regular (7 or After)	ACI/ACI-NA Member	<input checked="" type="checkbox"/> \$650 USD	<input type="checkbox"/> \$750 USD	Non-member	<input type="checkbox"/> \$925 USD	<input type="checkbox"/> \$1065 USD		<p>Please check the appropriate boxes.</p> <p><input checked="" type="checkbox"/> Check made payable to ACI-NA enclosed OR Credit Card:</p> <p style="text-align: center;"> <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Diners Club </p> <p>Credit Card Number: _____ Expiration Date: _____ Name on Card: _____ Signature: _____</p>
For 1 Attendee	Early (before April 7)	Regular (7 or After)										
ACI/ACI-NA Member	<input checked="" type="checkbox"/> \$650 USD	<input type="checkbox"/> \$750 USD										
Non-member	<input type="checkbox"/> \$925 USD	<input type="checkbox"/> \$1065 USD										

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OPT-OUT: By registering for the conference you are providing permission to receive e-mails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: jweidlich@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving the email. *Please note, if you choose to opt out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc.* If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1775 K Street, N.W., Suite 500, Washington, DC 20006.

Refund Policy: Registration fees will be fully refunded if written notice is received at ACI-NA no later than Thursday, April 7, 2011. After April 7, all refunds will have a processing fee of \$75 deducted. No refunds will be issued on cancellations received after Monday, April 18, 2011. Substitutions will be honored at any time. All no-shows will be billed.

Note: ACI-NA reserves the right to cancel this program if the number of registrants is insufficient. In that event, we will notify all registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant.

Fax this form to (202) 478-0889 or register online at www.aci-na.org.

Remit Payment to: ACI-NA • PO Box 79286 • Baltimore, MD 21279-0286 • PHONE: (202) 293-8500



FY 2011 Per Diem Rates for ZIP 85718
(October 2010 - September 2011)

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

The following rates apply for 85718

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2010			2011										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Tucson	Pima County	93	93	93	93	111	111	111	111	111	77	77	77	93	56

*NOTE: Travel reimbursement is based on the location of the work activities and not the accommodations.
**Meals and Incidental Expenses: See [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.



- Per Diem
- Overview
- M&IE Breakdown
- Factors Influencing Lodging Rates
- FAQ
- FY 2011 Highlights
- Fire Safe Hotels
- Have a Per Diem Question?
- Per Diem Files (Archived)
- Per Diem Rates

Meals and Incidental Expenses (M&IE) Breakdown

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: The first and last calendar day of travel is calculated at 75 percent.

The M&IE rates differ by travel location. View the [per diem rate](#) for your primary destination to determine which M&IE rates apply.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

The shortcut to this page is [www.gsa.gov/me](#)

CONTACTS

- Federal Travel Discussion
- View Contact Details

[RATE THIS PAGE](#)

THELLA BOWENS

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 4/4/2011 RETURN DATE: 4/12/2011 REPORT DUE: 5/12/11
 DESTINATION: New Dehli, India

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 4/10/11	MONDAY 4/4/11	TUESDAY 4/5/11	WEDNESDAY 4/6/11	THURSDAY 4/7/11	FRIDAY 4/8/11	SATURDAY 4/9/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	5,250.40								0.00
Conference Fees (provide copy of flyer/registration expenses)	600.00								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.)*						103.50			103.50
Hotel*		300.32		300.32	300.32	300.32	300.32	300.32	1,801.92
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)		40.54							40.54
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*									0.00
Dinner*		6.36	4.26		25.32				35.94
Other Meals*									0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Service charge for currency exchange			9.95						9.95
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	5,850.40	347.22	14.21	300.32	325.64	403.82	300.32	300.32	1,991.85

Explanation:	Total Expenses Prepaid by Authority	5,850.40
Page 1 of 2	Total Expenses Incurred by Employee (including cash advances)	1,991.85
Tip given on final day 1600 INR = 40.54 for hotel services such as housekeeper, bell service	Grand Trip Total	7,842.25
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	5,850.40
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,991.85
	<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 Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ 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.

* Travel and Lodging Expense Reimbursement Policy 3.40 * Business Expense Reimbursement Policy 3.30

Prepared By: _____ Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 20 May 2011
 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: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 02/17/11 PLANNED DATE OF DEPARTURE/RETURN: 04/02/11 / 04/11/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip—continue on extra sheets of paper as necessary):

Destination: New Dehli, India Purpose: Attend 6th ACI Asia-Pacific Regional Assembly Conference and Exhibition and World Board Meeting

Explanation: Attend 6th ACI Asia-Pacific Regional Assembly Conference and Exhibition and World Board Meeting

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 5250.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 2000.00
C. MEALS	\$ 600.00
D. SEMINAR AND CONFERENCE FEES	\$ 600.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 200.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 8800.00

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.

Traveler's Signature: Thella F. Bowens Date: 18 Feb 2011

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: [Signature] Date: 2.18.11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Lussier, 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 2/22/11 meeting.
 (Leave blank and we will insert the meeting date.)



TravelTrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1733
 Fax: 760-635-720
 Website: www.traveltrust.com

BOWENS/THELLA
 FAYE

22-Feb-2011 3:38 pm

Page 1 of 2

PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH
 YOUR CARRIER OR CALL TRAVELTRUST AT 800-792-4662
 FARE IS 5210.40 LAST DAY FOR FARE IS 18FEB**
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

 FOR TRAVEL TO INDIA
 A US CITIZEN MUST HAVE A VALID PASSPORT AND VISA
 YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.
 PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

 FOR EMERGENCY AFTERHOURS SERVICE
 WHILE IN INDIA
 PLEASE CALL DIRECT DIAL OR COLLECT 201-221-4462
 IF INTL AFTERHOUR NUMBER DOES NOT WORK
 DIAL DIRECT OR COLLECT 201-221-4462

 04-Apr-2011 07:25am Monday	Air	Continental Airlines	Flight#	1827	Class:	F	
	From:	San Diego CA, USA	To:	Newark Liberty International			
	Meal:	Breakfast	Seats:	Seat:2E			
	Equip:	Boeing 737-800 Jet	Status:	Confirmed			
	Depart:	04-Apr-2011 Monday	07:25am	Stops:	0		
	Arrival:	04-Apr-2011 Monday	03:40pm				
	Depart - TERMINAL 2						
	Arrive - TERMINAL C						
	Continental Airlines locator: CJ9LDV						
	Flight Duration: 5 hour(s) and 15 minutes						
Class of Service: First							

 04-Apr-2011 08:30pm Monday	Air	Continental Airlines	Flight#	82	Class:	D	
	From:	Newark Liberty International	To:	Delhi, India			
	Meal:	Dinner	Seats:	Seat:5E			
	Equip:	Boeing 777 Jet	Status:	Confirmed			
	Depart:	04-Apr-2011 Monday	08:30pm	Stops:	0		
	Arrival:	05-Apr-2011 Tuesday	08:15pm				
	Depart - TERMINAL C						
	Arrive - TERMINAL 3						
	Continental Airlines locator: CJ9LDV						
	CO Frequent Flyer# [REDACTED]						
Flight Duration: 14 hour(s) and 15 minutes							
Class of Service: Business							

 11-Apr-2011 10:50pm Monday	Air	Continental Airlines	Flight#	83	Class:	D	
	From:	Delhi, India	To:	Newark Liberty International			
	Meal:	Dinner	Seats:	Seat:4D			
	Equip:	Boeing 777 Jet	Status:	Confirmed			
	Depart:	11-Apr-2011 Monday	10:50pm	Stops:	0		
	Arrival:	12-Apr-2011 Tuesday	04:25am				
	Depart - TERMINAL 3						
	Arrive - TERMINAL C						
	Continental Airlines locator: CJ9LDV						
	CO Frequent Flyer# [REDACTED]						
Flight Duration: 15 hour(s) and 05 minutes							
Class of Service: Business							



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA
FAYE

22-Feb-2011 3:38 pm

Page 2 of 2

~~██████████~~
12-Apr-2011
08:45am
Tuesday

Air Continental Airlines
From: Newark Liberty International
Meal: Breakfast
Equip: Boeing 737-900 Jet
Depart: 12-Apr-2011 Tuesday 08:45am
Arrival: 12-Apr-2011 Tuesday 11:42am
Depart - TERMINAL C
Arrive - TERMINAL 2
Continental Airlines locator: CJ9LDV
██
Flight Duration: 5 hour(s) and 57 minutes
Class of Service: First

Flight# 1626 Class: F
To: San Diego CA, USA
Seats: Seat:2B
Status: Confirmed
Stops: 0

Other

09-Oct-2011
Sunday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...

Ticket Information

BOWESS THELLA
Ticket#: 7955537996
Invoice#: 1182337

Ticket Base Fare: 4625.00
Ticket Tax: 585.40
Total Ticket Amount: 5210.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0543794158 FEE AMOUNT: 40.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006



Registration & Accommodation Booking Form

6th ACI Asia-Pacific Regional Assembly, Conference & Exhibition
5 - 8 April 2011, Taj Palace Hotel, New Delhi, India

● Delegate Information

Surname (Dr. / Mr. (Ms)/Mrs.) BOWens First Name Thella
 Company SDCRAA Job Title President/CEO
 Address 3225 N. Harbor Drive
 City/Postal Code San Diego, CA 92101 Country USA
 Telephone 619 400-2444 Fax 619-4002448 Email tbowens@san.org

Accompanying Person

● Conference Registration Fees (US\$)

	Before 28 Feb 2011	After 28 Feb 2011	No Charge		
ACI Member	<input checked="" type="checkbox"/> US\$ 600	<input type="checkbox"/> US\$ 750	Exhibitor	<input type="checkbox"/> 1 st Representative	<input type="checkbox"/> 2 nd Representative
Accompanying Person	<input type="checkbox"/> US\$ 150	<input type="checkbox"/> US\$ 150	Conf. Incentive Prgm*	<input type="checkbox"/> 1 st Representative	<input type="checkbox"/> 2 nd Representative
Non Member	<input type="checkbox"/> US\$ 900	<input type="checkbox"/> US\$ 1,200	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Speaker	<input type="checkbox"/> Media

Attend Events Welcome Reception Gala Dinner Accompanying Person's Tour 6 April 7 April
 Post Event Tour 8 April 2011 (choose one only) City Tour Airport Tour
 9 April 2011 Taj Mahal

Special Request Dietary requirement (Kosher, Halal, Vegetarian, etc) Disabilities (Wheelchair, etc.)

* Please contact the Regional Office for details.

● Method of Payment

Credit Card

Visa Master

Name as it appears on the card: A Caldera

Credit Card Number: [REDACTED]

Expiration Date: 3/11

Signature: [Signature]

Bank Transfer:

Airports Council International
HSBC
1 Queen's Rd Central, Hong Kong
Account No.: 808-732341-274
Swift Code: HSBCHKH HKHK

Cheque/Bank Draft:

Made payable to:
Airports Council International
Send to:
Airports Council International,
Unit 5, 2/F, Airport World
Trade Ctr, 1 Sky Plaza Road,
HKIA, Hong Kong

** Cancellation must be made in writing, by mail, fax or email. If notice is received before 4 March 2011, the registration fee (less a US\$150 administration fee) will be refunded. Cancellation received after this date, fee will NOT be refunded. No-shows will be charged full amount and will not be refunded. Your registration may be transferred to another person at no charge, subject to writing notification to the organizer, prior to the conference.

● Hotel Accommodation Reservation Request

Please fax or email this form to ACI Asia-Pacific for room reservation and confirmation.

	Room Type	Occupancy	Room Rate (Inclusive of 10% luxury tax and 0.63% VAT, & breakfast)
Taj Palace Hotel, New Delhi	Deluxe Room	<input type="checkbox"/> Single	INR 8,851
		<input type="checkbox"/> Double	INR 10,510
	Taj Club Room	<input checked="" type="checkbox"/> Single	INR 12,723
		<input type="checkbox"/> Double	INR 14,382

Check-in date: 4-4-2011

Check-out date: 4-11-2011

Early check-in time: _____ (request only, not guaranteed)

Special Requirement (request only, not guaranteed)

Non-smoking others _____

sharing with _____

Flight Details

Arrival: _____ Departure: _____

Date & Time 4/8/11 8:15pm Date & Time 4/11/11 10:50pm

Flight Number 82 Flight Number 83

I wish to guarantee my booking by credit card (credit card details in "Method of Payment" above)

For Inquiry on registration and hotel: Tel: +852 2180 9449

Patti Chau patti@aci-asiapac.aero
Chen Jian chen@aci-asiapac.aero
Natalie Tsang natalie@aci-asiapac.aero

Please FAX completed form to + 852 2180 9462

Caldera Amy

From: Natalie Tsang [natalie@aci-asiapac.aero]
Sent: Wednesday, February 23, 2011 10:38 PM
To: Bowens Thella
Cc: Caldera Amy
Subject: <Registration confirmation: 2011-1099> 6th ACI Asia-Pacific Regional Assembly, Conference & Exhibition

Dear Ms. BOWENS,

I am pleased to confirm your registration for the 6th ACI Asia-Pacific Regional Assembly, Conference & Exhibition, which will be held from 5-8 April 2011 in Taj Palace Hotel, New Delhi, India.

Please find below your registration and hotel confirmation:

Registration Number: 2011-1101 *Registration confirmation*

Total Registration Fee: USD600 (Credit Card)

Registration Details: Ms. Thella BOWENS
President/CEO
San Diego County Regional Airport Authority
3225 N. Harbor Drive
San Diego, CA 92101, USA
Email: tbowens@san.org
Tel: +1 619 400 2444 Fax: +1 619 400 2448

Accompanying Person: ---

Hotel Booking: **Taj Palace Hotel**
Hotel confirmation number: 1134991 ←
Check-in Date: 4/5/2011
Check-out Date: 4/11/2011
Arrival Time and Date: 2015 on 4/5/2011 by CO82
Departure Time and Date: 2250 on 4/11/2011 by CO83

Social Events Registered:	5 April 2011	Welcome Reception:	0	<i>Wed</i>
	6 April 2011	Accompanying Tour:	0	<i>Thur</i>
	7 April 2011	Accompanying Tour:	0	<i>Friday</i>
		Gala Dinner:	1	
	8 April 2011	Airport Tour:	0	<i>Saturday</i>
		City Tour:	1	
	9 April 2011	Taj Mahal Tour:	1	<i>Sunday</i>

Should there be changes to the above, please do not hesitate to let us know.

Besides, if you apply for a conference visa, you will need a letter of invitation.

If you wish to receive a letter of invitation, kindly send me the following information:

- 1. Name of the delegate, his/her designation/status and organization which he/she represents**

2. **Passport No.**
3. **Date of Issue**
4. **Date of validity**
5. **Place of issue**

Please get in touch with your local Indian Embassy to find out how long it takes to obtain a visa.

We look forward to seeing you in New Delhi, India.

Best regards,
Natalie

Natalie Tsang

Officer, Human Resources & Administration
Airports Council International, Asia-Pacific Region
Unit 5, 2/F.,
Airport World Trade Centre,
1 Sky Plaza Road,
Hong Kong International Airport, HKSAR
Tel (852) 2180 9449 Fax (852) 2180 9462
Website: <http://www.aci-asiapac.aero>



Please consider the environment before printing this e-mail.

Happy New Year!

This year the ACI World Spring Board meeting will take place on 10 April 2011 after the Asia-Pacific regional Assembly, Conference and Exhibition in New Delhi, India.

The World meetings will be scheduled as follows:

- 9 April 2011 – ACI Fund meeting 11:00 – 12:00
 - 9 April 2011 - Lunch for Executive Committee Members 12:00 – 13:30
 - 9 April 2011 - Audit Committee meeting 13:30 – 14:30 (Time TBC)
 - 9 April 2011 - Executive Committee meeting 14:30 17:00 (Time TBC)
 - 9 April 2011 - WGB dinner at the Taj Mahal Hotel 19:00
-
- 10 April 2011 - WGB meeting 10:00 – 15:00

The following tours are being offered:

- 8 April 2011 – City/historical tour of New Delhi
- 9 April 2011 – Taj Mahal Tour (Please note that the tour bus will not be back in time for the WGB dinner)

The venue will be the Taj Palace Hotel.

The special conference rate for the **Taj Club Rooms** at Taj Palace Hotel is INR11,500 (253 USD) (single occupancy) or INR13,000 (286 USD)(double occupancy) plus taxes inclusive of buffet breakfast.

Since rooms located on the Taj Club floor are limited, they are on a **first come first served basis and subject to availability** at the time of booking.

You will find attached the program for the Asia-Pacific regional Assembly, Conference and Exhibition as well as **the hotel reservation form**.

All hotel bookings should be sent to the Asia-Pacific office before 15 February 2011. (Details are on the form attached)

**RECEIPTS FROM TRAVEL TO NEW DEHLI, INDIA
APRIL 4 THRU 12, 2011—THELLA F. BOWENS**

~~\$0 Fee BUY BACK OFFER~~
Buy Back Sequence No: 13JE-GL41

This receipt can be used for our "\$0 Fee Buy Back Offer". Original receipt in good condition is required at the time of Offer redemption. \$0 Fee Buy Back Offer is good for up to ninety (90) days from the date of this receipt for redemption of up to the original currency/ies amount purchased on this receipt ("Transaction") 12,000.00 INR. Rate of currency exchange on redemption date will be determined by Travelex without mark up or a service fee and will not be determined by the rate used at the time of original Transaction. The rate used at redemption will not be the same as the rate used for your original Transaction, and the amount received upon redemption will be different from the amount of your original Transaction. \$0 Fee Buy Back Offer is limited to redemption once per Transaction in country of purchase only. \$0 Fee Buy Back Offer is only valid for banknote and Cash Passport transactions.

Transaction Receipt
NEWARK Term C - Gate 90

TRANSACTION ID DATE TIME
1-99-56426 ✓ 04-Apr-2011 18:59

Sales Consultant (2524)

Indian Rupee	12,000.00
SELL Currency @ 39.463737	
United States Dollar	304.08
Service Charge(s)	9.95
Fee(s)	0.00
Sub-Total	314.03

Value Pack - Quick Trip

Thank you for using Travelex.
Please visit us again upon your
return or contact us at
1-800-CURRENCY.

Visit us at www.us.travelex.com

SETTLEMENT SUMMARY

Total Service Charge(s)	9.95
Total Fee(s)	0.00
Sub-Total	314.03
Total Due:	314.03
Settled by:	
Total Crd. Crd: Due	114.03
Cash Tendered:	200.00

TRAVELEX CURRENCY T240
NEWARK LIBERTY INTL
AIRPORT TERMINAL C C-3
NEWARK, NJ 07114
(973) 273-0270

Merchant ID: 000000103800 Ref #: 0022
Term ID: 01038002

Sale

6737	DEBIT	Total:	\$	114.03
04/04/11				
Inw #: 000022	Entry Method: Swiped			
Apprvd: Online				
Batch#: 000024				
Retrieval Ref. #: 109422003825				
Trace Audit #: 003825				
Net ID: 470				
Settle Date: 0405				

Customer Copy
THANK YOU!

**RECEIPTS FROM TRAVEL TO NEW DEHLI, INDIA
APRIL 4 THRU 12, 2011—THELLA F. BOWENS**

DUTY SLIP

Mob. 9910169002
9312102991
0124-4240991

VISHAL TAXI SERVICE

RENT A CAR (BASIC & LUXURY)

E.W.S. 406, DLF-II, GURGAON (HARYANA)

Duty Slip No. 2691

Date 4/7/2011

Name..... Company.....

Rept. At Kingdom of diamonds to The Palace Hotel - 28 km \$90.00

..... Vehicle No. 13.50^{hr}

Starting Meter	Starting Time	Closing Meter	Closing Time	Total Kms.	Total Time
		<u>900</u>			

26497

Order By.....

29 KM

Next Day Requirement.....

Please Note : Mileage & Time from Garage to Garage and also Tax/Parking
aid by Party Night will be charged after 11.00 p.m.
imum average 250 K.M. per Day outstation Tour.

Signature & Name

**RECEIPTS FROM TRAVEL TO NEW DEHLI, INDIA
APRIL 4 THRU 12, 2011—THELLA F. BOWENS**

Order # 1108
Party Int'l
Terminal C
22 1166

THELLA

Host Grantell ✓ 04/04/2011
THELLA ✓ 6:11 PM
20244

Order Type: IN BAG

Side Sweet Potato Fries 1.99
Iced Tea 1.99

Subtotal 3.98
0.29

IN BAG Total ✓ **4.26**
CASH \$ 10.00
Change \$ 5.74

WASISIDE & chance to
INST. WIN on iPod PLUS 10
WIN \$1000 visit
www.gersby.com OR 1
\$1000 709-1058

Back Closed

**RECEIPTS FROM TRAVEL TO NEW DEHLI, INDIA
APRIL 4 THRU 12, 2011—THELLA F. BOWENS**

Taj Palace Hotel
New Delhi

Taj Palace Hotel
New Delhi

the blue bar

Blue Ginger
THE TEA LOUNGE

Orient Express
Bar Cum Continental Restaurant

Kafe Fontana
24 Hour Mediterranean Eatery

Masala Art
Contemporary Indian Restaurant

THE TEA LOUNGE

the blue bar

Blue Ginger
THE TEA LOUNGE

Orient Express
Bar Cum Continental Restaurant

Kafe Fontana
24 Hour Mediterranean Eatery

Masala Art
Contemporary Indian Restaurant

THE TEA LOUNGE

10/11 ✓ 18:77 ✓

Tea Lounge
Room 105
Regular Check
201.00

10/11 ✓ 18:77 ✓

Tea Lounge
Room 105
Regular Check
201.00

TIP \$150.00
\$1157.00

636

2618

10-11

10-11

Time at which order was delivered
The Service delivered to you was :

EXCELLENT GOOD POOR

Time at which order was delivered
The Service delivered to you was :

EXCELLENT GOOD POOR

GUEST COPY

Guest's Name : THELLA BOWENS
Room No. : 648
TIN No. : 07810024422
MANDAP/DL/45/THE INDIAN HOTELS/97

GUEST COPY

Guest's Name : THELLA BOWENS
Room No. : 648
TIN No. : 07810024422
MANDAP/DL/45/THE INDIAN HOTELS/97

TL N° 000589

Sardar Patel Marg, Diplomatic Enclave, New Delhi 110 021, India
Telephone : 91 11 2611 0202 Facsimile : 91 11 26110808
E-mail : palace.delhi@tajhotels.com www.tajhotels.com

KF N° 001382

Sardar Patel Marg, Diplomatic Enclave, New Delhi 110 021, India
Telephone : 91 11 2611 0202 Facsimile : 91 11 26110808
E-mail : palace.delhi@tajhotels.com www.tajhotels.com

**RECEIPTS FROM TRAVEL TO NEW DEHLI, INDIA
APRIL 4 THRU 12, 2011—THELLA F. BOWENS**

Airport Cafes Domestic, LLC
Terminal C
Newark Liberty Int'l Airport

CAFE CON LECHE SMALL 2310	2.00
BLUEBERRY MUFFIN PIECE	
505	2.99
NET TOTAL	\$4.99
SALES TAX	\$0.35
TOTAL	\$5.34
AMEX	\$5.34

000000001003
PURCHASE
SWTPED
AUTH# 000899
INVOICE #: 3651
04-12-11 07:48:23

ITEMS 2 P, Alisha
04-12-11 07:48:23 0101 01 1051 3651

04-12-11 07:48:23



MY ACCOUNT CARDS TRAVEL REWARDS BUSINESS

United States (Change Country) Contact Us LOG OUT

Need help?

Account Summary | Statements & Activity | Payments | Customer Services | Benefits | Additional Cards

View Billing Statements View Tutorial Download Print Need Help Year-End Summary

CARD ACTIVITY for THELLA F BOWENS

TIME PERIOD

NARROW RESULTS

Platinum Card® 11003

Current Statement Mar 29, 2011 to Apr 27, 2011

Search Transactions

Other Filters

VIEW BY: CATEGORY MERCHANT PAY IN FULL/PAY OVER TIME

GRAPH ON



Transaction Details
Prepared for
THELLA F BOWENS
Account Number
XXXX-XXXX-XXXX-11003

Platinum Card® / March 29, 2011 to April 27, 2011

YOUR REWARDS

Membership Rewards®

View More

Use Points for
Everyday Charges

CLOSE

CANCEL PRINT

1 - 42 of 42 Transactions

Date	Foreign Spend	Description	Amount \$
04/27/2011	W		
04/28/2011	Tu		
04/25/2011	M		
04/24/2011	Si		
04/24/2011	Si		
04/23/2011	Si		
04/22/2011	Fr		
04/20/2011	W		
04/19/2011	Tu		
04/19/2011	Tu		
04/18/2011	M		
04/18/2011	M		
04/17/2011	S		
04/16/2011	S		
04/14/2011	T		
04/13/2011	W		
04/13/2011	W		
04/12/2011	T		
04/12/2011	T		
04/11/2011	Mon	TAJ PALACE NEW DELHI DE	2,079.27 ✓
04/09/2011			
04/09/2011			
04/07/2011			
04/07/2011			
04/04/2011			
04/03/2011			
04/03/2011			
04/02/2011			
04/02/2011			
04/01/2011			
04/01/2011			
04/01/2011			
03/31/2011			
03/30/2011			
03/30/2011			
03/28/2011	M		

LEARN MORE

YOUR TAGS

Add Tags to Transactions
Click the arrow above to start.

See your full financial picture in one place.

Money Manager makes it easy to bring all your financial accounts together, even your non-American Express ones.

START NOW

Exclusively for Charge Cardmembers

exchange rate =
0.7269

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 4/6/2011

Description of Item/Event: Dinner

Vendor/Event Name: Kafe Fontana at Taj Palace Hotel

Dollar Amount: 25.32

Reason for Missing Receipt: Lost receipt

No alcohol was purchased

I hereby certify that the original receipt in question was lost or none was issued to me.

Stella J. Powers

Employee Signature

20 May 2011

Date

Department Head Signature

Date



United States (Change Country) Contact Us LOG OUT



MY ACCOUNT CARDS TRAVEL REWARDS BUSINESS

Need help?



Account Summary | Statements & Activity | Payments | Customer Services | Benefits | Additional Cards

View Billing Statements

View Tutorial Download Print Need Help Year-End Summary

CARD ACTIVITY for THELLA F BOWENS

TIME PERIOD

NARROW RESULTS

Other Filters

Platinum Card® 11003

Current Statement Mar 29, 2011 to Apr 27, 2011

Search Transactions

VIEW BY: CATEGORY MERCHANT PAY IN FULL/PAY OVER TIME

GRAPH ON



Transaction Details Prepared for THELLA F BOWENS Account Number XXXX-XXXXXX-11003

Platinum Card® / March 29, 2011 to April 27, 2011

CLOSE

CANCEL PRINT

YOUR REWARDS

Membership Rewards®

View More

Use Points for Everyday Charges

LEARN MORE

YOUR TAGS

Add Tags to Transactions Click the arrow above to start.

See your full financial picture in one place.
 Money Manager makes it easy to bring all your financial accounts together, even your non-American Express ones.
START NOW
 Exclusively for Charge Cardmembers

1 - 42 of 42 Transactions

Date	Foreign Spend	Description	Amount \$
04/27/2011	W		
04/26/2011	Tu		
04/25/2011	Mo		
04/24/2011	Su		
04/24/2011	Su		
04/23/2011	Se		
04/22/2011	Fr		
04/20/2011	W		
04/19/2011	Tu		
04/19/2011	Tu		
04/18/2011	Mo		
04/18/2011	Mo		
04/17/2011	Sa		
04/16/2011	Fr		
04/14/2011	Tr		
04/13/2011	W		
04/13/2011	W		
04/12/2011	Tu		
04/12/2011	Tu		
04/11/2011	Mon	TAJ PALACE NEW DELHI DE	2,079.27 ✓
04/09/2011			
04/09/2011			
04/07/2011			
04/07/2011			
04/04/2011			
04/03/2011			
04/03/2011			
04/02/2011			
04/02/2011			
04/01/2011			
04/01/2011			
04/01/2011			
03/31/2011			
03/30/2011			
03/30/2011			
03/28/2011			

exchange rate =
 .022629

Day 1 Tuesday 05 April 2011

- 1300 - 1930 Registration
- 1800 - 1830 Welcome Ceremony & Official Opening of Exhibition
- 1830 - 2030 Welcome Reception in the Exhibition Hall

Day 2 Wednesday 06 April 2011

- 0800 Registration
- 0900 - 0945 **Inaugural Ceremony & Welcome Address**
 - V.P. AGRAWAL, Chairman, Airports Authority of India
 - Kiran Kumar GRANDHI, Chairman - Airports, GMR Group
 - Tan Sri Bashir Ahmad ABDUL MAJID, President, ACI Asia-Pacific & Managing Director, Malaysia Airports Holdings Berhad
 - Nasim ZAIDI, Secretary of Civil Aviation, Government of India
- 0945 - 1015 **Keynote Speech: Vyalar RAVI**, Honorable Minister of Civil Aviation, Government of India
- 1015 - 1100 Coffee Break
- 1100 - 1230 **Session 1: Airport Financing Models and Privatization**
 This session will look at models of financing airport expansion and upgrades, economic oversight and performance benchmarking.
Moderator: George BELLEW, CEO, Oman Airports Management Company
 - Yashwant S BHAVE, Chairperson, Airports Economic Regulatory Authority of India
 - Satish C. CHHATWAL, Member (Finance), Airports Authority of India
 - Max MOORE-WILTON, Chairman, Sydney Airport Corporation Ltd.
 - Sidharath KAPUR, CFO, Airports Sector, GMR Group
- 1230 - 1400 Luncheon
- 1400 - 1530 **Session 2: Business Environment of the Future - Changing Rules of Game**
 This session will define in what environment airports need to operate to remain competitive. Who are the customers of the future -- low cost, up market or both? What are the factors to consider? How will this impact the technology on airport design: airport IT, aircraft technology (point-to-point long haul versus hub-and-spoke). Should Asia-Pacific market liberalize? Asia-Pacific has become the largest aviation market in the world but it is also one of the most regulated. When will its market be liberalized and how will these affect airports?
Moderator: Catherine MAYER, Vice President, SITA
 - Tan Sri Bashir Ahmad ABDUL MAJID, President, ACI Asia-Pacific & Managing Director, Malaysia Airports Holdings Berhad
 - P.S. NAIR, CEO-Corporate, Airports Sector, GMR Group
 - Suzanne Amanda CARTER, Vice President, Transportation, Unisys Asia Pacific
 - A.K.SHARAN, Joint Director General, Director General of Civil Aviation, Government of India
 - Peter BUDD, Director, Aviations, ARUP
 - Sudhir RAHEJA, Member (Planning), Airports Authority of India
- 1530 - 1615 Coffee Break
- 1615 - 1730 **6th ACI Asia-Pacific Regional Assembly Meeting & Committee Updates**
Young Executive Awards Presentation

Day 3 Thursday 07 April 2011

0745 - 0915 **ACI Asia-Pacific World Business Partner and Executive Breakfast Meeting**

0915 - 1045 **Session 3: Investing in Human Capital**

This session will look at what capabilities and skills are required for airport employees in the future. How can industry partners work together to ensure sufficient number of aviation professionals to meet the future airport business needs?

Moderator: Victor DE BARRENA, Director of Global Training & HR, Airports Council International

- Kapil KAUL, CEO, South Asia, Centre for Asia-Pacific Aviation
- Xiaomei LI, Vice President, Beijing Capital International Airport Co., Ltd.
- Hervé TOURON, Training Officer, Aviation Safety Training Section, ICAO
- P. M. KUMAR, Business Chairman, Group Corporate Development, GMR Group

Session supporter



1045 - 1130 Coffee Break

1130 - 1300 **Session 4: Security & Facilitation: The Balancing Act**

With some recent incidents revealing new threats to the secure transport of passengers and cargo, it is timely to address this issue. Today's passengers are increasingly demanding efficiency and quality customer service. What can the industry and governments do to ensure a secure operating environment and at the same time not compromise customer service and impede the growth of international tourism and trade?

Moderator: Craig BRADBROOK, Director Security and Facilitation, Airports Council International

- Martin ERAN-TASKER, Technical Director, Association of Asia Pacific Airlines
- YEO Kia Thye, Director, Airport Operations, Changi Airport Group (Singapore) Pte Ltd.
- Gyaneshwar SINGH, GM & Head of Department for Directorate of Security, Airports Authority of India
- Michael BARRETT, Executive Officer, Asia Pacific Travel Retail Association

1300 - 1415 Luncheon

1415 - 1545 **CEO and Leaders' Forum: Aviation chiefs meet to discuss current key issues.**

Moderator: George BELLEW, CEO, Oman Airports Management Company

- V.P. AGRAWAL, Chairman, Airports Authority of India
- James BENNETT, CEO, Abu Dhabi Airports Company
- John D CLARK III, Executive Director & CEO, Indianapolis Airport Authority
- Angela GITTENS, Director General, Airports Council International
- Arvind JADHAV, Chairman and Managing Director, Air India Ltd.
- Yiannis PARASCHIS, CEO, Athens International Airport A.
- I. Prabhakara RAO, CEO, Delhi International Airport (P)

1545 - 1600 Closing Ceremony

1800 - 2300 Gala Dinner & ASQ Awards Ceremony



Day 4 Friday 08 April 2011

1000 - 1700 City / Historical Tour of New Delhi
1400 - 1700 Tour of Indira Gandhi International Airport (Terminal 3)

Day 5 Saturday 09 April 2011

0500 - 2230 Tour to Taj Mahal, Agra City



BRETTON LOBNER

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

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

TRAVELER: Breton Lobner DEPT. NAME & NO. General Counsel 15
 DEPARTURE DATE: 4/12/2011 RETURN DATE: 4/16/2011 REPORT DUE: 5/16/11
 DESTINATION: Philadelphia, PA

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 4/12/11	TUESDAY 4/13/11	WEDNESDAY 4/14/11	THURSDAY 4/15/11	FRIDAY 4/16/11	SATURDAY 4/17/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	631.40								0.00
Conference Fees (provide copy of flyer/registration expenses)	785.00								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.)*			12.00	10.00	15.00		20.00		57.00
Hotel*			236.16	236.16	236.16	236.16			944.64
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*		8.31	16.84			18.70		43.85
	Dinner*		29.04	57.60			9.28		95.92
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ^{1*}									0.00
Miscellaneous:									0.00
Baggage Fees							50.00		50.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,416.40	0.00	285.51	320.60	251.16	236.16	97.98	0.00	1,191.41

Explanation:	Total Expenses Prepaid by Authority	1,416.40
	Total Expenses Pd. by Employee (including cash advances)	1,191.41
	Grand Trip Total	2,607.81
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,416.40
	Due Traveler (positive amount)²	1,191.41
	Due Authority (negative amount)³	1,191.41
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

¹ Give names and business affiliations of any persons whose meals were paid by traveler.
² Prepare Check Request
³ Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ 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.
Travel and Lodging Expense Reimbursement Policy 3.40 Business Expense Reimbursement Policy 3.30

Prepared By: Kendy Rios Ext.: 2424
 Traveler Signature: Breton Lobner Date: 5.6.2011
 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: Breton Lobner 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: 2/22/2011 PLANNED DATE OF DEPARTURE/RETURN: 4/12/2011 / 4/16/2011

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Philadelphia, PA Purpose: 2011 ACI-NA Conference - Spring Legal Affairs - "Spotting Issues and Practical Solutions"
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 440
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
B. LODGING	\$ 900
C. MEALS	\$ 300
D. SEMINAR AND CONFERENCE FEES	\$ 785
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2,425

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: Breton K. Lobner Date: FEB 4 2011

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, Tony R. Lussac, 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 2/22/11 meeting.
 (Leave blank and we will insert the meeting date.)



FOUR SEASONS HOTEL
Philadelphia

Mr. Breton Lobner
3225 North Harbor Dr
San Diego CA 92101
USA

Arrival: 04/12/11
Departure: 04/16/11
Rm #.: 852
Folio #: 378535
Cashier: 142
Page #.: 1 of 1
Grp Code: ACI412

INVOICE

<i>Date</i>	<i>Description</i>	<i>Reference</i>	<i>Debit</i>	<i>Credit</i>
04/12/11	Room Charge		205.00	
04/12/11	State Room Tax		14.35	
04/12/11	Local Room Tax		16.81	
04/13/11	Room Charge		205.00	
04/13/11	State Room Tax		14.35	
04/13/11	Local Room Tax		16.81	
04/14/11	Room Charge		205.00	
04/14/11	State Room Tax		14.35	
04/14/11	Local Room Tax		16.81	
04/15/11	Room Charge		205.00	
04/15/11	State Room Tax		14.35	
04/15/11	Local Room Tax		16.81	
04/16/11	Visa			944.64
		XXXXXXXXXXXXXXXX1444 XX/XX		
Total			944.64	
Balance				0.00

Guest Signature

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, association or company fails to pay for any part or the full amount of these charges. Please leave your room key at the reception upon departure. This folio also serves as a receipt of payment for services rendered.

Thank you for staying at Four Seasons Hotel Philadelphia

From: cgroup@aci-na.org
Sent: Friday, February 04, 2011 5:01 PM
To: Lobner Breton; Rios Kendy
Subject: General Counsel - Confirmation

02/04/2011



Meeting Confirmation Notice

Please review your CONTACT information below as it will be used for rosters and badges. Any changes should be sent to cgroup@aci-na.org immediately.

Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name is permitted.

Mr. Breton K. Lobner
General Counsel
NickName: Bret
San Diego County Regional Airport Authority
3225 N. Harbor Drive San Diego, CA 92101

PH: (619) 400-2424
FX: (619) 400-2428
EM: blobner@san.org

You are registered for the following:

General Counsel
From Wednesday, April 13, 2011 through Saturday, April 16, 2011

Description	UnitPrice	Quantity	Price
Conference Registration	\$ 785.00	1	\$ 785.00
		Total	785.00
		Payments	785.00
		Balance	0.00

Thank you for registering for the 2011 ACI-NA Legal Affairs Spring Conference. The conference will be held April 13-16, 2011. All events will take place at The Four Seasons Hotel, Philadelphia, PA. The Four Seasons Hotel is located at One Logan Square, Philadelphia, PA 19103. For hotel reservations, call The Four Seasons Hotel (215) 963-2712 or and request the Airports Council International group rate of \$205 USD single/double occupancy. The hotel cut-off date is March 25, 2011. Reservations made after this date can only be accepted on a space and rate available basis. The hotel may sell out of rooms or the conference rate before the cut-off date. Make your reservations early.

Registration fees for the conference include the welcome reception, all food functions including breakfast, lunch, and breaks, and all educational materials.



TravelTrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.com

LOBNER/BRETON

DEPT 15

01-Apr-2011 3:09 pm

Page 1 of 2

 US AIR E-TICKET CONFIRMATION *** C8B4DK ***

 PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH
 YOUR CARRIER OR CALL TRAVELTRUST AT 800-792-4662
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 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.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

 12-Apr-2011 11:25am Tuesday	Air US Airways Flight# 150 Class: S From: San Diego CA, USA To: Philadelphia PA, USA Meal: Food For Purchase Seats: Seat:18E Equip: Airbus A321 Jet Status: Confirmed Depart: 12-Apr-2011 Tuesday 11:25am Stops: 0 Arrival: 12-Apr-2011 Tuesday 07:34pm
	Depart - TERMINAL 2 Arrive - TERMINAL B US Airways locator: C8B4DK UA Frequent Flyer# [REDACTED]-LOBNER/BRETON ** MIDDLE SEAT ** AISLE OR WINDOW NOT AVAILABLE WE WILL CONTINUE TO MONITOR FOR A SEAT Flight duration: 5 hour(s) and 09 minutes Class of Service: Coach

 16-Apr-2011 06:00pm Saturday	Air US Airways Flight# 155 Class: N From: Philadelphia PA, USA To: San Diego CA, USA Meal: Food For Purchase Seats: Seat:25E Equip: Airbus A320 Jet Status: Confirmed Depart: 16-Apr-2011 Saturday 06:00pm Stops: 0 Arrival: 16-Apr-2011 Saturday 08:58pm
	Depart - TERMINAL B Arrive - TERMINAL 2 US Airways locator: C8B4DK UA Frequent Flyer# [REDACTED]-LOBNER/BRETON ** MIDDLE SEAT ** AISLE OR WINDOW NOT AVAILABLE WE WILL CONTINUE TO MONITOR FOR A SEAT Flight Duration: 5 hour(s) and 58 minutes Class of Service: N

Other

13-Oct-2011 Thursday	San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS
-------------------------	--

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US
 PLEASE CALL 888-221-6043 AND USE YOUR VIT CODE - SJE72
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
 THANK YOU FOR CHOOSING TRAVELTRUST...CHERYL HARLOFF



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax 760-635-1720
Website: www.traveltrust.com

LOBNER/BRETON

DEPT 15

01-Apr-2011 3:09 pm

Page 2 of 2

Ticket Information

LOBNER BRETON

Ticket#: 7969664320

Invoice#: 5210814

Ticket Base Fare: 567.44

Ticket Tax: 63.96

Total Ticket Amount: 631.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0545119583 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

Lunch \$8.31

4/12

Dinner
Bret's share \$29.04

4/12

Lunch April 12

HMSHOST
CALIFORNIA PIZZA KITCHEN
SAN DIEGO AIRPORT

5909 ANGELICA

3838 APR12'11 10:53AM

EAT IN

1 CAESAR SAL W/CHI	8.99
15 %	
ARPT DISC 15%	1.35-
SUBTOTAL	7.64
TAX	0.67
AMOUNT PAID	8.31
CASH	20.00
CHANGE DUE	11.69

HOW DID WE DO?
JOE NIKNAM
619-231-5100 EXT:157
Joe.Niknam@hmshost.com

Your order number is: 3838

Swann Lounge
Four Seasons Hotel Philadelphia

242 HOWARD N. 2

107/1 CHK 9380
APR12'11 9:24PM

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
1 Pommes Frite	7.00
[REDACTED]	[REDACTED]
1 CHEESESTEAK	21.00
1 COKE	6.00
21.00 %	
(*) 21% SVC CHG	23.94
FOOD	55.00
LIQUOR	14.00
WINE	18.00
BEER	21.00
SODA	6.00
Other.....	23.94
Tax.....	10.18
Total.....	\$ 148.12

**** FOR HOTEL ROOM CHARGE ****

GRATUITY _____

TOTAL _____

ROOM / ACCOUNT # _____

PRINT NAME _____

SIGNATURE _____

\$29.04
7
12
6
+21%

Dinner april 12

4/12
Airport Shuttle \$12.00

Let us take you to the airport: 4/12



Lady Liberty Airport Shuttle
Center City - West Philadelphia
DOOR TO DOOR SERVICE
ladylibertyshuttle.com

DATE April 12
RECEIPT 12

Lady Liberty
TRANSPORTATION CO., INC.
CALL FOR RESERVATIONS
(215) 724-8888
AT THE AIRPORT DIAL 27

Total
7 \$22.00

4/13
Taxi \$10.00

4/13

2.24
10.00

4/13
Bret's share \$ 16.84
Lunch

LUNCH April 13
Zane + Dave

(4/13)

PUBLIC HOUSE at LOGAN SQUARE
2 Logan Square
Philadelphia, PA 19103

Server: Perri 04/13/2011
Table 35/1 12:44 PM
Guests: 3

#40004

Reprint #: 1
Order Type: SEND

PLANNING AN EVENT?
For information on booking one please
call Public House at
215-587-9040 and ask for Shannon.
We would love to help you plan
a great party!!

[Redacted]
Diet Coke (2 @2.00) 4.00
[Redacted]
Grilled Steak Salad 13.00
[Redacted]

Subtotal 52.00
Tax 4.16
Total 56.16
Balance Due 56.16

THANK YOU
PLEASE COME AGAIN
VISIT US AT:
www.publichousephilly.com
SIGN UP FOR SPECIAL EVENTS
& TO BOOK YOUR NEXT PARTY

(4/13)

PUBLIC HOUSE at LOGAN SQUARE
2 Logan Square
Philadelphia, PA 19103

Server: Perri DOB: 04/13/2011
12:49 PM 04/13/2011
Table 35/1 4/40004

VISA 6291468
Card #XXXXXXXXXXXX1444
Magnetic card present: LOBNER BRETON
Approval: 01797D

Amount: \$ 14.04
+ Credit Card Tip: 2.80
= Total: \$ 16.84

x Bret

THANK YOU
PLEASE COME AGAIN
VISIT US AT:
www.publichousephilly.com
SIGN UP FOR SPECIAL EVENTS
& TO BOOK YOUR NEXT PARTY

>Rest Copy-Please Sign<

4/14

Taxi \$15.00

4/14

ACL CITY TAXI
215 467-6666

DRIVER: 00106036
CAB # P0177
DATE: 04/14/2011
START TIME 19:55
END TIME 20:00
TRIP # 35149
RATE No. 1
MILES 1.49
FARE \$ 5.38

GR. TOT. 6.38

TIP: \$ 7.00

TOTAL \$

OPA Complaints
215 593-3440

4/14

PHL TAXI
215 232-2000

DRIVER: 00109028
CAB # P1021
DATE: 04/14/2011
START TIME 21:33
END TIME 21:42
TRIP # 10909
RATE No. 1
MILES 1.53
FARE \$ 7.53

GR. TOT. 7.53

TIP: \$ 8.00

TOTAL \$

4/16
Lunch \$ 18.70

PUBLIC HOUSE at LOGAN SQUARE
2 Logan Square
Philadelphia, PA 19103

Server: Michelle 04/16/2011
Table 42/3 1:51 PM
Guests: 5
#40004
Order Type: SEND

PLANNING AN EVENT?
For information on booking one please
call Public House at
215-587-9040 and ask for Shannon.
We would love to help you plan
a great party!!

Iced Tea 2.00
Caesar Salad 13.00
Add Chicken

Subtotal 15.00
Tax 1.20
Total 16.20
Balance Due 16.20

THANK YOU
PLEASE COME AGAIN
VISIT US AT:
www.publichousephilly.com
SIGN UP FOR SPECIAL EVENTS
& TO BOOK YOUR NEXT PARTY,

16
PUBLIC HOUSE at LOGAN SQUARE
2 Logan Square
Philadelphia, PA 19103

Server: Michelle DOB: 04/16/2011
02:03 PM 04/16/2011
Table 42/3 4/40004
VISA 5242887
Card #XXXXXXXXXXXX1444
Approval: 04247D

SK Amount: \$ 16.20
+ Credit Card Tip: 2.50
= Total: \$ 18.70

x BK

THANK YOU
PLEASE COME AGAIN
VISIT US AT:
www.publichousephilly.com
SIGN UP FOR SPECIAL EVENTS
& TO BOOK YOUR NEXT PARTY

>> Customer Copy <<

4/16

Dinner \$ 9.28

See - missing detailed receipt
Form

4/16

Taxi \$20.00

4116

Villa B 4892

Date: Apr16'11 05:21PM
Card Type: Visa
Acct #: XXXXXXXXXXXX1444
Exp Date: XX/XX
Auth Code: 04286D
Check: 9455
Server: 102083 Flora A

Total 9.28

Total: _____

Signature _____
I agree to pay above total
according to my card issuer
agreement.

*** Guest Copy ***

Denise et Airport

00105365
 21353
 DATE: 04/16/2011
 STAR TIME 14:08
 END TIME 14:23
 TRIP 22919
 RATE 2
 Base 9.28
 Tax 28.50
 Tip 1.00
 Total 29.50
 29.50
 \$20.00
 Comments
 1444



C2WZYH/US 16APR11 BFOEABXC
LOBNER/BRETON

E-TICKET RECEIPT

ARRIVAL

1000A EXCESS BAG EBC US 9957 Y 16APR 1130A FEE FEE

FROM TO
EBC FEE

FP VIXXXXXXXXXXXXX1444/XXXX/06770D /FC BAGGAGE FEE (1B) 01 0025 (2B) 00
0000 (3B) 00 0000 (OW) 00 0000 (OZ) 00 0000(SE) 00 0000 USD TTL 025.00E
ND

FARE USD 25.00 DOCUMENT NUMBER 0372427198606
TAX US 0.00
TAX
TOTAL USD 25.00 NO CASH VALUE

THANK YOU FOR FLYING
US AIRWAYS



A5RM62/US 12APR11 BF147AXD
LOBNER/BRETON

E-TICKET RECEIPT

ARRIVAL

1000A EXCESS BAG EBC US 9957 Y 12APR 1130A FEE FEE

FROM TO
EBC FEE

FP VIXXXXXXXXXXXXX1444/XXXX/07306D /FC BAGGAGE FEE (1B) 01 0025 (2B) 00
0000 (3B) 00 0000 (OW) 00 0000 (OZ) 00 0000(SE) 00 0000 USD TTL 025.00E
ND

FARE USD 25.00 DOCUMENT NUMBER 0372426692582
TAX US 0.00
TAX
TOTAL USD 25.00 NO CASH VALUE

THANK YOU FOR FLYING
US AIRWAYS

*Baggage fees for
4/12 & 4/16
\$50.00*

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 5-May-11

Description of Item/Event: 24th Annual Aviation Issues Conference

Vendor/Event Name: American Association of Airport Executives

Dollar Amount: \$9.28

Reason for Missing Receipt: Detailed receipt missing - lost

The cashier gave me the only receipt
the restaurant printed. They did not give
an itemized receipt at the Airport.

I hereby certify that the original receipt in question was lost or none was issued to me.

Robert G. Fisher
Employee Signature

5-6-11
Date

Arny K
Department Head Signature

Date

BUSINESS EXPENSES

BRETON LOBNER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
BUSINESS EXPENSE REIMBURSEMENT REPORT

March 1, 2011

Period Covered

DATE	G/L Account	Description	AMOUNT
3/16/11	66290	Parking - San Diego County Bar Association / Judicial Reception	\$5.00
3/11/11	66290	Parking - Board Retreat Dinner Dinner	\$15.00
TOTAL			\$20.00

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

APPROVED: By the Executive Committee at its April 25, 2011

NAME

Bruce K. Pohn

NAME

DATE

4-8-11

DATE

PARKING RECEIPT

RECEIPT

Ampco System Parking

Lot 1044
Sixth and A

Setting: Lot 1044
Mach Name: Shelby 2

\$5.00
Cash

EXPIRATION DATE/TIME

**Exp 02:00am
MAR 17, 2011**

Exp 02:00a
MAR17,2011

T#00021425
S/N#200007
470553

Ticket # 00021425
FOLLOW INSTRUCTIONS ON RECEIPT
\$5.00 Cash
5PM to 2AM
Total Due \$5.00
Total Paid \$5.00

Purchased
MAR16,2011
06:12p

Questions 619-233-2000 or
customerserviceSD@abm.com

COMPLETE PARKING MANAGEMENT FOR RESTAURANTS,
HOTELS, PRIVATE PARTIES AND PARK & LOCK, SAN DIEGO, CA

15-

D 002940



LICENSE NO.

THIS CONTRACT LIMITS OUR LIABILITY—READ IT

This is a license to park only, no bailment is created. In accepting this contract, Holder agrees to use Operator's garage or lot at Holder's own risk. The owners and operators of this parking facility hereby specifically disclaim any responsibility, express or implied, to protect against the loss of or damage to your vehicle or its contents. No employee or agent may alter or enlarge our liability hereunder orally or otherwise. Parking in this facility shall constitute an acknowledgment and acceptance of this condition on your right to use our parking facility. Operator's attendant is on duty for collection of fees only. Note hours of operation and rates are posted. Please lock your car and take your keys.

**LOST TICKET PAYS FULL CHARGE
ATTENDANT NOT ALWAYS ON DUTY
NO IN AND OUT PRIVILEGES**

SOUTHLAND PRINTING - SHREVEPORT, LA

132813

March 11, 2011

Friday

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Friday		Notes
7 am		
8 00		
9 00		
10 00		
11 00		
12 pm	Board Retreat 12:30 PM to 1 PM Board Room/Bike Ribs/kendy	
		Lunch 12:30 Board
1 00		
2 00		
3 00		
4 00		
5 00		
6 00		
	Dinner with Board: BICE, Alice Restaurant 4251 Glend Avenue, San Diego, CA 92104	

March 16, 2011

Wednesday

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

16 Wednesday		Notes
7 am		
8 ⁰⁰		
9 ⁰⁰		
10 ⁰⁰		
11 ⁰⁰		
12 pm		
1 ⁰⁰		
2 ⁰⁰		
3 ⁰⁰		
4 ⁰⁰		
5 ⁰⁰		
6 ⁰⁰	5:30-8:30 Judicial Reception 1333 - 7th Ave (between A & Ash)	