

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Board Members

C. April Boling  
Chairman

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

## SPECIAL BOARD and EXECUTIVE/FINANCE COMMITTEE MEETING

### AGENDA

Thursday, December 20, 2018  
9:00 A.M.

San Diego International Airport  
SDCRAA Administration Building -- Third Floor  
Board Room  
3225 N. Harbor Drive  
San Diego, CA 92101

## Ex-Officio Board Members

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

## President / CEO

Kimberly J. Becker

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. **Please note that agenda items may be taken out of order.** If comments are made to the Board without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Board Services and are available for public inspection.

**NOTE:** Pursuant to Authority Code Section 2.15, all Lobbyists shall register as an Authority Lobbyist with the Authority Clerk within ten (10) days of qualifying as a lobbyist. A qualifying lobbyist is any individual who receives \$100 or more in any calendar month to lobby any Board Member or employee of the Authority for the purpose of influencing any action of the Authority. To obtain Lobbyist Registration Statement Forms, contact the Board Services/Authority Clerk Department.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. **PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.**

*The Authority has identified a local company to provide oral interpreter and translation services for public meetings. If you require oral interpreter or translation services, please telephone the Board Services /Authority Clerk Department with your request at (619) 400-2400 at least three (3) working days prior to the meeting.*

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

***Executive Committee***

Committee Members: Boling (Chairman), Robinson, Schumacher

***Finance Committee***

Committee Members: Cox (Chairman), Lloyd, Schiavoni, West

**NON-AGENDA PUBLIC COMMENT**

Non-Agenda Public Comment is reserved for members of the public wishing to address the Committee on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Committee. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

**Note:** Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board.

**NEW BUSINESS:**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the November 26, 2018 regular meeting.

**FINANCE COMMITTEE NEW BUSINESS:**

**2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2018:**

Presented by: Kathy Kiefer, Senior Director, Finance and Asset Management

**3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF NOVEMBER 30, 2018:**

Presented by: Geoff Bryant, Manager, Airport Finance

**EXECUTIVE COMMITTEE NEW BUSINESS:**

**4. PRE-APPROVAL OF TRAVEL REQUESTS AND APPROVAL OF BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REQUESTS FOR BOARD MEMBERS, THE PRESIDENT/CEO, THE CHIEF AUDITOR AND GENERAL COUNSEL:**

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

Presented by Tony R. Russell, Director, Board Services/Authority Clerk

**REVIEW OF FUTURE AGENDAS:**

5. **REVIEW OF THE DRAFT AGENDA FOR THE JANUARY 3, 2019 BOARD MEETING:**  
Presented by: Kimberly J. Becker, President/CEO
6. **REVIEW OF THE DRAFT AGENDA FOR THE JANUARY 3, 2019 AIRPORT LAND USE COMMISSION MEETING:**  
Presented by: Kimberly J. Becker, President/CEO

**WORKSHOP:**

7. **REVIEW PROPOSED AMENDMENTS TO AUTHORITY POLICIES 3.30 AND 3.40 BUSINESS AND TRAVEL REIMBURSEMENT:**  
RECOMMENDATION: Review proposed amendments, provide possible direction to staff, and forward to the Board with a recommendation for approval.  
Presented by Matt Harris, Senior Director, Strategy & Policy
8. **REVIEW PROPOSED AMENDMENTS TO AUTHORITY CODES AND POLICIES:**  
RECOMMENDATION: Review proposed amendments, provide possible direction to staff, and forward to the Board with a recommendation for approval.  
Presented by Tony R. Russell, Director, Board Services/Authority Clerk

**CLOSED SESSION:**

9. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of potential cases: 1
10. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**  
Property: Airline Operating and Lease Agreement - San Diego International Airport  
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer,  
Amy Gonzalez  
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines  
Under Negotiation: price and terms of payment

**REPORT ON CLOSED SESSION:**

**COMMITTEE MEMBER COMMENTS:**

**ADJOURNMENT:**

**Policy for Public Participation in Board, Airport Land Use Commission (ALUC), and Committee Meetings (Public Comment)**

- 1) Persons wishing to address the Board, ALUC, and Committees shall complete a "Request to Speak" form prior to the announcement of that portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment period at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Board, ALUC, or Committee on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board. A second Public Comment period is reserved for general public comment later in the meeting for those who were not heard during the first Public Comment period.
- 3) Persons wishing to speak on a specific item listed on the agenda will be afforded an opportunity to speak during the presentation of that individual item. Persons wishing to speak on a specific item should reserve their comments until the item is taken up by the Board, ALUC or Committee. Public comment on a specific item is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Board, ALUC or Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
- 6) After a public hearing or the Public Comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

**Additional Meeting Information**

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

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

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

**You may also reach the SDCRAA Administration Building by using public transit via the San Diego MTS system, Route 992. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.**

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES**  
**MONDAY, NOVEMBER 26, 2018**  
**BOARD ROOM**

**CALL TO ORDER:** Vice Chair Robinson called the Executive and Finance Committee and Special Board meeting to order at 9:02 a.m., on Monday, November 26, 2018, in the Board Room of the San Diego International Airport, Administration Building, 3225 N Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Vice Chair Robinson led the Pledge of Allegiance.

**ROLL CALL:**

***Executive Committee***

Present:                      Committee Members:              Robinson, Schumacher

Absent:                      Committee Members:              Boling (Chairman)

***Finance Committee***

Present:                      Committee Members:              Cox, Lloyd, Schiavoni, West

Absent:                      Committee Members:              None

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

**NON-AGENDA PUBLIC COMMENT:**

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

**NEW BUSINESS:**

**1.      APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the October 22, 2018 regular meeting.

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

**FINANCE COMMITTEE NEW BUSINESS:**

**2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE FOUR MONTHS ENDED OCTOBER 31, 2018:**

Kathy Kiefer, Senior Director, Finance and Asset Management, provided a presentation on the Unaudited Financial Statements which included Enplanements, Gross Landing Weight Units, Operating Revenue, Operating Expenses, Net Operating Income, Nonoperating Revenues & Expenses, and Statements of Net Position.

In response to Board Member Schiavoni regarding Parking Revenue trends, Kimberly Becker, President/CEO, stated that several parking lot closures are expected as projects progress and that staff will be focusing on parking management and pricing to mitigate impact.

**3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF OCTOBER 31, 2018:**

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

**EXECUTIVE COMMITTEE NEW BUSINESS:**

**4. PRE-APPROVAL OF TRAVEL REQUESTS AND APPROVAL OF BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REQUESTS FOR BOARD MEMBERS, THE PRESIDENT/CEO, THE CHIEF AUDITOR AND GENERAL COUNSEL:**

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

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

**5. REVIEW OF THE PROPOSED 2019 MASTER CALENDAR OF BOARD AND COMMITTEE MEETINGS:**

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

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

**REVIEW OF FUTURE AGENDAS:**

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

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

- 7. REVIEW OF THE DRAFT AGENDA FOR THE DECEMBER 6, 2018 AIRPORT LAND USE COMMISSION MEETING:**  
Kimberly J. Becker, President/CEO, provided an overview of the draft agenda for the December 6, 2018, ALUC meeting.

**WORKSHOP:**

- 8. REVIEW PROPOSED AMENDMENTS TO AUTHORITY CODES AND POLICIES:**  
Tony R. Russell, Director, Board Services/Authority Clerk, provided a presentation with a summary of the amendments to Authority's Codes and Policies; Regina Brown, Manager, Small Business Development provided a presentation on the proposed amendments to Authority Policy 5.12 and repeal of Authority Policies 5.13 and 5.14.

In response to Board Member West's inquiry regarding whether Authority Policy 5.12 outlined a hierarchy to provide a higher priority for those most disadvantaged among veteran owned small businesses, Ms. Brown stated that there was not an established ranking but staff strongly promotes the program to the most disadvantaged during outreach events.

Board Member West offered to provide insight to staff on a hierarchy system for veteran businesses and encouraged staff to promote the program to the public.

In response to Board Member Schiavoni's inquiry regarding whether staff has examined how the external stakeholders hierarchy systems are outlined in their policies, Rita Ohaya, Program Manager, Small Business Development, stated that the stakeholders that were compared, as well as the Authority, rely on the U.S. Department of Veteran Affairs and Department of General Services to certify veteran-owned businesses; and that staff would need to understand those agencies' hierarchy system before establishing one for the Authority, which was not researched.

**RECOMMENDATION:** Review proposed amendments and provide direction to staff.

**ACTION:** Moved by Board Member Schumacher and seconded by Board Member Robinson to forward the Authority Codes and Policies amendments to the Board with a recommendation for approval. Motion carried unanimously noting Chairman Boling as ABSENT.

**ACTION:** Moved by Board Member Schumacher and seconded by Board Member Robinson to forward the amendments to Authority Policy 5.12 to the Board with a recommendation for approval. Motion carried unanimously noting Chairman Boling as ABSENT.

**COMMITTEE MEMBER COMMENTS:**

**ADJOURNMENT:** The meeting adjourned at 9:56 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY EXECUTIVE COMMITTEE THIS 20<sup>th</sup> DAY OF DECEMBER, 2018.

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Statements of Net Position**  
**as of November 30, 2018**  
**(Unaudited)**

**ASSETS**

	November	
	2018	2017
<b>Current assets:</b>		
Cash and investments <sup>(1)</sup>	\$ 91,098,677	\$ 73,745,514
Tenant lease receivable, net of allowance of 2018: (\$206,648) and 2017: (\$216,392)	10,225,644	9,141,637
Grants receivable	5,344,783	7,138,768
Notes receivable-current portion	1,903,323	1,801,694
Prepaid expenses and other current assets	13,426,552	12,634,647
<b>Total current assets</b>	<b>121,998,979</b>	<b>104,462,260</b>
<b>Cash designated for capital projects and other <sup>(1)</sup></b>	<b>42,143,685</b>	<b>28,472,353</b>
<b>Restricted assets:</b>		
Cash and investments:		
Bonds reserve <sup>(1)</sup>	62,346,161	60,779,648
Passenger facility charges and interest unapplied <sup>(1)</sup>	83,150,657	79,162,284
Customer facility charges and interest unapplied <sup>(1)</sup>	47,836,266	40,427,365
SBD Bond Guarantee <sup>(1)</sup>	4,000,000	4,000,000
Bond proceeds held by trustee <sup>(1)</sup>	263,005,120	411,020,209
Passenger facility charges receivable	5,538,856	4,972,275
Customer facility charges receivable	3,803,661	3,508,457
OCIP insurance reserve	5,537,667	5,018,885
<b>Total restricted assets</b>	<b>475,218,388</b>	<b>608,889,123</b>
<b>Noncurrent assets:</b>		
<b>Capital assets:</b>		
Land and land improvements	135,086,591	111,041,142
Runways, roads and parking lots	647,568,731	627,633,579
Buildings and structures	1,681,178,097	1,424,444,333
Machinery and equipment	58,406,451	49,783,757
Vehicles	18,066,556	15,912,047
Office furniture and equipment	37,385,336	33,890,388
Works of art	12,411,889	10,065,769
Construction-in-progress	157,745,690	264,192,521
	<b>2,747,849,341</b>	<b>2,536,963,536</b>
Less accumulated depreciation	(1,039,369,996)	(934,044,786)
<b>Total capital assets, net</b>	<b>1,708,479,345</b>	<b>1,602,918,750</b>
<b>Other assets:</b>		
Notes receivable - long-term portion	30,562,903	32,508,148
Investments-long-term portion <sup>(1)</sup>	165,859,090	170,413,361
Net OPEB Asset	97,418	-
Security deposit	130,611	349,943
<b>Total other assets</b>	<b>196,650,022</b>	<b>203,271,452</b>
<b>Deferred outflows of resources:</b>		
Deferred pension outflows	21,992,133	21,007,093
Deferred OPEB outflows	1,320,207	-
Deferred POB outflows	505,326	-
<b>Total assets and deferred outflows of resources</b>	<b>\$ 2,568,308,084</b>	<b>\$ 2,569,021,031</b>

<sup>(1)</sup> Total cash and investments, \$759,673,402 for 2018 and \$868,224,122 for 2017

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Statements of Net Position**  
**as of November 30, 2018**  
**(Unaudited)**

**LIABILITIES AND NET POSITION**

	November	
	2018	2017
<b>Current liabilities:</b>		
Accounts payable and accrued liabilities	\$ 58,153,072	\$ 57,847,351
Deposits and other current liabilities	6,735,849	8,868,686
<b>Total current liabilities</b>	<b>64,888,921</b>	<b>66,716,037</b>
<b>Current liabilities - payable from restricted assets:</b>		
Current portion of long-term debt	22,725,000	17,070,000
Accrued interest on bonds and variable debt	27,115,061	31,808,119
<b>Total liabilities payable from restricted assets</b>	<b>49,840,061</b>	<b>48,878,119</b>
<b>Long-term liabilities:</b>		
Variable debt	20,163,001	26,448,001
Other long-term liabilities	8,996,530	7,900,553
Long term debt - bonds net of amortized premium	1,567,773,996	1,596,275,708
Net pension liability	18,743,453	18,111,482
<b>Total long-term liabilities</b>	<b>1,615,676,980</b>	<b>1,648,735,744</b>
<b>Total liabilities</b>	<b>1,730,405,962</b>	<b>1,764,329,900</b>
<b>Deferred inflows of resources:</b>		
Deferred pension inflows	3,506,867	1,815,440
Deferred OPEB inflows	541,669	-
Deferred POB inflows	178,971	-
<b>Total liabilities and deferred inflows of resources</b>	<b>\$ 1,734,633,469</b>	<b>\$ 1,766,145,340</b>
<b>Net Position:</b>		
Invested in capital assets, net of related debt	353,778,369	366,794,015
Other restricted	208,992,758	195,250,527
Unrestricted:		
Designated	42,143,685	28,472,353
Undesignated	228,759,803	212,358,796
<b>Total Net Position</b>	<b>\$ 833,674,615</b>	<b>\$ 802,875,691</b>

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the Month Ended November 30, 2018**  
**(Unaudited)**

	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Operating revenues:</b>					
Aviation revenue:					
Landing fees	\$ 2,199,624	\$ 2,294,613	\$ 94,989	4%	\$ 2,343,095
Aircraft parking Fees	268,594	288,858	20,264	8%	266,713
Building rentals	5,732,388	5,714,223	(18,165)	-	4,934,452
Security surcharge	2,916,307	2,913,529	(2,778)	-	2,735,829
CUPPS Support Charges	114,720	115,080	360	-	116,780
Other aviation revenue	15,619	14,554	(1,065)	(7)%	16,540
Terminal rent non-airline	178,895	185,709	6,814	4%	171,645
Terminal concessions	2,194,816	2,235,157	40,341	2%	2,358,315
Rental car license fees	2,172,086	2,521,871	349,785	16%	1,896,279
Rental car center cost recovery	159,412	201,704	42,292	27%	139,453
License fees other	457,568	509,552	51,984	11%	449,575
Parking revenue	3,527,194	3,924,645	397,451	11%	3,415,340
Ground transportation permits and citations	1,219,186	1,474,109	254,923	21%	887,674
Ground rentals	1,664,798	1,730,610	65,812	4%	1,703,357
Grant reimbursements	24,000	24,000	-	-	24,000
Other operating revenue	63,761	116,367	52,606	83%	67,762
<b>Total operating revenues</b>	<b>22,908,968</b>	<b>24,264,581</b>	<b>1,355,612</b>	<b>6%</b>	<b>21,526,809</b>
<b>Operating expenses:</b>					
Salaries and benefits	3,782,779	3,782,896	(117)	-	3,318,459
Contractual services	4,292,779	4,264,546	28,233	1%	3,812,126
Safety and security	2,649,434	2,367,186	282,248	11%	2,484,024
Space rental	848,563	848,055	508	0%	848,055
Utilities	1,065,069	954,899	110,170	10%	1,138,707
Maintenance	967,506	1,067,064	(99,558)	(10)%	1,075,429
Equipment and systems	54,622	30,080	24,542	45%	15,145
Materials and supplies	35,144	31,956	3,188	9%	36,176
Insurance	94,646	91,172	3,474	4%	87,156
Employee development and support	74,305	80,936	(6,631)	(9)%	99,658
Business development	100,274	173,830	(73,556)	(73)%	286,454
Equipment rentals and repairs	327,570	300,781	26,789	8%	236,506
<b>Total operating expenses</b>	<b>14,292,691</b>	<b>13,993,401</b>	<b>299,290</b>	<b>2%</b>	<b>13,437,895</b>
<b>Income from operations</b>	<b>8,616,277</b>	<b>10,271,180</b>	<b>1,654,903</b>	<b>19%</b>	<b>8,088,914</b>
Depreciation	9,389,775	9,389,775	-	-	8,124,099
<b>Operating income (loss)</b>	<b>(773,498)</b>	<b>881,405</b>	<b>1,654,903</b>	<b>214%</b>	<b>(35,185)</b>
<b>Nonoperating revenue (expenses):</b>					
Passenger facility charges	3,200,820	3,576,203	375,383	12%	2,647,139
Customer facility charges (Rental Car Center)	3,137,969	3,194,703	56,734	-	2,958,036
Quieter Home Program	(273,819)	(62,188)	211,631	77%	(118,409)
Interest income	1,176,605	1,258,035	81,430	7%	793,355
BAB interest rebate	385,935	388,849	2,914	1%	387,600
Interest expense	(6,605,565)	(6,731,115)	(125,550)	2%	(6,176,058)
Bond amortization costs	473,204	473,204	-	-	486,732
Other nonoperating income (expenses)	-	601,235	601,235	-	(809,625)
<b>Nonoperating revenue, net</b>	<b>1,495,149</b>	<b>2,698,926</b>	<b>1,203,777</b>	<b>81%</b>	<b>168,770</b>
<b>Change in net position before capital grant contributions</b>	<b>721,651</b>	<b>3,580,331</b>	<b>2,858,680</b>	<b>396%</b>	<b>133,585</b>
Capital grant contributions	1,246,278	1,198,276	(48,002)	(4)%	765,516
<b>Change in net position</b>	<b>\$ 1,967,929</b>	<b>\$ 4,778,607</b>	<b>\$ 2,810,678</b>	<b>143%</b>	<b>\$ 899,101</b>

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the Five Months Ended November 30, 2018 and 2017**  
(Unaudited)

	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
<b>Operating revenues:</b>					
Aviation revenue:					
Landing fees	\$ 11,665,586	\$ 11,882,703	\$ 217,117	2%	\$ 12,172,731
Aircraft parking fees	1,342,970	1,449,357	106,387	8%	1,333,567
Building rentals	28,904,214	29,186,680	282,466	1%	24,863,751
Security surcharge	14,598,122	14,595,348	(2,774)	-	13,730,360
CUPPS Support Charges	574,640	575,012	372	-	585,756
Other aviation revenue	80,113	80,766	653	1%	81,048
Terminal rent non-airline	908,139	912,415	4,276	-	784,194
Terminal concessions	11,584,102	12,228,162	644,060	6%	11,659,653
Rental car license fees	12,821,621	14,271,381	1,449,760	11%	12,732,995
Rental car center cost recovery	797,061	851,984	54,923	7%	697,265
License fees other	2,433,430	2,687,416	253,986	10%	2,323,687
Parking revenue	20,217,010	20,253,744	36,734	-	18,052,819
Ground transportation permits and citations	5,983,207	6,735,760	752,553	13%	3,960,892
Ground rentals	8,323,990	8,765,767	441,777	5%	8,468,808
Grant reimbursements	178,650	212,563	33,913	19%	205,832
Other operating revenue	321,130	742,733	421,603	131%	553,505
<b>Total operating revenues</b>	<b>120,733,985</b>	<b>125,431,791</b>	<b>4,697,806</b>	<b>4%</b>	<b>112,206,863</b>
<b>Operating expenses:</b>					
Salaries and benefits	19,547,402	18,593,341	954,060	5%	16,905,326
Contractual services	20,665,257	20,628,934	36,323	-	18,491,866
Safety and security	13,393,386	12,669,076	724,310	5%	12,108,054
Space rental	4,246,313	4,245,867	446	-	4,246,275
Utilities	6,043,978	6,219,371	(175,393)	(3)%	5,373,191
Maintenance	5,184,553	5,350,623	(166,070)	(3)%	4,695,143
Equipment and systems	141,557	126,752	14,805	10%	145,727
Materials and supplies	204,194	238,515	(34,321)	(17)%	241,554
Insurance	585,048	561,032	24,015	4%	486,625
Employee development and support	399,304	396,413	2,892	1%	473,724
Business development	1,509,037	1,524,972	(15,934)	(1)%	1,077,957
Equipment rentals and repairs	1,442,009	1,383,493	58,515	4%	1,245,785
<b>Total operating expenses</b>	<b>73,362,038</b>	<b>71,938,389</b>	<b>1,423,648</b>	<b>2%</b>	<b>65,491,226</b>
<b>Income from operations</b>	<b>47,371,947</b>	<b>53,493,402</b>	<b>6,121,455</b>	<b>13%</b>	<b>46,715,637</b>
Depreciation	46,398,065	46,398,065	-	-	39,835,540
<b>Operating income (loss)</b>	<b>973,882</b>	<b>7,095,337</b>	<b>6,121,455</b>	<b>629%</b>	<b>6,880,096</b>
<b>Nonoperating revenue (expenses):</b>					
Passenger facility charges	18,496,366	19,441,484	945,118	5%	18,128,929
Customer facility charges (Rental Car Center)	17,595,719	17,791,358	195,639	1%	17,397,762
Quieter Home Program	(1,252,582)	(1,170,781)	81,801	7%	(568,766)
Interest income	5,974,227	6,510,727	536,500	9%	4,377,695
BAB interest rebate	1,929,675	1,944,246	14,571	1%	1,938,001
Interest expense	(33,029,353)	(33,432,607)	(403,254)	1%	(31,290,492)
Bond amortization costs	2,391,699	2,391,699	-	-	2,305,480
Other nonoperating income (expenses)	-	34,794	34,794	-	(1,464,711)
<b>Nonoperating revenue, net</b>	<b>12,105,751</b>	<b>13,510,920</b>	<b>1,405,169</b>	<b>12%</b>	<b>10,823,898</b>
<b>Change in net position before capital grant contributions</b>	<b>13,079,633</b>	<b>20,606,257</b>	<b>7,526,624</b>	<b>58%</b>	<b>17,703,994</b>
Capital grant contributions	4,180,138	3,143,653	(1,036,485)	(25)%	1,998,663
<b>Change in net position</b>	<b>\$ 17,259,771</b>	<b>23,749,910</b>	<b>\$ 6,490,139</b>	<b>38%</b>	<b>\$ 19,702,657</b>



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	Month to Date				Year to Date				
	Budget		Variance		Budget		Variance		
	Actual	(Unfavorable)	Percent	Prior Year Actual	Actual	(Unfavorable)	Percent	Prior Year Actual	
<b>Landing Fees</b>									
41112 - Landing Fees - Signatory	\$2,217,246	\$2,311,405	\$94,159	4	\$2,366,961	\$11,762,715	\$11,978,348	2	\$12,218,951
41113 - Landing Fee Rebate	(17,622)	(16,793)	829	5	(23,866)	(97,129)	(95,645)	2	(46,220)
<b>Total Landing Fees</b>	<b>2,199,624</b>	<b>2,294,613</b>	<b>94,988</b>	<b>4</b>	<b>2,343,095</b>	<b>11,665,586</b>	<b>11,882,703</b>	<b>2</b>	<b>12,172,731</b>
<b>Aircraft Parking Fees</b>									
41150 - Terminal Aircraft Parking	228,051	238,180	10,129	4	226,455	1,140,257	1,190,901	4	1,122,210
41155 - Remote Aircraft Parking	40,542	50,678	10,135	25	40,259	202,712	258,457	27	211,358
<b>Total Aircraft Parking Fees</b>	<b>268,594</b>	<b>288,858</b>	<b>20,264</b>	<b>8</b>	<b>266,713</b>	<b>1,342,970</b>	<b>1,449,357</b>	<b>8</b>	<b>1,333,567</b>
<b>Building and Other Rents</b>									
41210 - Terminal Rent	5,489,283	5,440,618	(48,665)	(1)	4,860,043	27,622,809	27,762,171	1	24,451,956
41215 - Federal Inspection Services	243,105	273,605	30,500	13	74,409	1,281,405	1,424,509	11	411,795
<b>Total Building and Other Rents</b>	<b>5,732,388</b>	<b>5,714,223</b>	<b>(18,165)</b>	<b>0</b>	<b>4,934,452</b>	<b>28,904,214</b>	<b>29,186,680</b>	<b>1</b>	<b>24,863,751</b>
<b>Security Surcharge</b>									
41310 - Airside Security Charges	684,973	685,044	72	0	661,455	3,431,680	3,431,747	0	3,317,709
41320 - Terminal Security Charge	2,231,335	2,228,485	(2,850)	0	2,074,374	11,166,442	11,163,601	0	10,412,651
<b>Total Security Surcharge</b>	<b>2,916,307</b>	<b>2,913,529</b>	<b>(2,778)</b>	<b>0</b>	<b>2,735,829</b>	<b>14,598,122</b>	<b>14,595,348</b>	<b>0</b>	<b>13,730,360</b>
<b>CUPPS Support Charges</b>									
41400 - CUPPS Support Charges	114,720	115,080	360	0	116,780	574,640	575,012	0	585,756
<b>Total CUPPS Support Charges</b>	<b>114,720</b>	<b>115,080</b>	<b>360</b>	<b>0</b>	<b>116,780</b>	<b>574,640</b>	<b>575,012</b>	<b>0</b>	<b>585,756</b>
<b>Other Aviation Revenue</b>									
43100 - Fuel Franchise Fees	15,619	14,554	(1,065)	(7)	16,540	80,113	80,766	1	81,048
<b>Total Other Aviation Revenue</b>	<b>15,619</b>	<b>14,554</b>	<b>(1,065)</b>	<b>(7)</b>	<b>16,540</b>	<b>80,113</b>	<b>80,766</b>	<b>1</b>	<b>81,048</b>
<b>Non-Airline Terminal Rents</b>									
45010 - Terminal Rent - Non-Airline	178,895	185,709	6,814	4	171,645	908,139	912,415	0	784,194
<b>Total Non-Airline Terminal Rents</b>	<b>178,895</b>	<b>185,709</b>	<b>6,814</b>	<b>4</b>	<b>171,645</b>	<b>908,139</b>	<b>912,415</b>	<b>0</b>	<b>784,194</b>

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	Budget	Actual	Variance	Prior Year Actual	Budget	Actual	Variance	Prior Year Actual
			Favorable (Unfavorable)				Favorable (Unfavorable)	
<b>Concession Revenue</b>								
45111 - Term Concessions-Food & Bev	\$977,500	\$1,050,669	\$73,169	\$1,025,236	\$5,123,669	\$5,625,666	\$501,997	\$5,009,779
45112 - Terminal Concessions - Retail	612,145	622,716	10,571	641,266	3,348,668	3,446,320	97,652	3,269,992
45113 - Term Concessions - Other	208,570	166,222	(42,349)	291,740	1,099,076	1,132,866	33,789	1,444,148
45114 - Term Concessions Space Rents	76,795	78,832	2,037	77,987	383,823	394,162	10,339	390,068
45115 - Term Concessions Cost Recovery	132,986	125,141	(7,845)	135,448	677,759	641,072	(36,687)	617,986
45116 - Rec Distr Center Cost Recovery	132,895	132,981	86	128,230	663,068	668,564	5,496	640,231
45117 - Concessions Marketing Program	53,955	58,596	4,641	58,408	288,038	319,511	31,472	287,450
45120 - Rental car license fees	2,172,086	2,521,871	349,785	1,896,279	12,821,621	14,271,381	1,449,759	12,732,995
45121 - Rental Car Center Cost Recover	159,412	201,704	42,292	139,453	797,061	851,984	54,923	697,265
45130 - License Fees - Other	457,568	509,552	51,984	449,575	2,433,430	2,687,416	253,986	2,323,687
<b>Total Concession Revenue</b>	<b>4,983,882</b>	<b>5,468,285</b>	<b>484,403</b>	<b>4,843,622</b>	<b>27,636,214</b>	<b>30,038,942</b>	<b>2,402,729</b>	<b>27,413,601</b>
<b>Parking and Ground Transportat</b>								
45210 - Parking	3,527,194	3,924,645	397,450	3,415,340	20,217,010	20,253,744	36,734	18,052,819
45220 - AVI fees	1,149,896	1,454,983	305,088	811,909	5,842,130	6,593,490	751,360	3,787,032
45240 - Ground Transportation Pe	51,000	836	(50,164)	57,475	51,000	19,630	(31,370)	73,355
45250 - Citations	18,290	18,290	0	18,290	90,077	122,640	32,563	100,505
<b>Total Parking and Ground Transportat</b>	<b>4,746,380</b>	<b>5,398,754</b>	<b>652,374</b>	<b>4,303,013</b>	<b>26,200,217</b>	<b>26,989,504</b>	<b>789,286</b>	<b>22,013,711</b>
<b>Ground Rentals</b>								
45310 - Ground Rental Fixed - N	1,664,798	1,730,611	65,813	1,703,357	8,323,990	8,765,767	441,776	8,468,808
<b>Total Ground Rentals</b>	<b>1,664,798</b>	<b>1,730,611</b>	<b>65,813</b>	<b>1,703,357</b>	<b>8,323,990</b>	<b>8,765,767</b>	<b>441,776</b>	<b>8,468,808</b>
<b>Grant Reimbursements</b>								
45410 - TSA Reimbursements	24,000	24,000	0	24,000	122,400	122,400	0	122,400
45420 - Planning Grants	0	0	0	0	56,250	90,163	33,913	83,432
<b>Total Grant Reimbursements</b>	<b>24,000</b>	<b>24,000</b>	<b>0</b>	<b>24,000</b>	<b>178,650</b>	<b>212,563</b>	<b>33,913</b>	<b>205,832</b>

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	Budget	Actual	Variance		Budget	Actual	Variance						
			Favorable (Unfavorable)	Percent			Favorable (Unfavorable)	Percent					
<b>Other Operating Revenue</b>													
45510 - Finger Printing Fee	\$18,926	\$18,048	\$(878)	(5)	\$21,263	\$119,033	\$24,404	26	\$112,184				
45520 - Utilities Reimbursements	17,120	17,117	(3)	0	16,613	85,587	(15)	0	83,065				
45530 - Miscellaneous Other Reve	4,274	20,908	16,635	389	1,075	191,031	169,662	794	214,013				
45535 - Innovation Lab Revenue	0	500	500	0	0	500	500	0	0				
45540 - Service Charges	7,314	24,082	16,768	229	8,486	197,227	160,657	439	55,569				
45550 - Telecom Services	0	14,853	14,853	0	0	44,175	44,175	0	0				
45570 - FBO Landing Fees	16,128	20,858	4,730	29	20,325	102,860	22,219	28	86,354				
45580 - Equipment Rental	0	0	0	0	0	2,320	0	0	2,320				
<b>Total Other Operating Revenue</b>	<b>63,762</b>	<b>116,366</b>	<b>52,604</b>	<b>83</b>	<b>67,762</b>	<b>742,733</b>	<b>421,603</b>	<b>131</b>	<b>553,505</b>				
<b>Total Operating Revenue</b>	<b>22,908,970</b>	<b>24,264,581</b>	<b>1,355,611</b>	<b>6</b>	<b>21,526,808</b>	<b>125,431,789</b>	<b>4,697,804</b>	<b>4</b>	<b>112,206,865</b>				
<b>Personnel Expenses</b>													
<b>Salaries</b>													
51110 - Salaries & Wages	2,838,518	2,294,408	544,110	19	2,197,484	11,952,161	2,775,412	19	11,513,800				
51210 - Paid Time Off	29,167	306,727	(277,560)	(952)	317,021	1,483,423	(1,337,589)	(917)	1,459,175				
51220 - Holiday Pay	0	112,113	(112,113)	0	113,596	224,902	(224,902)	0	224,585				
51240 - Other Leave With Pay	0	6,307	(6,307)	0	15,986	53,408	(53,408)	0	62,719				
51250 - Special Pay	0	102,326	(102,326)	0	9,329	208,726	(208,726)	0	135,963				
<b>Total Salaries</b>	<b>2,867,685</b>	<b>2,821,881</b>	<b>45,804</b>	<b>2</b>	<b>2,653,417</b>	<b>13,922,619</b>	<b>950,787</b>	<b>6</b>	<b>13,396,242</b>				
52110 - Overtime	44,044	58,001	(13,957)	(32)	51,024	328,807	(102,317)	(45)	256,843				

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	Variance		Variance		Variance		Variance			
	Actual	(Unfavorable)	Percent	Prior Year Actual	Budget	Actual	(Unfavorable)	Percent		
<b>Benefits</b>										
54110 - FICA Tax	\$220,432	\$189,070	\$31,361	14	\$179,502	\$1,140,709	\$1,003,458	\$137,251	12	\$959,564
54120 - Unemployment Insurance-S	0	3,170	(3,170)	0	0	0	10,526	(10,526)	0	15,149
54130 - Workers Compensation Ins	22,406	14,356	8,051	36	14,457	114,094	77,489	36,606	32	74,601
54135 - Workers Comp Incident Expense	0	3,120	(3,120)	0	5,877	0	(27,491)	27,491	0	46,275
54210 - Medical Insurance	345,538	319,465	26,072	8	297,637	1,726,168	1,592,431	133,737	8	1,499,322
54220 - Dental Insurance	27,067	25,117	1,950	7	25,121	135,221	125,614	9,606	7	127,040
54230 - Vision Insurance	3,471	3,240	231	7	3,152	17,339	16,104	1,235	7	15,916
54240 - Life Insurance	9,967	8,899	1,067	11	8,404	49,673	44,273	5,399	11	42,359
54250 - Short Term Disability	10,689	10,597	92	1	10,039	53,245	52,444	800	2	50,425
54310 - Retirement	746,424	722,283	24,140	3	436,063	3,875,600	3,725,717	149,883	4	2,234,603
54315 - Retiree Health Benefits	52,350	12,700	39,650	76	177,867	261,651	62,100	199,551	76	890,083
54410 - Taxable Benefits	0	0	0	0	0	0	810	(810)	0	(9,386)
54430 - Accrued Vacation	0	(18,336)	18,336	0	(61,755)	0	(82,683)	82,683	0	(162,861)
54440 - Relocation	0	16,220	(16,220)	0	0	0	17,355	(17,355)	0	10,763
<b>Total Benefits</b>	<b>1,438,343</b>	<b>1,309,902</b>	<b>128,440</b>	<b>9</b>	<b>1,096,366</b>	<b>7,373,700</b>	<b>6,618,149</b>	<b>755,551</b>	<b>10</b>	<b>5,793,853</b>
<b>Cap Labor/Burden/OH Recharge</b>										
54510 - Capitalized Labor Recha	(518,817)	(93,167)	(425,650)	(82)	(115,737)	(2,686,925)	(577,974)	(2,108,951)	(78)	(586,182)
54515 - Capitalized Burden Rech	0	(41,283)	41,283	0	(49,942)	0	(253,285)	253,285	0	(242,976)
54599 - OH Contra	0	(218,859)	218,859	0	(269,037)	0	(1,163,440)	1,163,440	0	(1,515,831)
<b>Total Cap Labor/Burden/OH Recharge</b>	<b>(518,817)</b>	<b>(353,310)</b>	<b>(165,507)</b>	<b>(32)</b>	<b>(434,716)</b>	<b>(2,686,925)</b>	<b>(1,994,698)</b>	<b>(692,227)</b>	<b>(26)</b>	<b>(2,344,989)</b>
<b>QHP Labor/Burden/OH Recharge</b>										
54520 - QHP Labor Recharge	(48,474)	(25,570)	(22,904)	(47)	(20,564)	(239,268)	(143,732)	(95,536)	(40)	(103,441)
54525 - QHP Burden Recharge	0	(12,340)	12,340	0	(9,316)	0	(67,038)	67,038	0	(46,085)
54526 - QHP OH Contra Acct	0	(15,667)	15,667	0	(15,495)	0	(70,765)	70,765	0	(61,510)
<b>Total QHP Labor/Burden/OH Recharge</b>	<b>(48,474)</b>	<b>(53,578)</b>	<b>5,104</b>	<b>11</b>	<b>(45,374)</b>	<b>(239,268)</b>	<b>(281,535)</b>	<b>42,267</b>	<b>18</b>	<b>(211,036)</b>
<b>MM&amp;JS Labor/Burden/OH Recharge</b>										
54530 - MM & JS Labor Recharge	0	0	0	0	(2,588)	0	(93)	93	0	(12,126)
54531 - Joint Studies - Labor	0	0	0	0	327	0	93	(93)	0	26,539
54535 - MM & JS Burden Recharge	0	0	0	0	(152)	0	(39)	39	0	(2,220)
54536 - Maintenance-Burden	0	0	0	0	152	0	39	(39)	0	2,220
<b>Total MM&amp;JS Labor/Burden/OH Recharge</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,261)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,414</b>
<b>Total Personnel Expenses</b>	<b>3,782,781</b>	<b>3,782,896</b>	<b>(116)</b>	<b>0</b>	<b>3,318,456</b>	<b>19,547,402</b>	<b>18,593,341</b>	<b>954,060</b>	<b>5</b>	<b>16,905,326</b>

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<b>Non-Personnel Expenses</b>										
<b>Contract Services</b>										
61100 - Temporary Staffing	\$19,333	\$56,401	\$(37,068)	(192)	\$37,790	\$185,407	\$339,254	\$(153,847)	(83)	\$170,638
61110 - Auditing Services	12,900	7,900	5,000	39	7,900	102,900	102,900	0	0	107,900
61120 - Legal Services	80,000	53,325	26,675	33	105,300	350,000	314,226	35,774	10	245,894
61130 - Services - Professional	1,131,880	854,999	276,880	24	853,722	5,550,671	4,789,806	760,866	14	4,529,518
61150 - Outside Svs - Other	501,452	379,849	121,603	24	365,511	1,999,154	1,734,335	264,819	13	1,632,906
61160 - Services - Custodial	2,640,212	2,852,932	(212,720)	(8)	2,416,448	13,017,971	13,346,914	(328,943)	(3)	11,972,534
61190 - Receiving & Dist Cntr Services	139,292	139,455	(163)	0	134,644	694,979	701,294	(6,315)	(1)	673,928
61990 - OH Contra	(232,289)	(80,316)	(151,973)	(65)	(109,188)	(1,235,826)	(699,795)	(536,030)	(43)	(841,452)
<b>Total Contract Services</b>	<b>4,292,779</b>	<b>4,264,546</b>	<b>28,234</b>	<b>1</b>	<b>3,812,127</b>	<b>20,665,257</b>	<b>20,628,934</b>	<b>36,323</b>	<b>0</b>	<b>18,491,866</b>
<b>Safety and Security</b>										
61170 - Services - Fire, Police,	524,055	578,090	(54,035)	(10)	512,112	2,613,945	2,664,824	(50,879)	(2)	2,532,029
61180 - Services - SDUPD-Harbor	1,591,536	1,323,612	267,924	17	1,518,422	8,275,985	7,698,505	577,480	7	7,279,307
61185 - Guard Services	354,675	325,187	29,488	8	337,319	1,647,622	1,581,569	66,053	4	1,608,586
61188 - Other Safety & Security Serv	179,167	140,297	38,870	22	116,171	855,833	724,177	131,656	15	688,133
<b>Total Safety and Security</b>	<b>2,649,433</b>	<b>2,367,186</b>	<b>282,247</b>	<b>11</b>	<b>2,484,024</b>	<b>13,393,386</b>	<b>12,669,076</b>	<b>724,310</b>	<b>5</b>	<b>12,108,054</b>
<b>Space Rental</b>										
62100 - Rent	848,563	848,055	508	0	848,055	4,246,313	4,245,867	446	0	4,246,275
<b>Total Space Rental</b>	<b>848,563</b>	<b>848,055</b>	<b>508</b>	<b>0</b>	<b>848,055</b>	<b>4,246,313</b>	<b>4,245,867</b>	<b>446</b>	<b>0</b>	<b>4,246,275</b>
<b>Utilities</b>										
63100 - Telephone & Other Commun	47,835	47,603	232	0	43,721	238,236	221,360	16,876	7	201,134
63110 - Utilities - Gas & Electr	922,641	814,330	108,311	12	1,010,668	5,268,168	5,422,227	(154,058)	(3)	4,683,827
63120 - Utilities - Water	94,594	93,012	1,582	2	84,459	537,574	576,394	(38,821)	(7)	488,736
63190 - OH Contra	0	(46)	46	0	(141)	0	(610)	610	0	(506)
<b>Total Utilities</b>	<b>1,065,069</b>	<b>954,899</b>	<b>110,170</b>	<b>10</b>	<b>1,138,707</b>	<b>6,043,978</b>	<b>6,219,371</b>	<b>(175,393)</b>	<b>(3)</b>	<b>5,373,191</b>



**San Diego County Regional Airport Authority**  
**Authority Detail Income Statement - Supplemental Schedule**  
For the five months ended November 30, 2018  
(Unaudited)

Print Date: 12/11/2018  
Print Time: 9:25:25AM  
Report ID: GL0012

	Month to Date				Year to Date					
	Budget	Actual	Variance Favorable (Unfavorable)	Variance Percent	Prior Year Actual	Budget	Actual	Variance Favorable (Unfavorable)	Variance Percent	Prior Year Actual
<b>Employee Development and Suppo</b>										
66120 - Awards - Service	\$10,480	\$7,824	\$2,656	25	\$1,423	\$26,651	\$18,575	\$8,077	30	\$15,665
66130 - Book & Periodicals	4,823	6,709	(1,887)	(39)	3,246	22,556	20,045	2,511	11	18,192
66220 - Permits/Certificates/Lic	5,573	4,840	733	13	7,865	41,284	50,677	(9,393)	(23)	35,290
66260 - Recruiting	0	259	(259)	0	30,518	20,000	11,445	8,555	43	105,207
66280 - Seminars & Training	22,746	29,210	(6,465)	(28)	12,080	115,101	109,133	5,968	5	96,790
66290 - Transportation	12,099	12,089	10	0	10,512	62,618	56,106	6,511	10	54,249
66299 - OH Contra	(5,059)	(6,465)	1,407	28	(2,255)	(22,628)	(13,349)	(9,279)	(41)	(18,516)
66305 - Travel-Employee Developm	16,888	21,746	(4,858)	(29)	22,030	87,139	101,787	(14,649)	(17)	117,601
66310 - Tuition	3,333	0	3,333	100	6,174	16,665	12,523	4,142	25	19,206
66320 - Uniforms	3,421	4,723	(1,302)	(38)	8,067	29,919	29,471	447	1	30,039
<b>Total Employee Development and Suppo</b>	<b>74,304</b>	<b>80,936</b>	<b>(6,632)</b>	<b>(9)</b>	<b>99,658</b>	<b>399,304</b>	<b>396,413</b>	<b>2,892</b>	<b>1</b>	<b>473,724</b>
<b>Business Development</b>										
66100 - Advertising	1,660	15,106	(13,446)	(810)	99,637	628,317	733,960	(105,643)	(17)	246,393
66110 - Allowance for Bad Debts	825	0	825	100	0	4,150	0	4,150	100	(468)
66200 - Memberships & Dues	21,912	18,730	3,182	15	17,882	163,232	144,588	18,644	11	153,266
66230 - Postage & Shipping	1,584	507	1,077	68	237	9,497	8,038	1,459	15	8,825
66240 - Promotional Activities	61,877	86,997	(25,120)	(41)	153,640	574,598	511,984	62,614	11	578,790
66250 - Promotional Materials	5,416	16,212	(10,795)	(199)	3,852	26,594	20,193	6,400	24	18,534
66300 - Travel-Business Developm	7,000	36,279	(29,279)	(418)	11,205	102,650	106,208	(3,558)	(3)	72,617
<b>Total Business Development</b>	<b>100,274</b>	<b>173,830</b>	<b>(73,557)</b>	<b>(73)</b>	<b>286,454</b>	<b>1,509,037</b>	<b>1,524,972</b>	<b>(15,934)</b>	<b>(1)</b>	<b>1,077,957</b>
<b>Equipment Rentals and Repairs</b>										
66140 - Computer Licenses & Agre	64,924	44,335	20,589	32	21,448	129,811	78,668	51,144	39	67,159
66150 - Equipment Rental/Leasing	13,590	8,417	5,173	38	19,659	99,937	117,034	(17,096)	(17)	106,945
66160 - Tenant Improvements	50,000	55,688	(5,688)	(11)	33,897	315,000	335,030	(20,030)	(6)	240,663
66270 - Repairs - Office Equipme	221,204	202,821	18,383	8	175,165	1,043,321	984,933	58,388	6	917,101
66279 - OH Contra	(22,147)	(10,480)	(11,667)	(53)	(13,664)	(146,061)	(132,171)	(13,890)	(10)	(86,083)
<b>Total Equipment Rentals and Repairs</b>	<b>327,570</b>	<b>300,781</b>	<b>26,790</b>	<b>8</b>	<b>236,506</b>	<b>1,442,009</b>	<b>1,383,493</b>	<b>58,515</b>	<b>4</b>	<b>1,245,785</b>
<b>Total Non-Personnel Expenses</b>	<b>10,509,908</b>	<b>10,210,504</b>	<b>299,404</b>	<b>3</b>	<b>10,119,438</b>	<b>53,814,636</b>	<b>53,345,048</b>	<b>469,588</b>	<b>1</b>	<b>48,585,900</b>
<b>Total Departmental Expenses before</b>	<b>14,292,689</b>	<b>13,993,401</b>	<b>299,289</b>	<b>2</b>	<b>13,437,894</b>	<b>73,362,038</b>	<b>71,938,389</b>	<b>1,423,649</b>	<b>2</b>	<b>65,491,226</b>

**San Diego County Regional Airport Authority**  
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For the five months ended November 30, 2018  
(Unaudited)

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	Month to Date				Year to Date							
	Budget	Actual	Variance		Budget	Actual	Variance					
			Favorable (Unfavorable)	Percent			Favorable (Unfavorable)	Percent				
<b>Depreciation and Amortization</b>												
69110 - Depreciation Expense	\$9,389,775	\$9,389,775	\$0	0	\$8,124,099	\$46,398,065	\$46,398,065	\$0	0	\$39,835,540	\$39,835,540	0
<b>Total Depreciation and Amortization</b>	<b>9,389,775</b>	<b>9,389,775</b>	<b>0</b>	<b>0</b>	<b>8,124,099</b>	<b>46,398,065</b>	<b>46,398,065</b>	<b>0</b>	<b>0</b>	<b>39,835,540</b>	<b>39,835,540</b>	<b>0</b>
<b>Non-Operating Revenue/(Expense)</b>												
<b>Passenger Facility Charges</b>												
71110 - Passenger Facility Chrg	3,200,820	3,576,203	375,383	12	2,647,139	18,496,366	19,441,484	945,118	5	18,128,929	18,128,929	5
<b>Total Passenger Facility Charges</b>	<b>3,200,820</b>	<b>3,576,203</b>	<b>375,383</b>	<b>12</b>	<b>2,647,139</b>	<b>18,496,366</b>	<b>19,441,484</b>	<b>945,118</b>	<b>5</b>	<b>18,128,929</b>	<b>18,128,929</b>	<b>5</b>
<b>Customer Facility Charges</b>												
71120 - Customer facility charges (Con	3,137,969	3,194,703	56,734	2	2,958,036	17,595,719	17,791,358	195,639	1	17,397,762	17,397,762	1
<b>Total Customer Facility Charges</b>	<b>3,137,969</b>	<b>3,194,703</b>	<b>56,734</b>	<b>2</b>	<b>2,958,036</b>	<b>17,595,719</b>	<b>17,791,358</b>	<b>195,639</b>	<b>1</b>	<b>17,397,762</b>	<b>17,397,762</b>	<b>1</b>
<b>Quiter Home Program</b>												
71212 - Quieter Home - Labor	(45,850)	(25,570)	20,280	44	(20,564)	(229,250)	(143,732)	85,518	37	(103,441)	(103,441)	37
71213 - Quieter Home - Burden	0	(12,340)	(12,340)	0	(9,316)	0	(67,038)	(67,038)	0	(46,085)	(46,085)	0
71214 - Quieter Home - Overhead	0	(15,667)	(15,667)	0	(15,495)	0	(70,765)	(70,765)	0	(61,510)	(61,510)	0
71215 - Quieter Home - Material	(1,323,245)	(1,154,664)	168,581	13	(446,710)	(6,033,661)	(5,327,657)	706,004	12	(2,224,851)	(2,224,851)	12
71216 - Quieter Home Program	1,095,276	1,146,053	50,777	5	375,641	5,010,329	4,438,560	(571,769)	(11)	1,881,709	1,881,709	(11)
71217 - Contract Labor	0	0	0	0	0	0	0	0	0	(295)	(295)	0
71218 - Contractor Burden	0	0	0	0	0	0	0	0	0	(375)	(375)	0
71222 - Contractor Labor	0	0	0	0	(387)	0	0	0	0	(2,709)	(2,709)	0
71223 - Contractor Burden	0	0	0	0	(493)	0	0	0	0	(3,448)	(3,448)	0
71224 - Joint Studies Overhead	0	0	0	0	(452)	0	(149)	(149)	0	(3,253)	(3,253)	0
71225 - Joint Studies - Material	0	0	0	0	0	0	(192)	(192)	0	(325)	(325)	0
71226 - Contractor Overhead	0	0	0	0	(635)	0	192	192	0	(4,184)	(4,184)	0
<b>Total Quiter Home Program</b>	<b>(273,819)</b>	<b>(62,188)</b>	<b>211,631</b>	<b>77</b>	<b>(118,409)</b>	<b>(1,252,582)</b>	<b>(1,170,781)</b>	<b>81,801</b>	<b>7</b>	<b>(568,766)</b>	<b>(568,766)</b>	<b>7</b>

**San Diego County Regional Airport Authority**  
**Authority Detail Income Statement - Supplemental Schedule**  
For the five months ended November 30, 2018  
(Unaudited)

Print Date: 12/11/2018  
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Report ID: GL0012

	Month to Date				Year to Date				
	Budget	Actual	Variance		Budget	Actual	Variance		
			Favorable (Unfavorable)	Percent			Favorable (Unfavorable)	Percent	
<b>Interest Income</b>									
71310 - Interest - Investments	\$1,029,119	\$762,287	\$(266,832)	(26)	\$5,214,867	\$3,721,653	\$(1,493,215)	(29)	\$2,442,984
71340 - Interest - Note Receivab	147,486	147,486	0	0	759,359	759,359	0	0	801,282
71350 - Interest - Other	0	0	0	0	0	(1,559)	(1,559)	0	(813)
71361 - Interest Income - 2010 Bonds	0	99,991	99,991	0	0	559,804	559,804	0	259,452
71363 - Interest Income - 2013 Bonds	0	25,362	25,362	0	0	294,817	294,817	0	195,674
71364 - Interest Income - 2017 Bond A	0	163,526	163,526	0	0	827,267	827,267	0	503,850
71365 - Interest Income - 2014 Bond A	0	59,382	59,382	0	0	349,386	349,386	0	175,266
<b>Total Interest Income</b>	<b>1,176,605</b>	<b>1,258,035</b>	<b>81,429</b>	<b>7</b>	<b>5,974,227</b>	<b>6,510,727</b>	<b>536,500</b>	<b>9</b>	<b>4,377,695</b>
<b>Interest income BAB's rebate</b>									
71362 - BAB interest rebate	385,935	388,849	2,914	1	1,929,675	1,944,246	14,571	1	1,938,001
<b>Total Interest income BAB's rebate</b>	<b>385,935</b>	<b>388,849</b>	<b>2,914</b>	<b>1</b>	<b>1,929,675</b>	<b>1,944,246</b>	<b>14,571</b>	<b>1</b>	<b>1,938,001</b>
<b>Interest Expense</b>									
71411 - Interest Expense- 2010 Bonds	(2,481,737)	(2,481,737)	0	0	(12,408,687)	(12,408,687)	0	0	(12,608,229)
71412 - Interest Expense 2013 Bonds	(1,514,513)	(1,514,513)	0	0	(7,572,563)	(7,572,563)	0	0	(7,609,896)
71413 - Interest Expense 2014 Bond A	(1,355,869)	(1,349,970)	5,899	0	(6,779,345)	(6,749,852)	29,493	0	(6,808,838)
71414 - Interest Expense 2017 Bond A	(1,122,679)	(1,192,792)	(70,112)	(6)	(5,613,397)	(5,963,958)	(350,562)	(6)	(4,781,156)
71420 - Interest Expense-Variable Debt	(46,103)	(45,506)	597	1	(230,515)	(209,122)	21,393	9	(244,309)
71430 - LOC Fees - C/P	(31,814)	(86,082)	(54,267)	(171)	(159,072)	(250,166)	(91,094)	(57)	(149,286)
71450 - Trustee Fee Bonds	0	(1,050)	(1,050)	0	0	(1,050)	(1,050)	0	(1,050)
71451 - Program Fees - Variable Debt	0	0	0	0	0	0	0	0	(3,300)
71458 - Capitalized Interest	0	0	0	0	0	0	0	0	2,667,759
71460 - Interest Expense - Other	0	(6,615)	(6,615)	0	0	(11,435)	(11,435)	0	(1,477,723)
71461 - Interest Expense - Cap Leases	(52,851)	(52,851)	0	0	(265,774)	(265,774)	0	0	(274,464)
<b>Total Interest Expense</b>	<b>(6,605,566)</b>	<b>(6,731,115)</b>	<b>(125,549)</b>	<b>(2)</b>	<b>(33,029,353)</b>	<b>(33,432,607)</b>	<b>(403,254)</b>	<b>(1)</b>	<b>(31,290,492)</b>
<b>Amortization</b>									
69210 - Amortization - Premium	473,204	473,204	0	0	2,391,699	2,391,699	0	0	2,305,480
<b>Total Amortization</b>	<b>473,204</b>	<b>473,204</b>	<b>0</b>	<b>0</b>	<b>2,391,699</b>	<b>2,391,699</b>	<b>0</b>	<b>0</b>	<b>2,305,480</b>

**San Diego County Regional Airport Authority**  
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For the five months ended November 30, 2018  
(Unaudited)

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	Month to Date				Year to Date				
	Budget	Actual	Variance		Budget	Actual	Variance		
			Favorable (Unfavorable)	Percent			Favorable (Unfavorable)	Percent	
<b>Other Non-Operating Income (Expense)</b>									
71510 - Legal Settlement Income	\$0	\$0	\$0	0	\$0	\$0	\$0	0	\$523
71530 - Gain/Loss On Investments	0	593,301	593,301	0	(816,187)	0	13,791	0	(1,468,804)
71540 - Discounts Earned	0	0	0	0	0	0	2,313	0	3,143
71620 - Other non-operating revenue (e	0	7,934	7,934	0	6,562	0	18,690	0	13,147
71630 - Other Non-Operating Expe	0	0	0	0	0	0	0	0	(12,719)
73300 - DMJM and Auth OH Clearin	0	0	0	0	0	0	0	0	0
<b>Total Other Non-Operating Income (Expense)</b>	<b>0</b>	<b>601,235</b>	<b>601,235</b>	<b>0</b>	<b>(809,625)</b>	<b>0</b>	<b>34,794</b>	<b>0</b>	<b>(1,464,711)</b>
<b>Total Non-Operating Revenue/(Expense)</b>	<b>1,495,148</b>	<b>2,698,925</b>	<b>1,203,777</b>	<b>81</b>	<b>(168,770)</b>	<b>12,105,751</b>	<b>13,510,920</b>	<b>12</b>	<b>(10,823,897)</b>
<b>Capital Grant Contribution</b>									
72100 - AIP Grants	1,246,278	1,198,276	(48,002)	(4)	765,516	4,180,138	3,143,653	(25)	1,998,663
<b>Total Capital Grant Contribution</b>	<b>1,246,278</b>	<b>1,198,276</b>	<b>(48,002)</b>	<b>(4)</b>	<b>765,516</b>	<b>4,180,138</b>	<b>3,143,653</b>	<b>(25)</b>	<b>1,998,663</b>
<b>Total Expenses Net of Non-Operating Revenue/ (Expense)</b>	<b>20,941,038</b>	<b>19,485,974</b>	<b>1,455,064</b>	<b>7</b>	<b>20,627,707</b>	<b>103,474,214</b>	<b>101,681,882</b>	<b>2</b>	<b>92,504,206</b>
<b>Net Income/(Loss)</b>	<b>1,967,932</b>	<b>4,778,607</b>	<b>2,810,676</b>	<b>143</b>	<b>899,101</b>	<b>17,259,772</b>	<b>23,749,907</b>	<b>38</b>	<b>19,702,659</b>
<b>Equipment Outlay</b>									
73200 - Equipment Outlay Expendi	(104,556)	374,261	478,817	458	0	(432,608)	317,771	173	(59,038)
73299 - Capitalized Equipment Co	0	(374,261)	(374,261)	0	0	0	(317,771)	0	59,038
<b>Total Equipment Outlay</b>	<b>(104,556)</b>	<b>0</b>	<b>104,556</b>	<b>100</b>	<b>0</b>	<b>(432,608)</b>	<b>0</b>	<b>100</b>	<b>0</b>

Item 2



## Review of the Unaudited Financial Statements for the Five Months Ended November 30, 2018 and 2017

Presented by:

Scott Brickner

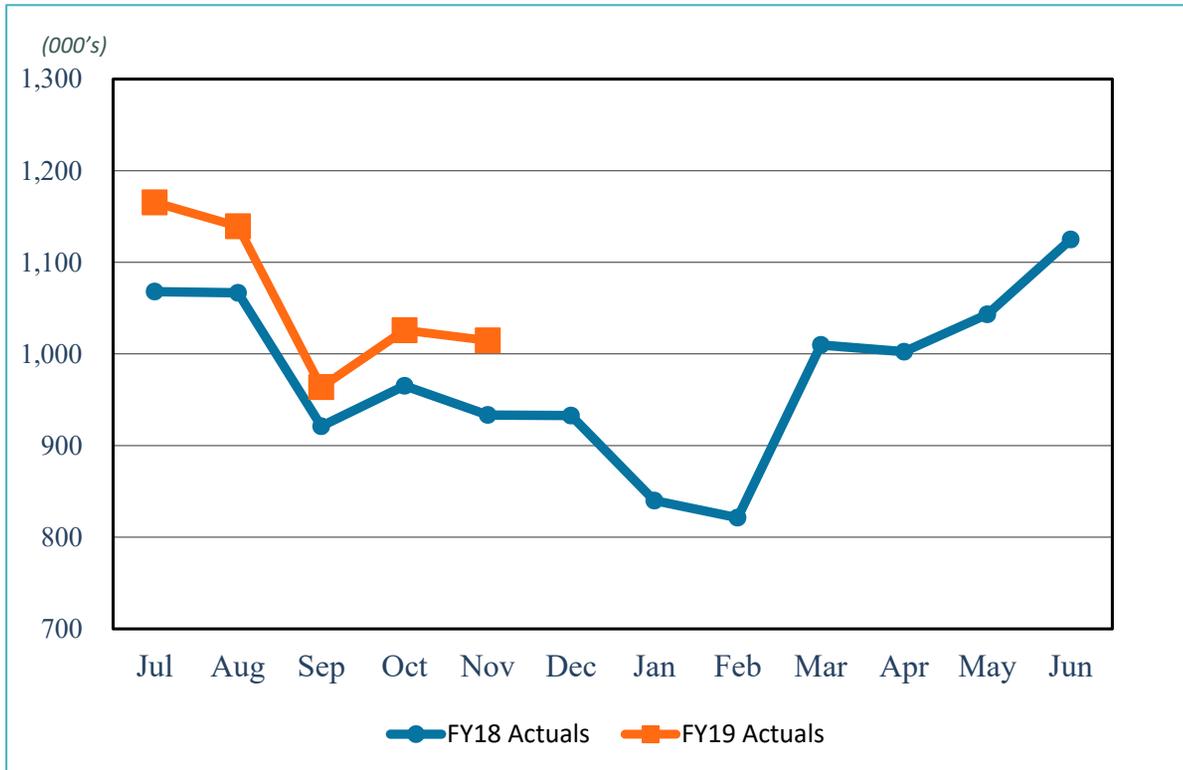
Chief Financial Officer

Kathy Kiefer

Senior Director, Finance & Asset Management

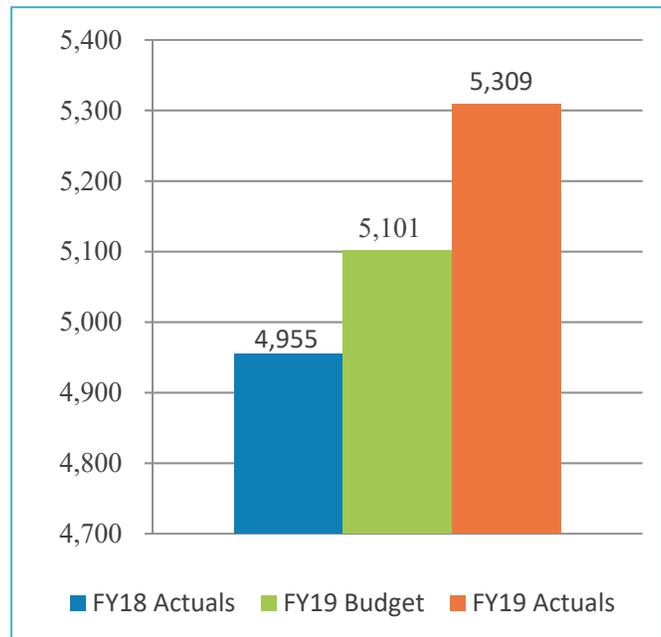
December 20, 2018

# Enplanements

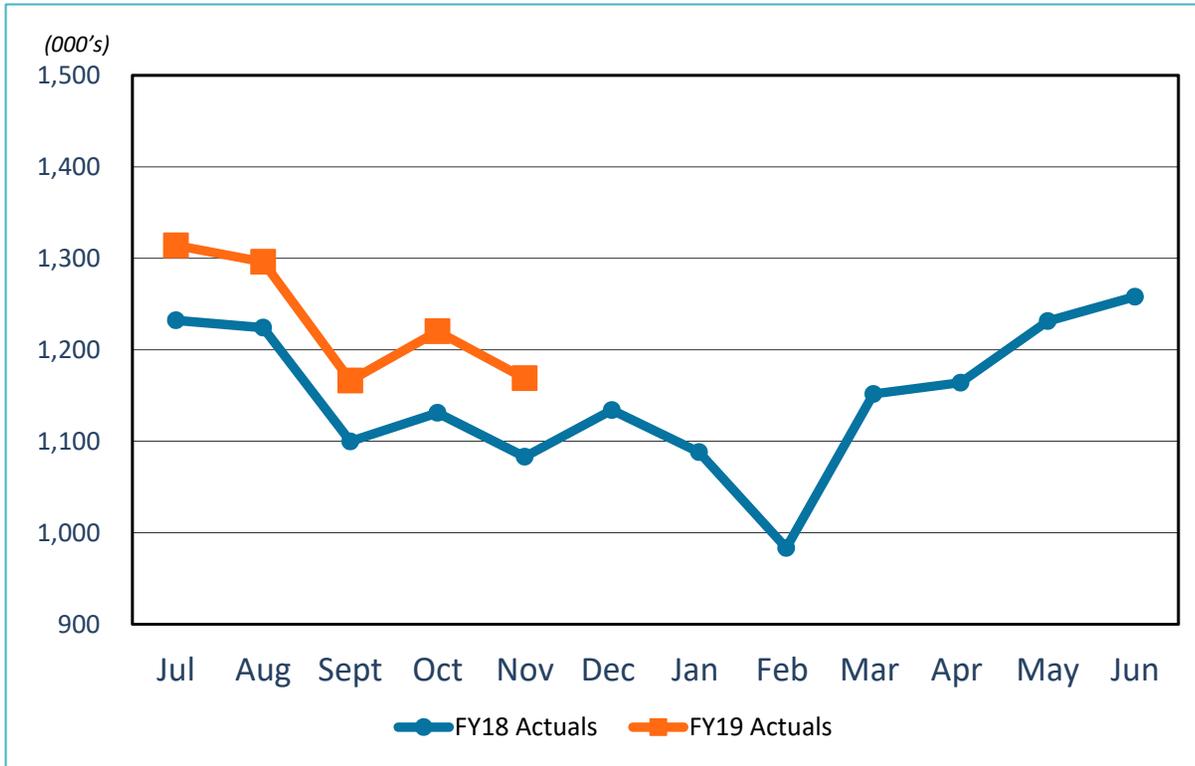


FY19 YTD Act Vs.  
FY18 YTD Act  
7.1%

FY19 YTD Act Vs.  
FY19 YTD Budget  
4.1%

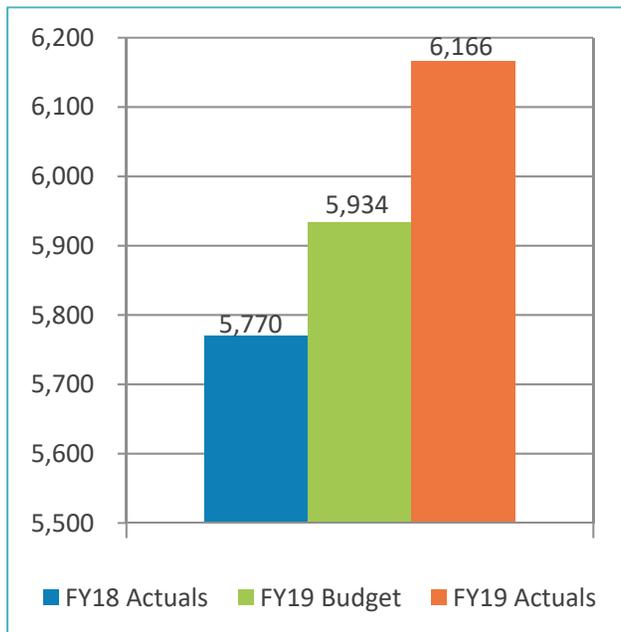


# Gross Landing Weight Units (000 lbs)



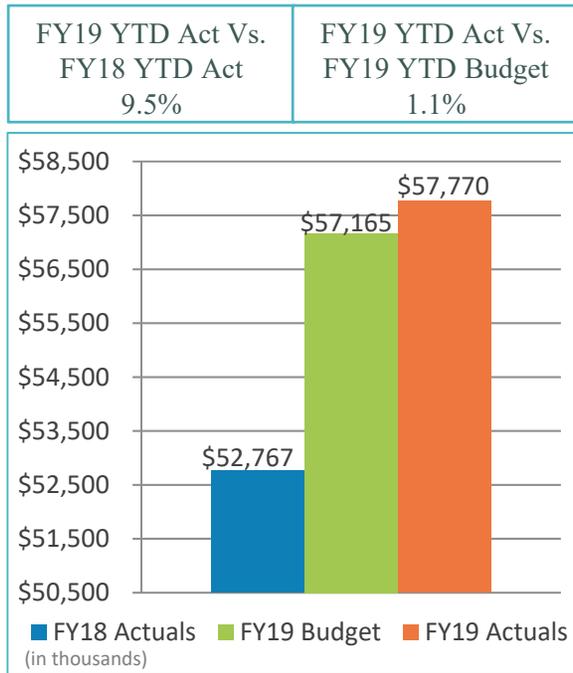
FY19 YTD Act Vs.  
FY18 YTD Act  
6.9%

FY19 YTD Act Vs.  
FY19 YTD Budget  
3.9%

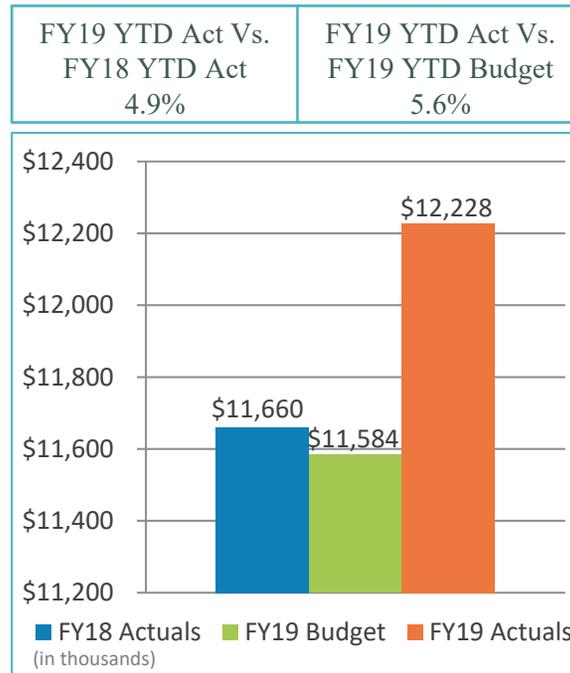


# Operating Revenue (Unaudited)

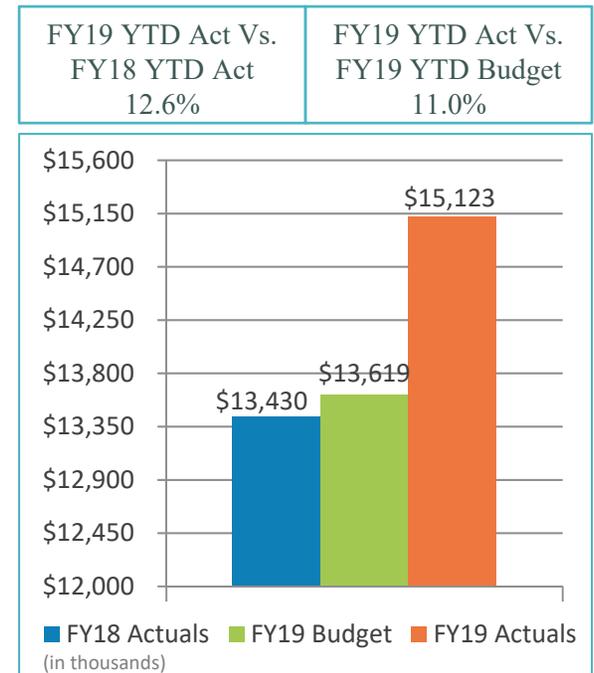
## Aviation



## Terminal Concessions

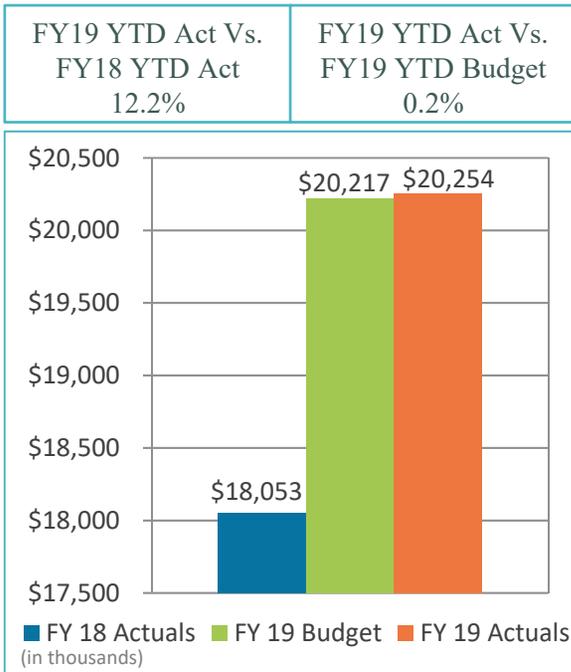


## Rental Car

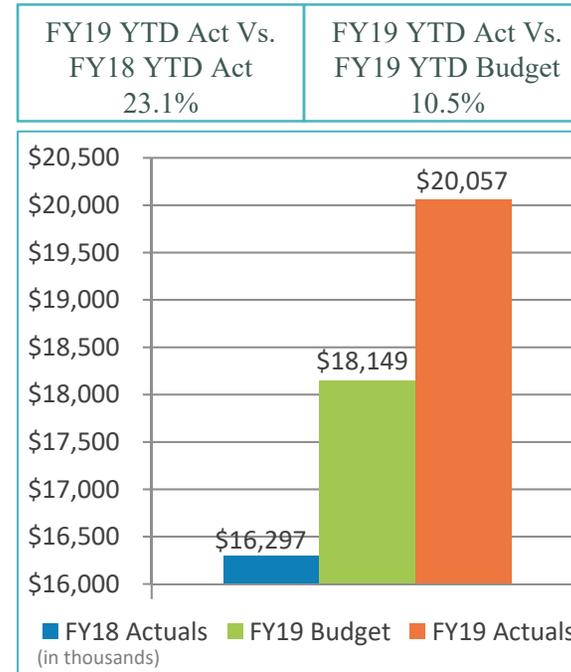


# Operating Revenue (Unaudited)

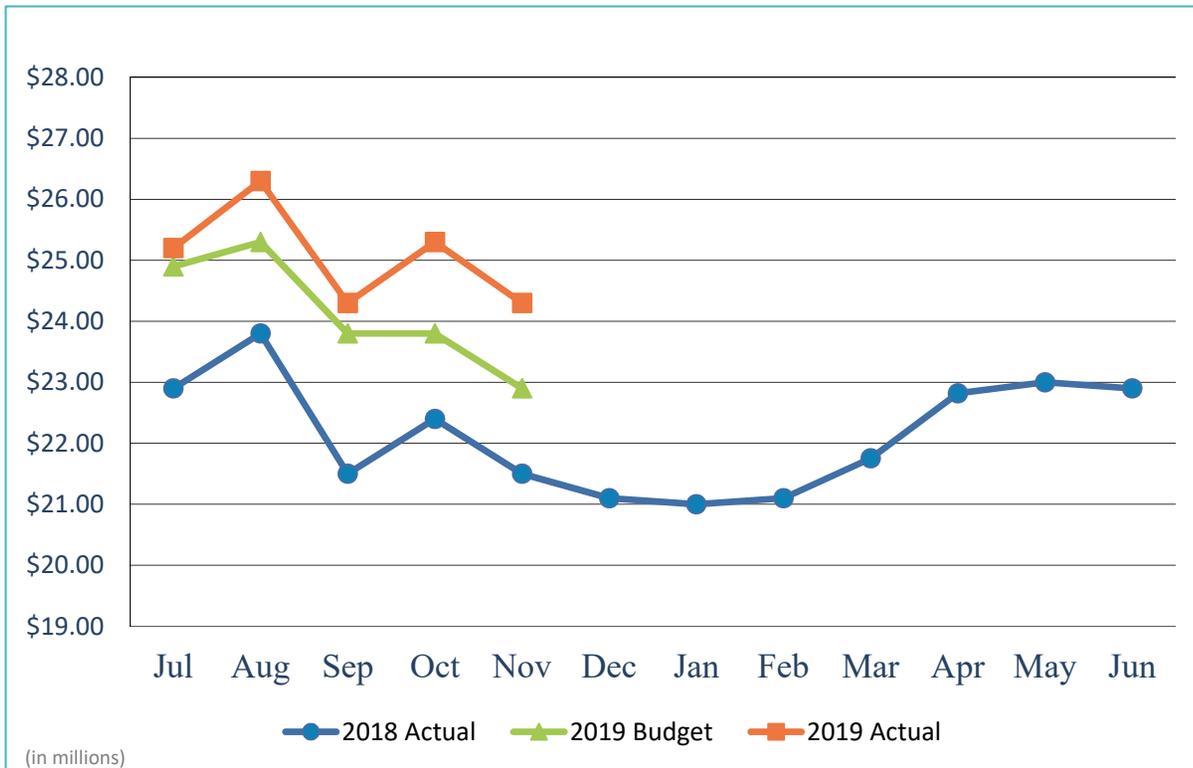
## Parking Revenue



## Other

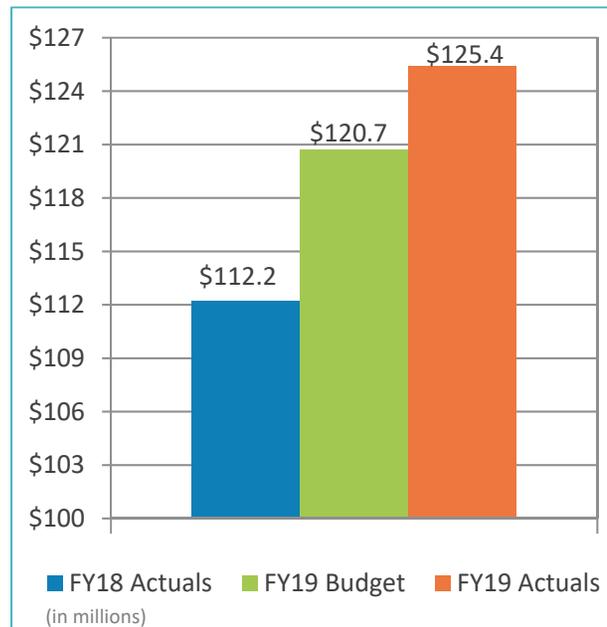


# Total Operating Revenue (Unaudited)



FY19 YTD Act Vs.  
FY18 YTD Act  
11.8%

FY19 YTD Act Vs.  
FY19 YTD Budget  
3.9%

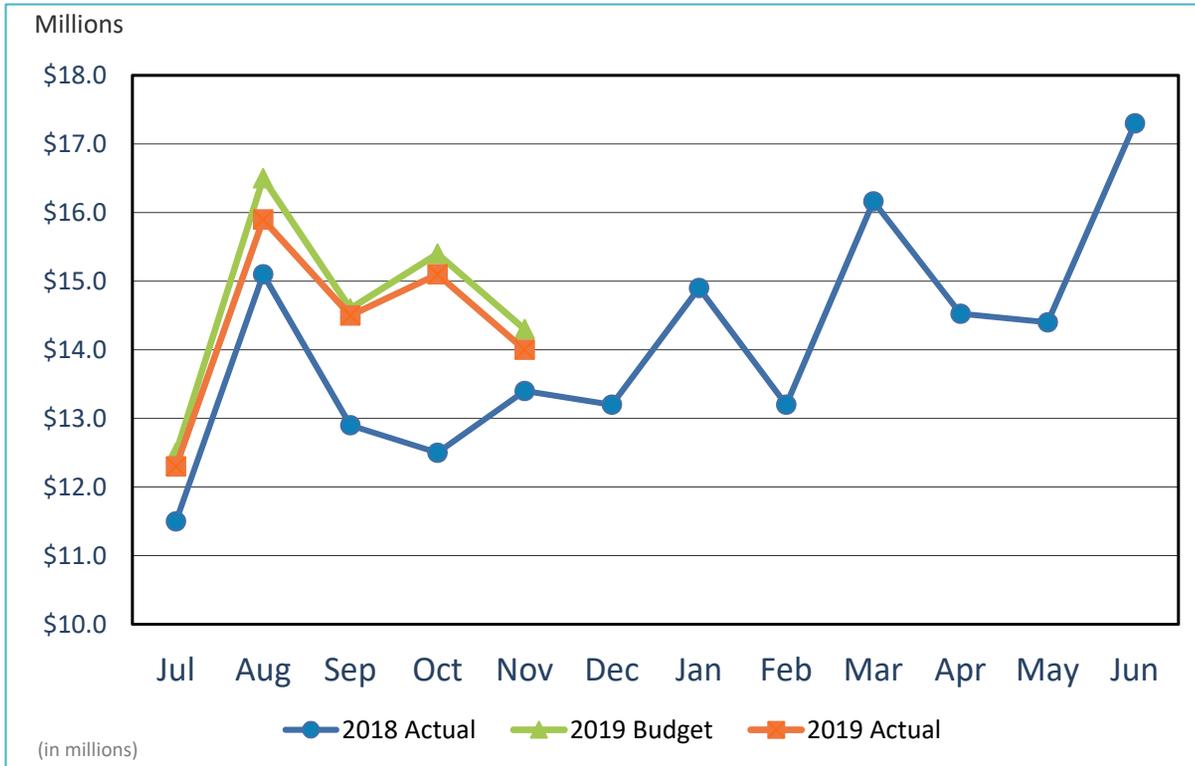


# Operating Revenues

## for the Five Months Ended November 30, 2018 (Unaudited)

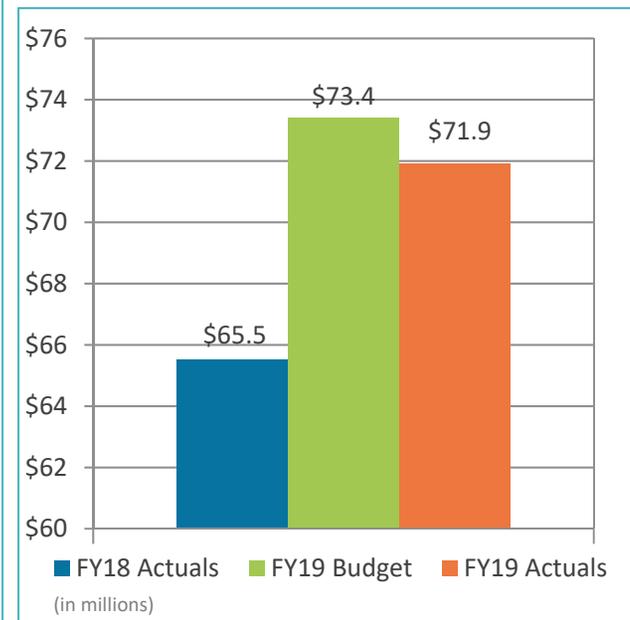
(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Aviation	\$ 57,165	\$ 57,770	\$ 605	1%	\$ 52,767
Terminal concessions	11,584	12,228	644	6%	11,660
Rental car	13,619	15,123	1,504	11%	13,430
Parking	20,217	20,254	37	-	18,053
Other operating	18,149	20,057	1,908	11%	16,297
<b>Total operating revenues</b>	<b>\$ 120,734</b>	<b>\$ 125,432</b>	<b>\$ 4,698</b>	<b>4%</b>	<b>\$ 112,207</b>

# Total Operating Expenses (Unaudited)



FY19 YTD Act Vs.  
FY18 YTD Act  
-9.8%

FY19 YTD Act Vs.  
FY19 YTD Budget  
2.0%



# Operating Expenses

## for the Five Months Ended November 30, 2018 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Salaries and benefits	\$ 19,547	\$ 18,593	\$ 954	5%	\$ 16,905
Contractual services	20,665	20,629	36	-	18,492
Safety and security	13,393	12,669	724	5%	12,108
Space rental	4,246	4,246	-	-	4,246
Utilities	6,044	6,219	(175)	(3)%	5,373
Maintenance	5,185	5,351	(166)	(3)%	4,695
Equipment and systems	142	127	15	10%	146
Materials and supplies	204	239	(35)	(17)%	242
Insurance	585	561	24	4%	487
Employee development and support	399	396	3	1%	474
Business development	1,509	1,525	(16)	(1)%	1,078
Equipment rental and repairs	1,442	1,383	59	4%	1,246
<b>Total operating expenses</b>	<b>\$ 73,361</b>	<b>\$ 71,938</b>	<b>\$ 1,423</b>	<b>2%</b>	<b>\$ 65,492</b>

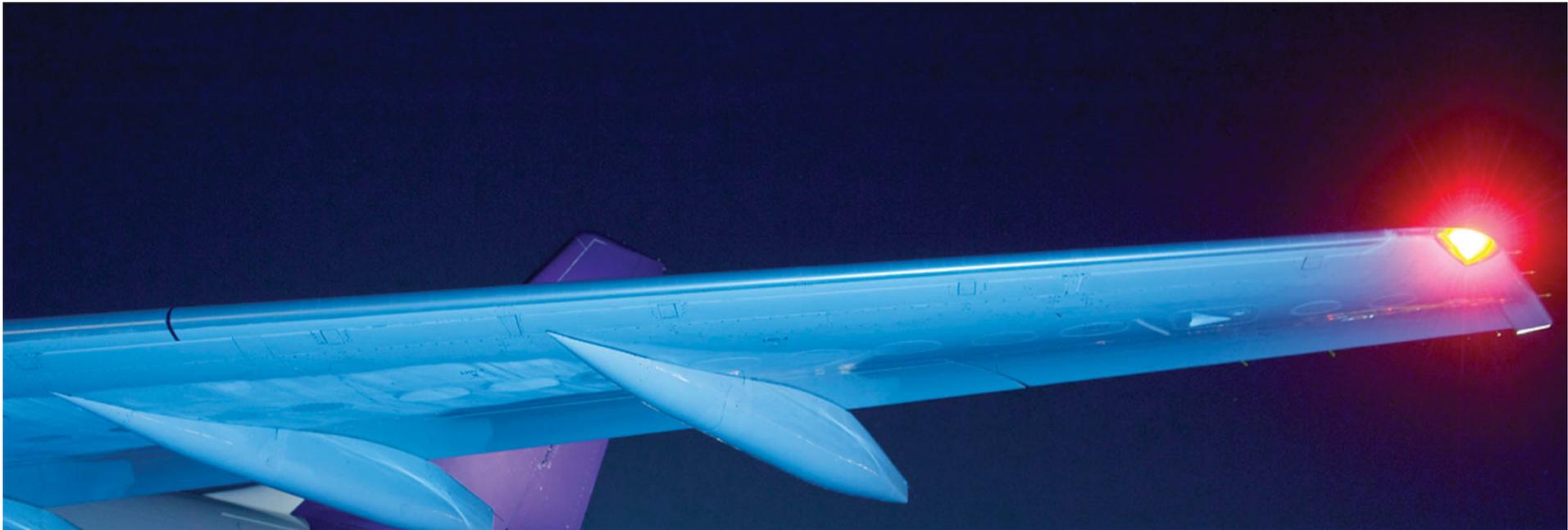
## Net Operating Income (Loss) Summary for the Five Months Ended November 30, 2018 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	% Change	Prior Year
Total operating revenues	\$ 120,734	\$ 125,432	\$ 4,698	4%	\$ 112,207
Total operating expenses	73,361	71,938	1,423	2%	65,492
<b>Income from operations</b>	<b>47,373</b>	<b>53,494</b>	<b>6,121</b>	<b>13%</b>	<b>46,715</b>
Depreciation	46,398	46,398	-	-	39,836
<b>Operating income (loss)</b>	<b>\$ 975</b>	<b>\$ 7,096</b>	<b>\$ 6,121</b>	<b>628%</b>	<b>\$ 6,879</b>

# Nonoperating Revenues & Expenses

## for the Five Months Ended November 30, 2018 (Unaudited)

(In thousands)	Budget	Actual	Variance Favorable (Unfavorable)	%	Prior Year
Passenger facility charges	\$ 18,496	\$ 19,441	\$ 945	5%	\$ 18,129
Customer facility charges (Rental Car Center)	17,596	17,791	195	1%	17,398
Quieter Home Program , net	(1,253)	(1,171)	82	7%	(569)
Interest income	5,974	6,511	537	9%	4,378
Interest expense (net)	(28,708)	(29,097)	(389)	(1)%	(27,047)
Other nonoperating revenue (expense)	-	35	35	-	(1,465)
<b>Nonoperating revenue, net</b>	<b>12,105</b>	<b>13,510</b>	<b>1,405</b>	12%	<b>10,824</b>
<b>Change in net position before grant contributions</b>	<b>13,080</b>	<b>20,606</b>	<b>7,526</b>	58%	<b>17,703</b>
Capital grant contributions	4,180	3,144	(1,036)	(25)%	1,999
<b>Change in net position</b>	<b>\$ 17,260</b>	<b>23,750</b>	<b>\$ 6,490</b>	38%	<b>\$ 19,702</b>



Statements of Net Position (Unaudited)  
November 30, 2018 and 2017

# Statements of Net Position (Unaudited)

## As of November 30, 2018 and 2017

(In Thousands)

	<b>2018</b>	<b>2017</b>
<b>Assets and Deferred Outflows of Resources</b>		
Current assets	\$ 121,999	\$ 104,462
Cash designated for capital projects and other	42,144	28,472
Restricted assets	475,218	608,889
Capital assets, net	1,708,479	1,602,919
Other assets	196,650	203,272
Deferred outflows of resources	23,818	21,007
<b>Total assets and deferred outflows of resources</b>	<b>\$ 2,568,308</b>	<b>\$ 2,569,021</b>

Statements of Net Position (Unaudited)  
 As of November 30, 2018 and 2017  
 (In Thousands)

	<u>2018</u>	<u>2017</u>
<b>Liabilities and Deferred Inflows of Resources</b>		
Current liabilities	\$ 64,889	\$ 66,716
Liabilities payable from restricted assets	49,840	48,878
Long term liabilities	1,615,677	1,648,736
Deferred inflows of resources	4,227	1,815
<b>Total liabilities and deferred inflows of resources</b>	<u>\$ 1,734,633</u>	<u>\$ 1,766,145</u>
<b>Total net position</b>	<u>\$ 833,675</u>	<u>\$ 802,876</u>



Questions?

Item 3



# Investment Report

Period Ending  
November 30, 2018

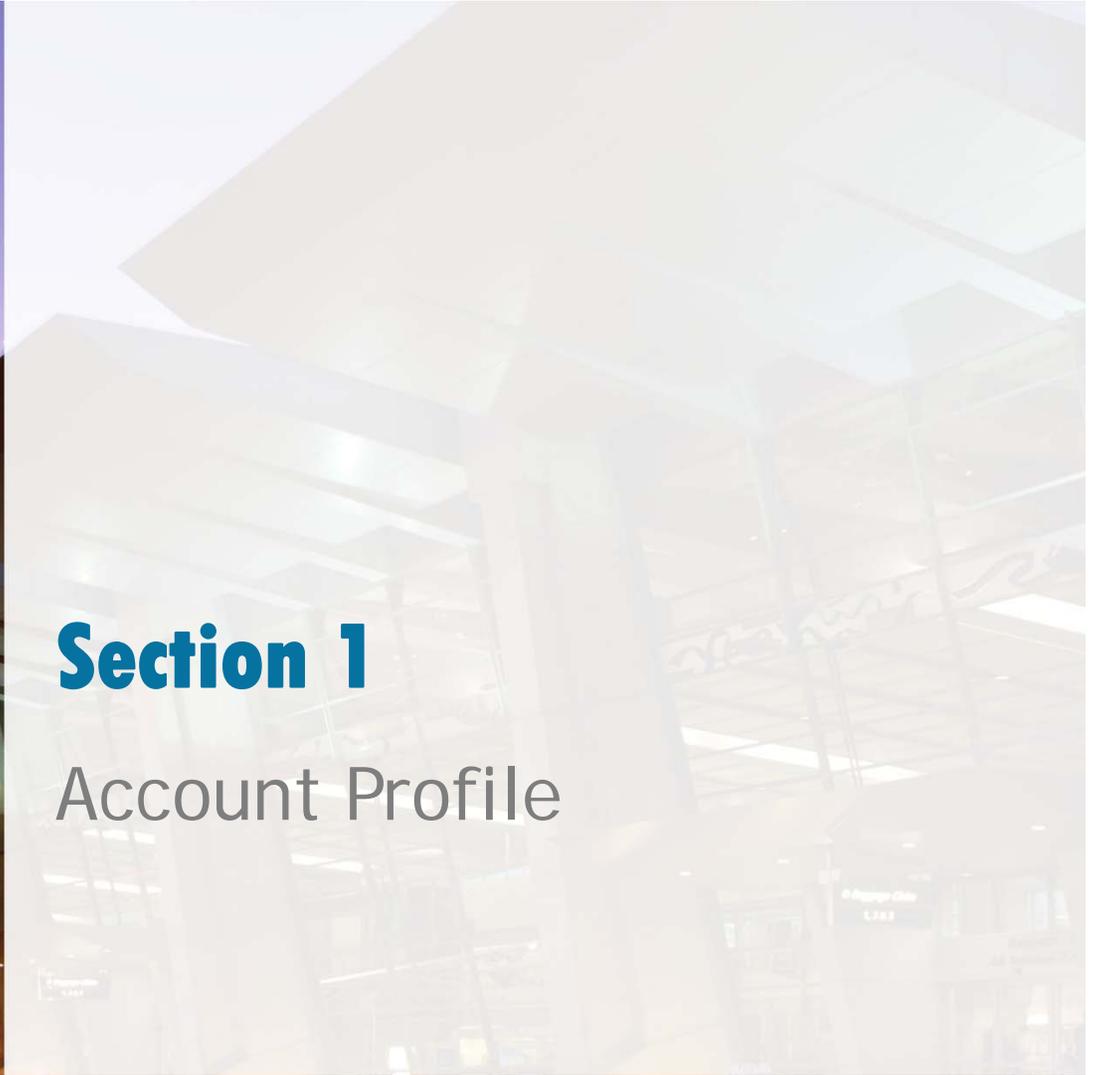
Presented by: Geoff Bryant  
Manager of Airport Finance





# Section 1

## Account Profile



# Certification Page

This report is prepared for the San Diego County Regional Airport Authority (the “Authority”) in accordance with California Government Code Section 53646, which states that “the treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency within 30 days following the end of the quarter covered by the report.”

The investment report was compiled in compliance with California Government Code 53646 and the Authority’s approved Investment Policy. All investment transactions made in the Authority’s portfolio during this period were made on behalf of the Authority. Sufficient liquidity and anticipated revenue are available to meet expenditure requirements for the next six months.



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Scott Brickner, C.P.A.  
Chief Financial Officer  
San Diego County Regional Airport Authority

# Objectives

## Investment Objectives

The San Diego County Regional Airport Authority's investment objectives, in order of priority, are to provide safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs and a market rate of return consistent with the investment program. In order to achieve these objectives, the portfolio invests in high quality fixed income securities consistent with the investment policy and California Government Code.

# Portfolio Characteristics

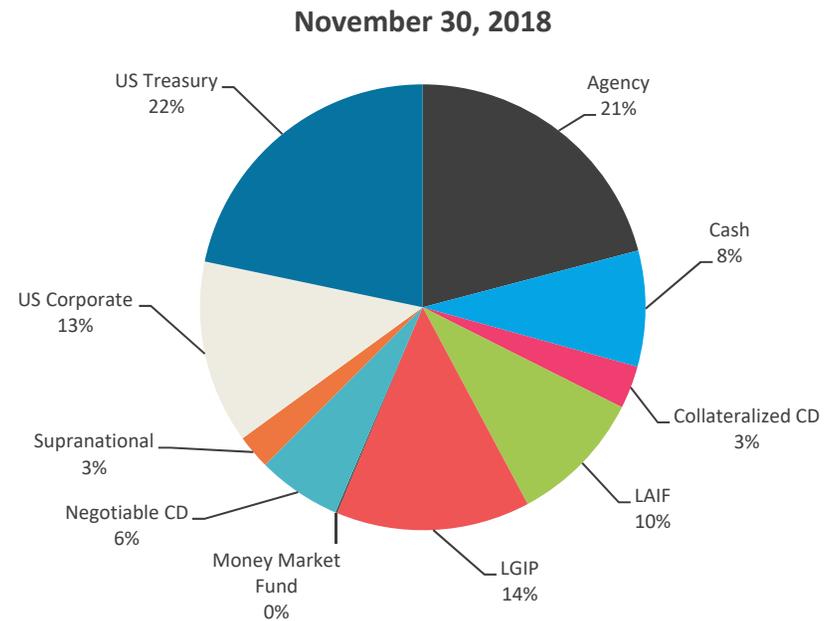
## SDCRAA Consolidated

	11/30/2018	10/31/2018	Change
	Portfolio	Portfolio	Portfolio
Average Maturity (yrs)	1.37	1.36	0.01
Average Purchase Yield	2.04%	1.96%	0.08%
Average Market Yield	2.59%	2.53%	0.06%
Average Quality*	AA/Aa1	AA/Aa1	AA/Aa1
Unrealized Gains/Losses	(4,020,810)	(4,464,713)	(443,903)
Total Market Value	503,270,785	505,440,648	(2,169,863)

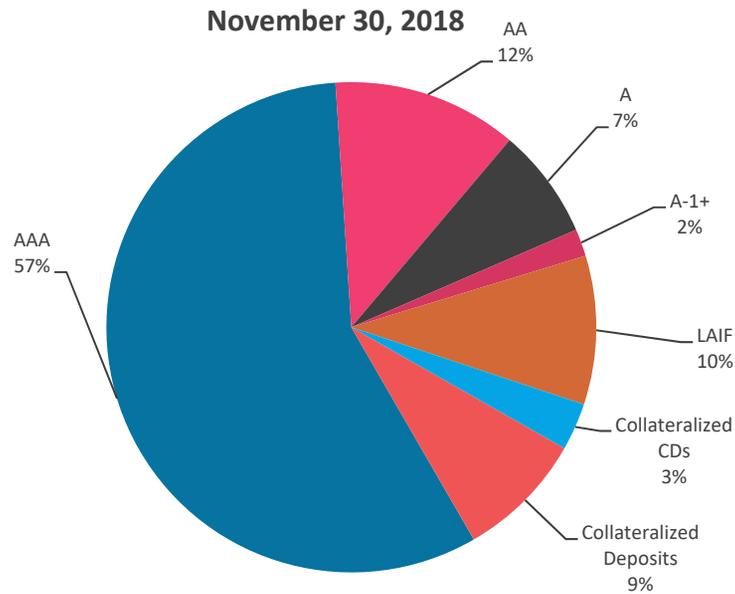
\*Portfolio is S&P and Moody's, respectively.

# Sector Distribution

	November 30, 2018		October 31, 2018	
	Total Market Value	% of Portfolio	Total Market Value	% of Portfolio
Agency	105,114,484	20.9%	95,192,829	18.8%
Cash	42,480,620	8.4%	45,360,694	9.0%
Collateralized CD	15,733,772	3.1%	15,708,907	3.1%
LAIF	49,364,087	9.8%	49,274,610	9.8%
LGIP	71,042,736	14.1%	71,548,622	14.2%
Money Market Fund	172,262	0.1%	5,199,636	1.0%
Negotiable CD	30,747,421	6.1%	34,841,517	6.9%
Supranational	12,331,474	2.5%	12,269,955	2.4%
US Corporate	66,831,857	13.3%	66,824,121	13.2%
US Treasury	109,452,072	21.7%	109,219,757	21.6%
<b>TOTAL</b>	<b>503,270,785</b>	<b>100.0%</b>	<b>505,440,648</b>	<b>100.0%</b>



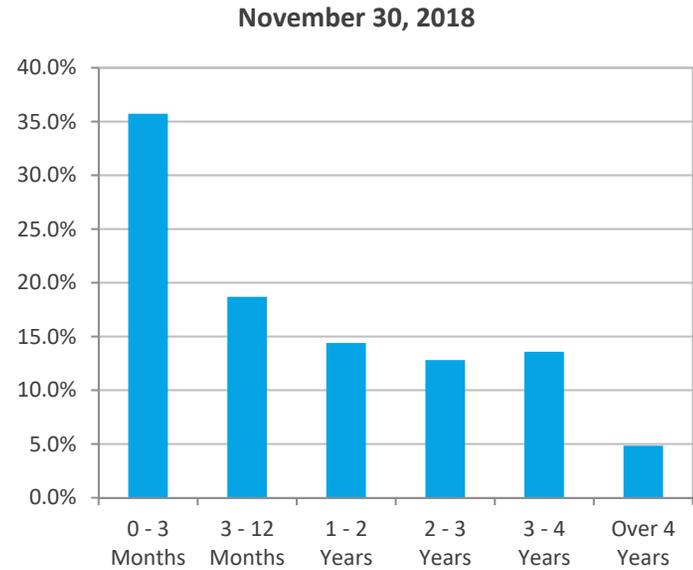
# Quality & Maturity Distribution



**Notes:**

Security ratings are based on the highest rating provided by Moody's, S&P and Fitch and is presented using the S&P ratings scale.

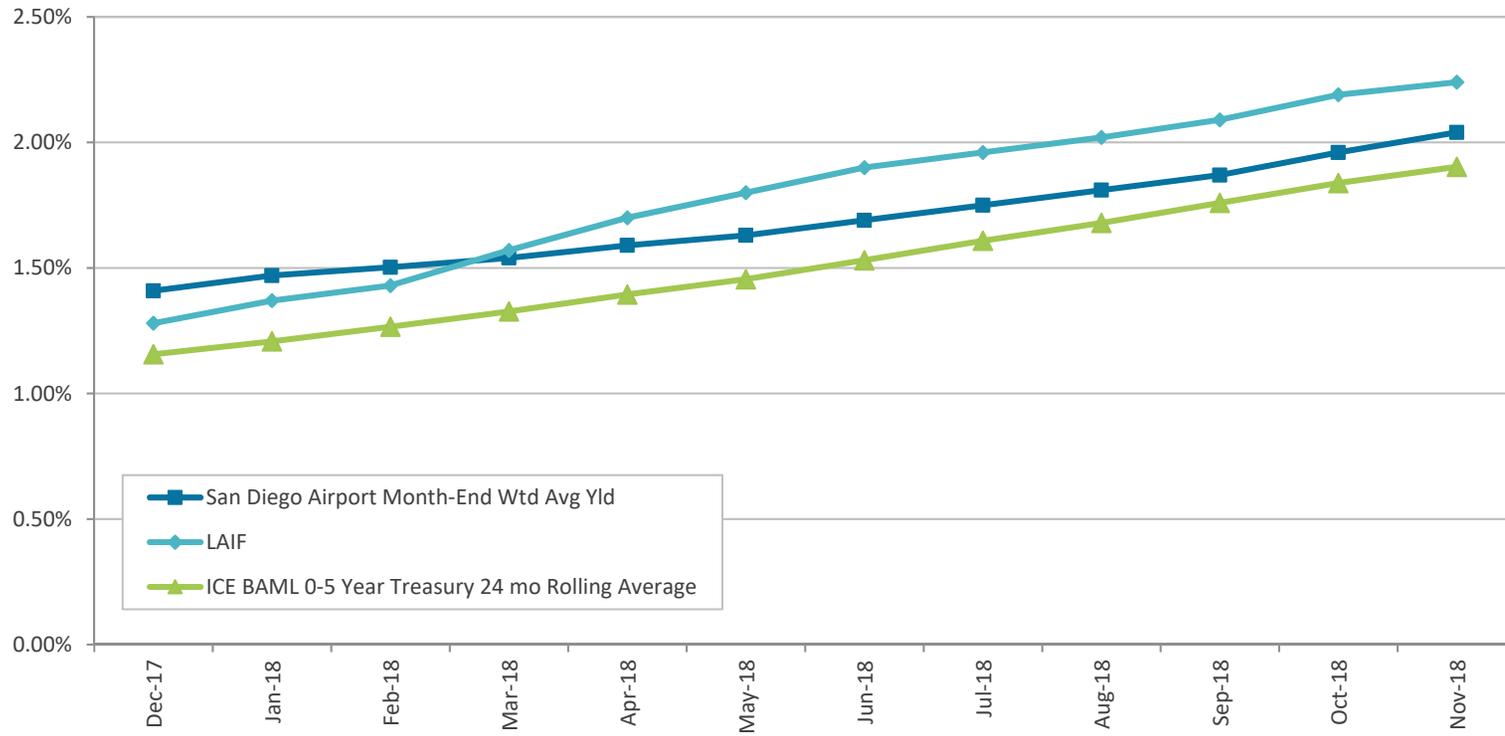
(1) Includes investments that have split ratings between S&P, Moody's and Fitch.



**Notes:**

(1) The 0-3 category includes investments held in LAIF, CalTrust, and the San Diego County Investment Pool.

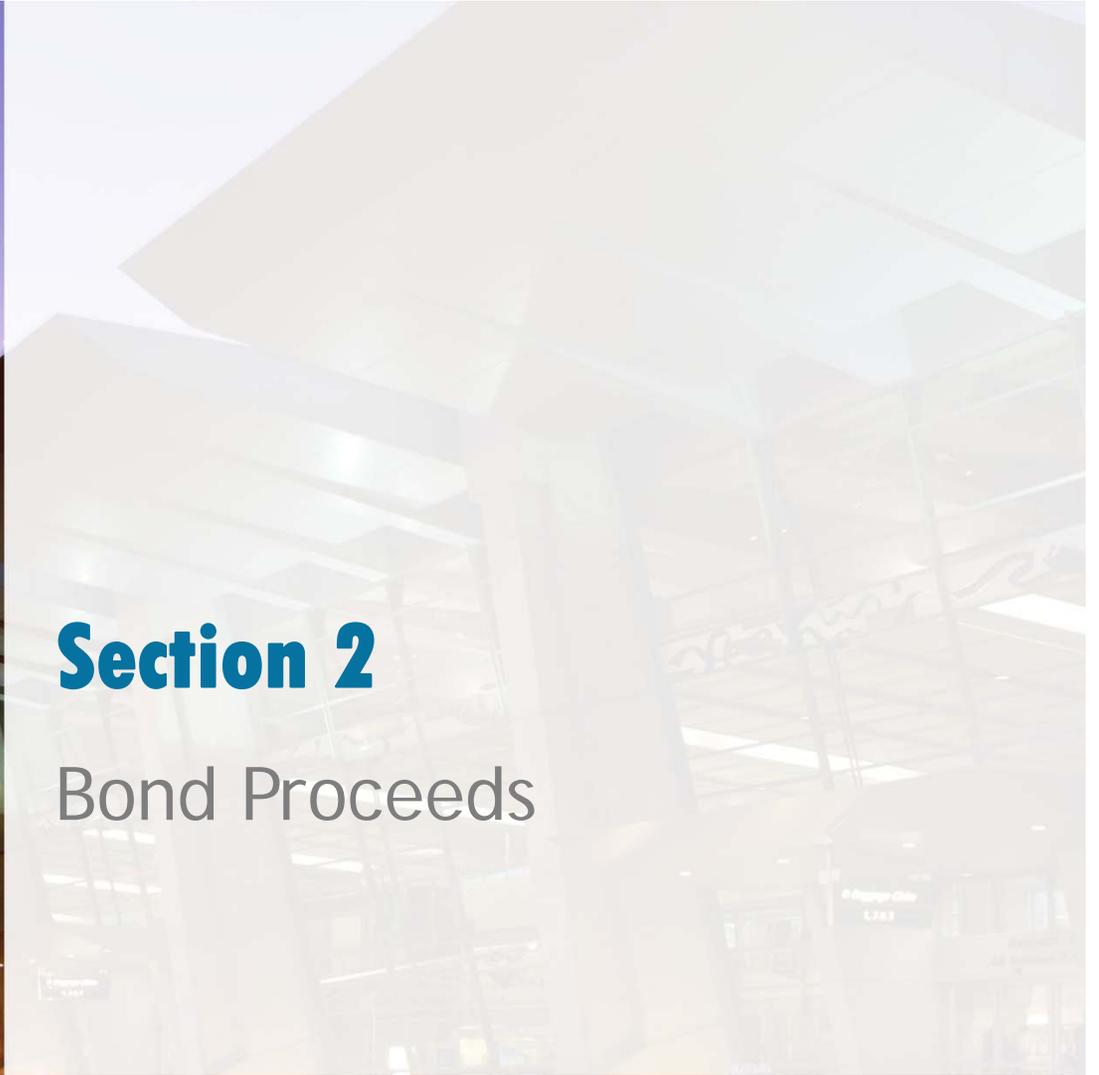
# Investment Performance





## Section 2

Bond Proceeds



# Bond Proceeds

## Summary of 2010, 2013, 2014 & 2017 Bond Proceeds <sup>(1)</sup>

As of November 30, 2018  
(in thousands)

	2014 Special Facility Revenue Bond	2010, 2013 and 2017 General Airport Revenue Bonds	Total Bond Proceeds	Yield	Rating
<b>Project Fund</b>					
LAIF	-	8,562	8,562	2.24%	N/R
SDCIP	-	54,666	54,666	2.12%	AAAf
Money Market Fund	-	21,797	21,797	2.12%	AAAm
	-	85,025	85,025	2.13%	
<b>Capitalized Interest</b>					
SDCIP	-	441	441	2.12%	AAAf
	-	441	441	2.12%	
<b>Debt Service Reserve &amp; Coverage Funds</b>					
SDCIP	29,254	79,726	108,980	2.12%	AAAf
Torrey Pines Bank CD	-	21,839	21,839	2.00%	N/R
Money Market Fund	-	13	13	2.05%	AAAm
	29,254	101,578	130,832	2.10%	
<b>TOTAL</b>	<b>29,254</b>	<b>187,044</b>	<b>216,298</b>	<b>2.11%</b>	

(1) Bond Proceeds are not included in deposit limits as applied to operating funds.  
SDCIP Yield as of October 31, 2018



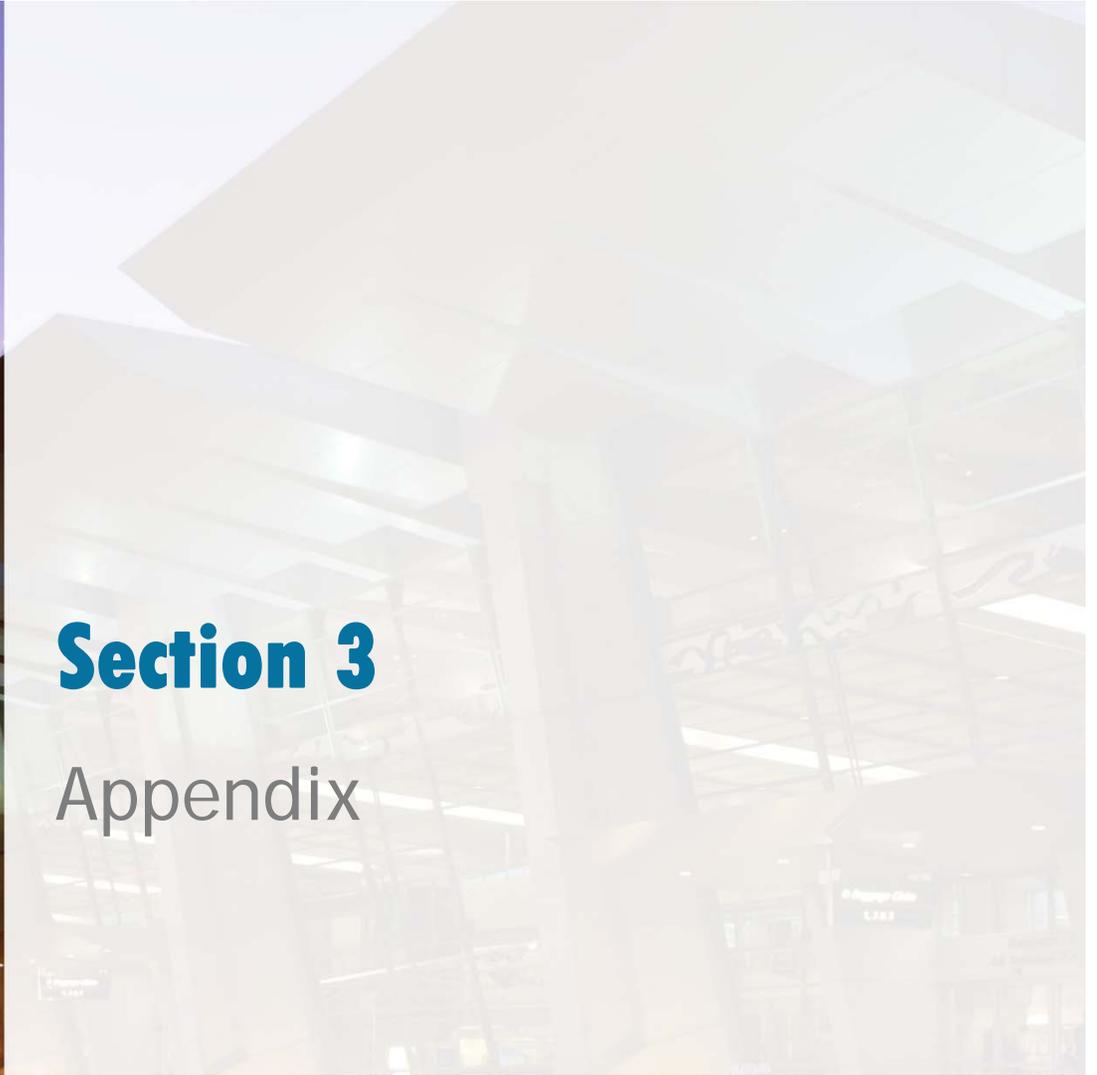
Questions?

● Ticketing  
U S Airways



## Section 3

### Appendix



# Compliance

October 31, 2018

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by SDCRAA. Chandler relies on SDCRAA to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
Treasury Issues	No Limit	Complies
Agency Issues	No Limit	Complies
Supranationals	"AA" rated or better by a Nationally Recognized Statistical Rating Organization ("NRSRO"); 30% maximum; 10% max per issuer; U.S. dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development ("IBRD"), the International Finance Corporation ("IFC") or the Inter-American Development Bank ("IADB")	Complies
Municipal Issues	"A" rated or better by a NRSRO; 20% maximum; 5% max per issuer	Complies
Banker's Acceptances	"A-1" rated or equivalent or highest category by a NRSRO; 40% maximum; 5% max per bank; 180 days max maturity	Complies
Commercial Paper	"A-1" rated or equivalent by a NRSRO; or "A" rated issuer or equivalent by a NRSRO, if any long-term debt; 25% maximum; 5% max per issuer (combined with any other securities from that issuer); 270 days max maturity; Entity organized and operating in the U.S. as a general corporation and has total assets >\$500 million; or Entity is organized within the U.S. as a special purpose corporation, trust, or limited liability company and has credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.	Complies
Negotiable Certificates of Deposit ("NCD")	"A" rated issuer or better by a NRSRO; 30% maximum; 5% max per issuer (combined with any other securities from that issuer); Issued by nationally or state-chartered bank, a state or federal savings institution or by a federally licensed or state licensed branch of a foreign bank.	Complies
Time Deposits/Certificates of Deposit/ Bank Deposit	Bank Deposits, including, demand deposit accounts, savings accounts, market rate accounts, and time certificates of deposits ("TCD") in financial institutions located in California. 20% maximum; 5% max per TCD issuer in excess of FDIC limit (combined with other securities from that issuer); 3 years max maturity; Financial institutions with net worth of \$10 million and total assets of \$50 million; Deposits in each bank limited to 5% max of the total assets of bank; To be eligible to receive Authority deposits, financial institution must have received a minimum overall satisfactory rating, under the Community Reinvestment Act, for meeting the credit needs of California Communities; Bank Deposits are required to be collateralized as specified by Cal. Gov. Code §53630 et seq.; Collateralization may be waived for any portion that is covered by FDIC	Complies
Medium Term Notes	"A" rated or better by a NRSRO; 20% maximum; 5% max per issuer (combined with any other securities from that issuer); Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S.	Complies
Money Market Funds	Highest rating or "AAA" rated by two NRSROs; or SEC registered investment adviser with assets under management in excess of \$500 million and experience greater than 5 years; 20% maximum; 10% per fund; 5% max of total fund balance	Complies
Repurchase Agreements	"A" rated or better by a NRSRO; 1 year max maturity; U.S. Treasury or Federal Agency collateral only	Complies
Local Agency Investment Fund (LAIF)	Max program limit for LAIF; Pursuant to California Gov. Code Section 16429.1	Complies
San Diego County Investment Pool (SDCIP)	Max program limit for LAIF	Complies
Local Government Investment Pool (LGIP)	Max program limit for LAIF	Complies
Prohibited	Inverse floaters, Range notes, Interest-only strips from mortgaged backed securities; Common stocks; Zero interest accrual securities	Complies
Average Maturity	3 years	Complies
Maximum maturity	5 years	Complies

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Agency</b>									
3137EADK2	FHLMC Note 1.250% Due 08/01/2019	5,000,000.00	07/08/2016 0.82%	5,064,250.00	99.06 2.67%	4,953,200.00 20,833.33	0.99% (111,050.00)	Aaa / AA+ AAA	0.67 0.66
3135G0N33	FNMA Note 0.875% Due 08/02/2019	7,800,000.00	08/02/2016 0.93%	7,786,896.00	98.82 2.66%	7,707,648.00 22,560.42	1.54% (79,248.00)	Aaa / AA+ AAA	0.67 0.66
3130A8Y72	FHLB Note 0.875% Due 08/05/2019	12,000,000.00	10/21/2016 1.03%	11,948,160.00	98.81 2.65%	11,857,320.00 33,833.33	2.36% (90,840.00)	Aaa / AA+ AAA	0.68 0.67
3135G0P49	FNMA Note 1.000% Due 08/28/2019	13,500,000.00	09/06/2016 1.06%	13,477,860.00	98.78 2.68%	13,335,151.50 34,875.00	2.66% (142,708.50)	Aaa / AA+ AAA	0.74 0.73
3130A9EP2	FHLB Note 1.000% Due 09/26/2019	10,000,000.00	10/07/2016 1.09%	9,972,700.00	98.63 2.70%	9,862,600.00 18,055.56	1.96% (110,100.00)	Aaa / AA+ AAA	0.82 0.81
3135G0T29	FNMA Note 1.500% Due 02/28/2020	13,035,000.00	02/28/2017 1.58%	13,003,050.30	98.43 2.79%	12,830,702.45 50,510.63	2.56% (172,347.85)	Aaa / AA+ AAA	1.25 1.22
313378J77	FHLB Note 1.875% Due 03/13/2020	3,000,000.00	05/16/2017 1.57%	3,025,080.00	98.83 2.81%	2,964,828.00 12,187.50	0.59% (60,252.00)	Aaa / AA+ NR	1.28 1.25
313370U55	FHLB Note 2.875% Due 09/11/2020	5,000,000.00	10/30/2018 2.90%	4,997,450.00	100.01 2.87%	5,000,500.00 31,944.44	1.00% 3,050.00	Aaa / AA+ AAA	1.78 1.71
3135G0U84	FNMA Note 2.875% Due 10/30/2020	5,000,000.00	10/30/2018 2.91%	4,996,750.00	99.96 2.90%	4,998,005.00 11,979.17	1.00% 1,255.00	Aaa / AA+ AAA	1.92 1.85
313371U79	FHLB Note 3.125% Due 12/11/2020	4,500,000.00	11/29/2018 2.86%	4,523,220.00	100.41 2.91%	4,518,567.00 66,406.25	0.91% (4,653.00)	Aaa / AA+ AAA	2.03 1.93
3130AF5B9	FHLB Note 3.000% Due 10/12/2021	4,500,000.00	10/22/2018 3.05%	4,493,385.00	100.19 2.93%	4,508,482.50 18,375.00	0.90% 15,097.50	Aaa / AA+ NR	2.87 2.72

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
3130AEBM1	FHLB Note 2.750% Due 06/10/2022	7,150,000.00	Various 2.82%	7,131,662.00	99.33 2.95%	7,101,994.90 109,782.30	1.43% (29,667.10)	Aaa / AA+ NR	3.53 3.29
313383WD9	FHLB Note 3.125% Due 09/09/2022	4,000,000.00	09/27/2018 3.00%	4,019,040.00	100.43 3.00%	4,017,024.00 28,472.22	0.80% (2,016.00)	Aaa / AA+ AAA	3.78 3.51
3130A3KM5	FHLB Note 2.500% Due 12/09/2022	6,000,000.00	08/16/2018 2.81%	5,924,640.00	98.26 2.96%	5,895,474.00 71,666.67	1.19% (29,166.00)	Aaa / AA+ NR	4.03 3.75
313383QR5	FHLB Note 3.250% Due 06/09/2023	4,900,000.00	09/11/2018 2.97%	4,959,045.00	101.13 2.98%	4,955,419.00 76,086.11	1.00% (3,626.00)	Aaa / AA+ NR	4.53 4.12
<b>TOTAL Agency</b>		<b>105,385,000.00</b>	<b>1.84%</b>	<b>105,323,188.30</b>	<b>2.80%</b>	<b>104,506,916.35</b> <b>607,567.93</b>	<b>20.89%</b> <b>(816,271.95)</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>1.74</b> <b>1.65</b>
<b>Cash</b>									
PP2118\$00	U.S. Bank Checking Account	67,563.73	Various 0.00%	67,563.73	1.00 0.00%	67,563.73 0.00	0.01% 0.00	NR / NR NR	0.00 0.00
PP2118V\$7	EastWest Bank Deposit Account	32,163,528.07	Various 2.00%	32,211,487.50	1.00 2.00%	32,163,528.07 0.00	6.39% (47,959.43)	NR / NR NR	0.00 0.00
PP2118V\$8	EastWest Bank Deposit Account	106,297.10	Various 1.81%	106,297.10	1.00 1.81%	106,297.10 0.00	0.02% 0.00	NR / NR NR	0.00 0.00
PP2118V\$9	U.S. Bank Checking Account	10,143,230.70	Various 0.00%	10,143,230.70	1.00 0.00%	10,143,230.70 0.00	2.02% 0.00	NR / NR NR	0.00 0.00
<b>TOTAL Cash</b>		<b>42,480,619.60</b>	<b>1.52%</b>	<b>42,528,579.03</b>	<b>1.52%</b>	<b>42,480,619.60</b> <b>0.00</b>	<b>8.44%</b> <b>(47,959.43)</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Collateralized CD</b>									
PP2118V\$5	EastWest Bank Collateralized CD 1.550% Due 07/07/2019	10,604,300.89	Various 1.67%	10,590,758.12	91.00 1.67%	10,590,758.12 450.34	2.10% 0.00	NR / NR NR	0.60 0.54
PP2118\$02	EastWest Bank Collateralized CD 2.600% Due 10/24/2019	5,140,000.92	Various 2.60%	5,140,000.92	100.00 2.60%	5,140,000.92 2,562.96	1.02% 0.00	NR / NR NR	0.90 0.89
<b>TOTAL Collateralized CD</b>		<b>15,744,301.81</b>	<b>1.97%</b>	<b>15,730,759.04</b>	<b>1.97%</b>	<b>15,730,759.04</b> <b>3,013.30</b>	<b>3.13%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.70</b> <b>0.65</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	49,185,269.16	Various 2.24%	49,185,269.16	1.00 2.24%	49,185,269.16 178,817.73	9.81% 0.00	NR / NR NR	0.00 0.00
<b>TOTAL LAIF</b>		<b>49,185,269.16</b>	<b>2.24%</b>	<b>49,185,269.16</b>	<b>2.24%</b>	<b>49,185,269.16</b> <b>178,817.73</b>	<b>9.81%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>Local Gov Investment Pool</b>									
90SDCP\$00	County of San Diego Pooled Investment Pool	55,390,309.00	Various 2.12%	55,390,309.00	1.00 2.12%	55,390,309.00 0.00	11.01% 0.00	NR / NR AAA	0.00 0.00
09CATR\$04	CalTrust Short Term Fund	1,565,242.71	Various 2.39%	15,668,056.78	10.00 2.39%	15,652,427.14 0.00	3.11% (15,629.64)	NR / AA NR	0.00 0.00
<b>TOTAL Local Gov Investment Pool</b>		<b>56,955,551.71</b>	<b>2.13%</b>	<b>71,058,365.78</b>	<b>2.13%</b>	<b>71,042,736.14</b> <b>0.00</b>	<b>14.12%</b> <b>(15,629.64)</b>	<b>NR / AA</b> <b>Aaa</b>	<b>0.00</b> <b>0.00</b>

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Money Market Fund FI</b>									
262006307	Dreyfus Gov't Cash Management Money Market Fund	172,261.54	Various 1.85%	172,261.54	1.00 1.85%	172,261.54 0.00	0.03% 0.00	Aaa / AAA NR	0.00 0.00
<b>TOTAL Money Market Fund FI</b>		<b>172,261.54</b>	<b>1.85%</b>	<b>172,261.54</b>	<b>1.85%</b>	<b>172,261.54</b> <b>0.00</b>	<b>0.03%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>Negotiable CD</b>									
06427KRC3	Bank of Montreal Yankee CD 1.880% Due 02/07/2019	5,000,000.00	02/09/2017 1.88%	5,000,000.00	99.93 2.23%	4,996,650.00 29,766.67	1.00% (3,350.00)	A1 / A+ AA-	0.19 0.19
90333VXB1	US Bank National Association Negotiable CD 2.050% Due 02/28/2019	4,000,000.00	03/14/2018 2.05%	4,000,000.00	99.82 2.73%	3,992,840.00 59,677.78	0.81% (7,160.00)	P-1 / A-1+ F-1+	0.25 0.25
06417GUE6	Bank of Nova Scotia Yankee CD 1.910% Due 04/05/2019	4,000,000.00	04/06/2017 1.91%	4,000,000.00	99.70 2.76%	3,988,148.00 12,096.67	0.79% (11,852.00)	Aa2 / A+ NR	0.35 0.35
86563YVN0	Sumitomo Mitsui Bank NY Yankee CD 2.050% Due 05/03/2019	3,000,000.00	05/04/2017 2.05%	3,000,000.00	99.75 2.64%	2,992,515.00 4,783.33	0.60% (7,485.00)	A1 / A A	0.42 0.42
83050FXT3	Skandinav Enskilda BK NY Yankee CD 1.840% Due 08/02/2019	5,750,000.00	08/04/2017 1.86%	5,747,757.50	99.41 2.71%	5,716,259.00 35,560.56	1.14% (31,498.50)	Aa3 / A+ AA-	0.67 0.67
89114MNX6	Toronto Dominion Bank Yankee CD 3.090% Due 12/02/2019	5,000,000.00	11/29/2018 3.09%	5,000,000.00	100.00 3.09%	5,000,000.00 429.17	0.99% 0.00	P-1 / A-1+ F-1+	1.01 0.99
87019U6D6	Swedbank Inc Negotiable CD 2.270% Due 11/16/2020	4,000,000.00	11/17/2017 2.27%	4,000,000.00	97.87 3.38%	3,914,912.00 3,783.33	0.78% (85,088.00)	Aa3 / AA- AA-	1.96 1.92
<b>TOTAL Negotiable CD</b>		<b>30,750,000.00</b>	<b>2.17%</b>	<b>30,747,757.50</b>	<b>2.78%</b>	<b>30,601,324.00</b> <b>146,097.51</b>	<b>6.11%</b> <b>(146,433.50)</b>	<b>Aa3 / AA</b> <b>AA</b>	<b>0.69</b> <b>0.68</b>

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Supranational</b>									
459058FZ1	Intl. Bank Recon & Development Note 1.875% Due 04/21/2020	3,000,000.00	04/28/2017 1.64%	3,020,550.00	98.66 2.86%	2,959,734.00 6,250.00	0.59% (60,816.00)	Aaa / AAA AAA	1.39 1.36
45950KCM0	International Finance Corp Note 2.250% Due 01/25/2021	2,125,000.00	02/13/2018 2.43%	2,113,992.50	98.64 2.91%	2,096,097.88 16,734.38	0.42% (17,894.62)	Aaa / AAA NR	2.16 2.07
4581X0CV8	Inter-American Dev Bank Note 1.250% Due 09/14/2021	2,500,000.00	04/03/2018 2.66%	2,385,100.00	95.49 2.95%	2,387,162.50 6,684.03	0.48% 2,062.50	Aaa / NR NR	2.79 2.70
459058FY4	Intl. Bank Recon & Development Note 2.000% Due 01/26/2022	3,000,000.00	03/16/2018 2.73%	2,920,650.00	97.07 2.98%	2,912,238.00 20,833.33	0.58% (8,412.00)	Aaa / NR AAA	3.16 3.01
4581X0CN6	Inter-American Dev Bank Note 1.750% Due 04/14/2022	2,000,000.00	09/27/2018 3.03%	1,914,620.00	96.06 2.99%	1,921,170.00 4,569.44	0.38% 6,550.00	Aaa / AAA AAA	3.37 3.23
<b>TOTAL Supranational</b>		<b>12,625,000.00</b>	<b>2.45%</b>	<b>12,354,912.50</b>	<b>2.93%</b>	<b>12,276,402.38</b> <b>55,071.18</b>	<b>2.45%</b> <b>(78,510.12)</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>2.52</b> <b>2.43</b>
<b>US Corporate</b>									
94974BFQ8	Wells Fargo Corp Note 2.150% Due 01/15/2019	4,600,000.00	06/06/2016 1.59%	4,665,642.00	99.92 2.78%	4,596,274.00 37,362.22	0.92% (69,368.00)	A2 / A- A+	0.13 0.12
17275RBB7	Cisco Systems Note 1.600% Due 02/28/2019	3,000,000.00	02/29/2016 1.49%	3,009,900.00	99.71 2.80%	2,991,198.00 12,400.00	0.60% (18,702.00)	A1 / AA- NR	0.25 0.24
89236TDE2	Toyota Motor Credit Corp Note 1.400% Due 05/20/2019	1,500,000.00	10/14/2016 1.44%	1,498,590.00	99.36 2.78%	1,490,353.50 641.67	0.30% (8,236.50)	Aa3 / AA- A+	0.47 0.47
89236TBP9	Toyota Motor Credit Corp Note 2.125% Due 07/18/2019	1,000,000.00	10/14/2016 1.50%	1,016,700.00	99.53 2.88%	995,265.00 7,850.69	0.20% (21,435.00)	Aa3 / AA- A+	0.63 0.62

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.300% Due 09/11/2019	2,000,000.00	12/12/2016 1.88%	2,022,140.00	99.40 3.08%	1,987,974.00 10,222.22	0.40% (34,166.00)	A1 / A AA-	0.78 0.76
46625HKA7	JP Morgan Chase Callable Note Cont 12/23/2019 2.250% Due 01/23/2020	3,500,000.00	05/15/2017 2.15%	3,509,345.00	98.79 3.33%	3,457,800.50 28,000.00	0.69% (51,544.50)	A2 / A- AA-	1.15 1.11
166764BP4	Chevron Corp Note 1.991% Due 03/03/2020	3,500,000.00	05/15/2017 1.89%	3,509,660.00	98.74 3.02%	3,455,865.00 17,034.11	0.69% (53,795.00)	Aa2 / AA- NR	1.26 1.22
30231GAG7	Exxon Mobil Corp Callable Note Cont 2/6/2020 1.912% Due 03/06/2020	3,000,000.00	07/28/2017 1.76%	3,011,430.00	98.61 3.04%	2,958,156.00 13,543.33	0.59% (53,274.00)	Aaa / AA+ NR	1.27 1.23
69371RN93	Paccar Financial Corp Note 2.800% Due 03/01/2021	1,000,000.00	04/03/2018 2.90%	997,270.00	99.06 3.23%	990,621.00 7,000.00	0.20% (6,649.00)	A1 / A+ NR	2.25 2.15
911312BP0	UPS Note 2.050% Due 04/01/2021	2,280,000.00	11/14/2017 2.10%	2,276,397.60	97.46 3.18%	2,222,192.88 7,790.00	0.44% (54,204.72)	A1 / A+ NR	2.34 2.25
369550BE7	General Dynamics Corp Note 3.000% Due 05/11/2021	3,000,000.00	06/11/2018 3.14%	2,988,090.00	99.42 3.25%	2,982,660.00 5,000.00	0.59% (5,430.00)	A2 / A+ NR	2.45 2.34
02665WBF7	American Honda Finance Note 1.650% Due 07/12/2021	2,000,000.00	07/02/2018 3.13%	1,915,520.00	95.65 3.40%	1,913,098.00 12,741.67	0.38% (2,422.00)	A2 / A+ NR	2.62 2.51
594918BP8	Microsoft Callable Note Cont 7/8/21 1.550% Due 08/08/2021	3,000,000.00	09/15/2017 1.96%	2,954,280.00	96.12 3.06%	2,883,669.00 14,595.83	0.58% (70,611.00)	Aaa / AAA AA+	2.69 2.59
69371RP42	Paccar Financial Corp Note 3.150% Due 08/09/2021	3,000,000.00	08/16/2018 3.09%	3,005,220.00	99.72 3.26%	2,991,615.00 29,400.00	0.60% (13,605.00)	A1 / A+ NR	2.69 2.54
74005PAZ7	Praxair Note 3.000% Due 09/01/2021	1,800,000.00	04/03/2018 2.96%	1,802,340.00	99.49 3.19%	1,790,773.20 13,500.00	0.36% (11,566.80)	A2 / A NR	2.76 2.60
69353REY0	PNC Bank Callable Note Cont 11/09/2021 2.550% Due 12/09/2021	2,000,000.00	07/13/2018 3.28%	1,953,160.00	97.12 3.56%	1,942,308.00 24,366.67	0.39% (10,852.00)	A2 / A A+	3.03 2.84

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
459200JQ5	IBM Corp Note 2.500% Due 01/27/2022	2,000,000.00	08/16/2018 3.12%	1,960,160.20	96.40 3.72%	1,928,090.01 17,222.22	0.39% (32,070.19)	A1 / A A	3.16 2.97
037833AY6	Apple Inc Note 2.150% Due 02/09/2022	4,000,000.00	09/15/2017 2.10%	4,008,680.00	96.42 3.34%	3,856,996.00 26,755.56	0.77% (151,684.00)	Aa1 / AA+ NR	3.20 3.03
74005PBA1	Praxair Callable Note Cont 11/15/2021 2.450% Due 02/15/2022	1,000,000.00	06/11/2018 3.18%	974,800.00	97.13 3.40%	971,303.00 7,213.89	0.19% (3,497.00)	A2 / A NR	3.21 3.03
69353RFB9	PNC Bank Callable Note Cont 1/18/2022 2.625% Due 02/17/2022	2,000,000.00	06/11/2018 3.35%	1,950,240.00	96.95 3.64%	1,939,050.00 15,166.67	0.39% (11,190.00)	A2 / A A+	3.22 3.02
68389XBB0	Oracle Corp Callable Note Cont 3/15/2022 2.500% Due 05/15/2022	3,000,000.00	07/02/2018 3.24%	2,920,290.00	96.87 3.47%	2,906,058.00 3,333.33	0.58% (14,232.00)	A1 / AA- A	3.46 3.27
00440EAU1	Chubb INA Holdings Inc Callable Note Cont 9/3/2022 2.875% Due 11/03/2022	2,000,000.00	09/27/2018 3.47%	1,955,180.00	97.84 3.47%	1,956,710.00 4,472.22	0.39% 1,530.00	A3 / A A	3.93 3.67
24422EUA5	John Deere Capital Corp Note 2.700% Due 01/06/2023	3,500,000.00	Various 3.22%	3,422,355.00	96.29 3.68%	3,370,220.00 38,062.50	0.68% (52,135.00)	A2 / A A	4.10 3.79
89236TEL5	Toyota Motor Credit Corp Note 2.700% Due 01/11/2023	2,000,000.00	07/13/2018 3.34%	1,946,860.00	96.58 3.60%	1,931,602.00 21,000.00	0.39% (15,258.00)	Aa3 / AA- A+	4.12 3.81
44932HAH6	IBM Credit Corp Note 3.000% Due 02/06/2023	2,000,000.00	09/11/2018 3.34%	1,972,280.00	96.93 3.80%	1,938,636.00 19,166.67	0.39% (33,644.00)	A1 / A A	4.19 3.85
084670BR8	Berkshire Hathaway Callable Note Cont 1/15/2023 2.750% Due 03/15/2023	2,000,000.00	07/13/2018 3.20%	1,961,020.00	96.88 3.54%	1,937,566.00 11,611.11	0.39% (23,454.00)	Aa2 / AA A+	4.29 3.98
931142EK5	Wal-Mart Stores Callable Note Cont 5/26/2023 3.400% Due 06/26/2023	2,000,000.00	09/27/2018 3.31%	2,008,020.00	99.82 3.44%	1,996,308.00 29,088.89	0.40% (11,712.00)	Aa2 / AA AA	4.57 4.14

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
02665WCJ8	American Honda Finance Note 3.450% Due 07/14/2023	2,000,000.00	09/11/2018 3.42%	2,002,420.00	99.45 3.58%	1,989,078.00 25,875.00	0.40% (13,342.00)	A2 / A+ NR	4.62 4.18
<b>TOTAL US Corporate</b>		<b>67,680,000.00</b>	<b>2.58%</b>	<b>67,217,989.80</b>	<b>3.28%</b>	<b>66,371,440.09</b> <b>460,416.47</b>	<b>13.28%</b> <b>(846,549.71)</b>	<b>A1 / A+</b> <b>A+</b>	<b>2.48</b> <b>2.33</b>
<b>US Treasury</b>									
912828G61	US Treasury Note 1.500% Due 11/30/2019	13,400,000.00	12/05/2016 1.46%	13,416,750.00	98.77 2.75%	13,235,635.60 552.20	2.63% (181,114.40)	Aaa / AA+ AAA	1.00 0.98
912828H52	US Treasury Note 1.250% Due 01/31/2020	7,000,000.00	01/09/2017 1.53%	6,940,820.31	98.27 2.76%	6,878,865.00 29,245.92	1.37% (61,955.31)	Aaa / AA+ AAA	1.17 1.14
912828XE5	US Treasury Note 1.500% Due 05/31/2020	5,000,000.00	05/11/2017 1.58%	4,987,695.31	98.08 2.81%	4,904,100.00 206.04	0.97% (83,595.31)	Aaa / AA+ AAA	1.50 1.47
912828XM7	US Treasury Note 1.625% Due 07/31/2020	5,400,000.00	07/28/2017 1.56%	5,410,968.75	98.06 2.82%	5,295,375.00 29,329.48	1.06% (115,593.75)	Aaa / AA+ AAA	1.67 1.62
912828G3	US Treasury Note 1.750% Due 11/15/2020	7,700,000.00	11/20/2017 1.83%	7,683,156.25	97.97 2.82%	7,543,897.90 5,955.80	1.50% (139,258.35)	Aaa / AA+ AAA	1.96 1.91
912828P87	US Treasury Note 1.125% Due 02/28/2021	8,500,000.00	10/13/2017 1.73%	8,331,992.19	96.33 2.82%	8,188,220.00 24,302.49	1.63% (143,772.19)	Aaa / AA+ AAA	2.25 2.19
912828Q37	US Treasury Note 1.250% Due 03/31/2021	3,500,000.00	10/25/2017 1.84%	3,431,230.47	96.52 2.80%	3,378,182.50 7,451.92	0.67% (53,047.97)	Aaa / AA+ AAA	2.33 2.27
912828WG1	US Treasury Note 2.250% Due 04/30/2021	7,700,000.00	11/20/2017 1.90%	7,789,632.81	98.69 2.82%	7,598,937.50 14,836.33	1.51% (190,695.31)	Aaa / AA+ AAA	2.42 2.33
912828D72	US Treasury Note 2.000% Due 08/31/2021	8,500,000.00	10/13/2017 1.81%	8,560,761.72	97.81 2.83%	8,314,062.50 43,204.42	1.66% (246,699.22)	Aaa / AA+ AAA	2.75 2.64

# Holdings Report

SDCRAA Consolidated - Account #10566

For the Month Ending November 30, 2018

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
912828T67	US Treasury Note 1.250% Due 10/31/2021	7,700,000.00	11/20/2017 1.96%	7,492,761.72	95.60 2.83%	7,361,022.90 8,242.40	1.46% (131,738.82)	Aaa / AA+ AAA	2.92 2.83
912828WZ9	US Treasury Note 1.750% Due 04/30/2022	2,750,000.00	11/17/2017 2.00%	2,720,781.25	96.44 2.85%	2,652,138.50 4,230.77	0.53% (68,642.75)	Aaa / AA+ AAA	3.42 3.28
912828SV3	US Treasury Note 1.750% Due 05/15/2022	8,200,000.00	12/05/2017 2.09%	8,080,843.75	96.41 2.85%	7,905,956.20 6,342.54	1.57% (174,887.55)	Aaa / AA+ AAA	3.46 3.32
912828XW5	US Treasury Note 1.750% Due 06/30/2022	8,200,000.00	12/05/2017 2.13%	8,063,546.88	96.30 2.84%	7,896,345.80 60,051.63	1.58% (167,201.08)	Aaa / AA+ AAA	3.58 3.41
912828L24	US Treasury Note 1.875% Due 08/31/2022	8,200,000.00	12/05/2017 2.14%	8,101,984.38	96.52 2.86%	7,914,599.00 39,074.59	1.58% (187,385.38)	Aaa / AA+ AAA	3.75 3.57
912828L57	US Treasury Note 1.750% Due 09/30/2022	10,500,000.00	01/19/2018 2.39%	10,204,277.34	96.00 2.86%	10,080,409.50 31,298.08	2.01% (123,867.84)	Aaa / AA+ AAA	3.84 3.66
<b>TOTAL US Treasury</b>		<b>112,250,000.00</b>	<b>1.87%</b>	<b>111,217,203.13</b>	<b>2.82%</b>	<b>109,147,747.90</b> <b>304,324.61</b>	<b>21.75%</b> <b>(2,069,455.23)</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>2.51</b> <b>2.42</b>
<b>TOTAL PORTFOLIO</b>		<b>493,228,003.82</b>	<b>2.04%</b>	<b>505,536,285.78</b>	<b>2.59%</b>	<b>501,515,476.20</b> <b>1,755,308.73</b>	<b>100.00%</b> <b>(4,020,809.58)</b>	<b>Aa1 / AA</b> <b>Aaa</b>	<b>1.37</b> <b>1.30</b>
<b>TOTAL MARKET VALUE PLUS ACCRUALS</b>						<b>503,270,784.93</b>			

# Transactions Ledger

SDCRAA Consolidated - Account #10566

November 1, 2018 through November 31, 2018

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	11/01/2018	3135G0U84	5,000,000.00	FNMA Note 2.875% Due: 10/30/2020	99.935	2.91%	4,996,750.00	0.00	4,996,750.00	0.00
Purchase	11/30/2018	313371U79	4,500,000.00	FHLB Note 3.125% Due: 12/11/2020	100.516	2.86%	4,523,220.00	66,015.63	4,589,235.63	0.00
Purchase	11/30/2018	89114MNX6	5,000,000.00	Toronto Dominion Bank Yankee CD 3.09% Due: 12/02/2019	100.000	3.09%	5,000,000.00	0.00	5,000,000.00	0.00
	<b>Subtotal</b>		<b>11,500,000.00</b>				<b>14,519,970.00</b>	<b>66,015.63</b>	<b>14,585,985.63</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>11,500,000.00</b>				<b>14,519,970.00</b>	<b>66,015.63</b>	<b>14,585,985.63</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Maturity	11/30/2018	13606A5Z7	5,000,000.00	Canadian Imperial Bank Yankee CD 1.76% Due: 11/30/2018	100.000		5,000,000.00	0.00	5,000,000.00	3,900.00
Maturity	11/30/2018	65558LWA6	4,000,000.00	Nordea Bank Finland Negotiable CD 1.76% Due: 11/30/2018	100.000		4,000,000.00	0.00	4,000,000.00	0.00
	<b>Subtotal</b>		<b>9,000,000.00</b>				<b>9,000,000.00</b>	<b>0.00</b>	<b>9,000,000.00</b>	<b>3,900.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>9,000,000.00</b>				<b>9,000,000.00</b>	<b>0.00</b>	<b>9,000,000.00</b>	<b>3,900.00</b>

# Transactions Ledger for Bonds

SDCRAA Consolidated Bond Reserves - Account #10592

November 1, 2018 through November 31, 2018

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	11/13/2018	31846V336	11,000,000.00	First American Government Obligation Funds	1.000	2.08%	11,000,000.00	0.00	11,000,000.00	0.00
	<b>Subtotal</b>		<b>10,000,000.00</b>				<b>11,000,000.00</b>	<b>0.00</b>	<b>11,000,000.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>11,000,000.00</b>				<b>11,000,000.00</b>	<b>0.00</b>	<b>11,000,000.00</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Security Withdrawal	11/13/2018	90LAIF\$00	11,000,000.00	Local Agency Investment Fund State Pool	1.000		11,000,000.00	0.00	11,000,000.00	0.00
	<b>Subtotal</b>		<b>11,000,000.00</b>				<b>11,000,000.00</b>	<b>0.00</b>	<b>11,000,000.00</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>11,000,000.00</b>				<b>11,000,000.00</b>	<b>0.00</b>	<b>11,000,000.00</b>	<b>0.00</b>

# Important Disclosures

2018 Chandler Asset Management, Inc, An Independent Registered Investment Adviser.

Information contained herein is confidential. Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Source ice Data Indices, LLC ("ICE"), used with permission. ICE permits use of the ICE indices and related data on an "as is" basis; ICE, its affiliates and their respective third party suppliers disclaim any and all warranties and representations, express and/or implied, including any warranties of merchantability or fitness for a particular purpose or use, including the indices, index data and any data included in, related to, or derived therefrom. Neither ICE data, its affiliates or their respective third party providers guarantee the quality, adequacy, accuracy, timeliness or completeness of the indices or the index data or any component thereof, and the indices and index data and all components thereof are provided on an "as is" basis and licensee's use it at licensee's own risk. ICE data, its affiliates and their respective third party do not sponsor, endorse, or recommend chandler asset management, or any of its products or services.

This report is provided for informational purposes only and should not be construed as a specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment.

Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

# Benchmark Disclosures

## ICE BAML 0-5 Yr US Treasury Index

The ICE BAML 0-5 Year US Treasury Index tracks the performance of US Dollar denominated Sovereign debt publicly issued by the US government in its domestic market with maturities less than three years. Qualifying securities must have at least 18 months to maturity at point of issuance, at least one month and less than five years remaining term to final maturity, a fixed coupon schedule and a minimum amount outstanding of \$1 billion. (Index: GVQA. Please visit [www.mlindex.ml.com](http://www.mlindex.ml.com) for more information)



Questions?

● Ticketing  
U S Airways

**EXECUTIVE COMMITTEE** Meeting Date: **DECEMBER 20, 2018**

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**Subject:**

**Pre-Approval of Travel Requests and Approval of Business and Travel Expense Reimbursement Requests for Board Members, the President/CEO, the Chief Auditor and General Counsel**

**Recommendation:**

Pre-approve Travel Requests and approve Business and Travel Expense Reimbursement Requests.

**Background/Justification:**

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

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

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

**Fiscal Impact:**

Funds for Business and Travel expenses are included in the FY 2018-2019 Budget.

**Environmental Review:**

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

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

# **TRAVEL REQUEST**

**KIM BECKER**

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

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Kimberly J. Becker Dept: Executive, 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:** 11/27/2018 PLANNED DATE OF DEPARTURE/RETURN: 01/20/2019 / 01/23/2019

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

Destination: Pasay City, Philippines Purpose: Philippine Airlines Headquarters Meetings  
 Explanation:

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ <u>5000.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>150.00</u>
<b>B. LODGING</b>	\$ <u>800.00</u>
<b>C. MEALS</b>	\$ <u>225.00</u>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ _____
<b>E. ENTERTAINMENT (If applicable)</b>	\$ _____
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$ <u>6,175.00</u>

\*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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

Travelers Signature: Kimberly J. Becker Date: 12/6/18

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its \_\_\_\_\_ meeting.

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

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

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Kimberly J. Becker Dept: BU 6

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

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

**2. DATE OF REQUEST:** 12/05/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 03/05/19 03/06/19

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

Destination: Phoenix, AZ Purpose: FAA Noise Forum  
Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	300.00
• AIRFARE	\$ _____
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <b>100.00</b>
<b>B. LODGING</b>	\$ <b>300.00</b>
<b>C. MEALS</b>	\$ <b>150.00</b>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ _____
<b>E. ENTERTAINMENT (If applicable)</b>	\$ _____
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 850.00</b>

\*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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

Travelers Signature: Kimberly J. Becker Date: 12/6/18

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

- 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
- 2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
- 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its \_\_\_\_\_ meeting.

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

# **BUSINESS EXPENSE**

**KIM BECKER**



11/19/18 - Parking  
meeting with Mayon Falconer

Pay Station Number: 1  
Entered: 11/19/2018 11:09  
Exited: 11/19/2018 12:12  
Ticket Number: 10299  
Transaction Number: 10307  
Rate: A  
Parking Fee: \$8.00  
Total Tax: \$0.00

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Total Fee: \$8.00  
Fee Paid: \$8.00  
Master  
XXXXXXXXXXXX7574  
Approval Number: 675420

Thank you for your visit  
Please come again!

**APRIL BOLING**



**J. SCHIAVONI**



# **TRAVEL EXPENSE**

**APRIL BOLING**

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

Board member name: C. April Bolling  
 Departure Date: 11/10/2018 Return Date: 11/27/2018 Report Due: 12/27/18  
 Destination: Tokyo, Japan - San Diego Trade Mission and Airline Meetings

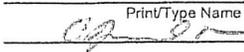
Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

<sup>5</sup> Business Expense Reimbursement Policy 3.30

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40

	Authority Expenses (Prepaid by Athty)	Board Member Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		11/11/18	11/12/18	11/13/18	11/14/18			11/10/18	
<b>Daily PerDiem Limitations:</b>									
**GSA Daily Hotel Rate or Conference Hotel Rate		262.61	262.61	295.54	295.51				
**GSA Daily Meals, Entertainment & Incidentals (ME&I)								4.04	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)		978.21							978.21
Conference Fees (provide copy of flyer/registration expenses)	3,509.95								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.		29.90		* 29.08					58.98
Hotel - Actual Expense Paid - Excluding Taxes		262.61	262.61	295.54	295.51				
Allowable Hotel (Lessor of Actual or GSA Allowance)		262.61	262.61	295.54	295.51	0.00	0.00	0.00	1,116.27
Hotel Taxes Paid									0.00
Telephone, Internet and Fax									0.00
Laundry									0.00
<b>Meals, Entertainment &amp; Incidentals (M,E&amp;I):</b>									
Meals (include tips pd.)	Breakfast								
	Lunch								
	Dinner								
	Other Meals							4.04	
Entertainment (Hospitality) <sup>1</sup>									
Tips Paid to Maids, Bellhops and other hotel servers									
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations									
<b>Total Meals, Entertainment &amp; Incidentals</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>GSA Allowance for M,E&amp;I (from above)</b>		0.00	0.00	0.00	0.00	0.00	0.00	4.04	
<b>Allowable M,E&amp;I (Lessor of Actual or GSA Allowance)</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol is a non-reimbursable expense									0.00
Miscellaneous:									0.00
									0.00
									0.00
<b>Total Expenses</b>	3,509.95	1,270.72	262.61	324.62	295.51	0.00	0.00	4.04	2,157.50
Notes: Travel was 11/10 to 11/26/18 - Event 11/11 to 11/15/18 *Hotel cost is noted per day of stay during event - daily conversion rate Yen to U.S. Dollars as applicable - see attached *\$29.08 Lyft fare for Tuesday 11/27									
<b>Alcohol is a non-reimbursable expense</b>									
<sup>1</sup> 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.									
<b>Grand Trip Total</b>									5,667.45
Less Cash Advance (attach copy of Authority ck)									
Less Expenses Prepaid by Authority									3,509.95
<b>Due Traveler</b> - if positive amount, prepare check request									
<b>Due Authority</b> - if negative, attach check payable to SDCRAA									2,157.50
<i>Note: Send this report to Accounting even if the amount is \$0.</i>									

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Prepared By: Linda Gehlken  
 Print/Type Name  
 Traveler Signature:   
 Administrator's signature: \_\_\_\_\_

Ext.: x2557  
 Date: 12/10/18  
 Date: \_\_\_\_\_

**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 it's 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: C. April Boling Dept: 02-Board Services  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 7/24/18 PLANNED DATE OF DEPARTURE/RETURN: 11/10/18 / 11/17/18

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

Destination: Tokyo, Japan Purpose: San Diego Trade Mission and Airline Meetings

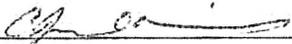
Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 1,100.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200.00
B. LODGING	\$ 1,800.00
C. MEALS	\$ 600.00
D. SEMINAR AND CONFERENCE FEES	\$ 3,500.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 50.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 7,250.00</b>

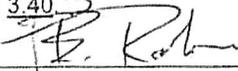
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

→ Travelers Signature:  Date: 7/25/18

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

- 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
- 2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
- 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature:  Date: 7/26/18

**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 AUGUST 27, 2018 meeting.  
(Leave blank and we will insert the meeting date.)



**SAN DIEGO TRADE MISSION – TOKYO, JAPAN**  
**CITIES OF THE FUTURE**  
**NOVEMBER 11-15, 2018**

**GOAL:** Leverage long-term connectivity with the Japanese market in order to create new business opportunities in the defense, life sciences, and robotics industries, and continue to position the San Diego region as a global innovation hub. Core delegation will be comprised of approximately 20-25 of the region's top level business executives, trade representatives and academics, led by Congressman Scott Peters (confirmed) and California State Senate President, Toni Atkins (invited).

**WHY:** Japan is San Diego County's top source of foreign direct investment, accounting for nearly 12,000 local jobs across 407 firms. Since Japan Airlines began its non-stop, daily service from the San Diego Airport to Tokyo's Narita Airport in 2012, both San Diego and Japan have come to enjoy economic success and an influx of visitors, all who've added to the prosperity of both regions. Anchored by largescale investments by multinationals like Kyocera and Takeda, San Diego's ties to Japan have been deepened in recent years by the opening of Biocom and UCSD offices in Tokyo, Kyoto University's establishment of a satellite campus in La Jolla, and new flows of capital, firms, and exports in high tech industries. New advancements in robotics, AI, biotech and defense on both sides of the Pacific are creating new opportunities for partnerships between San Diego and one of its most important markets.

**THEMES:** Cities of the Future: life sciences, tech, defense/maritime, and startups

**DELEGATES\*:**

- Congressman Scott Peters, US House of Representatives (CA-52)
  - Mayor Kevin Faulconer, City of San Diego *[invited]*
  - Senator Toni Atkins, California State Senate (39th District) *[invited]*
  - Supervisor Ron Roberts, San Diego County Board of Supervisors (Fourth District)
  - Mark Cafferty, CEO, San Diego Regional Economic Development Corporation
  - Nikia Clarke, Executive Director, World Trade Center San Diego
  - Dan Malcolm, Commissioner, Port of San Diego
  - Ann Moore, Commissioner, Port of San Diego
  - Kimberly Becker, President & CEO, San Diego County Regional Airport Authority
  - Scott Drury, President, San Diego Gas & Electric
  - Al Pisano, Professor & Dean, UC San Diego, Jacobs School of Engineering
  - Mary Walshok, Dean, UC San Diego Extension
  - Maria Cugini, VP, FoxFury Lighting Solutions
  - Dave Twining, COO, Planck Aerosystems
  - John Newsam, CEO, Tloga Research
  - Stephane Richard, CEO, CureMatch, Inc
  - Stephen Welter, VP of Research, Dean of Graduate Affairs, San Diego State University
  - David Wertz, Head of Takeda California and Global Research Externalization
  - James Perkins, COO & Chief Compliance Officer, Procopio
  - Janice Brown, founder, The Brown Law Group/ EDC Board Chair
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# WORLD TRADE CENTER® SAN DIEGO

## SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

- Dave Buss, President, Cubic Global Defense
- Monique Rodriguez, Senior Director, Government Affairs, Qualcomm
- Paul Burke, Founder and CEO, Guru
- Samantha Urban, founder and CEO, Urban Translations

### DRAFT ITINERARY

#### Saturday, Nov 10

Flight Time: Depart SAN at 11:35 AM □ Arrive NRT at 4:45 PM (+1) – (JAL 65)

#### Sunday, Nov 11

Travel Time: 4:45 PM – 5:45 PM

Customs, baggage claim, meet at bus

Travel Time: 5:45 – 7:15 PM

Event: Bus ride to Imperial Hotel Tokyo

Location: Imperial Hotel Tokyo (1 Chome-1-1 Uchisaiwaicho, Chiyoda, Tokyo 100-0005, Japan)

Time: 8:30 PM – 9:30

Event: **Welcome Reception** (Optional)

Venue: Imperial Hotel Tokyo

#### Background:

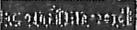
Join EDC/WTC staff in the Rendezvous Bar for a drink and get acquainted with others in the delegation

Hotel website: <https://www.imperialhotel.co.jp/e/tokyo/index.htm>

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#### Monday, Nov 12 (Tokyo)

Time: 8:30 AM – 9:30 AM

Meeting: **Trade Mission Briefing** 

Venue: Imperial Hotel Tokyo

#### Participants:

All delegates and JETRO reps

#### Background:

Breakfast briefing where JETRO's senior leadership and sector specialists will welcome delegation and provide market overview. This session will also cover the trade mission agenda and provide the delegates with an opportunity to have any questions answered.



## WORLD TRADE CENTER® SAN DIEGO

### SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

#### **Travel Time: 9:30 – 10:00 AM**

Time: 10:00 AM – 11:30 AM

**Event: The Future of Coastal Cities**

Venue: Tokyo Waterfront (TBC)

Proposed Participants:

Scrpps Institution of Oceanography, Port of San Diego, elected officials, UCSD School of Engineering, Tokyo University, SDG&E, JETRO, and Planck Aerosystems

Background:

As regions near or directly on top of fault lines, both Japan and San Diego must remain vigilant and be prepared to address natural disasters such as earthquakes and tsunamis. Detecting these occurrences requires significant investments in research, commercial applications and technologies, and cooperation among academic, government, and private/commercial institutions. This session is a great forum for exchanging best practices around disaster preparedness and relief, while exploring what governments and companies are doing to ensure we have the latest technology and best engineering solutions for this ever-present threat.

#### **Travel Time: 11:30 AM – 12:00 PM**

Time: 12:00 PM – 2:00 PM

**Event: Women's Leadership Forum Luncheon**

Venue: Imperial Hotel/Palace Hotel, Tokyo (*tentative*)

Participants:

All delegates, Qualcomm Japan, Japanese elected officials, Kaidanren-Japanese Business Federation, JPMorgan Chase Japan

Background:

Japan has made a considerable effort to empower and engage women in both the work-place and society over the past few decades. Japanese prime-age women have now caught up and exceeded the U.S. rate of labor force participation. This forum celebrates the progress that both societies have made in gender equality while also addressing the challenges that remain.

#### **Free Time: 2:00 PM – 4:00 PM**

Event: Part 1 of UC San Diego Robotics/AI module

Notes: UCSD Jacobs School of Engineering will host a symposium in partnership with Link-J. San Diego delegation will join for Part 2 of the program at 4:00 PM

Time: 4:00 PM – 5:30 PM

**Event: San Diego's Innovation Economy – Research, Entrepreneurship, and Collaboration**

Venue: Nihonbashi Life Science Building

Participants:

All delegates, Japanese Life Science companies, academicians, associations, Tokyo University, Nihonbashi LS building tenants

Background:

Opportunity for WTC, UC San Diego Contextual Robotics Institute, and SDSU's Intelligent Robots and Machines Laboratory to highlight their cutting edge research on Robotics, Artificial Intelligence, and Autonomous Vehicles



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## SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

as well as the underlying collaboration among academia, industry and government sectors that supports San Diego's Innovation Economy.

**Speakers:**

- Tech Collaboration Models & Opportunities: Al Pisano
- Robotics & AI: Rajesh Gupta, Todd Hylton, Stephen Welter

Time: 5:30 PM – 7:30 PM

Event: **San Diego and Japan's Innovation Hubs (Reception)**

Venue: Nihonbashi Life Science Building

Background:

The San Diego delegation will engage members of the LINK-J, Blocom, and UC San Diego communities in Tokyo for a trade mission reception. Emphasis will be put on the interactions between the delegates and Japanese life science and technology companies, venture capitals, academia and alumni.

Invitees:

Chugai, Takeda, Daiichi Sankyo, Ajinomoto, Taisho Pharma, Kyowa Kirin, Mitsubishi Tanabe Pharma, Sumitomo Dainippon Pharma, Sony, Honda, Toyota, Hitachi, Fujitsu, NEC, Kyocera, Murata Mfg., Japan Airlines, government officials, Keldanren partners, and many others.

Remarks: Sandra Brown

**Travel Time: 7:30 – 8:00 PM [Back to Imperial Hotel]**

**End of day 1**

### Tuesday, Nov 13 (Tokyo)

Travel Time: 9:00 – 9:30 AM

Time: 9:30 AM – 11:00 AM

Event: **Unmanned Systems & National Security**

Venue: TBD

Participants:

TBD

Background:

Highlight the close cooperation in defense between San Diego and Japan in defense.

**Travel Time: 11:00 – 11:30 AM**

Time: 11:30 AM – 1:00 PM

Event: **The Future of Venture Capital**

Partners: Procopio, Guru

Participants:

Delegates, Japanese startups and VCs



## WORLD TRADE CENTER® SAN DIEGO

### SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

Background:

San Diego is a city built on startups, with 98% of the regional economy consisting of small to medium-sized businesses. Softbank is the world's biggest tech investor. The company's Vision Fund recently invested \$98B in companies such as NVIDIA, WeWork, Slack, and San Diego-based Brain Corp. In this meeting, venture partners on both sides discuss the approaches they take to discovering and nurturing entrepreneurial talent and the emerging trends they see for the future.

*Notes: Lunch will be served*

**Travel Time: 1:00 – 1:30 PM**

Time: 1:30 – 3:00 PM

Event: **Tour of NHK and discussion of 8k technology**

Venue: NHK

Background: 8k Super Hi-Vision is the next-generation broadcast media technology which combines ultra high definition images at four times the number of pixels of 4k, and 16 times that of regular high definition technology. Japan's public broadcaster NHK was the first to start research and development of 4320p resolution in the year 1995 and has since partnered with companies like SHARP to revolutionize endoscopic imaging using this 8k technology. In 2016, Panasonic and Sony announced that they would partner with NHK and others to develop broadcast technology capable of handling 8K video in time for the 2020 Tokyo Olympics.

**Free Time: 3:00 – 5:00 PM**

**Travel time: 5:00 – 5:30 PM**

Time: 5:30 – 7:30 PM

Event: **#SDInJapan Business Reception**

Venue: TBC [Hibiya Midtown]

Participants:

All delegates, US Embassy, Tokyo, US Commercial Service, Japanese business community, industry, and officials, JETRO

Background:

Reception with officials from the US Embassy and VIPs from Tokyo business community. The mixer will provide an opportunity for the delegation to spend time networking with each other as well as some of the individuals they met both days. US Embassy representative will also provide brief remarks on the consular resources available to Americans conducting business in Japan.

**End of day 2**

Wednesday, Nov 14 (Kanagawa)

Travel Time: 8:30 – 10:30 AM

Time: 10:30 AM – 12:30 PM



## WORLD TRADE CENTER® SAN DIEGO

### SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

#### Event: **Creating a Life Science Open Innovation Park: Takeda, Axcelead and the Shonan Health Innovation Park**

##### Participants:

All delegates, David Weitz (Takeda), Shonan i-Park executives, Axcelead

##### Background:

Shonan Health Innovation Park is the first life science open innovation ecosystem in Japan where pharma, start-ups, CROs, academia and government come together to discover innovative and impactful health solutions for patients across the globe. Housed within the park is one of Takeda's three global research sites (with San Diego and Boston), Axcelead, a CRO recently formed by Takeda, and T-CIRA, a 10 year joint venture for IPS cell research between Takeda and Kyoto University. San Diego has a close relationship with Shonan Health Innovation Park thanks to Takeda's San Diego research site and the many researchers that have benefited from multi-year secondments between Shonan and San Diego.

*Notes: Lunch will be served*

**Travel Time: 12:30 – 1:00 PM**

Time: 1:00 PM – 3:00 PM

#### Event: **Free Time in Ancient Kamakura**

##### Background:

Kamakura was the political center of Japan for over a century, starting in 1192. Often called the Kyoto of Eastern Japan, the small city is a very popular tourist destination boasting numerous temples, shrines and other historical monuments. The Great Buddha and Hachimangu Shrine are major tourist attractions for Japanese and foreigners alike. **(Self-funded tour guide option available)**

**Travel Time: 3:00 – 3:30 PM**

Time: 3:30 PM – 5:00 PM

#### Event: **Defense Innovations: Dual-Use Military Technologies**

Venue: Mitsubishi Electric, Kanagawa

##### Background:

In April 2018, Mitsubishi Electric will launch the Michibiki No. 4 satellite, which in tandem with a satellite Japan launched in June 2017, will work to significantly improve GPS capabilities. Once the system installation is completed, smartphone users and car navigation systems will receive more accurate map information, reducing the margin of error from 10 meters currently, down to between one meter and six centimeters.

**Travel Time: 5:00 – 6:00 PM**

Time: 6:00 – 8:00 PM

#### Event: **Global Partners in Innovation: Yokohama Sister City Dinner**

Venue: Yokohama venue (TBD)

##### Participants:

All delegates, Yokohama City officials, JETRO Yokohama

##### Background:



**SAN DIEGO TRADE MISSION – TOKYO, JAPAN  
CITIES OF THE FUTURE  
NOVEMBER 11-15, 2018**

In 2017, San Diego and Yokohama celebrated 60 years as sister cities. In commemoration of this long-standing relationship, the City of Yokohama coordinated a visit to San Diego to showcase its new Life Innovation Platform, which seeks to enhance cooperation between Japanese Institutions and foreign partners to boost innovation. This final dinner recognizes two cities reaching across the globe to create an environment conducive to life changing discoveries.

**Travel Time: 8:00 – 9:30 PM [Back to Imperial Hotel]**

**End of day 3**

Thursday, Nov 15 (Tokyo - Narita)

Time: 9:00 AM – 10:00 AM

Event: **Breakfast and Farewell**

Venue: Imperial Hotel Tokyo

Background:

Mission will be wrapped up with an informal breakfast before heading to the airport for departure.

Travel Time: 12:30 PM – 2:00 PM

**Bus ride to Tokyo Narita Airport**

Time: 5:05 PM

Flight Time: Depart NRT at 5:05 PM □ Arrive SAN at 9:45 AM – (JAL 66)

**END OF ITINERARY**

###

800264963996620777001



Event

# Cities of the Future: San Diego Trade Delegation to Japan



Date+Time

Sunday, November 11, 2018 at 7:00 PM - Thursday, November 15, 2018 at 10:00 PM (PST)

Location

San Diego  
San Diego CA

Name

April Boling

Payment Status

PayPal Completed

Order Info

Order #800264963. Ordered by Diane Casey on July 24, 2018 1:16 PM

Type

DELEGATE \$3,509.95



800264963996620777001

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**Holly Crowell**

---

**From:** april [REDACTED]  
**Sent:** 11/11/2018 1:35 PM  
**To:** Holly Crowell  
**Subject:** Fwd: Your ride with Paul on November 10

Please print and hold. Will be part of my reimbursement request.

*Sent from my T-Mobile 4G LTE device*

----- Original message-----

**From:** Lyft Ride Receipt  
**Date:** Sat, Nov 10, 2018 10:04 AM  
**To:** april [REDACTED]  
**Cc:**  
**Subject:** Your ride with Paul on November 10

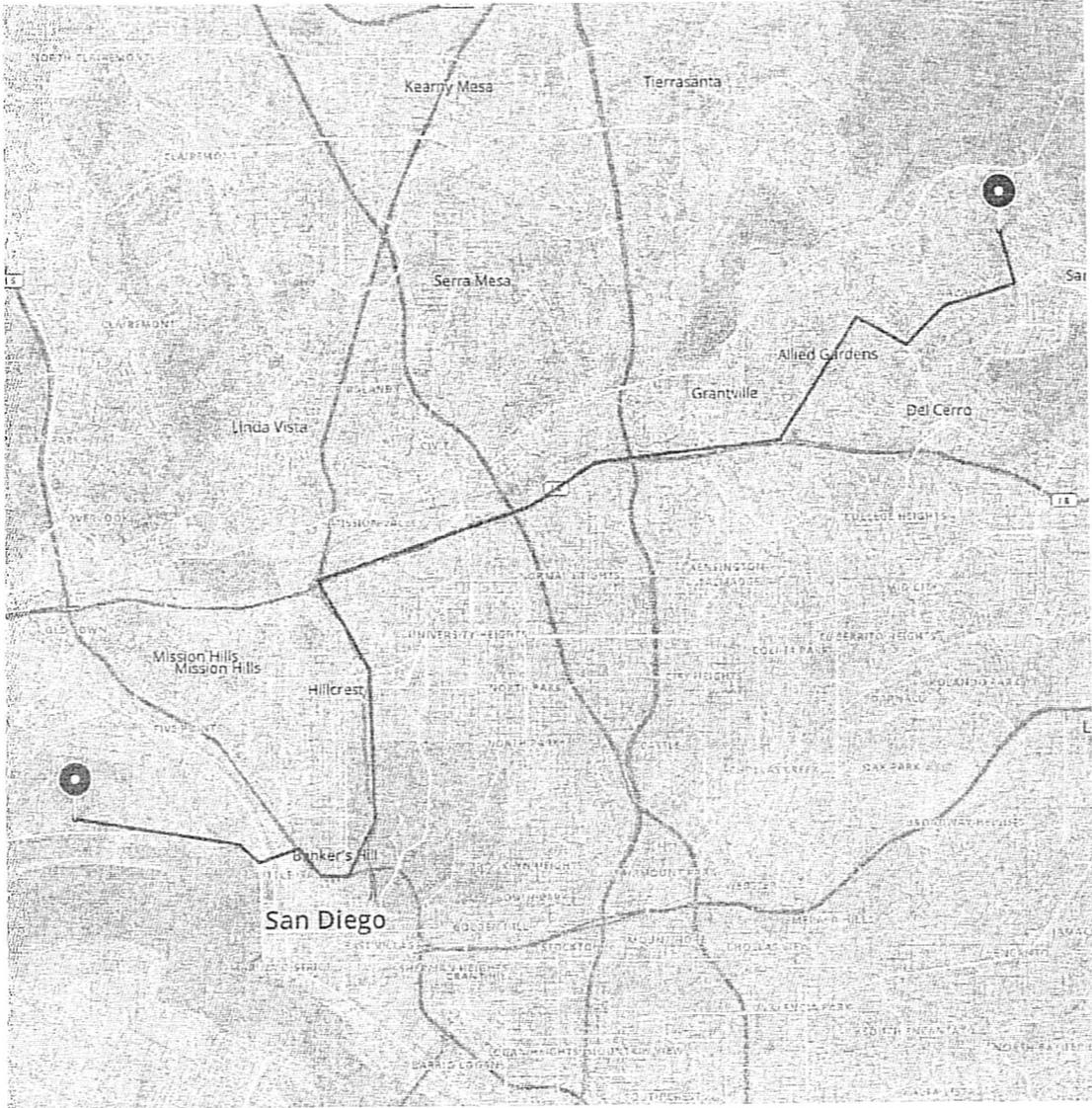


**Thanks for riding with Paul!**

November 10, 2018 at 8:57 AM

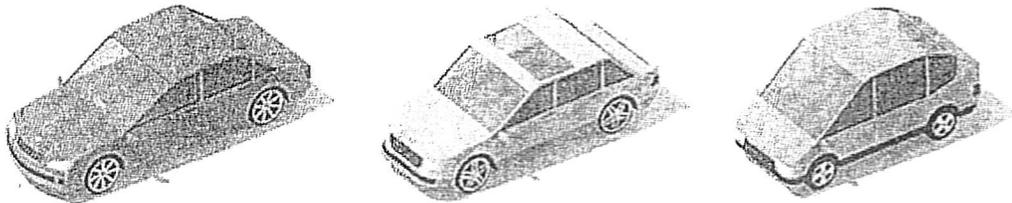
**Ride Details**

Lyft fare (14.37mi, 26m 45s)	\$25.90
Tip	\$5.00
Lyft Credits	-\$1.00
<hr/>	
<b>VISA Visa *6715</b>	<b>\$29.90</b>



- Pickup 8:57 AM  
██████████ Ave, San Diego, CA
- Drop-off 9:24 AM  
Airport Terminal Rd, San Diego, CA

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Receipt #[1200720571015458866](#)

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San Francisco, CA 94107



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**Holly Crowell**

---

**From:** [REDACTED]  
**Sent:** 11/27/2018 11:40 AM  
**To:** Holly Crowell  
**Subject:** Fwd: Your ride with Peter on November 26

*Sent from my T-Mobile 4G LTE device*

----- Original message-----

**From:** Lyft Ride Receipt  
**Date:** Mon, Nov 26, 2018 1:33 PM  
**To:** apr [REDACTED]  
**Cc:**  
**Subject:** Your ride with Peter on November 26

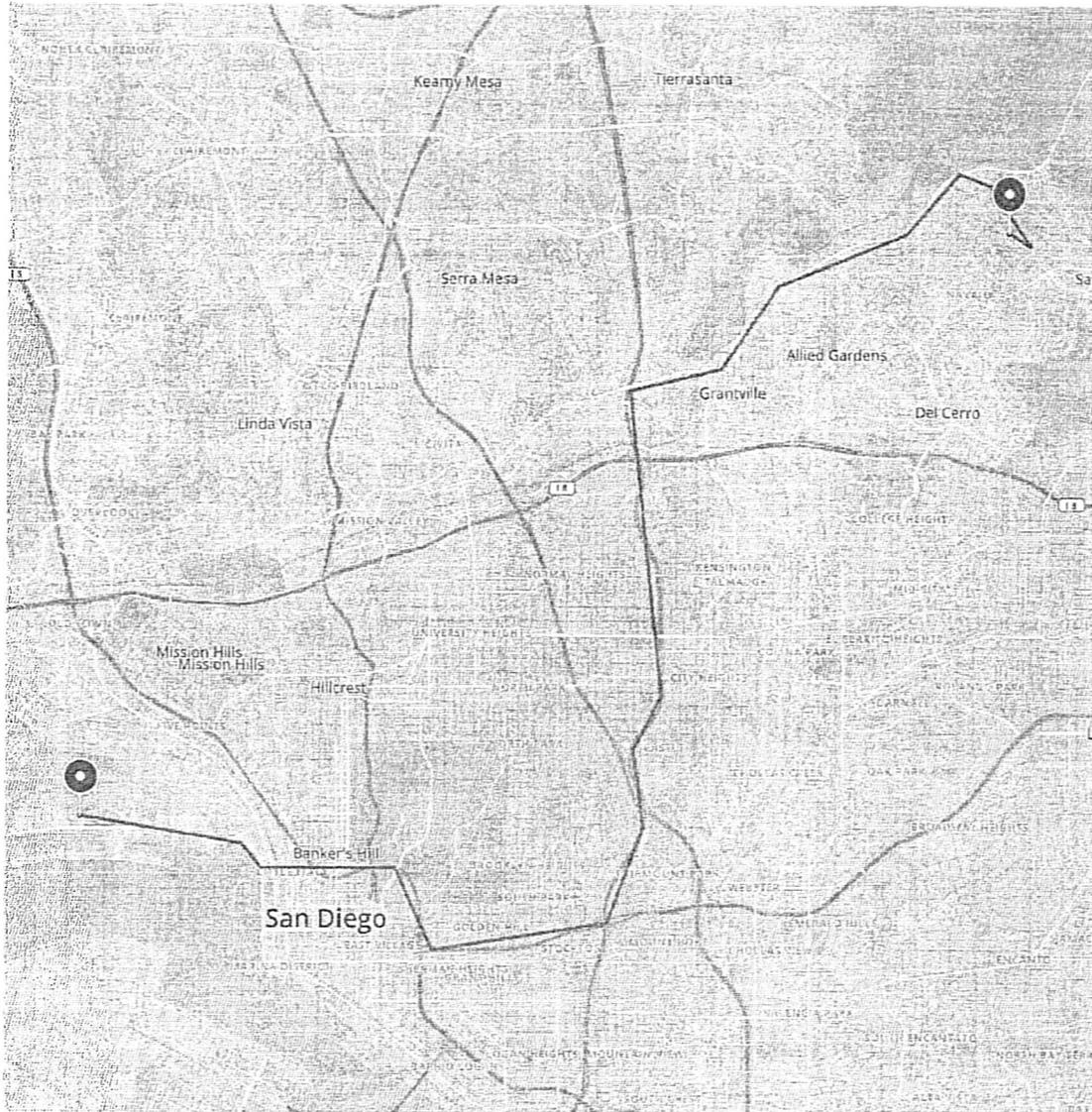


**Thanks for riding with Peter!**

November 26, 2018 at 10:19 AM

**Ride Details**

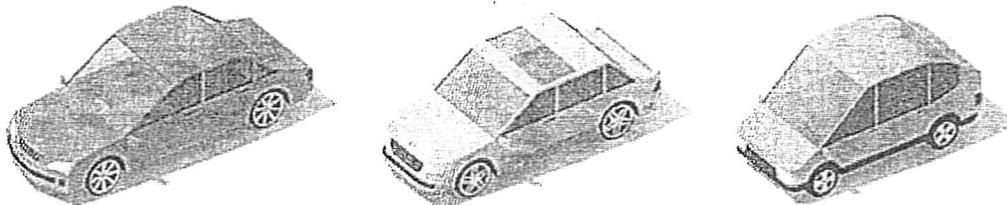
Lyft fare (16.62mi, 30m 7s)	\$28.35
Tip	\$3.00
 Lyft Credits	-\$2.27
<hr/>	
 Visa *6715	<b>\$29.08</b>



● Pickup 10:19 AM  
Airport Terminal Rd, San Diego, CA

● Drop-off 10:50 AM  
[REDACTED] Ave, San Diego, CA

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Receipt #[1206679578458858990](#)

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# お勘定書 STATEMENT

〒100-8558 東京都千代田区内幸町1丁目1-1

Imperial Hotel, Ltd.

1-1, Uchisaiwai-cho 1-chome, Chiyoda-ku, Tokyo 100-8558, Japan

TEL (03) 3504-1111 FAX (03) 3581-9146

お名前 MS BOLING CATHERINE APRIL  
NAME

お部屋番号 2824  
ROOM  
ご到着 2018/11/11  
ARR.

ご人数 2  
PSN  
ご出発 2018/11/17  
DEP.

DUPLICATE

PAGE 1

日付 DATE	部屋番号 ROOM	料金 CHARGES	摘要 REFERENCE	伝票番号 CHIT NO
11/11	2824	25,000 2,500 2,200 200 29,900	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/12		25,000 2,500 2,200 200 59,800	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/13		28,000 2,800 2,464 400 93,464	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/14		28,000 2,800 2,464 400 127,128	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
			CITY CALL 1040 J	

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ご署名 SIGNATURE

CARD \*\*\*\*\*6715

VISA

BOLING/CATHERINE

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[Live Exchange Rates](#)    ([/currency/live-exchange-rates/](#))

Transfer Money    ([https://transferwise.com/partner/oanda?utm\\_source=oanda&utm\\_medium=affiliate&utm\\_campaign=currency-converter](https://transferwise.com/partner/oanda?utm_source=oanda&utm_medium=affiliate&utm_campaign=currency-converter))  
[print](#)

Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

29,900

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

262.608

DATE: Nov 11, 2018

[HELP](#) ([/help/how-to-use-currency-converter](#))

INTERBANK +/- 0%

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(/)

EN

New



# Currency Converter

Currency Converter    Historical Exchange Rates    (</currency/historical-rates/>)

Live Exchange Rates    (</currency/live-exchange-rates/>)

Transfer Money    ([https://transferwise.com/partner/oanda?utm\\_source=oanda&utm\\_medium=affiliate&utm\\_campaign=currency-converter](https://transferwise.com/partner/oanda?utm_source=oanda&utm_medium=affiliate&utm_campaign=currency-converter))

[print](#)

## Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

29,900

## Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

262.607

DATE: Nov 12, 2018

HELP (</help/how-to-use-currency-converter>)

INTERBANK +/- 0%

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[print](#)

Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

33,664

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

295.537

DATE: Nov 13, 2018

HELP (</help/how-to-use-currency-converter/>)

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[print](#)

Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

33,664

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

295.506

DATE: Nov 14, 2018

HELP (</help/how-to-use-currency-converter>)

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C. A. Boling  
Expense Report - JAPAN

Water



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81280 Angela  
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CPA 4804 GST 1  
NOV10 18 9:53AM  
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TO GC

1 LG WTR ARFC SOL	3.75
SUBTOTAL	3.75
TAX	0.29
AMOUNT PAID	4.04
CASH	5.00
CHANGE	0.96

---83230 Closed NOV10 09:53AM---

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Robert T. Lloyd  
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Michael Schumacher  
Mark B. West

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

President / CEO

Kimberly J. Becker

**DRAFT**  
**BOARD**  
**AGENDA**

Thursday, January 3, 2019  
9:00 A.M.

San Diego International Airport  
SDCRAA Administration Building – Third Floor  
Board Room  
3225 N. Harbor Drive  
San Diego, California 92101

***Live webcasts of Authority Board meetings can be accessed at***  
***<http://www.san.org/Airport-Authority/Meetings-Agendas/Authority-Board>***

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. ***Please note that agenda items may be taken out of order.*** If comments are made to the Board without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Board Services and are available for public inspection.

**NOTE:** Pursuant to Authority Code Section 2.15, all Lobbyists shall register as an Authority Lobbyist with the Authority Clerk within ten (10) days of qualifying as a lobbyist. A qualifying lobbyist is any individual who receives \$100 or more in any calendar month to lobby any Board Member or employee of the Authority for the purpose of influencing any action of the Authority. To obtain Lobbyist Registration Statement Forms, contact the Board Services/Authority Clerk Department.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

*The Authority has identified a local company to provide oral interpreter and translation services for public meetings. If you require oral interpreter or translation services, please telephone the Board Services /Authority Clerk Department with your request at (619) 400-2400 at least three (3) working days prior to the meeting.*

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**PRESENTATIONS:**

- A. NAVY'S PLANS FOR NAVAL BASE POINT LOMA OLD TOWN CAMPUS REDEVELOPMENT:**  
Presented by Gregory Geisen, SPAWAR Facilities Plans & Revitalization
- B. OVERVIEW OF PASSENGER FACILITY CHARGES:**  
Presented by Scott Brickner, Vice President, Treasurer/Chief Financial Officer

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

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

***AD HOC COMMITTEES***

- **GROUND TRANSPORTATION AD HOC:**  
Committee Members: Lloyd, Schiavoni, West (Chair)

***ADVISORY COMMITTEES***

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

***LIAISONS***

- **CALTRANS:**  
Liaison: Binns

- **INTER-GOVERNMENTAL AFFAIRS:**  
Liaison: Cox
- **MILITARY AFFAIRS:**  
Liaison: Dockery
- **PORT:**  
Liaisons: Boling (Primary), Cox, Robinson
- **WORLD TRADE CENTER:**  
Representatives: Robert H. Gleason

***BOARD REPRESENTATIVES (EXTERNAL)***

- **SANDAG TRANSPORTATION COMMITTEE:**  
Representatives: Boling (Primary), Schiavoni
- **SANDAG BOARD OF DIRECTORS:**  
Representative: Boling

**CHAIR'S REPORT:**

**PRESIDENT/CEO'S REPORT:**

**NON-AGENDA PUBLIC COMMENT:**

Non-Agenda Public Comment is reserved for members of the public wishing to address the Board on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Board. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

**Note:** Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board.

**CONSENT AGENDA (Items 1-11):**

The consent agenda contains items that are routine in nature and non-controversial. Some items may be referred by a standing Board Committee or approved as part of the budget process. The matters listed under 'Consent Agenda' may be approved by one motion. Any Board Member may remove an item for separate consideration. Items so removed will be heard before the scheduled New Business Items, unless otherwise directed by the Chair.

**1. APPROVAL OF MINUTES:**

The Board is requested to approve minutes of prior meetings.

**RECOMMENDATION:** Approve the minutes of the December 6, 2018 regular meeting.

**2. ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**

The Board is requested to accept the reports.

RECOMMENDATION: Accept the reports and pre-approve Board member attendance at other meetings, trainings and events not covered by the current resolution.

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

**3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM NOVEMBER 12, 2018 THROUGH DECEMBER 9, 2018 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM NOVEMBER 12, 2018 THROUGH DECEMBER 9, 2018:**

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

**(Procurement: Jana Vargas, Director)**

**4. JANUARY 2019 LEGISLATIVE REPORT:**

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, approving the January 2019 Legislative Report.

**(Operations: Angela Shafer-Payne, Vice President & Chief Operating Officer)**

**CLAIMS**

**COMMITTEE RECOMMENDATIONS**

**5. AMEND AUTHORITY POLICY 3.30 – BUSINESS EXPENSE REIMBURSEMENT POLICY TO INCLUDE TRAVEL EXPENSES, AND REPEAL AUTHORITY POLICY 3.40 – TRAVEL AND LODGING EXPENSE REIMBURSEMENT POLICY:**

The Board is requested to amend the policies.

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-\_\_\_\_, amending Policy 3.30 to include Travel Expenses, and repealing Policy 3.40.

**(Executive: Matt Harris, Senior Director, Strategy & Policy)**

**6. ADOPTION OF AMENDMENTS TO AUTHORITY POLICIES:**

The Board is requested to adopt the policy amendments.

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-\_\_\_\_, approving amendments to Authority Policies 5.02, 5.04, 5.11, 8.21, 8.24, 8.30, 8.31, 8.40, 8.60, 8.61, 8.63, 9.30 and repealing Policy 5.03.

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

**CONTRACTS AND AGREEMENTS**

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

- 7. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 9, PROJECT NO. 380909 ONE HUNDRED TWENTY FIVE (125) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON SEVEN (7) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:**  
The Board is requested to award a contract.  
RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,364,652.00 for Phase 9, Group 9, Project No. 380909, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.  
**(Airport Planning & Environmental: Brendan Reed, Director)**
- 8. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 10, PROJECT NO. 380910 FORTY FOUR (44) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON THIRTY SIX (36) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:**  
The Board is requested to award a contract.  
RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,547,901 for Phase 9, Group 10, Project No. 380910, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.  
**(Airport Planning & Environmental: Brendan Reed, Director)**
- 9. AWARD A CONTRACT TO UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS, INC. FOR HVAC SYSTEM MODERNIZATION – TERMINALS T2E & T2W AT SAN DIEGO INTERNATIONAL AIRPORT**  
The Board is requested to award a contract.  
RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, awarding a contract to University Mechanical & Engineering Contractors, Inc. in the amount of \$5,306,850 for Project No. 104229, HVAC System Modernization – Terminals T2E & T2W at San Diego International Airport.  
**(Development: Dennis Probst, Vice President/Chief Development Officer)**

- 10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN ENERGY SERVICES AGREEMENT WITH ENGIE SERVICES U.S. INC. TO DESIGN, INSTALL, OPERATE, AND MAINTAIN A BATTERY ENERGY STORAGE SYSTEM VIA A FIXED LEASE PAYMENT MODEL, FOR PROJECT NO. 104244, BATTERY ENERGY STORAGE, AT SAN DIEGO INTERNATIONAL AIRPORT. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ASSIGNMENT OF THE AGREEMENT FROM ENGIE SERVICES U.S. INC. TO ENGIE STORAGE SERVICES NA LLC.:**

The Board is requested to execute an agreement.

RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, approve and authorize the President/CEO to negotiate and execute an Energy Services Agreement with Engie Services U.S. Inc. to design, install, operate, and maintain a Battery Energy Storage System ("BESS"), via a fixed lease payment model for an amount not to exceed \$3,300,000, and lease term limit of 10 years at San Diego International Airport.

Adopt Resolution No. 2019-\_\_\_\_, approve and authorize the President/CEO to execute an assignment of the agreement from Engie Services U.S. Inc. to Engie Storage Services NA LLC.

**(Facilities Management: Cogan Semler, Manager, Energy & Water Management)**

- 11. AMEND CONTRACT WITH LEIGH FISHER FOR AIRPORT DEVELOPMENT PLAN AND RELATED ENVIRONMENTAL REVIEW:**

The Board is requested to amend a contract.

RECOMMENDATION: Adopt Resolution No. 2019-\_\_\_\_, approve and authorize the 9<sup>th</sup> amendment to the Leigh Fisher contract increasing the term by one year to expire on February 21, 2021 and increasing the amount by \$2,260,780 for a new total not-to-exceed amount of \$11,628,655 for the Airport Development Plan and related environmental analyses.

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

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**CLOSED SESSION:**

- 12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

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

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

- 13. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.  
San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL
- 14. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)  
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.  
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 15. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 16. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.  
United States District Court Case No. 18 CV2068 LAB MDD
- 17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Sheila Culbreath v. San Diego County Regional Airport Authority, et al.  
San Diego Superior Court Case No. 37-2018-00036327-CU-PA-CTL
- 18. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)  
Number of cases: 2
- 19. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.  
Number of potential cases: 1
- 20. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**  
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)  
Navy Boat Channel Environmental Remediation  
Number of potential cases: 1

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

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)

Number of potential cases: 1

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

Property: Airline Operating and Lease Agreement - San Diego International Airport

Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy

Gonzalez Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines,

British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United

Airlines

Under Negotiation: price and terms of payment

**REPORT ON CLOSED SESSION:**

**GENERAL COUNSEL REPORT:**

**BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:**

**BOARD COMMENT:**

**ADJOURNMENT:**

**Policy for Public Participation in Board, Airport Land Use Commission (ALUC),  
 and Committee Meetings (Public Comment)**

- 1) Persons wishing to address the Board, ALUC, and Committees shall complete a “Request to Speak” form prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Board, ALUC, and Committees on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board, ALUC and Committees. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Board, ALUC and Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
- 6) After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

**Additional Meeting Information**

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**UPCOMING MEETING SCHEDULE**

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
February 7	Thursday	9:00 A.M.	Regular	Board Room

Board Members

C. April Boling  
Chairman

Greg Cox

Jim Desmond

Mark Kersey

Robert T. Lloyd

Paul Robinson

Johanna S. Schiavoni

Michael Schumacher

Mark B. West

Ex-Officio Board Members

Cory Binns

Col. Charles B. Dockery

Jacqueline Wong-Hernandez

President / CEO

Kimberly J. Becker

**DRAFT**  
**AIRPORT LAND USE COMMISSION**  
**AGENDA**

Thursday, January 3, 2019  
9:00 A.M. or immediately following the Board Meeting

San Diego International Airport  
SDCRAA Administration Building – Third Floor  
Board Room  
3225 N. Harbor Drive  
San Diego, California 92101

***Live webcasts of Authority Board meetings can be accessed at  
<http://www.san.org/Airport-Authority/Meetings-Agendas/ALUC>***

*Pursuant to California Public Utilities Code §§ 21670-21679.5, the Airport Land Use Commission ("Commission") is responsible for coordinating the airport planning of public agencies within San Diego County. The Commission has the legal responsibility to formulate airport land use compatibility plans ("ALUCPs") that will (a) provide for the orderly growth of each public airport and the areas surrounding the airport within the County and (b) safeguard the general welfare of the inhabitants within the vicinity of each airport and the public in general. Pursuant to §21670.3, the San Diego County Regional Airport Authority serves as the Commission.*

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. ***Please note that agenda items may be taken out of order.*** If comments are made to the Commission without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in the Board Services/Authority Clerk Department and are available for public inspection.

**NOTE:** Pursuant to Authority Code Section 2.15, all Lobbyists shall register as an Authority Lobbyist with the Authority Clerk within ten (10) days of qualifying as a lobbyist. A qualifying lobbyist is any individual who receives \$100 or more in any calendar month to lobby any Commission Member or employee of the Authority for the purpose of influencing any action of the Authority. To obtain Lobbyist Registration Statement Forms, contact the Board Services/Authority Clerk Department.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMISSION MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**NON-AGENDA PUBLIC COMMENT:**

Non-Agenda Public Comment is reserved for members of the public wishing to address the Commission on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Commission. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

**Note:** Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Commission.

**CONSENT AGENDA (Items 1-2):**

The Consent Agenda contains items that are routine in nature and non-controversial. It also contains consistency determinations that have been deemed consistent or conditionally consistent. The matters listed under 'Consent Agenda' may be approved by one motion. Any Commission Member may remove an item for separate consideration. Items so removed will be heard before the scheduled New Business items, unless otherwise directed by the Chair.

**1. APPROVAL OF MINUTES:**

The Airport Land Use Commission is requested to approve minutes of prior meetings.

RECOMMENDATION: Approve the minutes of the December 6, 2018 regular meeting.

**CONSISTENCY DETERMINATIONS:**

**2. REPORT OF DETERMINATIONS OF CONSISTENCY WITH AIRPORT LAND USE COMPATIBILITY PLANS:**

The Airport Land Use Commission is requested to receive a report of determinations of consistency with Airport Land Use Compatibility Plans issued by staff.

RECOMMENDATION: Receive the report.

**(Planning & Environmental Affairs: Ralph Redman)**

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**COMMISSION COMMENT:**

**ADJOURNMENT:**

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**UPCOMING MEETING SCHEDULE**

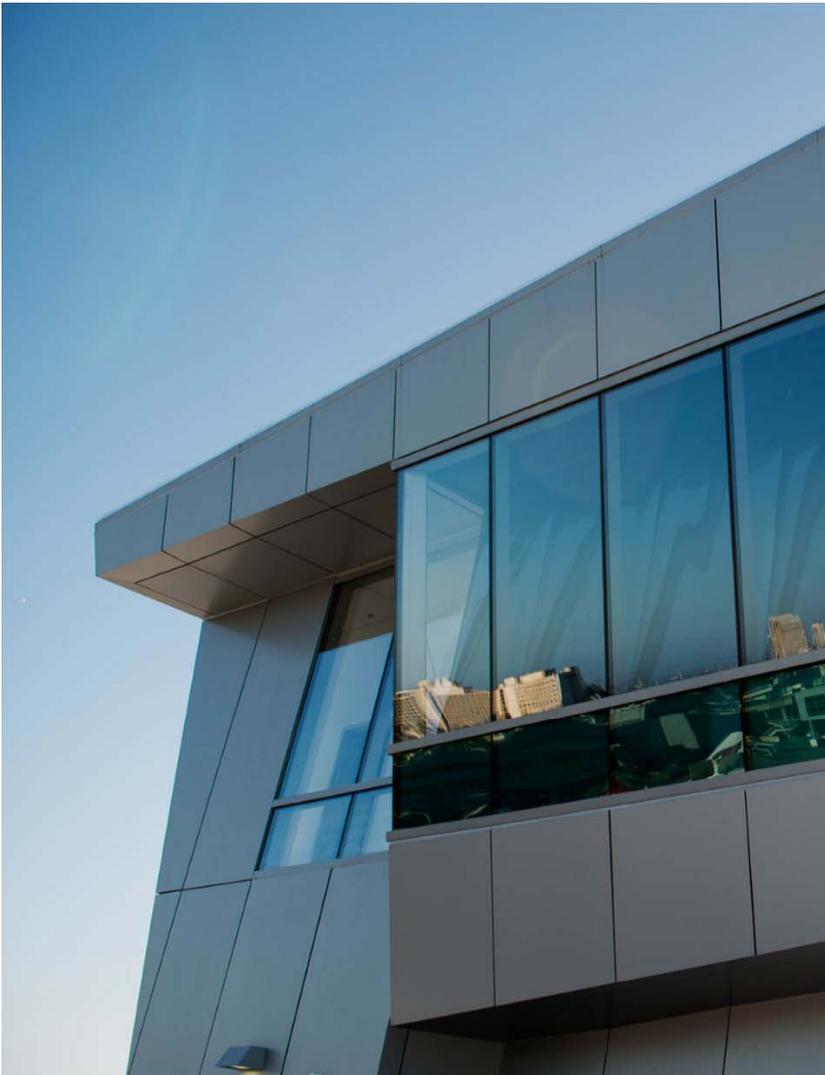
<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
February 7	Thursday	9:00 AM	Regular	Board Room



## Business and Travel Expense Reimbursement Policies

Comparison between current  
Policies 3.30 and 3.40  
and the  
Proposed Combined Policy 3.30

December 20, 2018



# SECTION 1

## OBJECTIVES

(NO CHANGES IN THIS SECTION)





# SECTION 2

## GENERAL PROVISIONS



# General Provisions

## CURRENT

## NEW

Domestic Travel

“travel within and between the 48 continental United States”  
[3.40(2)(c); 3.40(Att.A.)(a)(i)]

“travel among the fifty (50) United States”  
[(2)(g)(iii)]

International Travel

“travel outside the 48 continental United States”  
[3.40(Att.A.)(a)(i)]

“travel outside the fifty (50) United States”  
[(2)(g)(iv)]

In-Town Expenses

“expenses incurred... within 50 miles of the Authority’s principal business office”  
[3.30(3)(a)]

“a location within San Diego county.”  
[(2)(g)(v)]

Out-of-Town Expenses

“expenses incurred... more than 50 miles from the Authority’s principal business office”  
[3.30(3)(b)]

“a location outside San Diego county.”  
[(2)(g)(vi)]



# SECTION 3

## ADMINISTRATOR



# Administrator

## CURRENT

Pre-Approval of Travel Requests  
(Board, President/CEO, General Counsel, Chief Auditor)

"For pre-approval of travel requests...where time demands require that travel commence prior to the next meeting of the Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair's designee from the Executive Committee will act as the Administrator."

[3.40(b)]

Pre-Approval of a Set Dollar Amount for Routine In-Town Expenses  
(Board, President/CEO, General Counsel, Chief Auditor)

---

## NEW

"Where time demands require that travel commence or travel arrangements be made prior to the next meeting of the Board Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair's designee from the Board Executive Committee will act as the Administrator."

[(3)(b)(i)(A)(II)]

"The Board Executive Committee may pre-approve a set dollar amount of expenses to be used by the President/CEO, General Counsel, and Chief Auditor for routine, In-Town business expenses (i.e. parking, meals). All expenses pre-approved pursuant to the Board for information no later than 12 months from the date of the Board's pre-approval."

[(3)(b)(i)(C)]

# Administrator

## CURRENT

Designated Administrator  
(All Other Authority Employees)

"Vice President - Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval of the President/CEO..."

"Department Head - Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO..."

"Other employees - Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO."  
[3.30(4)(b); 3.40(3)(b)]

## NEW

"All other Authority Employees. The President/CEO shall designate Administrators for approval of employee travel pre-approvals and Business and Travel Expense reimbursement requests."  
[(3)(b)(ii)(A)]

# Administrator

## CURRENT

### Training

“Each Administrator shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.”  
[3.30(4)(d); 3.40(3)(d)]

## NEW

“Each Administrator and employees responsible for booking travel shall receive training regarding their duties and responsibilities pursuant to this Policy at least once every two years. Prior to traveling, a Board member or employee shall attend training regarding his or her duties and responsibilities pursuant to this Policy within the previous two years.”  
[(3)(d)]



# SECTION 4

## PROCEDURES TO REQUEST PRE-APPROVAL/REIMBURSEMENT



# Procedures to Request Pre-Approval/Reimbursement

## CURRENT

### Date By Which In-Town Business Expenses Must Be Submitted

“Board members and employees must submit the [Business Expense Reimbursement] Report to the Administrator no later than thirty (30) days after the incurrence of the corresponding expense.”

“Each Board member or employee who seeks reimbursement for in-town mileage and parking expenses must complete a ‘Monthly Mileage and Parking Fee Reimbursement Report’ no later than thirty (30) days after the end of the corresponding calendar month.”

[3.30(5)(a); 3.30(5)(b)]

## NEW

“In-Town expenses, other than those reimbursed under Section 3(b)(i)(C) of this Policy, shall be submitted no later than the last day of the month following the month in which the expenses are incurred.”

[(4)(b)]

# Procedures to Request Pre-Approval/Reimbursement

## CURRENT

### Most Senior Pays

"The most senior Authority Board member or employee shall pay for the meal for all Authority Board members and/or employees present at the meal."

[3.30(Att.A)(a)(i)(4)(c)]

## NEW

"When meals are reimbursable under this policy and more than one employee is on the same reimbursement request, the Administrator of the most senior employee shall approve reimbursement of the meal. If a meal reimbursement request includes a Board member, the expense shall be approved pursuant to Section 3(b)(i) of this Policy."

[(4)(d)]

# Procedures to Request Pre-Approval/Reimbursement

## CURRENT

### Expense Reimbursement Forms

#### Expense Reimbursement Forms

- (a) In-town Business Expense Reimbursement Report
- (b) In-town Monthly Mileage and Parking Fee Reimbursement Report

#### Pre-approval of Travel and Approval of Travel Expense Reimbursement Forms

- (a) Out-of-Town Travel Request
- (b) Out-of-Town Travel Expense Reimbursement Report

[3.30(5); 3.40(4)]

## NEW

“The President/CEO shall establish and communicate to all Board members and employees further procedures governing submission, processing and approval of Business and Travel Expenses.”

[(4)(e)]



# SECTION 5

## SUPPORTING DOCUMENTATION



# Supporting Documentation

## CURRENT

### Original Receipts

“Each reimbursement request must include the following supporting documentation... original, itemized, detailed receipts. Each receipt must be imprinted with the name of the business and date.”  
[3.30(6)(c); 3.40(5)(b)]

## NEW

“Each reimbursement request must include the following supporting documentation... All itemized, detailed receipts.”  
[(5)(b)(iii)]



# SECTION 6

## BUSINESS AND TRAVEL EXPENSES



# Business and Travel Expenses

## CURRENT

### Per Diem

“Travel Per Diem for Board Members. When traveling on official Authority business, Board members may be reimbursed for the actual cost of lodging, meals, and necessary incidental travel-related expenses which shall not exceed the then stated per diem rate established that year by the [GSA] for destinations within the United States and the U.S. Department of State Bureau of Administration for international destinations....”

“Travel for Employees. When traveling on Authority business, employees may be reimbursed for the actual cost of necessary lodging, meals, and incidental travel-related expenses.”

[3.40(2)(a)(iii); 3.40(2)(a)(iv)]

## NEW

“When traveling on official Authority business, Board members and employees may be reimbursed for meals and incidental expenses at the then per diem rate established that year by the [GSA] for destinations within the United States and the U.S. Department of State for international destinations (“Per Diem Rate”). Receipts shall not be required for meals and incidental expenses for which the Per Diem Rate is paid.”

“In special circumstances, Board members and employees may be reimbursed for meals above the Per Diem Rate. For employees other than the President/CEO, General Counsel and Chief Auditor, the Administrator for expenses reimbursed under this paragraph shall be the President/CEO or a Vice President. Receipts shall be required for any meal reimbursed above the Per Diem Rate.”

[(6)(a)(ii)(A); (6)(a)(ii)(B)]

# Business and Travel Expenses

## CURRENT

Meals with Existing Vendors or Contractors

"...meals with vendors or contractors with whom the Authority already has an existing relationship or contract are generally not reimbursable."

[3.30(Att.A)(a)(i)(4)]

Definition of Seminar and Conference Expenses

"Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference."

[3.30(Att.A)(b)(i)]

Requirement for Operating Privately-Owned Vehicle on Authority Business

"Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid California Driver's License...."

[3.30(Att.A)(c)(ii)]

## NEW

- Removed -

"Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are required for the seminar or conference."

[(6)(b)(i)]

"Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid Driver's License...."

[(6)(c)(ii)(A)]

# Business and Travel Expenses

## CURRENT

### Approved Travel Agent

“Board members are encouraged to not personally make travel arrangements for air travel approved by the Authority.”

“In the event that a Board member chooses to personally make travel arrangements then such Board member must:  
(A) Obtain the lowest fare available,  
(B) Purchase coach fare for domestic travel...”  
[3.40(Att.A)(a)(iii)(2)]

## NEW

“Board members and employees are encouraged to use the Authority’s approved travel agent or system. The Administrator must pre-approve travel arranged not using the Authority’s approved travel agent or system.”  
[(6)(e)(ii)(B)]

# Business and Travel Expenses

## CURRENT

### Early and Late Departures

“Board members and employees as approved by the Administrator are permitted to depart one or two days early (e.g., on a Saturday for a meeting beginning on Monday morning) or stay one or two extra days (e.g., until Sunday after a meeting ending on Friday or Saturday) if (1) they are able to obtain a discounted airfare for which they would not otherwise be eligible and (2) the combined cost of the discounted airfare and additional allowable expenses are less than the cost of the lowest airfare otherwise available. If the Board member or employee elects to travel extra days, the respective Administrator must pre-approve such extra travel day(s) and obtain appropriate documentation to support such pre-approval.”

[3.40(Att.A)(a)(iii)(3)]

## NEW

“Board members and employees are permitted to extend business trips to reduce the total travel and airfare costs when approved by the Administrator. Additional lodging and meal expense is allowable, provided that the total does not exceed the airfare cost savings. Documentation that the extension of the business trip does not increase the expense to the Authority must be provided to and approved by the Administrator.”

[(6)(e)(iii)(A)]

# Business and Travel Expenses

## CURRENT

## NEW

Personal Side Trips

---

Business Travel  
Departure City

---

“Personal side trips Combined with Business Trips are permitted for Board members and employees when approved by the Administrator. Side trips must be taken on the Board Member’s or employee’s own time and at no expense to the Authority. Any additional expense over the least expensive ticketing cost for the business portion of the trip is the responsibility of the Board member or employee. Documentation that the personal side trip does not increase the expense to the Authority must be provided to and approved by the Administrator.”

[(6)(e)(iii)(B)]

“Board members and employees are permitted to depart from a destination other than San Diego for the purpose of business travel if pre-approved by the Administrator.”

[(6)(e)(iv)(A)]

“---” indicates that current Policies 3.30 and 3.40 are silent on subject matter

# Business and Travel Expenses

## CURRENT

## NEW

Other Air Travel Expenses
Internet at Hotel or Other Location

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“Board members and employees may be reimbursed for in-flight internet service and reasonable miscellaneous fees charged by airlines such as ticket change fees, baggage fees and charges for aisle or window seats, extra leg room, early check-in, etc.” [(6)(e)(v)(A)]
“Internet Expenses. Board members and employees may request reimbursement for reasonable internet access expenses at a hotel or other location.” [(6)(g)(iii)(A)]

# Business and Travel Expenses

## CURRENT

## NEW

Fitness Facility Fees

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Laundry and Dry Cleaning

"Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs for out-of-town assignments of three or more consecutive nights."  
[3.40(Att.A)(b)(iii)(3)]

"Fitness Facility Fees. If the traveler's lodging does not offer a fitness facility, Board members and employees may request reimbursement for reasonable fees for the use of a fitness facility at another location. This does not include spa services or personal trainer services."

(6)(g)(iv)(A)

"Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs that are incurred on or after the fourth consecutive day of an Out-of-Town travel assignment."

[(6)(g)(v)(A)]

# Business and Travel Expenses

## CURRENT

## NEW

<p>Limit on Advance Amount</p>	<p>---</p>	<p>“Travelers may request an advance of up to 100 percent (100%) of the estimated Business and Travel Expenses expected to be paid by the traveler.” [(6)(h)(i)]</p>
<p>Approval of Payment of Advance</p>	<p>---</p>	<p>“Any advance request must be approved by the Administrator and generally shall not be paid to traveler more than seven (7) days prior to the travel.” [(6)(h)(i)]</p>
<p>Suspension of Advance Privileges</p>	<p>“Failure to account for travel advances within the required 30 day period may result in the suspension of privileges to obtain further advances.” [3.40(2)(g)]</p>	<p>“Failure to adhere to the requirements for travel advances outlined in this Policy shall result in the suspension of privileges to obtain advances for one (1) year.” [(6)(h)(v)]</p>

“---” indicates that current Policies 3.30 and 3.40 are silent on subject matter



# SECTION 7

## CANCELLATIONS OF PRE-PAID TRAVEL



# Cancellations of Pre-Paid Travel

## CURRENT

Pre-Paid Personal Travel

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## NEW

“Cancellations or Rescheduling of Pre-Paid Personal Travel. As approved by the appropriate Administrator, the Authority President/CEO, General Counsel, Chief Auditor and employees may be reimbursed for costs incurred to cancel or reschedule prepaid personal travel when such cancellation was required due to Authority business.”  
[(7)(b)]



# SECTION 8

## SUBSEQUENT AUDIT BY THE AUTHORITY



# Subsequent Audit By the Authority

## CURRENT

Required Annual Audit of Board Member, President/CEO, General Counsel and Chief Auditor Expenses

“Authority Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to audit annually. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.”  
[3.30(9); 3.40(8)]

## NEW

“All Board member and employee reimbursement requests and corresponding payments are subject to audit. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.”  
[(7)(b)]



# MISCELLANEOUS REMOVED PROVISIONS

ITEMS IN CURRENT POLICIES  
NOT IN DRAFT AMENDED POLICY

# Miscellaneous Provisions

## CURRENT

### Board Member International Travel, Drawings and Rotation Rule

- (i) General Board Policy: No more than two Board members shall be permitted to attend the same event where both (a) International travel is required, and (b) the Board members are to be reimbursed for their travel expenses.
  - (ii) Exception: A majority of the disinterested members of the Board may vote to permit reimbursement for travel expenses of more than two Board members requiring International travel.
  - (iii) Eligibility by Drawing: Where more than two Board members wish to travel to the same international event, the two permitted to go shall be determined by drawing lots.
  - (iv) Rotation Rule: Unless otherwise agreed to by disinterested members of the Board, those who have been reimbursed for international travel shall not be eligible for future international travel until the other Board members have traveled internationally or declined
- [3.40(Att.A)(d)]

## NEW

- Removed -

# Miscellaneous Provisions

## CURRENT

### Office Supplies

- “Office Supplies (Board members only)
- (i) Office supplies subject to this section include paper, toner, writing utensils, copy expenses, facsimile expenses, and mailing and overnight shipping expenses.
  - (ii) Expenses for office supplies only are reimbursable if such office supplies directly relate to the Board member’s transaction of Authority business.
  - (iii) Board members should request reimbursement for office supplies on the Business Expense Reimbursement Report.”
- [3.30(Att.A)(d)]

## NEW

- Removed -

# Miscellaneous Provisions

## CURRENT

## NEW

Biennial Review of Policies

"The Authority President/CEO shall have this Policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendation for revision shall be presented to the Board."  
[3.30(10); 3.40(9)]

- Removed -

**DRAFT AMENDED POLICY 3.30****SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY****POLICIES**

**ARTICLE 3 - PERSONNEL**  
**PART 3.3 - REIMBURSEMENT**  
**SECTION 3.30 - BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT POLICY**

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**PURPOSE:** To establish a policy (“**Policy**”) for the reimbursement of business and travel expenses for the members of the Authority Board (“**Board**”) and employees of the San Diego County Regional Airport Authority (“**Authority**”).

**POLICY STATEMENT:**

(1) **OBJECTIVES.** The objectives of this Policy are to:

- (a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary Business and Travel Expenses incurred while on official business;
- (b) Ensure that the Business and Travel Expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;
- (c) Identify the conditions under which, and the procedures by which, Board members and employees may be reimbursed for authorized Business and Travel Expenses;
- (d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate Business and Travel Expenses that they incur; and
- (e) Incorporate applicable provisions of Government Code §§53232.2 – 53232.3.

(2) **GENERAL PROVISIONS.**

- (a) Board members and employees may be reimbursed for actual, necessary, and reasonable Business and Travel Expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the San Diego International Airport. Necessary expenses are those that are helpful and appropriate for the advancement of the

business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority. Directly related is defined as a Board member or employee actively engaged, during a business or travel activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the benefit of the Authority.

- (b) Board members attending meetings at the expense of the Authority shall provide a brief oral or written report at the next regularly scheduled meeting of the Board.
- (c) Reimbursement of Board members, the President/CEO, the General Counsel and/or the Chief Auditor for any expense that does not fall within this Policy shall require the approval of the Board Executive Committee at a regularly scheduled meeting. Reimbursement of other employees for any expense that does not fall within this Policy shall require the approval of the President/CEO.
- (d) Authority Board members or employees who are uncertain whether a proposed expenditure is reimbursable in accordance with this Policy may request, within a reasonable time prior to the incurrence of such expenditure, pre-approval of such expenditure with the appropriate Administrator.
- (e) Expenses specifically excluded from this Policy are: political contributions, specifically expenses incurred for the purpose of supporting or opposing or raising money to support or oppose any candidate, ballot measure, or political party; gifts to Board members and/or employees; expenses incurred with any club or organization that discriminates on the basis of race, gender, religion, sexual orientation or other legally protected criteria in its membership policy.
- (f) All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred in currencies other than U.S. dollars.
- (g) As used in this Policy, the following terms shall have the meanings indicated:
  - (i) “**Administrator**” means person or entity with authority to approve travel and business expense reimbursement as set forth in this Policy
  - (ii) “**Business and Travel Expenses**” means direct, out-of-pocket expenses incurred by a Board member or employee while conducting Authority business, and as further described in Section 6 of this Policy entitled “Business and Travel Expenses”;
  - (iii) “**Domestic Travel**” means travel among the fifty (50) United States;
  - (iv) “**International Travel**” means travel outside the fifty (50) United States;
  - (v) “**In-Town**” means a location within San Diego county;
  - (vi) “**Out-of-Town**” means a location outside San Diego county; and

- (vii) **“Supporting Documentation”** means documents that must be submitted with each reimbursement or travel request as set forth in Section 5 of this Policy entitled “Supporting Documentation.”

(3) **ADMINISTRATOR.** Reimbursement of Business and Travel Expenses requires the designated Administrator to review and approve the reimbursement of Business and Travel Expenses in the manner set forth in this Policy.

- (a) Responsibilities of Administrator. An Administrator, in authorizing a travel request or approving a request for reimbursement of Business and Travel Expenses, is responsible for ensuring that such request meets the requirements of this Policy. In discharging this responsibility, the Administrator shall review the request and supporting documentation to determine whether the request conforms to the standards and specifications in this Policy. Specifically, the Administrator shall:
  - (i) Make inquiries as necessary to determine that the travel request or individual expenses are reasonable under the circumstances and directly related and reasonable necessary to the Authority’s business;
  - (ii) Verify that the means of transportation and lodging arrangements conform to the requirements of this Policy;
  - (iii) Determine that the projected costs of the travel are objectively reasonable in comparison to the anticipated benefits to the Authority;
  - (iv) Confirm that each reimbursement request or travel pre-approval request is accompanied by the documentation as set forth in Section 5 of this Policy entitled “Supporting Documentation”;
  - (v) Verify that the documentation for each unusual expense adequately supports the reasonableness and necessity of the expense;
  - (vi) Reject those expenses that are not consistent with this Policy;
  - (vii) For those expenses that are approved for reimbursement, provide written certification that the Administrator, based on reasonable inquiry, determines such expenses were reasonable, necessary, directly related to the Authority’s business, and the corresponding expenditure is a reimbursable expense under this Policy; and
  - (viii) Not approve the reimbursement of a Business or Travel Expense that directly benefits the Administrator.
- (b) Designation of Administrator. As used in this Policy, the appropriate Administrator shall be designated in accordance with the following:
  - (i) Board Members, President/CEO, General Counsel, and Chief Auditor.

- (A) For Pre-Approval of Travel Requests:
  - (I) The Board Executive Committee will act as the Administrator; or
  - (II) Where time demands require that travel commence or travel arrangements be made prior to the next meeting of the Board Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair's designee from the Board Executive Committee, will act as the Administrator.
- (B) For Approval of Business and Travel Expense Reimbursement Requests:
  - (I) The Board Executive Committee will act as the Administrator; or
  - (II) Where delayed reimbursement would cause financial hardship and more timely reimbursement is requested, the Chair of the Board, or in the Chair's absence, the Chair's designee from the Board Executive Committee, will act as the Administrator.
- (C) The Board Executive Committee may pre-approve a set dollar amount of expenses to be used by the President/CEO, General Counsel and Chief Auditor for routine, In-Town business expenses (i.e., parking, meals). All expenses pre-approved pursuant to this provision shall be documented and presented to the Board for information no later than 12 months from the date of the Board's pre-approval.
- (D) All travel pre-approvals and reimbursement requests approved by the Chair or the Chair's designee shall be subject to approval of the Board Executive Committee at its next meeting.
- (E) All approved requests will be presented to the Board for its information at its next regular meeting.
- (ii) All Other Authority Employees.
  - (A) The President/CEO shall designate Administrators for approval of employee travel pre-approvals and Business and Travel Expense reimbursement requests.
- (c) Single Point of Contact. In order to provide for uniform and consistent application of this Policy by Administrators reviewing requests for authorization of travel requests and for reimbursement of Business and Travel Expenses, the

President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this Policy.

- (d) Biennial Training. Each Administrator and employee responsible for booking travel shall receive training regarding his or her duties and responsibilities pursuant to this Policy at least once every two years. Prior to traveling, a Board member or employee shall attend training regarding his or her duties and responsibilities pursuant to this Policy within the previous two years.

(4) **PROCEDURES TO REQUEST PRE-APPROVAL/REIMBURSEMENT.**

- (a) Board members and employees shall request pre-approval and reimbursement for Business and Travel Expenses by submitting to the respective Administrator the appropriate form(s) together with the required Supporting Documentation described in Section 5 of this Policy.
- (b) The date by which reimbursement requests for Business and Travel Expenses must be submitted to the appropriate Administrator varies according to the following schedule:
  - (i) In-Town expenses, other than those reimbursed under Section 3(b)(i)(C) of this Policy, shall be submitted no later than the last day of the month following the month in which the expenses are incurred.
  - (ii) Out-of-Town expenses that include only Domestic Travel shall be submitted no later than thirty (30) days after the conclusion of the Out-of-Town travel.
  - (iii) Out-of-Town expenses that include International Travel shall be submitted no later than forty-five (45) days after the conclusion of the Out-of-Town travel.
- (c) Reimbursement requests for Business and Travel Expenses that include participants other than the Board member or employee requesting reimbursement shall itemize (1) the Business or Travel Expense, (2) the name, title and Authority affiliation of the business associate(s) who participated in the meal or entertainment activity, and (3) a description of the business-related purpose of the Business or Travel Expense. If a Board member or employee requests reimbursement for an expense that includes business associate(s) who are not directly related to the transaction of the Authority's business, then expenses relating to these individuals shall be excluded from the reimbursement request.
- (d) When meals are reimbursable under this policy and more than one employee is on the same reimbursement request, the Administrator of the most senior employee shall approve reimbursement of the meal. If a meal reimbursement request includes a Board member, the expense shall be approved pursuant to Section 3(b)(i) of this Policy.

- (e) The President/CEO shall establish and communicate to all Board members and employees further procedures governing submission, processing, and approval of Business and Travel Expenses.

**(5) SUPPORTING DOCUMENTATION.**

- (a) Each travel pre-approval request must include the following supporting documentation:
  - (i) An explanation of the business purpose of the proposed travel;
  - (ii) The means and class of transportation; and
  - (iii) All expected costs to the Authority associated with the travel.
- (b) Each reimbursement request must include the following supporting documentation:
  - (i) An explanation of the business purpose of the expenditures, including, without limitation, the type of expenditure and the reason why such expenditure directly relates to Authority business;
  - (ii) A detailed list of individual expenses. All expenses must be itemized (no groupings of expenses). For example, if a Board member or employee pays for a meal of an Authority customer or business associate, then the name and business affiliation of the customer or business associate, as well as the purpose for the meeting, must be listed on the reimbursement request;
  - (iii) All itemized, detailed receipts. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances explaining why the receipt is not submitted. Excluded from this requirement are the payments of meals and incidental expenses covered by Per Diem, and where receipts are generally not available or required; and
  - (iv) For expenses incurred outside of the United States, a currency conversion rate explanation.
- (c) Reimbursement requests that have not been properly prepared, authorized or include Supporting Documentation shall be returned to the Board member or employee within fourteen (14) days with the reasons given for not processing the request.
- (d) Lack of itemized receipts or acceptable documentation may result in non-reimbursement or require re-payment to the Authority by the Board member or employee.

(6) **BUSINESS AND TRAVEL EXPENSES.** This section lists Business and Travel Expenses that are generally reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses.

(a) Meals, Entertainment and Incidental Expenses.

(i) Definitions.

(A) Meal expenses include the costs of food, beverages, gratuities and taxes.

(B) Entertainment expenses include the costs incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events.

(C) Incidental expenses are minor expenses associated with travel such as tips or fees given to porters or hotel/venue staff.

(ii) Out-of-Town Meals and Incidental Expenses.

(A) When traveling on official Authority business, Board members and employees may be reimbursed for meals and incidental expenses at the then per diem rate established that year by the U.S. General Services Administration for destinations within the United States and the U.S. Department of State for international destinations (“Per Diem Rate”). Receipts shall not be required for meals and incidental expenses for which the Per Diem Rate is paid.

(B) In special circumstances, Board members and employees may be reimbursed for meals above the Per Diem Rate. For employees other than the President/CEO, General Counsel and Chief Auditor, the Administrator for expenses reimbursed under this paragraph shall be the President/CEO or a Vice President. Receipts shall be required for any meal reimbursed above the Per Diem Rate.

(iii) In-Town Meals.

(A) In-Town meals are reimbursable if the Board member or employee is actively engaged, during the meal, in discussions, meetings, negotiations, or other business transactions with business associate(s) for the purpose of generating revenues for the Authority or another specific business benefit such as the enhancement of the Authority’s image.

- (B) In-Town meals solely between Authority employees and/or Board members are generally not reimbursable. Board members and employees will be reimbursed for such business-related meals solely with other Board members and employees only when:
  - (I) For confidentiality reasons, business must be conducted off-premises;
  - (II) Authorization is given by the Administrator for a meal to reward or recognize a group of employees; or
  - (III) When the meal is an integral part of a job-related seminar, conference, convention, meeting or training that occurs during the meal.

(iv) Entertainment Expenses.

- (A) Entertainment expenses shall meet one of the following tests:

- (I) The Board member or employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; business is the principal motivation for the incurrence of the expense; and the outlay is used for both the Board member or employee incurring the expense, and the third party from whom the Board member or employee expects the business benefit; or
- (II) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay is for business or for support of future business objectives; or
- (III) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the Board member or employee incurring the expense is also accompanied by one or more other Board member(s) or Authority employee(s), the Authority also will pay for the expense for the other Authority Board member(s)/employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority Board member(s)/employee(s).

(v) Alcohol Expenses.

- (A) Alcohol expenses are not reimbursable unless specifically pre-approved by the Board Executive Committee for Board member, President/CEO, General Counsel, and Chief Auditor requests or the President/CEO for all other employee requests.

(vi) Requirements for Reimbursement.

- (A) Expenses for meals, entertainment and gratuities are only reimbursable if the Authority determines that these expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(b) Seminars and Conferences.

(i) Definition.

- (A) Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are required for the seminar or conference.

(ii) Requirements for Reimbursement.

- (A) Expenses for seminars and conferences are only reimbursable if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(c) Vehicle, Toll, Mileage and Parking Fees.

(i) Definition.

- (A) Vehicle, toll, mileage and parking expenses include expenses that are incurred by Board members or employees with the Board member's or employee's personal vehicle as well as parking, mileage and toll expenses associated with authorized use of a personal vehicle.

(B) Vehicle, toll, mileage, and parking expenses also include:

- (I) Taxi, Transportation Network Company (TNC) and shuttle fees;
- (II) Rental car payments in limited circumstances; and
- (III) Parking, toll, and fuel expenses associated with the use of a rental car.

(ii) Requirements for Reimbursement.

- (A) Expenses for vehicle use, toll, mileage and parking fees are only reimbursable if they directly relate to Authority business. Board

members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid Driver's License and maintain their vehicles in a safe operating condition. Board members and employees receiving a vehicle allowance from the Authority or any other agency shall not be reimbursed for In-Town use of a privately-owned vehicle. Mileage will be paid at the current rate established by the Internal Revenue Service for that year, or the rate that is established from time to time by the Authority at its discretion.

- (B) If an Administrator determines that a Board member or employee will drive to an Out-of-Town location with his or her personal automobile instead of flying to such location, then such Board member or employee may request reimbursement for vehicle, toll, mileage, and parking expenses in an amount that shall not exceed the airline and ground transportation expenses that would be incurred if flying to such location in accordance with this Policy.
- (C) If a Board member or employee determines to fly or take alternative transportation (e.g., bus or train) to the Out-of-Town location, then the Board member or employee may request reimbursement for an amount that is the lesser of (1) the parking fees to store his or her vehicle in long-term parking during the duration of the Out-of-Town trip, or (2) the cost of the taxi, TNC or shuttle to and from the airport, bus or train station.
- (D) A Board member or employee may only use a rental car while on Out-of-Town business if (1) the need for a car is necessary to transact Authority business, (2) the use of taxi services, TNCs and/or public transportation would not be economical or practicable and (3) the Administrator has approved in advance the rental car usage.
- (E) Board members and employees should choose the least expensive and most efficient type of ground transportation where practical, including the use of taxis, TNC, shuttles, ferries, buses or other public transportation.

(d) Telephone Services.

(i) Definition.

- (A) Telephone expenses include local and long-distance telephone calls made from a landline or mobile phone.

(ii) Requirements for Reimbursement.

- (A) Expenses for telephone calls made from a land line or mobile phone are reimbursable only if such expenses are (1) actual, (2) reasonable, and (3) directly related to the transaction of the Authority's business.

(e) Air Travel.

(i) Definition.

- (A) Air travel expenses include the cost of airline tickets, airline-related fees, and in-flight internet service.

(ii) Airline Tickets.

- (A) Board members and employees shall submit a travel request that describes the proposed air travel to the respective Administrator as soon as the travel requirement is known and at least three (3) weeks prior to the anticipated travel departure date. This advance notice period is not required if the Authority provides less than three (3) weeks' notice in requesting that a Board member or employee participate in travel.

- (B) Board members and employees are encouraged to use the Authority's approved travel agent or system. The Administrator must pre-approve travel arranged not using the Authority's approved travel agent or system.

- (C) Board members and employees must book coach fares for Domestic Travel. Board members and employees may elect to book business class or its equivalent for International Travel when the scheduled flight time exceeds six (6) hours.

- (D) Board members and employees who opt to upgrade their airline tickets beyond the standards set forth in this Policy will be responsible for paying any additional expense for such upgrade.

- (E) In booking air travel, Board members and employees should give preference to airlines with operations at San Diego International Airport.

(iii) Early and Late Departures.

- (A) Board Members and employees are permitted to extend business trips to reduce the total travel and airfare costs when pre-approved by the Administrator. Additional lodging and meal expense is allowable, provided that the total does not exceed the airfare cost savings. Documentation that the extension of the business trip does

not increase the expense to the Authority must be provided to and approved by the Administrator.

- (B) Personal side trips Combined with Business Trips are permitted for Board members and employees when approved by the Administrator. Side trips must be taken on the Board member's or employee's own time and at no expense to the Authority. Any additional expense over the least expensive ticketing cost for the business portion of the trip is the responsibility of the Board Member or employee. Documentation that the personal side trip does not increase the expense to the Authority must be provided to and approved by the Administrator.
- (iv) Business Travel from Destinations Other than San Diego.
  - (A) Board members and employees are permitted to depart from a destination other than San Diego for the purpose of business travel if pre-approved by the Administrator.
- (v) Other Air Travel Expenses.
  - (A) Board members and employees, as approved by the Administrator, may be reimbursed for in-flight internet service and reasonable miscellaneous fees charged by airlines such as ticket change fees, baggage fees and charges for aisle or window seats, extra leg room, early check-in, etc.
- (vi) Frequent Flyer Award Programs.
  - (A) The Authority does not reimburse Board members or employees for the value of frequent flyer miles or points that are redeemed to acquire airline tickets or hotel rooms on Authority business. Membership dues in frequent flyer and similar award programs are a personal expense and not reimbursable by the Authority.
- (vii) Requirements for Reimbursement.
  - (A) Air travel expenses to Out-of-Town locations are only reimbursable if the expenses are (1) actual and (2) directly related to the transaction of the Authority's business.
- (f) Means of Travel Other Than Air Carrier or Vehicle.
  - (i) As approved by the Administrator, when traveling by means other than commercial air carrier or vehicle (e.g. passenger train), Board members and employees may be reimbursed for the actual transportation costs.

(g) Lodging and Associated Expenses.

(i) Definition.

(A) Lodging and associated expenses may include the cost of the lodging, fitness gym, laundry, dry cleaning, and internet expenses in certain circumstances.

(ii) Lodging.

(A) When traveling on official Authority business, Board Members and employees may be reimbursed for actual lodging expenses. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the Board member or employee shall use comparable lodging.

(iii) Internet Expenses.

(A) Board members and employees may request reimbursement for reasonable internet access expenses at a hotel or other location.

(iv) Fitness Facility Fees.

(A) If the traveler's lodging does not offer a fitness facility, Board members and employees may request reimbursement for reasonable fees for the use of a fitness facility at another location. This does not include spa services or personal trainer services.

(v) Laundry and Dry Cleaning.

(A) Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs that are incurred on or after the fourth consecutive day of an Out-of-Town travel assignment.

(vi) Requirements for Reimbursement.

(A) Expenses for Out-of-Town lodging and associated expenses are only reimbursable if the expenses are (1) actual, (2) directly related to the transaction of the Authority's business, and (3) used available group rates for lodging (if available).

- (h) Travel Advances.
  - (i) Travelers may request an advance of up to 100 percent (100%) of the estimated Business and Travel Expenses expected to be paid by the traveler. Any advance request must be approved by the Administrator and generally shall not be paid to traveler more than seven (7) days prior to the travel.
  - (ii) All Domestic Travel advances must be cleared no later than thirty (30) days after completion of the Domestic Travel.
  - (iii) All International Travel advances must be cleared no later than forty-five (45) days after the completion of the International Travel.
  - (iv) Should the Board member or employee owe the Authority for a portion of any unused travel advances, the Board member or employee must pay to the Authority the unused portion by cash or personal check
  - (v) Failure to adhere to the requirements for travel advances outlined in this Policy shall result in the suspension of privileges to obtain advances for one (1) year.

**(7) CANCELLATIONS OF PRE-PAID TRAVEL.**

- (a) Cancellations of Pre-paid Authority-Related Travel.

A Board member or employee who does not attend an event that the Authority has pre-paid at such Board member's or employee's request shall be responsible for any pre-paid costs, unless the Board member's or employee's inability to attend such event is for valid medical reasons, personal emergencies, or reasons attributable to the Authority. Board members and employees who cancel an Out-of-Town trip must return any travel advances no later than five (5) days after the date of such cancellation. If for some reason a Board member or employee is incapacitated, then a reasonable amount of time will be given to return any travel expenses.

- (b) Cancellations or Rescheduling of Pre-paid Personal Travel.

As approved by the appropriate Administrator, the Authority President/CEO, General Counsel, Chief Auditor and employees may be reimbursed for costs incurred to cancel or reschedule pre-paid personal travel when such cancellation is required due to Authority business.

**(8) SUBSEQUENT AUDIT BY THE AUTHORITY.**

- (a) All Board Member and employee reimbursement requests and corresponding payments are subject to audit. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0042 dated April 3, 2006.]

[Amended by Resolution No. 2005-0100 dated October 3, 2005.]

[Amended by Resolution No. 03-010 RR dated April 3, 2003.]

[Adopted by Resolution No. 2002-2 dated September 20, 2002.]

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**POLICIES**

- ARTICLE 3 - PERSONNEL**  
**PART 3.3 - REIMBURSEMENT**  
**SECTION 3.30 - BUSINESS EXPENSE REIMBURSEMENT POLICY**
- 

**PURPOSE:** To establish a policy for the reimbursement of business expenses for the members of the Board (the “**Board**”) and employees of the San Diego County Regional Airport Authority (the “**Authority**”).

**POLICY STATEMENT:**

(1) Objectives. The objectives of this policy are to:

(a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary business expenses incurred while on official business;

(b) Ensure that the business expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;

(c) Identify the conditions under which and the procedures by which Board members and employees may be reimbursed for authorized business expenses;

(d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate business expenses that they incur; and

(e) Incorporate applicable provisions of Government Code § 53232.2 – 53232.3.

(2) General Reimbursement Provisions.

(a) Board members and employees may be reimbursed for actual, necessary, and reasonable business expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority.

(b) Reimbursement of Board members, the President/CEO, the General Counsel and/or Chief Auditor for any expense that does not fall within this policy shall require the

approval of the Executive Committee at a regularly scheduled meeting. Reimbursement of employees for any expense that does not fall within this policy shall require the approval of the President/CEO.

(c) Board members attending meetings at the expense of the Authority shall provide a brief oral or written report at the next regularly scheduled meeting of the Board.

(d) All reimbursement requests should be submitted to the Administrator within a reasonable amount of time, but no later than thirty (30) days after incurring the expense.

(e) All business expense advances must be cleared no later than thirty (30) days after issuance of the advance.

(f) Should the Board member or employee owe the Authority for a portion of any unused advances, the Board member or employee must pay to the Authority the unused portion by cash or personal check.

(g) Failure to account for business expense advances within the required 30-day period may result in the suspension of privileges to obtain further advances. All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred outside of the United States.

(h) Expenses specifically excluded from this policy are: political contributions, specifically expenses incurred for the purpose of supporting or opposing or raising money to support or oppose any candidate, ballot measure, or political party; gifts to Board members and/or employees; expenses incurred with any club or organization that discriminates on the basis of race, gender, religion, sexual orientation or other legally protected criteria in its membership policy.

(i) Travel-related expenses, such as transportation, lodging, meals and incidental expenses are reimbursable pursuant to the provisions of Policy 3.40.

(3) In-Town and Out-of Town Business Expenses. This policy addresses the following types of business expenses:

(a) *In-town business expenses*, which are direct, out-of-pocket expenses incurred by an employee while conducting Authority business within 50 miles of the Authority's principal business office.

(b) *Out-of-town business expenses*, which are direct, out-of-pocket expenses incurred by an employee while conducting Authority business more than 50 miles from the Authority's principal business office.

(4) Administrator Review and Approval. Reimbursement of business expenses requires a responsible officer of the Authority (the "**Administrator**") to review and approve the reimbursement of business expenses in the manner set forth in this policy.

(a) Responsibilities of Administrator. An Administrator, in approving a request for reimbursement of business expenses, is responsible for ensuring that such request meets the requirements of this policy. In discharging this responsibility, the Administrator shall review the reimbursement request and supporting documentation to determine whether or not the request conforms to the standards and specifications in this policy. Specifically, the Administrator shall:

- (1) Make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the Authority’s business;
- (2) Confirm that each reimbursement request is accompanied by the documentation required in Section 6 of this policy;
- (3) Verify that the documentation for each expense that is unusual in nature and/or amount adequately supports the reasonableness and necessity of the expense;
- (4) Reject those expenses that are not consistent with this policy; and
- (5) For those expenses that are approved for reimbursement, provide written certification that such expenses were reasonable and directly related to the Authority’s business.

(b) Designation of Administrator. As used in this policy, the appropriate Administrator shall be designated in the below table. No Administrator may approve the reimbursement of a business expense that directly benefits the Administrator.

<b>Authority Position</b>	<b>Corresponding Administrator</b>
Board Member, President/CEO, General Counsel and Chief Auditor	<p>(1) The Executive Committee will act as the Administrator, or (2) where delayed reimbursement would cause financial hardship and more timely reimbursement is requested, the Chair or the Board , or in the Chair’s absence, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p>All reimbursement requests approved by the Chair or the Chair’s designee shall be subject to approval of the Executive Committee at its next meeting.</p> <p>All approved reimbursement requests will be presented to the Board for its information at its next regular meeting.</p>
Vice President	Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval

	<p>of the President/CEO or his or her designee.</p> <p>If the President/CEO’s designee is the Vice President requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.</p>
Department Head	<p>Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO. If the President/CEO’s designee is the Vice President of the Department Head requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.</p>
Other employees	<p>Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO.</p>

(c) **Single Point of Contact.** In order to provide for uniform and consistent application of this policy by Administrators reviewing requests for reimbursement of business expenses, the President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this policy.

(d) **Annual Training.** Each Administrator shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.

(5) Expense Reimbursement Forms.

(a) *In-town Business Expense Reimbursement Report.* All reimbursable in-town expenses (other than in-town mileage and parking expenses) are processed on a “Business Expense Reimbursement Report.” Board members and employees must submit the Report to the Administrator no later than thirty (30) days after the incurrence of the corresponding expense.

(b) *In-town Monthly Mileage and Parking Fee Reimbursement Report.* Each Board member or employee who seeks reimbursement for in-town mileage and parking expenses must complete a “Monthly Mileage and Parking Fee Reimbursement Report” no later than thirty (30) days after the end of the corresponding calendar month.

(6) Supporting Documentation for All Authorization and Reimbursement Requests.

(a) For each authorization and reimbursement request, employees should clearly document and explain the business purpose of the proposed or actual expenditures, including, without limitation, the type of expenditure and the reason why such expenditure directly relates to Authority business.

(b) All expenses must be itemized (e.g., a detailed list of individual expenses, no groupings of expenses) in each authorization and reimbursement request. For example, if a Board member or employee pays for a meal of an Authority customer or business associate, then the name and business affiliation of the customer or business associate, as well as the purpose for the meeting, must be listed on the reimbursement request.

(c) The original, itemized, detailed receipts must be provided in all reimbursement requests. Each receipt must be imprinted with the name of the business and date. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances why the receipt is not submitted. Excluded from this requirement are the payments of tips to taxi drivers, bellhops, room attendants, and others where receipts are generally not available or required.

(d) Reimbursement requests that have not been properly prepared, authorized or supported by documentation shall be returned to the Board member or employee within 14 days with the reasons given for not processing the claim.

(7) Approval for Reimbursement of Business Expenses.

(a) The Administrator will approve in writing each reimbursement request if the Administrator determines that the corresponding expenditure is a reimbursable expense under this policy.

(b) Board members or employees who are uncertain whether a proposed expenditure is reimbursable in accordance with this policy may request, at least fifteen (15) days prior to the incurrence of such expenditure, pre-approval of such expenditure with the Administrator.

(c) Alcohol expenses are not reimbursable unless specifically pre-approved by the Executive Committee for all Board member requests or the President/CEO for all Authority staff requests.

(8) Payment of Approved Business Expenses. The Authority generally will process payments for reimbursement requests by issuing a check made payable to the Board member or employee eligible for such reimbursement.

(9) Subsequent Audit by the Authority. Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to subsequent audit by the Authority on an annual basis. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow

such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

(10) Biannual Review of Policy. The President/CEO shall have this policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendations for revision shall be presented to the Board.

ATTACHMENT A

BUSINESS EXPENSES

Reimbursable Business Expenses. This section lists *business expenses* that generally are reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses. Any expense(s) not listed in this attachment may not be authorized nor reimbursed without special pre-approval by the respective Administrator:

(a) *Meals, Entertainment and Gratuities:*

(i) *Definition of Meal, Entertainment and Gratuity Expenses.*

(1) *Meals* – expenses include the costs of food, beverages and taxes.

Alcohol expenses are not reimbursable unless specifically pre-approved by the Executive Committee for all Board member requests or the President/CEO for all Authority staff requests.

(2) *Entertainment* – expenses incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events. Entertainment expenses shall meet one of the following tests:

(a) The employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; the employee incurring the expense actively sought to obtain that benefit at that time; business was the principal motivation for the incurrence of the expense; and the outlay was used for both the employee incurring the expense, and the third party from whom the employee expects the business benefit; or

(b) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay was for business or for support of future business objectives; or

(c) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the employee incurring the expense is also accompanied by one or more other Authority employees, the Authority also will pay for the expense for the other Authority employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority employee(s).

(3) *Gratuities* – expenses for gratuities in connection with meals and entertainment should be reasonable. Receipts generally are not required for the reimbursement of gratuities if such gratuities are included in the expenses for the corresponding meal or entertainment activity.

(4) *Exclusions* – Meals between Authority employees and/or Board members and meals with vendors or contractors with whom the Authority already has an existing relationship or contract (“existing vendors or contractors”) are generally not reimbursable. However, when special circumstances justify such expenses, (1) the President/CEO, as Administrator, may approve reimbursement expenses for meals between Authority employees and for meals between Authority employees and existing vendors or contractors; or (2) a member of the Executive Committee, as the Administrator, may approve reimbursement of expenses for meals between Authority employees and Board members, for meals between Board members, and for meals between Board members and existing vendors or contractors. Authority employees will be reimbursed for such business-related meals solely with other Authority employees when:

- (a) for confidentiality reasons, business must be conducted off-airport premises; or
- (b) authorization is given by the Administrator for department reward or recognition; or
- (c) when the meal is an integral part of job-related seminar, conference, convention, meeting or training that occurs during the meal. The most senior Authority Board member or employee shall pay for the meal for all Authority Board members and/or employees present at the meal.

(ii) *Requirements for Reimbursement.* Expenses for meals, entertainment and gratuities are only reimbursable if the Authority determines that these expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority’s business. Such expenses only will be considered “directly related” to the transaction of the Authority’s business if the Board member or employee actively is engaged, during the meal or entertainment activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the purpose of generating revenues for the Authority or another specific business benefit such as the enhancement of the Authority’s image. Discussions, meetings, negotiations or other business transactions that only are incidental to the meal or entertainment will not meet the “directly related” test.

(iii) *Procedure to Request Reimbursement.* Board members and employees shall request reimbursement for meal, entertainment and gratuity expenses on the Business Expense Reimbursement Report for in-town or on the Travel Expense Report for out-of-town. The reimbursement request shall itemize (1) the business expense, (2) the name, title and Authority affiliation of the business associate(s) who participated in the meal or entertainment activity and (3) a description of why the business expense is directly related to the transaction of the Authority's business. If an employee requests reimbursement for a meal or entertainment activity that includes business associate(s) who are not directly related to the transaction of the Authority's business, then expenses relating to these individuals shall be excluded from the reimbursement request.

(b) *Seminars and Conferences.*

(i) *Definition of Seminar and Conference Expenses.* Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.

(ii) *Requirements for Reimbursement.* Expenses for seminars and conferences are only reimbursable if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Employees should request reimbursement for seminars and conferences on the Business Expense Reimbursement Report for in-town expenses or on the Travel Expense Report for out-of-town expenses.

(c) *Vehicle, Mileage and Parking Fees.*

(i) *Definition of Vehicle and Mileage Expenses.* Vehicle and mileage expenses include expenses that are incurred by Board members or employees with his or her personal vehicle parking, mileage and toll fees for authorized use of a personal vehicle; vehicle and mileage expenses may include:

- parking, taxi and shuttle fees to and from the airport, bus or train station; and
- rental car payments in limited circumstances.
- or a vehicle authorized for use by the Authority, and
- will be paid at the current rate established by the Internal Revenue Service (IRS) for that year, or the rate that is established from time to time by the Authority at its discretion.

(ii) *Requirements for Reimbursement.* Expenses for vehicle use, mileage and parking fees are only reimbursable if they directly relate to the transaction of the Authority's business. Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid California Driver's License and maintain their vehicles in a safe operating condition. Board members and employees receiving a vehicle allowance from the Authority or any other agency shall not be reimbursed for in-town use of a privately-owned vehicle.

(iii) *Procedure to Request Reimbursement.* Board members and employees should request reimbursement for vehicle use, mileage and parking fees on the Monthly Mileage and Parking Fee Reimbursement Report for in-town expenses or on the Travel Expense Report for out-of-town expenses.

(1) Board members and employees shall attach copies of all parking and toll receipts to the Request.

(2) If an Administrator determines that such Board member or employee will drive to an out-of-town location with his or her personal automobile instead of flying to such location, then such Board member or employee may request reimbursement for vehicle, mileage, parking and toll fees in an amount that shall not exceed the expenses incurred in flying to such location in accordance with this policy.

(3) If a Board member or employee determines to fly or take alternative transportation (e.g., bus or train) to the out-of-town location, then the employee may request reimbursement for an amount that is the lesser of (1) the parking fees to store his or her vehicle in long-term parking during the duration of the out-of-town trip, or (2) the cost of the taxi or shuttle to and from the airport, bus or train station.

(4) A Board member or employee may only use a rental car while on out-of-town business if (1) the need for a car is necessary to transact Authority business, (2) the use of taxi services or public transportation would not be economical or practicable and (3) the Administrator has approved in advance the rental car usage.

(5) Board members and employees should choose the least expensive and more effective type of ground transportation where practical, including the use of taxis, shuttles, ferries, buses or other public transportation.

(d) *Office Supplies (Board members only).*

(i) *Definition of Office Supply Expenses.* Office supplies subject to this section include paper, toner, writing utensils, copy expenses, facsimile expenses, and mailing and overnight shipping expenses.

(ii) *Requirements for Reimbursement.* Expenses for office supplies only are reimbursable if such office supplies directly relate to the Board member's transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Board members should request reimbursement for office supplies on the Business Expense Reimbursement Report.

(e) Telephone Services.

(i) *Definition of Telephone Call Expenses.* Telephone expenses include local and long-distance telephone calls made from a land line or cellular phone.

(ii) *Requirements for Reimbursement.* Expenses for telephone calls made from a land line or cellular phones are reimbursable only if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Employees should request reimbursement for telephone calls on the Business Expense Reimbursement Report for in-town expenses and the Travel Expense Report for out-of-town expenses, and should attach copies of the corresponding telephone bills that highlight the specific calls for which reimbursement is sought. Employees may request reimbursement of the actual and reasonable cost of one personal telephone call per day during an out-of-town assignment.

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0042 dated April 3, 2006.]

[Amended by Resolution No. 2005-0100 dated October 3, 2005.]

[Amended by Resolution No. 03-010 RR dated April 3, 2003.]

[Resolution No. 2002-2 dated September 20, 2002.]

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**POLICIES**

- ARTICLE 3 - PERSONNEL**  
**PART 3.4 - REIMBURSEMENT**  
**SECTION 3.40 - TRAVEL AND LODGING EXPENSE REIMBURSEMENT POLICY**
- 

**PURPOSE:** To establish a policy for the reimbursement of travel expenses for the members of the Board (the “**Board**”) and employees of the San Diego County Regional Airport Authority (the “**Authority**”).

**POLICY STATEMENT:**

(1) Objectives. The objectives of this policy are to:

(a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary traveling expenses incurred while on official business;

(b) Ensure that the travel expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;

(c) Identify the conditions under which and the procedures by which Board members and employees may be reimbursed for authorized travel expenses;

(d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate travel expenses that they incur; and

(e) Incorporate applicable provisions of Government Code § 53232.2 – 53232.3.

(2) General Travel Reimbursement Provisions.

(a) Board members and employees may be reimbursed for actual, necessary, and reasonable travel expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority.

(i) *Board Member and Employee Travel by Commercial Air Carrier.* When traveling by commercial air carrier on official Authority business, Board members and employees shall use government or group air travel rates when such rates are offered by a commercial air carrier. When government or group rates are not available, Board members and employees shall be reimbursed at a rate not to exceed the prevailing applicable coach rate for domestic travel and the prevailing rate for one class above the coach rate for non-domestic travel when the scheduled flight time exceeds six hours.

(ii) *Board Member and Employee Travel by Means Other Than Commercial Air Carrier.* When traveling by means other than commercial air carrier, Board members and employees may be reimbursed for the actual transportation costs except for travel by personal vehicle where reimbursement shall be at the current mileage rate as published by the Internal Revenue Service (“IRS”). In no event shall the reimbursement of transportation expenses exceed the prevailing applicable rate for coach-class air travel.

(iii) *Travel Per Diem for Board Members.* When traveling on official Authority business, Board members may be reimbursed for the actual cost of lodging, meals, and necessary incidental travel-related expenses which shall not exceed the then stated per diem rate established that year by the U.S. General Services Administration (“GSA”) for destinations within the United States and the U.S. Department of State Bureau of Administration for international destinations. If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code §54952.2, including, but not limited to, ethics training required by §53234 et seq., lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the Board member shall use comparable lodging at comparable rates.

(iv) *Travel for Employees.* When traveling on official Authority business, employees may be reimbursed for the actual cost of necessary lodging, meals, and incidental travel-related expenses. Employees shall use available government and/or group rates for travel and lodging. Lodging expenses incurred in connection with a conference or organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. If the group rate is not available, the employee shall use comparable lodging.

(b) Reimbursement of Board members, the President/CEO, the General Counsel, and/or Chief Auditor for any travel expense that does not fall within this policy shall require the approval of the Executive Committee at a regularly scheduled meeting. Reimbursement of employees for any travel expense that does not fall within this policy shall require the approval of the President/CEO.

(c) Domestic travel for the purpose of this policy includes travel within and between the 48 continental United States.

(d) Board members and employees must submit to their respective Administrator the Out-of-Town Travel Request at least three (3) weeks prior to the anticipated travel departure date, but this advance notice period is not required if the Authority provides less than three (3) weeks’ notice in requesting that a Board member or employee conduct out-of-town travel.

(e) The Travel Expense Report should be submitted to the Administrator within a reasonable amount of time, but no later than thirty (30) days after the completion of the out-of-town travel.

(f) All domestic travel advances must be cleared no later than thirty (30) days after the completion of the domestic travel, and all international travel advances must be cleared no later than forty-five (45) days after the completion of the international travel.

(g) Should a Board member or employee owe the Authority for a portion of any unused travel advance, the Board member or employee must pay to the Authority the unused portion by cash or personal check. Failure to account for travel advances within the required 30-day period may result in the suspension of privileges to obtain further advances.

(h) All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred outside of the United States.

(3) Administrator Pre-approval of Travel Requests and Approval of Reimbursement Requests. Reimbursement of travel expenses requires a responsible officer of the Authority (the "Administrator") to pre-approve the travel and to review and approve the reimbursement of travel expenses in the manner set forth in this policy.

(a) Responsibilities of Administrator. An Administrator, in authorizing a travel request or approving a request for reimbursement of incurred travel, is responsible for ensuring that each such request meets the requirements of this policy. In discharging this responsibility, the Administrator shall review the request and supporting documentation to determine whether or not the request conforms to the standards and specifications in this policy. Specifically, the Administrator shall:

(1) Verify that the means of transportation and lodging arrangements conform to the requirements of this policy;

(2) Confirm that the requested travel is reasonably necessary for the business of the Authority;

(3) Determine that the projected costs of the travel are objectively reasonable in comparison to the anticipated benefits to the Authority;

(4) Make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the Authority's business;

(5) Confirm that each reimbursement request is accompanied by the documentation required by this policy;

(6) Verify that the documentation for each expense that is unusual in nature and/or amount adequately supports the reasonableness and necessity of the expense;

(7) Reject those expenses that are not consistent with this policy; and

(8) For those expenses that are approved for reimbursement, provide written certification that the Administrator, based on reasonable inquiry, believes such expenses were reasonable, necessary, and directly related to the Authority’s business.

(b) Designation of Administrator. As used in this policy, the appropriate Administrator shall be designated in the below table. No Administrator may approve the reimbursement of a travel or business expense that directly benefits the Administrator.

<b>Authority Position</b>	<b>Corresponding Administrator</b>
<p>Board Member, President/CEO, General Counsel and Chief Auditor</p>	<p><i>For Pre-approval of Travel Requests:</i> (1) the Executive Committee will act as the Administrator, or (2) where time demands require that travel commence prior to the next meeting of the Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p><i>For Approval of Travel Reimbursement Requests:</i> (1) The Executive Committee will act as the Administrator, or (2) where delayed reimbursement would cause financial hardship and the traveler requests more timely reimbursement, the Chair of the Board, or in the Chair’s absence, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p>All travel pre-approvals and reimbursement requests approved by the Chair or the Chair’s designee shall be subject to approval of the Executive Committee at its next meeting.</p> <p>All approved travel pre-approvals and reimbursement requests will be presented to the Board for its information at its next regular meeting.</p>
<p>Vice President</p>	<p>Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval of the President/CEO or his or her designee. If the President/CEO’s designee is the Vice</p>

	President requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.
Department Head	Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO. If the President/CEO’s designee is the Vice President of the Department Head requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.
Other employees	Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO.

(c) **Single Point of Contact.** In order to provide for uniform and consistent application of this policy by Administrators reviewing requests for authorization of travel requests and reimbursement of travel expenses, the President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this policy.

(d) **Annual Training.** Administrators shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.

(4) Pre-approval of Travel and Approval of Travel Expense Reimbursement Forms.

(a) *Out-of-Town Travel Request.* Board members and employees who wish to engage in travel that directly relates to the transaction of the Authority’s business must complete and have approved by the Administrator, the “Out-of-Town Travel Request” form prior to the commencement of travel. The travel request shall identify the purpose of the travel; the expected benefits to accrue to the Authority; the means and class of transportation; and include a projected budget of transportation, lodging and other significant costs.

(b) *Out-of-Town Travel Expense Reimbursement Report.* To receive reimbursement of expenses associated with authorized travel, the Board member or employee must complete and submit in a timely fashion after such travel, a “Travel Expense Report” form.

(5) Supporting Documentation for All Travel Expense Reimbursement Requests.

(a) All travel, lodging, meal and incidental expenses must be itemized (e.g., a detailed list of individual expenses, no groupings of expenses) in each reimbursement request.

(b) The *original, itemized, detailed* travel, lodging, meal and incidental receipts must be provided with all reimbursement requests. Each receipt must be imprinted with the name of the business and date. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances explaining why the receipt is not submitted.

(c) Reimbursement requests that have not been properly prepared, authorized or supported by documentation shall be returned to the Board member or employee within 14 days with the reasons given for not processing the claim.

(6) Cancellation and Penalties. A Board member or employee who does not attend an event that the Authority has pre-paid at such Board member's or employee's request shall be responsible for any pre-paid costs, unless the Board member's or employee's inability to attend such event is for valid medical reasons, personal emergencies, or reasons attributable to the Authority. Board members and employees who cancel an out-of-town trip must return any travel advances no later than five (5) days after the date of such cancellation. If for some reason a Board member or employee is incapacitated, then a reasonable amount of time will be given to return any travel expenses.

(7) Payment of Approved Travel and Business Expenses. The Authority generally will process payments for reimbursement requests by issuing a check made payable to the Board member or employee eligible for such reimbursement.

(8) Subsequent Audit by the Authority. Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to subsequent audit by the Authority on an annual basis. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

(9) Biannual Review of Policy. The President/CEO shall have this policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendations for revision shall be presented to the Board.

## ATTACHMENT A

## TRAVEL EXPENSES

Reimbursable Travel Expenses. Expenses shall be reasonable and directly related to the transaction or representation of the Authority's business. Directly related is defined as a Board Member or employee actively engaged, during the travel activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the benefit of the Authority.

This section lists *air travel and lodging expenses* that generally are reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses:

(a) *Air Travel.*(i) *Definitions.*

- *Air Travel Expenses.* Air travel expenses include the cost of the airline ticket and the cost of air phone calls when directly related to the transaction of Authority business.
- *Domestic travel.* Domestic travel includes travel within and between the 48 continental United States.
- *International travel.* International travel includes travel outside the 48 continental United States.

(ii) *Requirements for Reimbursement.* Expenses for air travel to out-of-town locations are only reimbursable if the expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.*

(1) *Pre-Approval of Air Travel.* Board members and employees shall submit an Out-of-Town Travel Request that describes the proposed air travel to the respective Administrator as soon as the travel requirement is known; preferably, at least three (3) weeks prior to the anticipated travel departure date. This advance notice period is not required if the Authority provides less than three (3) weeks' notice in requesting that a Board member or employee participate in travel.

(2) *Airline Tickets.* Board members are encouraged to not personally make travel arrangements for air travel approved by the Authority.

- In the event that a Board member chooses to personally purchase airline tickets then such Board member must:

(A) obtain the lowest fare available,

(B) purchase coach fare for *domestic travel*,

- Board members and employees may elect to upgrade one class for non-domestic air travel in cases where the flight time is greater than six hours.
- Give preference to airlines with operations at the San Diego International Airport.
- Board members and employees who opt to upgrade their airline tickets beyond the standards set forth in this policy will be responsible for paying any additional expense for such upgrade.

(3) *Early and Late Departures.* Board members and employees as approved by the Administrator are permitted to depart one or two days early (e.g., on a Saturday for a meeting beginning on Monday morning) or stay one or two extra days (e.g., until Sunday after a meeting ending on Friday or Saturday) if (1) they are able to obtain a discounted airfare for which they would not otherwise be eligible and (2) the combined cost of the discounted airfare and additional allowable expenses are less than the cost of the lowest airfare otherwise available. The Authority will reimburse the cost of allowable expenses relating to advance arrivals or late departures only for the minimum number of days required to obtain the discounted fare. If the Board member or employee elects to travel extra days, the respective Administrator must pre-approve such extra travel day(s) and obtain appropriate documentation to support such pre-approval.

(4) *Airline Air Phone Usage.* Board members and employees only may request reimbursement for air phone usage when the corresponding call is (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(5) *Frequent Flyer Award Programs.* The Authority does not reimburse individuals for the value of frequent flyer miles or points that are redeemed to acquire airline tickets or hotel rooms on Authority business. Membership dues in frequent flyer and similar award programs are a personal expense and not reimbursable by the Authority.

(b) *Lodging and Associated Expenses.*

(i) *Definition of Lodging and Associated Expenses.* Lodging and associated expenses may include the cost of the lodging, laundry and dry cleaning expenses in certain circumstances.

(ii) *Requirements for Reimbursement.* Expenses for out-of-town lodging and associated expenses are only reimbursable if the expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.*

(1) *Reimbursement Request.* Board members and employees shall request reimbursement for lodging and associated expenses on the Travel Expense Report, including business expenses that directly relate to the transaction of the Authority's business (e.g., business facsimiles, internet, etc.).

(2) *Lodging.* Lodging for Board members and employees will be determined by the respective Administrator based on the price and quality of similarly situated lodging.

(3) *Laundry and Dry Cleaning.* Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs for out-of-town assignments of three or more consecutive nights.

(c) *Seminar and Conference fees, Meals, Entertainment, and Gratuities.* Board members and employees should refer to Policy 3.30, Business Expense Reimbursement for authorization and reimbursement requests associated with travel and lodging.

(d) *International Travel.*

(i) General Policy. It is general Board policy that no more than two (2) Board members shall be permitted to attend the same event where both (a) International travel is required, and (b) the Board members are to be reimbursed for their travel expenses. This policy is not intended to prevent any Board member from attending an event where reimbursement is not requested.

(ii) Exception. Notwithstanding (i), above, a majority of the disinterested members of the Board may vote to permit Authority reimbursement for travel expenses of more than two (2) Board members requiring International travel.

(iii) Eligibility by Drawing. Where more than two (2) Board members request permission to attend the same event requiring International travel and reimbursement for travel expenses, then eligibility for travel reimbursement for the two (2) Board members (as limited in (i), above) shall be determined by drawing lots.

(iv) Rotation Rule. Unless otherwise agreed to by a majority of the disinterested members of the Board, no Board member who has received reimbursement for expenses requiring International travel shall be eligible for future reimbursement of travel expenses requiring International travel until all other Board members either (a) have been subsequently reimbursed for International travel, or (b) have declined to participate in such travel when asked to do so by reason of remaining eligibility.

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2009-0130R dated October 1, 2009.]

[Amended by Resolution No. 2008-0113 dated September 4, 2008.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0084 dated July 6, 2006.]

[Amended by Resolution No. 2005-0101 dated September 8, 2005.]

[Amended by Resolution No. 03-069 dated November 10, 2003.]

[Resolution No. 03-010 RR dated April 3, 2003.]

## EXECUTIVE COMMITTEE

Meeting Date: **DECEMBER 20, 2018**

### Subject:

#### Review Proposed Amendments to Authority Codes and Policies

#### Recommendation:

Review proposed amendments, provide possible direction to staff, and forward to the Board with a recommendation for approval.

#### Background/Justification:

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

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

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

Staff will be presenting amendments to the Executive Committee for review at upcoming Executive Committee meetings prior to forwarding them to the Board for approval. We anticipate that it will take approximately 4 workshops for the Committee to complete its review of all proposed amendments.

#### Fiscal Impact:

The is no fiscal impact associated with the requested action.

#### Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

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

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

# **POLICIES**

# **ARTICLE 5**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 5** - **CONTRACTING AND DEBARMENT**  
**PART 5.0** - **CONTRACTING AND PURCHASING**  
**SECTION 5.02** - **PROCUREMENT OF CONTRACTS FOR PUBLIC PROJECTS**
- 

**PURPOSE:** To establish a policy governing the procurement of contracts for Public Projects (as defined below) for the San Diego County Regional Airport Authority (the “**Authority**”).

**POLICY STATEMENT:**

In the procurement of contracts for Public Projects (as defined below), the Authority’s ~~Executive Director~~ President/Chief Executive Officer or his or her designee (the “~~Executive Director~~ President/CEO”) shall be responsible for following all procedures required by (1) the Authority, (2) the San Diego County Regional Airport Authority Act, as amended from time to time, and (3) other applicable federal, state and local laws.

This policy relates to the Authority’s procurement of contracts for Public Projects (as defined below). See Section 5.01 for the Authority’s policy relating to the procurement of service and consulting agreements and the purchase of supplies, materials and equipment.

This policy is designed to provide for increased economy in procurement activities and to enable the Authority to maximize the purchasing value of Authority funds by fostering effective broad-based competition while ensuring fair and equitable treatment of all persons who do business with the Authority. ~~deal with Authority procurement.~~

Fair and equitable treatment includes (but is not limited to): fair and equitable contractor selection processes, utilization of prevailing wages, Disadvantaged Business Enterprise goals for federally funded work, opportunities for small business, proper employment of apprentices, equal employment opportunities, payment bonds and safe and healthful working conditions on all contracts executed by the Authority.

(1) Awarding of Contracts for Public Projects.

(a) The following terms shall have the below-specified meanings:

(i) “**Public Project**” means (a) construction, reconstruction, erection, alteration, renovation, improvement, demolition or repair work involving any publicly owned, leased or operated Facility; and (b) painting or repainting of any such Facility.

(ii) “**Facility**” means any plant, building, structure, ground facility, utility system, real property, streets and highways or other public work improvement.

(iii) **"Maintenance Work"** means (a) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated Facility for its intended purposes; (b) minor repainting; (c) recarpeting; (d) resurfacing of streets and highways at less than one inch; or (e) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

(iv) **"Fee-producing infrastructure project" or "fee-producing infrastructure facility"** means the operation of the infrastructure project or facility will be paid for by the persons or entities benefited by or utilizing the project or facility.

(v) **"Design-Build (D-B)"** is a project delivery method under which one entity performs both architecture/engineering and construction under a single contract. Design-build procurements will use a qualifications based selection (QBS) process, or a modified QBS with a competitive design and price-proposal cost components.

(vi) **"Construction Manager at Risk (CMAR)"** is a project delivery method under which the contractor is selected using a QBS or modified QBS with competitive cost components and works with the architect/engineer providing pre-construction services during design, and then constructs the project under a negotiated Guaranteed Maximum Price (GMP) or fixed price.

~~(vi) "Design-Bid-Build" is a project delivery method under which the architecture/engineering is contracted for separately from the contractor. The contractor is selected based upon being the lowest responsive and responsible bidder. A+B contracting is a variation of this system.~~

~~(vii) "Multiple Award Task Order Contracting (MATOC)" is a project delivery method under which multiple the contractors are isselected -contracted for using a QBS and contracts are awarded to three or more there is a multiple award to two or more contractors qualified to . The contractors will competitively compete for Authority small projects, or negotiate a GMP or fixed price. Projects awarded implementation under a MATOC type contract can utilize the D-B-B, A+B, or pre-defined Best Value D-B or CMAR project delivery approaches.~~

~~(viii) "Design-Bid-Build" is a project delivery method under which the architecture/engineering is contracted for separately from the contractor. The contractor is selected based upon being the lowest responsive and responsible bidder. A+B contracting is a variation of this system.~~

~~(ix)(viii)~~ **"A+B"** is a project delivery method under which the contractor is selected based on a combination of weighted factors that include both cost and schedule components.

~~(x)(ix)~~ **"Qualifications Based Selection (QBS)"** is a process where the contractor, or design-build team, is selected based upon the attributes of that entity which is judged, or reviewed, to determine conformity to predetermined standards and requirements that are determined to be in the best interest of the Authority.

~~(xi)(x)~~ **“Guaranteed Maximum Price (GMP)”** is a sum established in an agreement between the Authority and a Design-Build Team, or a Construction Manager at Risk as the maximum ~~cost of compensation for~~ performing specified work, computed on the basis of reimbursable costs of labor and materials plus markups for overhead expenses and profit.

(b) Public Projects of \$25,000 or less may be performed by Authority employees, by negotiated contract or by purchase order.

(c) When the estimated contract amount for a Public Project or major<sup>[KLI][RT2]</sup> Maintenance Work is more than \$25,000 but less than or equal to \$~~100~~250,000, the Authority ~~shall~~ may follow the informal procedures set forth below:

(i) The Authority shall competitively solicit contractors ~~create and maintain a list of qualified contractors~~ identified by categories of work.

(ii) ~~All contractors on the list maintained by the Authority for the category of work being bid, and/or such construction trade journals as are determined by the Executive Director (which may include one or more of the trade journals specified for San Diego County by the California Uniform Cost Accounting Commission pursuant to Section 22036 of the California Public Contract Code), shall~~ Contractors shall be invited to submit mailed a notice inviting informal bids or pre-defined best-value proposals, unless the product or service is proprietary.

(iii) ~~The mailing of notices to contractors and construction trade journals~~ must be completed not less than 10 calendar days before bids are due.

(iv) The notice inviting informal bids shall: (a) describe the Public Project or Maintenance Work in general terms; (b) describe how to obtain more detailed information about the Public Project or Maintenance Work; and (c) state the time and place for the submission of bids.

(v) After the time for submission of bids has expired, the ~~Executive Director/President/CEO~~ may award the contract to the bidder whose bid the ~~Executive Director/President/CEO~~ determines to be in the best interests of the Authority, taking into account: (a) the bidder's qualifications, fitness, capacity and experience; (b) factors relating to the public interest; and (c) such other factors as the ~~Executive Director/President/CEO~~ reasonably deems appropriate and in the best interests of the Authority.

(vi) If all bids received are in excess of \$~~100~~250,000, then the ~~Executive Director/President/CEO~~ may award the contract to a bidder whose bid is under \$~~100~~275,000, if any, taking into account the factors listed above in Paragraph 1(c)(v). If no bid is under \$~~275~~10,000, then all bids shall be rejected and the Authority's cost estimate shall be reviewed to determine its reasonableness. If necessary, the cost estimate

[RT3][RT4] shall be revised and the project rebid using the procedures appropriate for the revised cost estimate.

(vii) The ~~Executive Director~~ President/CEO shall notify the Authority's Board of Directors (the "**Board**") at its next meeting of any contracts awarded using the foregoing informal procedures.

(d) When the estimated contract amount for a Public Project is more than \$~~100~~250,000, the Authority shall follow the formal bidding procedures set forth below:

~~(i) The Board shall adopt plans and specifications and working details for the Public Project.~~

(ii) The Authority may pre-qualify a select bidders' list of contractors for a single project if the ~~Executive Director~~ President/CEO determines this to be in the best interests of the Authority.

(iii) Notice of the Public Project shall be published in a newspaper or electronic media of general circulation, ~~printed~~ and distributed within the jurisdiction of the Authority at least 14 calendar days prior to opening of bids.

~~(iii)~~ Notice inviting formal bids also shall be mailed, or sent electronically, to such construction trade journals as are determined by the ~~Executive Director~~ President/CEO (which may include one or more of the trade journals specified for San Diego County by the California Uniform Cost Accounting Commission pursuant to Section 22036 [KL5] of the California Public Contract Code), at least 30 calendar days prior to the bid opening date.

~~(iv) After the time for submission of proposals or qualifications has expired on Contracts under \$1,000,000, the President/CEO may award the contract to the person or firm whose proposal or response the President/CEO determines to be in the best interests of the Authority, taking into account: (i) the person's or firm's qualifications, fitness, capacity and experience; (ii) factors relating to the public interest; and (iii) such other factors as the President/CEO reasonably deems appropriate and in the best interests of the Authority. (iii) The President/CEO shall notify the Authority's Board of Directors (the "**Board**") at its next meeting of any contracts awarded using the foregoing procedures.~~ [RT6][RT7]

(v) ~~For Contracts equal or exceeding \$1,000,000. A~~ after the time for submission of bids has expired, the Board may award the contract to the bidder whose bid the Board determines to be in the best interests of the Authority, taking into account:

(a) the bidder's qualifications, fitness, capacity and experience; (b) factors relating to the public interest; (c) consideration of schedule and price where time has a financial impact (A+B bidding) and (d) such other factors as the Board reasonably deems appropriate and in the best interests of the Authority.

(e) Notwithstanding the requirements set forth above in this Paragraph 1 [A8][RT9], and subject to federal requirements, the Authority may follow a

competitive RFP or RFQ process for design-build, construction manager at risk, multiple award task order form of contracts. ~~After the time for submission of proposals or qualifications has expired, the Executive Director may award the contract to the person or firm whose proposal or response the Executive Director determines to be in the best interests of the Authority, taking into account: (i) the person's or firm's qualifications, fitness, capacity and experience; (ii) factors relating to the public interest; and (iii) such other factors as the Board reasonably deems appropriate and in the best interests of the Authority;~~

~~provided, however, that the Board, instead of the Executive Director/President/CEO, shall award design-build, construction manager at risk, multiple award task order form of contracts when the contract amount or task/job order is more than \$100,000.~~<sup>[AB10][RT11]</sup>

(2) If deemed appropriate and in the best interest of the Authority, the Authority may utilize private investment capital to study, plan, design, construct, develop, finance, maintain, rebuild, improve, repair, or operate, or any combination thereof, fee-producing infrastructure facilities in accordance with Government Code Section 5956-5956.10.

(3) Federally-Funded Contracts. Notwithstanding any provision in this policy to the contrary, the Authority shall comply with all federal requirements applicable to federally-funded Public Projects, including, without limitation, any terms and conditions that the Federal Aviation Administration (the "FAA") requires as a condition to the Authority's receipt of federal funds in connection with the FAA's Airport Improvement Program.

(4) Change Orders.

(a) The ~~Executive Director/President/CEO~~ is authorized to negotiate and execute any change order in an amount not to exceed 25% of the original contract award or a change order extending time for completion for a period not to exceed 90 days <sup>[RT12]</sup> without Board action for any contract for a Public Project originally awarded following the informal procedures described above in Paragraph ~~1(b)~~<sup>[KL13][RT14]</sup> ~~or 1(c)~~ or 8; provided, however, that the Board's approval shall be required for any change order that causes the aggregate amount of the relevant contract (i.e., the original contract amount plus the amount of the change order) to be \$~~110275~~,000 <sup>[KL15][RT16]</sup> or greater.

(b) In addition, for any contract for a Public Project originally awarded following the procedures described above in Paragraph ~~1(d)~~, ~~or 1(e)~~ or 8; the ~~Executive Director/President/CEO~~ is authorized to negotiate and execute any change order without Board action for:

(i) Contracts awarded for less than or equal to \$1,000,000, in an amount not to exceed 10% of the original contract award or, and a change order extending time for completion for a period not to exceed 90 days;

(ii) Contracts awarded for more than \$1,000,000, but less than or equal to \$5,000,000, in an amount not to exceed 6% of the original contract award, and change order extending time for completion for a period not to exceed 90 days; and

(iii) Contracts awarded for more than \$5,000,000, in an amount not to exceed 4% of the original contract award, and extending time for completion for a period not to exceed 90 days.

Notwithstanding the foregoing, with respect to any contract originally awarded following the procedures described above in Paragraph 1(d) or 1(e), any change order that exceeds the budget approved by the Board for the relevant Public Project shall be presented to the Board for action.

(c) The ~~Executive Director~~President

/CEO shall notify the Board at its next meeting of any change orders approved by the ~~Executive Director~~President/CEO.

(d) The ~~Executive Director~~President/CEO may, at his or her sole discretion, bring any change order before the Board for action.

(5) Execution of Contracts. The ~~Executive Director~~President/CEO shall execute all contracts for Public Projects, except where otherwise provided by law.

(6) Acceptance and Notice of Completion. Upon the completion of a contract for a Public Project, the ~~Executive Director~~President/CEO may execute and record the "Acceptance and Notice of Completion," in accordance with applicable law.

(7) Emergency Purchases: Contracts

(a) Notwithstanding any other provisions of this policy, the ~~Executive Director~~President/CEO may make or authorize others to enter into emergency contracts for Public Projects and Maintenance Work ~~public works projects make emergency procurements~~ if: (i) there exists a threat to public health, welfare or safety; or (ii) a situation exists that makes compliance with the procurement process contrary to the public interest. Emergency contracts procurements shall be made with such competition as the ~~Executive Director~~President/CEO deems appropriate under the circumstances.

(b) A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

(c) Emergency procurements contracts -authorized by the ~~Executive Director~~President/CEO that exceed \$100,000 shall be reported to the Board at its next meeting.

(8) Sole Source Procurement. A contract for a Public Project may be awarded without complying with the otherwise applicable competitive procedures under this policy when the ~~Executive Director~~President/CEO determines in writing that: (a) there is only one known source for the required ~~supply, service, item or~~ construction; or (b) one source is the only practical way to respond to overriding circumstances that make compliance with the

otherwise applicable competitive procedures under this policy not in the best interests of the Authority.

(9) Specifications.

(a) Pursuant to Section 3400 of the California Public Contract Code, the Authority shall not draft RFPs, RFQs or ~~RFB specifications~~ for bids (i) in a manner that limits the RFP, ~~or RFQ or RFB process or bidding~~, directly or indirectly, to any one specific concern, or (ii) calling for a designated material, product or service by specific brand or trade name unless the specification lists at least two brands or trade names of comparable quality or utility and is followed by the words “or equal” so that respondents may furnish any equal material, product or service. The Authority shall, if aware of an equal product manufactured in California, name that product in the specification. In those cases involving a unique or novel product application required to be used in the public interest, or where only one brand or trade name is known to the Authority, it may list only one followed by the words “or equal”. Specifications shall provide a period of time prior to or after, or prior to and after, the award of the contract for submission of data substantiating a request for a substitution of “an equal” item. If no time period is specified, data may be submitted any time within 35 days after the award of the contract.

(b) Paragraph ~~98~~(a) shall not be applicable if the Authority makes a finding that is described in the RFP, RFQ or ~~RFB invitation~~ for bids that a particular material, product or service is designated by specific brand or trade name for either of the following purposes: (i) in order that a field test or experiment may be made to determine the product’s suitability for future use; or (ii) in order to match other products in use on a particular public improvement either completed or in the course of completion.

(10) Disadvantaged Business Enterprises. The Authority’s procurement of contracts for Public Projects shall be consistent with the FAA’s policies relating to the participation of disadvantaged business enterprises.

(11) Performance and Payment Bonds. Performance and payment bonds or equivalent acceptable security shall be required at the discretion of the ~~Executive Director/President/CEO~~, or to the extent required by applicable law (including, without limitation, Section ~~3247~~<sup>[KL17]</sup> *et seq.* of the California Civil Code).

(a) Bond Must be Delivered Prior to Issuing Contract Document. If required, a performance and payment bond satisfactory to the Authority, executed by a surety company authorized to do business in California or otherwise secured in a manner satisfactory to the Authority, shall be presented to the Authority prior to issuance of a contract document that authorizes the work (i.e. construction).

(b) Substitutes for Bonds Acceptable. Except as required by applicable law (~~including, without limitation, Section 3248 of the California Civil Code~~), in lieu of a performance and payment bond, the Authority may accept cash, money order, certified check, cashiers check or irrevocable letter of credit. Such alternate form of security shall be for the same purpose and shall be subject to the same conditions as a performance and payment bond.

(c) Reduction of Bond Amount. The ~~Executive Director~~President/CEO may reduce the amount of performance and payment bonds required on a specific contract, except as required by applicable law. Disclosure of the reduction shall be present in the notice inviting bids.

(d) Authority to Require Additional Bonds. Nothing in this section shall be construed to limit the authority of the ~~Executive Director~~President/CEO to require a performance bond or other security in addition to those bonds, or in circumstances other than to those specified in this policy.

(12) Indemnification. The ~~Executive Director~~President/CEO shall determine the appropriate indemnification provisions to include in contracts for Public Projects and Maintenance Work.

(13) Insurance Requirement. The ~~Executive Director~~President/CEO shall determine the appropriate insurance provisions to include in contracts for Public Projects and Maintenance Work.

(14) Compliance with all Applicable Laws. In any situation where compliance with this policy will place the Authority in conflict with any applicable provisions of state or federal law, the Authority shall comply with such provisions, notwithstanding this policy.

[Amended by Resolution No. 2005-0061 dated May 2, 2005]

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 5 - ~~CONTRACTING AND DEBARMENT~~  
PART 5.0 - ~~CONTRACTING AND PURCHASING~~  
SECTION 5.03 - ~~REQUEST FOR PROPOSALS AND REQUEST FOR  
QUALIFICATION~~<sub>(KLH)</sub>
- 

**PURPOSE:** ~~To establish a policy governing direct the preparation of procedures for the Request for Proposal ("RFP") and Request for Qualification ("RFQ") processes of the San Diego County Regional Airport Authority (the "Authority").~~

### **POLICY STATEMENT:**

(1) ~~In the event that any proposals for the provision of services, procurement of goods or other matters are subject to competitive bidding or selection processes, then the Authority's staff shall prepare for review by the Authority's Executive Director/President/Chief Executive Officer ("") or his or her designee (the "Executive Director"), a draft RFP or RFQ, as applicable.~~

(2) ~~The Executive Director/President/CEO will have the power to prepare, adopt, modify and amend the procedures (the "Procedures") for the RFP and RFQ processes. The Executive Director/President/CEO will deliver the initial Procedures to the Board and will notify the Board of any material amendments, modifications, additions or deletions to the Procedures.~~

(3) ~~The RFP and RFQ process shall be conducted in accordance with the Authority's other policies and codes and applicable federal, state and local laws.~~

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

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

ARTICLE 5 - CONTRACTING AND DEBARMENT  
PART 5.0 - CONTRACTING AND PURCHASING  
SECTION 5.04 - COOPERATIVE PURCHASING

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**PURPOSE:** To ~~establish a policy to allow~~~~permit~~ the Authority to use the competitively awarded purchasing contracts of other public agencies for the acquisition of supplies, materials, equipment, information technology, ~~or~~ services, ~~including or~~ public projects. The use of this alternative contracting method provides the Authority with the ability to reduce the cost of purchasing supplies, materials, equipment, information technology ~~and~~ services ~~or~~ Public Projects or Maintenance Work ~~[KL]~~ by pooling the purchasing power of more than one public agency or by avoiding the expenses of conducting its own individual competitive process.

### POLICY STATEMENT:

(1) The San Diego County Regional Airport Authority Act (Public Utilities Code Section 170040) states that the Authority “may contract with any department or agency of the United States, with any state or local governmental agency, or with any person upon whose terms and conditions that the Authority finds are in its best interests.” Government Code Section 6500 *et seq.*, provides that public agencies by agreement may jointly exercise any power common to the contracting parties, even though one or more of the parties may be located outside the State of California.

(2) The procurement of supplies, materials, equipment, information technology ~~or~~ ~~and~~ services is governed by Policy Section 5.01. The procurement of public projects and maintenance work is governed by Policy Section 5.02. In some instances, however, the Authority shall be allowed to enter into a cooperative procurement arrangement, joint powers agreement or other agreement to purchase supplies, materials, equipment, information technology or services ~~including and~~ public projects and maintenance work as long as a competitive selection process was used by the other public agency to secure the underlying contract for the supplies, materials, equipment, information technology ~~or~~ services or public project.

(3) In accordance with Public Utilities Code Section 170040 and Government Code Section 6500 *et seq.*, the Authority is ~~hereby~~ authorized to use cooperative procurement arrangements, joint powers agreements or other agreements for the purpose of combining resources to increase efficiency or reduce administrative expenses in the purchase of supplies, materials, equipment, information technology ~~or~~ services ~~or~~ public projects or maintenance work.

**Policy Section No. 5.04**

- (4) The Authority may participate in cooperative procurement arrangements, joint powers agreements or other agreements with one or more other public bodies, or agencies of the United States for the purchase of supplies, materials, equipment, information technology ~~or services or public projects or maintenance work~~ if: (1) a public competitive selection process was used to secure the underlying contracts for goods, supplies, equipment, information technology ~~or services or public projects or maintenance work~~ with the lead public agency; (2) the Authority has identified a need for the supplies, materials, equipment, information technology ~~or services or public projects or maintenance work~~; (3) a copy of the agreement or other written proof is secured by the Authority reflecting that a public competitive process was used; and (4) it is determined by the President/CEO or his or her designee to be in the best interest of the Authority to use the alternative contracting method described herein.

[Amended by Resolution No. 2008-0053 dated May 1, 2008.]

[Adopted by Resolution No. 2006-0046 dated May 1, 2006.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

### ARTICLE 5 - CONTRACTING AND DEBARMENT

#### PART 5.1 - EQUAL OPPORTUNITY

#### SECTION 5.11 - EQUAL OPPORTUNITY CONTRACTING POLICY

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**PURPOSE:** To ~~establish~~ promulgate a formal policy statement of the Board of Directors (the “**Board**”) of the San Diego County Regional Airport Authority (the “**Authority**”) to ensure that all businesses, including Disadvantaged Business Enterprises (“**DBEs**”), and Airport Concessions Disadvantaged Business Enterprises (“**ACDBEs**”) shall have the maximum opportunity to participate in the performance of all Authority and Department of Transportation (“**DOT**”) assisted contracts and leasing opportunities.

#### POLICY STATEMENT:

(1) — Definitions:

(1) Airport Concession Disadvantaged Business Enterprise – as defined in 49 CFR Part 23

(2) Disadvantaged Business Enterprise- as defined by 49 CFR Part 26.

~~BEs are for-profit, small business concerns that are at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.~~

~~Socially and economically disadvantaged individuals means any individual who is a citizen or lawfully admitted permanent resident of the United States and who is:~~

~~(a) — Any individual found to be socially and economically disadvantaged on a case-by-case basis;~~

~~(b) — Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:~~

~~(i) — Black Americans;~~

~~(ii) — Hispanic Americans;~~

~~(iii) — Native Americans;~~

~~(iv) — Asian-Pacific Americans;~~

~~(v) — Subcontinent Asian Americans;~~

~~(vi) — Women; and/or~~

~~(vii) — Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration. [A1]~~

(2) It is the policy of the Authority that all DBEs and ACDBEs businesses, including those that meet the definition of socially and economically disadvantaged, as defined in 49 Code of Federal Regulations (“CFR”) Part 26, be provided equal access to participate in the performance of all Authority and in DOT-assisted contract and leasing opportunities.

(3) The Authority further has committed to take all necessary and reasonable steps to increase its utilization of DBEs or ACDBEs to the extent feasible and legally permissible. It is also the Authority’s policy to prohibit discrimination against any person because of race, color, religion, sex, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age (40 years and older), sexual orientation, pregnancy or other non-job related criteria, in the award or performance of Authority and DOT-assisted contracts or leases.

(4) The Authority will create a level playing field on which DBEs and ACDBEs can compete fairly for Authority and DOT-assisted contracts and ensure that the DBE and ACDBE programs are ~~is~~ narrowly tailored in accordance with applicable law. The Authority will strive to ensure that only firms that fully meet 49 CFR Part 23 and 26 eligibility standards are permitted to participate as DBEs and ACDBEs. This policy will help remove barriers to the participation of DBEs and ACDBEs in Authority and DOT-assisted contracts and assist in the development of firms to compete successfully in the marketplace outside the DBE and ACDBE program.

(5) The Authority will take such action as may be necessary to ensure that, to the maximum extent practicable and allowed by law, at least 10% of all businesses at the airport(s) under the Authority’s control that sell food, beverages, printed materials or other consumer products to the public, are small business concerns (as defined by the U.S. Secretary of Transportation by regulation), owned and controlled by socially and economically disadvantaged individuals.

(6) The ~~Manager~~ Director of Small Business Development shall be designated as the DBE Liaison Officer (DBELO) and shall have unimpeded access to the President/Chief Executive Officer of the Authority regarding DBE matters. The DBELO shall be responsible for implementation of the Authority’s DBE program and ensuring that the Authority’s employees, agents, lessees and contractors adhere to the provisions of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Authority.

~~(7) — This policy shall be reviewed and updated annually [K1] and when required by law.~~

[Amended by Resolution No. 2011-0011 dated January 6, 2011.]

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

# **ARTICLE 8**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS**  
**PART 8.2 - AUTHORITY FACILITIES**  
**SECTION 8.21 - SURPLUS MATERIALS AND EQUIPMENT**
- 

**PURPOSE:** To establish a policy ~~governing~~ the disposition of surplus materials and/or equipment by the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

**POLICY STATEMENT:**

(1) ~~(1)~~ General Policy for Disposition of Surplus Materials and Equipment:

- (a) Materials and equipment valued at under Five Thousand Dollars (\$5,000).~~00~~ per item and determined to be surplus to the needs of the Authority by the Authority’s President/Chief Executive Officer or his or her designee (“**President/CEO**”) may be disposed of in accordance to the Authority’s established surplus procedures at the discretion of the President/CEO.
- (ab) A list of ~~m~~Materials and equipment, valued at over Five Thousand Dollars (\$5,000) ~~per item and .00~~, determined to be surplus to the needs of the Authority by the ~~Authority’s~~ President/CEO or his or her designee (~~the~~ “**President/CEO**”), ~~President/CEO~~, together with a statement as to the reasons such materials and equipment are no longer needed, shall be submitted in an aggregated list to the Authority’s Board of Directors (~~the~~ “**Board**”) at least once each fiscal year.
- (bc) The Board may authorize the President/CEO, by resolution, to advertise and carry out the sale of surplus materials and equipment for the best price obtainable by the Authority.
- (ed) When an item cannot be sold, the President/CEO may authorize the disposal of such items by junking and recycling or depositing it in ~~the~~ a sanitary land fill or by any other suitable means available with a minimum cost to the Authority.
- (de) The President/CEO is authorized to sell or dispose of scrap metals and used fuel oils at his or her discretion. Such sales shall periodically be reported to the Board.

(2) Alternative Policy for Disposition of Obsolete and Surplus Computers, Phones, and Related Equipment. When the President/CEO determines that Authority-owned computer, phone, and related equipment ~~is~~ both obsolete and surplus to the needs of the Authority, the President/CEO may dispose of such equipment in the following manner:

(a) Donation to Certain Charitable Organizations. The President/CEO may, on behalf of the ~~San Diego International Airport (“Airport”)~~ Authority, donate such computer and phone equipment to a San Diego County-based organization that is exempt from taxation pursuant to 26 U.S.C. Sec. 501(c)(3) ~~and that uses such computer, phone, and related equipment for the care, teaching, or training of children and/or disadvantaged adults.~~ Each such donation shall be subject to the following conditions:

- [1] No single donated item has a fair market value exceeding ~~Fifty-One~~ Hundred Dollars (~~\$1050~~); and
- [2] The receiving organization takes appropriate action to publicly recognize the ~~Airport’s~~ Authority’s donations in a manner that increases the public’s awareness of the Authority and acceptance of the San Diego International Airport (“Airport”); and
- [3] Following each donation, the President/CEO provides the Board with a written report of each donation with a list of the donated computer equipment at the regularly scheduled Board meeting following the donation.

(b) Sale to Authority Personnel. If the President/CEO determines that it is advantageous to the Authority to provide Authority personnel the opportunity to purchase surplus and obsolete computers, phones, and related equipment, the President/CEO may authorize such sales subject to the following conditions:

- [1] The sale of each computer or computer with monitor, or phone shall be at a price that at least equals the fair-market value of the equipment as reasonably determined.
- [2] The opportunity to purchase surplus and obsolete computers, phones, and associated equipment shall be available on a fair and equitable basis to all Authority personnel.
- [3] Prior to receipt of a purchased computer, phones, and/or related equipment, each purchaser shall sign a statement certifying that: (1) the computer, phone, or related equipment will be used solely for the purchaser’s personal use; (2) the computer, phone, or related equipment will not be used for business purposes and will not be resold; and (3) the purchaser will dispose of the purchased computer, phone, and/or related equipment

through a state certified electronic waste recycling center or electronic waste collection point.

- [4] Documentation of the means by which and whom the fair-market value of each sold computer or computer equipment, phone, or related equipment was determined, the purchase price, the purchaser, and the purchaser's certification shall be maintained for a minimum of three years.

~~(e) The Office of the Chief Auditor shall audit the procedures by which computers, phones, and computer related equipment are donated to charitable organizations and/or sold to Authority personnel pursuant to this Policy at least every other year.~~

[Amended by Resolution No. 2010-0132 dated December 2, 2010.]  
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

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

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

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

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

**POLICY STATEMENT:**

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

[1] Contraband.

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

[1] Procedures for Facility's Receipt of Found Articles:

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

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

- [a] General. All articles turned into the Facility shall be securely stored commensurate with the value of the article and a running inventory shall be maintained. All unclaimed articles shall be held by the Facility for a minimum of three months.
- [b] Money. All money received by the Facility shall be turned over to the Authority's Treasurer with a copy of the issued receipt(s) no later than the close of each working day. The Treasurer shall maintain a separate accounting of all monies received from the Facility.

[3] Restitution of Claimed Articles:

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

[4] Disposal of Unclaimed Articles:

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

[i] Donation to Certain Charitable Organizations. “The President/CEO may, on behalf of the Airport, donate such unclaimed articles to a San Diego County-based organization that is exempt from taxation pursuant to 26 U.S.C. §501(c)(3) and that uses such computer equipment for the care, teaching, or training of children and/or disadvantaged adults { . Each such donation shall be subject to the following conditions:

[1] No single donated item has a fair market value exceeding One Hundred Dollars (\$100); and

[2] The receiving organization takes appropriate action to publicly recognize the Authority’s donations in a manner that increases the public’s awareness of the Authority and acceptance of the Airport; and

[3] Following each donation, the President/CEO provides the Board with a written report of each donation with a list of the donated computer equipment at the regularly scheduled Board meeting following the donation.

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

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

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

[Amended by Resolution No. 2018-00106 dated October 4, 2018.]  
[Adopted by Resolution No. 2010-0055 dated May 6, 2010.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.3** - **STRATEGY AND PLANNING**  
**SECTION 8.30** - **AIRPORT LAND USE COMMISSION**
- 

**PURPOSE:** To implement the legislative directive for the Authority to: (i) coordinate the airport planning of public agencies within the County of San Diego, California (the “**County**”); and (ii) prepare, adopt, and update an “Airport Land Use Compatibility Plan” “**ALUCP**” (as more fully defined in Appendix A, ~~“ALUCP”~~ included herein) for each public-use and military airport in the County by engaging in a public collaborative planning process.

### **POLICY STATEMENT:**

(1) General Provisions.

(a) Defined Terms. All capitalized terms not otherwise defined in the body of this policy shall have the corresponding meanings set forth in Appendix A.

(b) Authority. The San Diego County Regional Airport Authority (the “**Authority**”), ~~is shall~~ acting in its capacity as the Airport Land Use Commission (“**ALUC**”) for the County, as provided by §21670.3 of the California Public Utilities Code (“**P.U.C.**”). The Authority has adopted this policy in recognition of its ~~governmental~~ obligations under the laws of the State of California, which designate the Authority as the proper Local Agency in the County to protect public health, safety and welfare by ensuring the orderly expansion of Airports and the adoption of land use measures that minimize the public’s exposure to excessive noise and safety hazards within areas around public ~~a~~Airports, to the extent that these areas are not already devoted to incompatible uses. ~~consistent with P.U.C. §21670.3~~ [RSP1][RT2].

(c) Powers and Duties. The Authority has the following powers and duties, subject to the limitations upon its jurisdiction as set forth in P.U.C. §21676:

(i) To assist Local Agencies in ensuring compatible land uses in the vicinity of all new Airports and in the vicinity of existing Airports to the extent that the land in the vicinity of those Airports is not already devoted to incompatible uses;

(ii) To coordinate planning at the state, regional and local levels, so as to provide for the orderly development of air transportation, while at the same time protecting the public health, safety and welfare;

(iii) To prepare and adopt an ALUCP for each aAirport in the County, pursuant to the requirements of P.U.C. §21670.3 and §21675. ~~Any ALUCP developed pursuant to §21675 and adopted pursuant to §21675.1 by the San Diego Association of Governments [RSP3] [RT4] shall remain in effect until the Authority adopts a new ALUCP for the respective aAirport; and~~

(iv) To review the plans, regulations and other actions of Local Agencies and Airport Operators pursuant to the requirements of P.U.C. §21670.3 and §21676.

(d) Conflicts of Interest. Any member of the Authority's Board (the "**Board**") shall temporarily disqualify himself or herself from participating in the review or adoption of a proposal or ALUCP, if there is a conflict of interest pursuant to P.U.C. §21672, other applicable state law, and/or a violation or potential violation of the Authority's Conflicts of Interest Code.

(e) Schedule of Fees. The Authority may establish a schedule of fees necessary to comply with Article 3.5 of Chapter 4 of Part 1 of Division 9 of the P.U.C. Those fees shall be charged to the proponents of actions, regulations or permits and shall not exceed the estimated reasonable cost of providing the service. The fees shall be imposed pursuant to California Government Code ("Gov. Code") §66016. The Authority may not charge fees for actions in connection with any Airport that does not have an adopted ALUCP.

(f) Amendments, Termination or Suspension. This policy may be amended, terminated or suspended only by official and duly noticed action of the Board. The Board may, in its sole and exclusive exercise of its full legislative discretion, amend, terminate, or suspend this policy at any time.

(g) Partial Invalidity. In the event that any court of competent jurisdiction determines that any portion or provision of this policy is invalid, illegal or unenforceable, or temporarily enjoins enforcement or application of any portion or provision of this policy, all other provisions of this policy shall remain enforceable and in effect unless and until revoked, suspended or modified by the Authority.

(h) No Waiver or Creation of Implied Policy of Enforcement. Neither any (i) failure of the Authority to take any act or action in strict enforcement of this policy, inadvertent or otherwise, nor (ii) affirmative waiver of enforcement of this policy by the Authority in a specific instance after consideration of special requests or circumstances, shall be deemed to constitute the establishment of any express or implied policy of the Authority in the enforcement or non-enforcement of this policy, and shall not be relied upon by any person in making any determination, or taking any action, in violation of any provision of this policy.

(2) Airport Land Use Compatibility Plan.

(a) ~~Purpose of Airport Land Use Compatibility Plan.~~ The ALUCP is the fundamental tool used by the Authority in fulfilling its purpose of promoting Airport land use compatibility. Specifically, compatibility plans have two purposes: (i) to provide for the orderly growth of each Airport and the area surrounding each Airport within the jurisdiction of the Authority; and (ii) to safeguard the general welfare of the inhabitants within the vicinity of each Airport within the jurisdiction of the Authority and the public in general.

(b) ~~Preparation of Airport Land Use Compatibility Plan.~~ The Authority shall be responsible for the preparation of an ALUCP for each Airport within the County. The ALUCP shall provide for the orderly growth of each Airport and the area surrounding each Airport within the Authority's jurisdiction, and shall provide policies to safeguard the general welfare of the inhabitants within the vicinity of each Airport and the public in general, as required by P.U.C. §21675. The ALUCP that is adopted by the Authority shall include and shall be based on a long-range Airport Master Plan or an Airport Layout Plan, where available, that reflects the anticipated growth of such Airport during at least the next twenty (20) years. In preparing an ALUCP, the Authority may develop height restrictions on buildings, specify use of land and determine building standards, including soundproofing adjacent to Airports within the planning area. The ALUCP also may identify where additions or changes to local jurisdictions' general and specific plans will be necessary. The ALUCP also should include a clear statement of compatibility criteria and Authority review procedures.

The Authority shall also include within the ALUCP, the area within the jurisdiction of the Authority surrounding any military Airport for all of the purposes identified above. The ALUCP provisions shall be consistent with the safety and noise standards in the Air Installation Compatible Use Zone ("AICUZ") prepared for that military Airport. The Authority does not have, however, any jurisdiction or authority over the territory or operations of any military Airport.

The Authority shall submit to the Division of Aeronautics of the California Department of Transportation one (1) copy of the ALUCP and each amendment to the ALUCP.

(c) ~~Amendments to Airport Land Use Compatibility Plan.~~ The ALUCP shall be reviewed as often as necessary in order to accomplish its purposes, but shall not be amended more than once in any calendar year. For an ALUCP that pertains to more than one Airport in the County, this limitation allows separate amendments for the portion dealing with each individual Airport. Any policies applicable to all Airports in the Authority's jurisdiction shall be amended only once during a calendar year. Coordination with local jurisdictions shall be conducted prior to the approval of any ALUCP amendments.

A periodic review of the ALUCP shall be conducted in order to keep the ALUCP up to date with changes in state laws, local land uses, Airport development and activity, and current concepts for achieving noise and safety compatibility.

(d) Adoption of Airport Land Use Compatibility Plan and Amendments. The ALUCP and any amendments shall be approved and adopted by the Authority, and shall constitute the Authority's recommendation to the Local Agency for compatible land uses within the Airport Influence Area. Prior to adopting each ALUCP or amendment, the Authority shall engage in a public collaborative planning process and hold a public hearing consistent with this policy. [P.U.C. §21670.3(b)]

(3) Authority Review of Local Actions.

(a) Overview. One of the fundamental responsibilities of the Authority is the review of Local Agencies' land use plans, Airport plans and certain other land use projects and actions for compliance with the criteria and policies set forth in the applicable ALUCP. The process that the Authority shall follow for this review process depends upon the following three (3) factors: (i) the type of local action involved; (ii) whether a compatibility plan exists for the Airport; and (iii) what action the Local Agency has taken with regard to making its general plan consistent with the Authority's ALUCP.

(b) Authority Review Requirements. Local Agencies must refer certain actions to the Authority for review. Referral of other local actions, primarily individual development projects, is required in some instances, but voluntary in others.

(i) Actions For Which Authority Review Is Mandatory.

(A) General Plans and Specific Plans. Any proposal by a Local Agency to adopt a general plan or specific plan shall be referred to the Authority for review, if the boundaries of the plan are within the Airport Influence Area of an Airport, irrespective of whether an ALUCP has been adopted for the Airport. If an ALUCP has not been adopted, then the Airport Influence Area is defined to mean the study area for such plan or the land within two (2) miles of the Airport boundary pursuant to P.U.C. §21675.1(b). Amendments to such plans also shall be referred to the Authority, if the change affects locations within an Airport Influence Area. In such instances, referral shall take place prior to the Local Agency's action to adopt or amend the plan consistent with the requirements of P.U.C. §21676(b).

The requirement for submittal of general plans and specific plans exists regardless of whether a proposal is initiated by the Local Agency to adopt or amend a general or specific plan or whether a proposal is initiated based upon the requirement for the Local Agency's plans to be reviewed for consistency with an ALUCP that is newly adopted or amended by the Authority. California Gov. Code §65302.3 requires Local Agencies to either amend their general plans and any affected specific plan to be consistent with the Authority's ALUCP within one-hundred eighty (180) days of when the Authority adopted or amended its ALUCP, or take the steps necessary to overrule the Authority.

(B) Ordinances and Regulations. Authority review of Local Agency proposals to adopt or amend Zoning, building, and other land use ordinances and regulations shall be required in instances where those ordinances and regulations have implications for Airport land use noise or safety compatibility pursuant to the requirements of P.U.C. §21676(b).

(C) Airport Plans. The Authority shall require a mandatory review of Airport Master Plans, construction plans for new Airports and Airport expansion plans (including the construction of a new runway, the extension or realignment of an existing runway and the acquisition of Runway Protection Zones or any interest in land for purposes of safety) for consistency with the adopted ALUCP for that Airport pursuant to the requirements of P.U.C. §21676(c), §21661.5 and §21664.5, respectively.

(ii) Other Actions Subject to Authority Review.

(A) Individual Land Use Development Projects. The Authority shall require a mandatory review of all actions, regulations and permits involving the vicinity of an Airport within the Authority's jurisdiction under any of the following circumstances: (i) prior to the Authority adoption of an ALUCP for an Airport; and (ii) when a Local Agency has neither revised its general plan or specific plan to be consistent with the Authority's ALUCP nor overruled the Authority with regard to the ALUCP pursuant to the requirements of P.U.C. §21675.1(b) and §21676.5(a).

The Authority requests that, even when the Authority has adopted an ALUCP for an Airport and the Local Agency has revised its general plan or specific plan to be consistent with the Authority's ALUCP, the Local Agency continue to submit major land use actions for review, including, but not limited to, large developments where site design and other factors, such as building height, have potential compatibility implications, even when the overall development may be acceptable. The Authority's project review on these types of non-mandatory project submittals shall be advisory in nature.

(B) Ministerial Permits. Ministerial permits involving a change in land use, an increase in density or intensity, or height, which may have implications for airport land use compatibility factors, ~~shall may~~<sup>[RSP5]</sup>~~[RT6]~~ be subject to Authority review in the same manner as discretionary projects.

(C) CEQA Documents. The Authority is not a Responsible Agency for the purposes of the California Environmental Quality Act ("**CEQA**") ~~for land use development projects, ordinances and regulations or general specific plans and therefore is not legally required to respond to a CEQA document.~~ ~~The Authority's sole responsibility is to make a compatibility determination regarding the project that is the subject of the Environmental Documentation. However, the Authority has the right and authority to provide comments to the Lead Agency to help ensure the highest level of compatibility.~~<sup>[RSP7]</sup>~~[RT8]~~

(c) Information Required for Project Reviews. Requests by Local Agencies to the Authority for project review shall be submitted in writing. Requests shall state fully and fairly the reason for the referral and shall include the names, addresses and telephone numbers of all applicants, project location and assessor's parcel number, a detailed project description, site plans, maps, heights of buildings, any Environmental Documentation and any other material necessary to fully understand the matter for which a project review is being requested. Applicants must include this information on the form entitled "Application for ALUC Determination of Consistency," available at the Authority's offices. The Authority reserves its right to request additional information and documents regarding any project submittal.

In addition to the material required to be submitted, the Authority may require the submittal to include the appropriate fees associated with the request for project review. These fees shall not exceed the estimated cost of providing service and shall be consistent with any schedule of fees established by the Authority pursuant to this policy.

(d) Determination Requirements. The Authority shall respond to a Local Agency with respect to a mandatory project submittal within sixty (60) days of referral of a completed application, pursuant to the requirements of P.U.C. §21675.2(a) and §21676(d). This response period does not begin until such time as all information necessary for accomplishment of the project review has been submitted to the Authority and the Authority has deemed the application complete.

(e) Authority Project Review and Determination Process. The Authority shall review applications for compliance with the criteria and policies set forth in the applicable ALUCP. The Authority may consider its own interpretive guidelines and past precedents. ~~After~~ ~~if the project requires ALUC action~~ ~~review,~~ the Authority's staff shall place the matter on the Board ALUC's agenda for the earliest possible ALUC Board meeting. ~~if the project does not qualify for staff review.~~ The Authority's staff shall determine if the application can be put on the consent or administrative calendar or whether it must receive a public hearing. The application may be placed on the consent or administrative calendar if the Authority's staff determines that the project application is conditionally consistent with the applicable ALUCP. Such an application may be removed from the consent or administrative calendar at the request of any interested party, member of the public or Board member. In such event, the application shall be heard at the same Board meeting or may be continued at a subsequent Board meeting by a vote of the Board. [A9][RT10] The application shall ~~receive~~ ~~be presented~~ ~~heard~~ at a public hearing ~~meeting~~ prior to any determination by the ALUC Authority that the project application is inconsistent with the applicable ALUCP and notice of the public ~~hearing~~ ~~meeting~~ shall be provided to the referring a Local Agency.

The ALUC Authority may determine that a project application is inconsistent with the criteria and policies of the applicable ALUCP by taking the following steps: (i) the holding of a public ~~hearing~~ ~~meeting~~; and (ii) the making of specific factual findings that the proposed action ~~proposed~~ is inconsistent with the criteria and policies of the applicable ALUCP. If the ALUC Authority makes a finding that the project application is inconsistent with the applicable ALUCP, the referring a Local Agency shall be notified.

(f) Authorization for Staff Review. The Authority's President/Chief Executive Officer or his or her designee (the "**President/CEO**") is authorized to determine the consistency of proposed actions referred to the Authority by Local Agencies in the following circumstances: (i) where the proposed actions are determined to be consistent with the applicable ALUCP; or (ii) where the Local Agency submittal was voluntary. Staff review and consistency determinations shall be made consistent with the determination deadlines specified in this policy. Any determination of consistency made pursuant to this section shall be placed ~~on the information calendar on the Board/ALUC's~~ agenda for the earliest possible meeting.

(g) Reconsideration Criteria for Determinations of Consistency. An ~~ALocal Agency~~ applicant may request that the Authority reconsider its previous action on an application. The request for reconsideration shall be made within thirty (30) days of the decision on the application. The applicant must show that there is relevant new evidence which could not have reasonably been presented at the original meeting or that an error of fact or law occurred ~~on the part of the Authority.~~ Only the applicant and persons who participated in the original proceedings are eligible to testify. If the ~~ALUC Board~~ grants reconsideration, then the matter shall be scheduled for a public ~~hearing meeting~~ as if it were a new application.

(h) Applicant's Rights and Responsibilities after the Authority's Consistency Determination has been Made. If the ~~ALUC Authority~~ determines that a proposed action is inconsistent with an applicable ALUCP, then a Local Agency may overrule the Authority's determination by taking the following mandatory steps: (i) the holding of a public hearing; (ii) the making of specific Findings that the action proposed is consistent with the purposes of The State Aeronautics Act; and (iii) the approval of the proposed action by a two-thirds vote of the ~~al local Agency's~~ governing body.

If a Local Agency decides to overrule an ~~ALUC Authority~~ determination, then the following apply: (a) the Local Agency's approval of a plan, ordinance or project takes effect as if the ~~ALUC Authority~~ had approved the project or found it consistent with the ALUCP; (b) if a Local Agency adopts or amends a general plan or specific plan for the Airport ~~Influence a~~Area by overruling the ~~ALUC Authority~~, then subsequent ~~ALUC Authority~~ review of individual development projects related to that overruling become voluntary consistent with P.U.C. §21676.5(b); and (c) if the Local Agency overrules the ~~ALUC Authority's~~ consistency determination on any project subject to mandatory review by the ~~ALUC Commission~~, then the Authority shall be immune from liability for damages to property or personal injury caused by or resulting directly or indirectly from the public agency's decision to override the ~~ALUC Authority's~~ action or recommendation pursuant to P.U.C. §21678 and §21675.1(f).

(i) Authority's Rights and Responsibilities if the Local Agency Overrules the Authority's Consistency Determination. If a Local Agency ~~decides to~~ overrules the ~~ALUC Authority's~~ consistency determination, then the Local Agency shall provide notification to the ~~ALUC Authority~~ of the proposed overruling, providing the specific Findings for their review and comment, thirty (30) days prior to the final hearing and decision on whether to overrule the ~~ALUC Authority.~~ The Local Agency shall include comments from the ~~ALUC Authority~~ in the public record of any final decision to overrule the ~~ALUC Authority.~~

(4) Administrative Provisions.

(a) Public Hearings. Public hearings shall be held in accordance with the procedures identified for public hearings for the Authority.

(b) Authority Information Requests. In addition to all other authority granted to the President/CEO, the President/CEO shall have the authority to provide any information, reports, applications or other related documents, in whatever form or format that the President/CEO may determine useful in the implementation or enforcement of the provisions of this policy.

(c) Notices.

(i) Local Agency Person(s) to Receive Notices. Each Local Agency representative who ~~makes~~ submits an application for consistency determination review shall receive notices regarding action taken under the authority of this policy.

(ii) Delivery of Authority Notices. Whenever the Authority provides written notice under this policy, the notice shall be ~~sent delivered by electronic or first class mail, or by a next day package delivery service.~~ electronic mail or first class mail.

(iii) Effective Date of Notices Delivered by the Authority. Whenever the Authority gives written notice under or concerning this policy ~~by electronic mail or next day package delivery service,~~ the notice shall be deemed to have been received on the day it was ~~transmitted if sent electronically, sent by electronic mail, or, if given only by next day package delivery service, on the day following the day on which the notice was delivered or given to a next day package service for delivery by fax or email.~~ If or if the Authority gives notice only by depositing a copy of the notice in first class mails, the notice shall be deemed to have been received three (3) days after the date on which it was deposited in the United States mail.

(iv) Effective Date of Notices or Requests. Whenever this policy requires any person to file or submit any notice or document to the Authority, that notice or document shall be deemed to have been delivered on the first working day when it is actually received by the Authority.

(d) Modification of Forms or Guidelines.

(i) Authority. The President/CEO may prepare, modify or augment any form required to be filed under this policy, may require the filing of additional forms or information not otherwise referenced in this policy, or may prepare, modify or augment any Authority consistency review guidelines or other administrative guidelines without ~~Board~~ Board action, if the President/CEO reasonably determines that the action would facilitate the implementation and enforcement of this policy, or any other Authority ordinances, rules, regulations, codes or policies.

(ii) Notices. When the President/CEO exercises his or her authority under subsection (i) above, the President/CEO promptly shall give notice to all Local Agencies and other interested parties who are required or permitted to use those forms, information or guidelines, and the President/CEO shall specify the date upon which use of the new or modified forms, information or guidelines is required.

**APPENDIX A****DEFINITIONS**

“**Airport**” means any area of land or water that is used, or intended for use, for the landing and take-off of aircraft. Included are any appurtenant areas that are used, or intended for use, for Airport buildings or any other Airport facilities or right-of-way, and all Airport buildings and facilities located thereon. Public-Use Airports and ~~military airports~~~~Airstrips~~ shall be considered Airports for purposes of this policy.

“**Airport Influence Area**” means a planning area designated by the Authority around each Public-Use Airport which is, or reasonably may become, affected by Airport operations including, but not limited to noise, fumes, or other influence, or which is, or reasonably may become, a site for a hazard to aerial navigation. If an ALUCP has not been adopted, then the Airport Influence Area means the land within two (2) miles of the Airport boundary. See California Public Utilities Code §21675.1(b).

“**Airport Layout Plan (ALP)**” means a scale drawing of existing and proposed Airport facilities, their location on an Airport, and the pertinent clearance and dimensional information required to demonstrate conformance with applicable standards.

“**Airport Master Plan (AMP)**” means a long-range plan for development of an Airport, including descriptions of the data and analyses on which the plan is based.

“**Airport Operator**” means any person or entity having the authority and responsibility for the establishment and operation of an Airport.

“**California Environmental Quality Act**” or “**CEQA**” means the statutes adopted by the state legislature for the purpose of maintaining a quality environment for the people of the state now and in the future. CEQA establishes a process for state agency and Local Agency review of projects, as defined in the implementing guidelines, which may adversely affect the environment. See California Public Resources Code §§21000; *et. seq.*

“**Airport Land Use Compatibility Plan**” or “**ALUCP**” means the compatibility plan that presents the areas currently impacted or likely to be impacted by noise levels and flight activities associated with aircraft operations of one or more Airports. An ALUCP ~~usually generally~~ presents-illustrates in narrative and graphic form the noise, safety and other criteria that will enable Local Agencies to ~~compatibility plan and~~ develop the land within the Airport Influence Area ~~consistent with the applicable ALUCP.~~

“**Draft EIR**” means an EIR containing the information specified in the applicable sections of §15122 through §15131 ~~in the~~ most recent CEQA Guidelines.

“**Environmental Documentation**” means Initial Studies, Negative Declarations, ~~d~~Draft EIRs, ~~and f~~Final EIRs, documents prepared as substitutes for EIRs and Negative Declarations under a program certified pursuant to California Public Resources Code §21080.5, and documents

prepared under the National Environmental Policy Act (“NEPA”) and used by a state agency or Local Agency in the place of Initial Study, Negative Declaration, or an EIR.

“**Environmental Impact Report**” or “**EIR**” means a detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways to mitigate or avoid the effects. The term EIR may mean either a Draft EIR or a Final EIR depending on the context.

“**Environmental Impact Statement**” or “**EIS**” means an impact document prepared pursuant to the NEPA. NEPA uses the term EIS in the place of the term EIR, which is used in CEQA.

“**Final EIR**” means an EIR containing the information contained in the draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the response of the Lead Agency to the comments received.

“**Findings**” means the legally relevant sub-conclusions which expose a government agency’s mode of analysis of facts, regulations and policies, and which bridge the analytical gap between raw data and ultimate decision.

“**Initial Study**” means a preliminary analysis prepared by the Lead Agency to determine whether an EIR or a Negative Declaration must be prepared or to identify the significant environmental effects to be analyzed in an EIR.

“**Lead Agency**” means the public agency, which has the principal responsibility for carrying out or approving a project. The Lead Agency will decide whether an EIR or Negative Declaration will be required for the project and will cause the document to be prepared.

“**Local Agency**” means any public agency, including, but not limited to, cities, counties, charter cities and counties, districts, school districts, special districts, redevelopment agencies, local agency formation commissions, and any board, commission or organizational subdivision of a Local Agency when so designated by order or resolution of the governing legislative body of the Local Agency.

“**Negative Declaration**” means a written statement by the Lead Agency briefly describing the reasons that a proposed project, not exempt from CEQA, will not have a significant effect on the environment and, therefore, does not require the preparation of an EIR.

“**Public Agency**” means any state agency, board, or commission and any local or regional agency, as defined in the CEQA Guidelines. It does not include the courts of the state. This term does not include agencies of the federal government.

“**Public-Use Airport**” means a publicly or privately owned Airport that offers the use of its facilities to the public without prior notice or special invitation or clearance and that has been issued a California Airport Permit by the Aeronautics Program of the California Department of Transportation.

“**Responsible Agency**” means a public agency, which proposes to carry out or approve a project, for which a Lead Agency is preparing or has prepared an EIR or Negative Declaration. For the purpose of CEQA, the term Responsible Agency includes all public agencies other than the Lead Agency, which have discretionary approval power over the project.

“**Runway Protection Zone (RPZ)**” means an area (formerly called a clear zone) off the end of a runway used to enhance the protection of people and property on the ground.

“**The State Aeronautics Act**” means The State Aeronautics Act, as codified in the California Public Utilities Code §§ ~~21670-21670~~<sup>[RSP11]</sup>~~[RT12]~~-21001-21707 *et seq.*

“**Zoning**” means a police power measure, enacted primarily by units of local government, in which the community is divided into districts or zones within which permitted and special uses are established, as are regulations governing lot size, building bulk, placement and other development standards. Requirements vary from district to district, but they must be uniform within districts. A zoning ordinance consists of two parts - the text and a map.

[Amended by Resolution No. 2012-0106 dated October 4, 2012.]

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

[Amended by Resolution No. 2005-0027 dated March 7, 2005.]

[Amended by Resolution No. 03-075 dated November 10, 2003.]

[Adopted by Resolution No. 03-020R dated April 3, 2003.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

**ARTICLE 8 - GENERAL OPERATIONS**  
**PART 8.3 - STRATEGY AND PLANNING**  
**SECTION 8.31 - SUSTAINABILITY**

---

**PURPOSE:** To establish and formalize ~~formal policy statement of the Board of Directors (the “Board”) of the San Diego County Regional Airport Authority (the “Authority”)~~ formalizing its commitment of the Board of Directors (“Board”) of the San Diego County Regional Airport Authority (“Authority”) to a sustainable future for the San Diego International Airport (“Airport”), the Authority and the region.

**POLICY STATEMENT:**

Sustainability has emerged as a global environmental theme and a major business imperative for the 21st century, dramatically influencing regional thinking and policy making. It is essential for the Authority to become a known benchmark and respected role model for best sustainable practices in the San Diego region and the aviation industry. Sustainability is consistent with and vigorously reinforces the Authority’s Mission Statement: *to operate San Diego’s air transportation gateways in a manner that promotes the region’s prosperity and protects its quality of life.*

The Board recognizes the need for the Authority to be a ~~sustainable-resilient and enduring organization and endorses the three pillars of sustainability (environmental, social, and economic) four sustainability elements of Economic Viability (E), Operational Excellence (O), Natural Resource Conservation (N), and Social Responsibility (S) (EONS)~~ to guide and implement the Authority’s sustainable practices. These ~~four~~ three elements have been put forth within the aviation industry as the core precepts for a holistic approach to airport sustainability. Incorporating ~~the three pillars of sustainability~~ the EONS elements into the Authority’s business practices, policies and programs will ensure sustainability is fully deployed across the Authority’s operational and business functions.

By setting forth this policy, the Board commits the Authority to these sustainable practices:

- (1) Affirm commitment to regulatory compliance, ~~pollution prevention,~~ continuous improvement, accountability and transparency in environmental, social and economic performance through the development of formal sustainability reports on a regular basis;
- (2) Actively participate in local and regional sustainability partnerships and strongly encourage and promote sustainable practices both in the aviation industry and the region;

- ~~(3)~~ (4) Proactively address greenhouse gas emissions and the impacts of climate change through ~~a~~ Airport operations, planning and development decisions;
- ~~(3)~~ (4) Review and evaluate all new programs and projects in terms of addressing all three pillars of sustainability ~~four Sustainability Elements (EONS)~~, in a balanced, holistic and measurable approach;
- ~~(4)~~ (5) Analyze the life cycle operating costs and impacts of the Authority's ~~our~~ facilities, operations and services, using a Total Cost of Ownership approach to determine project feasibility and economic sustainability;
- ~~(5)~~ (6) Adopt the standards set forth by the United States Green Building Council's (USGBC); Leadership in Energy and Environmental Design (LEED) and/or other green design and construction standards as guiding criteria for achieving sustainable design in the development and remodeling of ~~a~~ Airport facilities;
- ~~(6)~~ (7) Apply the three pillars of sustainability, EONS, and LEED, and other green construction criteria as a significant factor when reviewing tenant development/redevelopment projects and provide incentives to encourage sustainable design features;
- ~~(7)~~ (8) Develop language within all new leases, agreements and contracts that supports the Authority's sustainability initiatives;
- ~~(8)~~ (9) Require the Authority's lessees and contractors to comply with the terms and conditions of their agreements pertaining to sustainability;
- ~~(9)~~ (10) Establish a work environment that maximizes the Authority's ~~our~~ employee assets and stimulates an atmosphere of innovation, productivity, pride, and a personal commitment to sustainability; and;
- ~~(10)~~ (11) Take a leadership role in sustainability initiatives that strengthen the social well-being and community relationships with visitors, ~~a~~ Airport stakeholders and the public ~~w~~ e the Authority serves.

**POLICY SECTION NO. 8.31**

[Adopted by Resolution No. 2008-0013 dated February 7, 2008.]

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.4** - **MEDIA POLICY**  
**SECTION 8.40** - **ESTABLISHMENT OF MEDIA POLICY RELATIONS**
- 

**PURPOSE:** To ~~establish a policy relating to~~ assure effective media relations by the San Diego County Regional Airport Authority (the "**Authority**").

**POLICY STATEMENT:**

- (1) The Authority believes that effective communications with the media is an important factor in addressing the safety and security needs and public relations issues relating to ~~the facilities and airports under its jurisdiction, including, without limitation, the~~ the San Diego International Airport ~~and the Authority~~. The Authority's Board of Directors ~~of Directors~~ recognizes the importance of establishing and adopting a media relations policy that sets forth the duties and responsibilities of ~~the Authority staff's personnel in~~ when communicating with the media.
- (2) The Authority's ~~Executive Director~~ President/Chief Executive Officer or his or her designee, from time to time, may prepare, adopt, amend or modify guidelines relating to communications with the media by Authority ~~staff, personnel~~.

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

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8 - GENERAL OPERATIONS  
PART 8.6 - DOCUMENTS AND RECORDS  
SECTION 8.60 - RECORDS AND INFORMATION MANAGEMENT
- 

**PURPOSE:** To ~~establish a policy for~~ assure the proper and efficient management and stewardship of the records and information of the San Diego County Regional Airport Authority (“**Authority**”), regardless of format. ~~This policy affirms the Authority’s commitment to proper and economical stewardship of the records and information created and received in conjunction with its operations.~~

(1) Development and Maintenance of a Records and Information Management Program.

The designated Director, Corporate and Information Governance/Authority Clerk (“**Clerk**”) or his or her designee, shall manage the continued development and maintenance of a Records and Information Management Program (“**Program**”) that shall apply to the Authority and ~~all of~~ its departments. The ~~Clerk/Director~~ shall provide guidance to the Authority’s officers, employees and consultants with respect to the specific requirements of the Program.

~~The purpose of the Program is to provide for the proper and efficient management of the records and information of the Authority. The objectives of the Program shall be:~~

(a) Compliance with Law. The Authority’s officers, employees, and consultants shall retain all necessary records and information in accordance with the Authority’s Program and all associated federal, state, and local laws.

(b) Availability and Accessibility. The Authority shall retain each record in a manner sufficient to ensure that such record is authentic, reliable, accessible, secure and useable for so long as the availability of such record is reasonably necessary for legal, fiscal, administrative, or historical purposes.

(c) Cost Reduction. The Authority shall economically and efficiently manage records and information throughout their lifecycle. Departments ~~of the Authority~~ shall create only those records operationally necessary and/or required by law, classify and maintain records in such a way as to ensure their availability and accessibility, and discard all records and information according to the adopted records retention schedules.

(2) Ownership.

~~All records and information shall be the property of the Authority and shall not be stored in any locations not authorized by the Authority. Such locations include, but are not limited to, as employee residences, unapproved removable storage devices, or third party cloud-based services. Outgoing Authority officers, employees, and consultants shall deliver all Authority-owned records and information to their successors.~~ the Authority [A1], [A2]

~~All records and information shall be the property of the Authority and, in this regard, outgoing officers, employees, and consultants shall deliver such records and information to the Authority.~~ [A3]

(3) Review of the Retention Schedule.

At least biennially, the Authority shall review the Retention Schedules to determine whether legal or operational requirements warrant any amendments thereto.

[Superseded by Resolution No. 2015-0086 dated September 17, 2015.]

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.6** - **DOCUMENTS AND RECORDS**  
**SECTION 8.61** - **PROVIDING COPIES OF PUBLIC RECORDS**
- 

**PURPOSE:** To ~~establish a policy~~ provide disclosure and a fee schedule for ~~providing~~ copies of public records of the San Diego County Regional Airport Authority (the "Authority") to the public.

The California Public Records Act ("CPRA"), Government Code §§6250-6270 *et seq.*, requires state and local government agencies to disclose non-exempt public records to the public upon request. Therefore, the terms of the California Public Records Act are hereby incorporated by reference and constitute the "Public Records Request Policy" of the Authority.

### **POLICY STATEMENT:**

The following fee schedule was developed in accordance with the CPRA:

- (1) Copies of public records shall be provided to the ~~public~~ by the ~~Director, Corporate & Information Governance/Authority Clerk~~ (the "Clerk") upon payment of the following fees, unless statutory fees apply:
  - (a) Documents - \$.20 per page
  - (b) Large Format Copies - \$3.00 per sheet
  - (c) CD/DVD - \$1.00; and
  - (d) Certification - \$1.00 per document.
- (2) When a member of the public requests that the records be mailed, said requester will incur the direct cost of shipping the records as charged by the United States Postal Service or requested shipping service.
- (3) When existing records are requested in electronic format, charges shall be assessed in accordance with the CPRA.
- (4) When the Authority determines that [RSP] copies of records must be sent to an outside copy service for reproduction, the requester will incur the direct cost of duplication as assessed to the Authority by the copy service.

(5) Upon written request by any person, one copy of the Board or Committee agenda, minutes, or all of the documents constituting the agenda packet of the Authority shall be furnished upon payment of the following fees, plus any applicable shipping costs:

- (a) Agenda: \$1.00
- (b) Minutes \$1.50
- (c) Agenda Packet: \$40.00

(6) It shall be the duty of the Records & Information Management designee~~Clerk~~ to respond to requests for copies or inspection of public records and to manage the production of records in compliance with the CPRA.

(7) The President/CEO, or his or her designee, may revise the fees and charges set forth in this policy and add additional fees and charges from time to time.

[Superseded by Resolution No. 2015-0086 dated September 17, 2015.]

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**  
**PART 8.6** - **DOCUMENTS AND RECORDS**  
**SECTION 8.63** - **PRIVACY OF PERSONAL INFORMATION**
- 

**PURPOSE:** To assure the prudent and reasonable protection of personal information (“PI”) by establish a policy statement of the San Diego County Regional Airport Authority (the “Authority”) for the prudent and reasonable protection of personal information (“PI”) to the extent practicable.

**POLICY STATEMENT:**

(1) The Authority recognizes that privacy is a personal and fundamental right protected by Section 1 of Article I of the California Constitution, the U.S. Constitution, federal, state and local laws. The Authority will not sell, lease or intentionally share PI in its possession with anyone else, except as follows:

- (a) to the extent the Authority deems it necessary in furtherance of and for the purpose it was submitted;
- (b) for use by an Authority employee acting solely in his or her official capacity;
- (c) to help locate the owner of lost property;
- (d) where required by applicable laws, including the California Public Records Act (Cal. Gov. Code §§ 6250 *et seq.*);
- (e) where compelled by court order;
- (f) where consented-to by the subject individual;
- (g) where already in the public domain;
- (h) where provided to the Authority on a public record or other record in furtherance of conducting business with the Authority (e.g., a meeting sign-in sheet or responses to requests for proposals, qualifications or bids); or
- (i) in the course of an Authority or law enforcement investigation.

(2) In the event of any data breach of Authority records that includes PI, the Authority will make reasonable attempts to notify the owner(s) following discovery, where the PI was, or is reasonably believed to have been, accessed and/or acquired by an unauthorized person.

(3) Examples of Authority-protected PI elements include, but are not limited to:

- (a) user-name and password;
- (b) full social security number;
- (c) driver's license number;
- (d) citizenship/legal status;
- (e) race/ethnicity;
- (f) birth date;
- (g) home and personal cell telephone numbers;
- (h) personal email address, mailing and home address;
- (i) religious preference;
- (j) security clearance;
- (k) mother's middle and maiden names;
- (l) family information: marital status, spouse information, child information, emergency contact information;
- (m) biometric information;
- (n) medical information;
- (o) disability information;
- (p) law enforcement records; and
- (q) military records.

(4) Examples of PI elements not protected by the Authority include, but are not limited to:

- (a) name and job description;
- (b) office location; \*
- (c) office and work cell telephone numbers; \*
- (d) business e-mail address;
- (e) information provided to the Authority on a meeting sign-in sheet or responses to requests for proposals, qualifications or bids; \*
- (f) badge number; and \*
- (g) salary, benefits and pension amounts.

(5) Prior to the intentional collection of PI from any person, the Authority will first disclose how such PI may be collected and used, and require the person's consent.

(6) The Authority shall retain PI in accordance with its Records Retention Policy.

\* *Except where disclosure is discretionary or would be in violation of local, state, or federal statutes; or release of such information would potentially jeopardize the safety of the individual.*

(7) The Authority shall comply with all requirements of the California Civil Code relating to its the Authority's use of any automated license plate recognition system.

[Amended by Resolution No. 2016-0083 dated September 15, 2016.]  
[Adopted by Resolution No. 2015-0124 dated December 17, 2015.]

# **ARTICLE 9**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## POLICIES

- ARTICLE 9** - **SAN DIEGO INTERNATIONAL AIRPORT**  
**PART 9.3** - **AIRPORT OPERATIONS**  
**SECTION 9.30** - **AIRPORT PARKING CARD PROGRAM FOR EXTERNAL STAKEHOLDERS**
- 

**PURPOSE:** To establish a policy governing the airport parking card program of the San Diego County Regional Airport Authority (the “**Authority**”).

**POLICY STATEMENT:**

(1) Objectives. The principal objectives of the Authority’s parking card program are to:

(a) benefit the San Diego International Airport (the “**Airport**”) by efficiently managing access to public parking lots by eligible individuals;

(b) establish an efficient and well-managed program that expedites the travel of tenants and others who provide direct services to the Airport; and

(c) support local government officials in recognition of their responsibility in representing the interests of the Airport, other regional transportation centers and the San Diego County region.

This policy is designed to achieve the foregoing objectives by regulating the distribution and use of parking cards and ensuring effective administration of the parking card program.

(2) Eligibility.

(a) The Authority’s President/Chief Executive Officer or his or her designee (the “**President/CEO**”) may issue Airport parking cards to the following eligible groups:

(i) Foreign Consulates serving San Diego County;

(ii) Federal and state elected officials representing the San Diego County region;

(iii) Elected officials representing the County of San Diego;

(iv) Elected officials representing the cities of the County of San Diego;

(v) Employees ~~and employees~~ of airlines that serve the Airport;

- (vi) Employees of government agencies that serve the Airport (*e.g.*, ~~the San Diego Unified Port District~~, Federal Aviation Administration, the Transportation Security Administration, ~~the United States Customs Service and Border Protection~~);
- (vii) Contractors, vendors, suppliers, and concessionaires that serve the Airport; and
- (vii) Other individuals whose use is deemed by the President/CEO to be consistent with the objectives set forth above in Paragraph 1.

Notwithstanding the foregoing, the Authority may change, limit or expand the foregoing groups at its discretion.

(b) If the eligibility status of a cardholder changes (*e.g.*, the cardholder ceases to be a consular official, federal or state official, etc.), then the cardholder no longer shall be entitled to use his or her parking card. The cardholder promptly shall notify the Authority of such change of status and the Authority shall deactivate his or her parking card.

(3) Usage Restrictions.

(a) Each parking card shall be issued only for the eligible individual's use, and each cardholder shall use his or her parking card only for official business purposes.

(b) In some cases, financial, gift or economic reporting requirements may apply to a cardholder's receipt or use of a parking card. In addition, misuse of a parking card may constitute a gift of public funds. Each cardholder shall comply with all applicable legal requirements relating to his or her receipt and use of his or her parking card.

(c) Before being issued a parking card, each potential cardholder shall sign a statement in which he or she agrees to comply with this policy.

(d) The President/CEO may impose restrictions on the parking locations at the Airport that are authorized for use by cardholders.

(4) Administration.

(a) The President/CEO shall be responsible for the overall administration and management of the parking card program.

(b) The President/CEO shall oversee periodic audits of the parking card program and report to the Board the results thereof.

(c) The Authority shall maintain a list of cardholders, which shall be reviewed at least on a semi-annual basis.

(d) Each parking card shall be valid for a period of one year. The President/CEO may renew any parking cards for additional one-year periods.

(e) The Authority shall promptly ~~shall~~ deactivate unauthorized parking cards.

(f) The President/CEO may require a cardholder to surrender his or her parking card at any time, for any reason in the President/CEO's sole discretion.

[Amended by Resolution No. 2009-0127R dated October 1, 2009]  
[Amended by Resolution No. 03-036 dated June 12, 2003]  
[Adopted by Resolution No. 03-017 dated April 3, 2003]