SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Board Members
C. April Boling
Chairman

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

Ex-Officio Board Members
Gustavo Dallarda
Col. Charles B. Dockery
Gayle Miller

President / CEO
Kimberly J. Becker

BOARD AGENDA

Thursday, December 5, 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.

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

A. SERIES 2019/2020 BOND SALE BRIEFING:
Scott Brickner, Vice President/CFO

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

- **AUDIT COMMITTEE:**
  Committee Members: 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 (Vice Chair), Cox, Kersey

- **FINANCE COMMITTEE:**
  Committee Members: Cox (Chair), Lloyd, Schiavoni, West

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
  Liaison: Robinson (Primary), Schiavoni

- **ARTS ADVISORY COMMITTEE:**
  Committee Member: Robert H. Gleason

LIAISONS

- **CALTRANS:**
  Liaison: Dallarda

- **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 BOARD OF DIRECTORS:**
  Representative: Boling (Primary), Robinson

- **SANDAG TRANSPORTATION COMMITTEE:**
  Representatives: Schiavoni (Primary), Schumacher

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 1-12):
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:**
   RECOMMENDATION: Approve the minutes of the November 7, 2019 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:**
   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 OCTOBER 14, 2019 THROUGH NOVEMBER 7, 2019 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM OCTOBER 14, 2019 THROUGH NOVEMBER 7, 2019:
RECOMMENDATION: Receive the report.
(Procurement: Jana Vargas, Director)

4. DISPOSITION OF SURPLUS PROPERTY:
RECOMMENDATION: Adopt Resolution No. 2019-0106, authorizing the disposition of surplus property (materials and/or equipment) by: (1) sale to the highest bidder; and, (2) donation to the County of San Diego.
(Procurement: Jana Vargas, Director)

5. DECEMBER 2019 LEGISLATIVE REPORT:
RECOMMENDATION: Adopt Resolution No. 2019-0107, approving the December 2019 Legislative Report.
(Government Relations: Matt Harris, Director)

CLAIMS

6. REJECT THE CLAIM OF MARIA HURTADO:
RECOMMENDATION: Adopt Resolution No. 2019-0108, rejecting the claim of Maria Hurtado.
(Legal: Amy Gonzalez, General Counsel)

COMMITTEE RECOMMENDATIONS

7. FISCAL YEAR 2019 ANNUAL REPORT FROM THE AUDIT COMMITTEE:
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
(Audit: Lee Parravano, Chief Auditor)

8. FISCAL YEAR 2019 ANNUAL REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
(Audit: Lee Parravano, Chief Auditor)

9. REVISION TO THE FISCAL YEAR 2020 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:
RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2019-0109, approving the revision to the Fiscal Year 2020 Audit Plan of the Office of the Chief Auditor.
(Audit: Lee Parravano, Chief Auditor)

10. FISCAL YEAR 2020 FIRST QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
(Audit: Lee Parravano, Chief Auditor)

11. AMEND AUTHORITY POLICY 1.50 – GOVERNANCE AND COMMITTEES:
RECOMMENDATION: Adopt Resolution No. 2019-0110, amending Policy 1.50 – Governance and Committees to specify the number of terms that public members may serve on the Audit Committee to two full terms, and that the current Audit Committee Public Members are allowed to serve out their current terms through to completion.
(Board Services: Tony R. Russell, Director/Authority Clerk; Audit: Lee Parravano, Chief Auditor)

CONTRACTS AND AGREEMENTS

12. AMEND THE BUSINESS TERMS OF THE PREVIOUSLY-AWARDED CONCESSION LEASE TO TAV-AMERICA TO DESIGN, BUILD AND OPERATE A COMMON USE LOUNGE WITHIN TERMINAL 2 WEST:
RECOMMENDATION: Rescind Resolution No. 2018-0076 and adopt Resolution No. 2019-0111, to update the business terms of the non-exclusive concession lease previously awarded by the Board to TAV-America, to Design, Build and Operate a Common Use Lounge within Terminal 2 West at San Diego International Airport, and authorize the President/CEO to take all necessary actions to execute the concession lease.
(Revenue Generation & Partnership Development: Eric Podnieks, Program Manager)

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

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

CLOSED SESSION:

13. 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

14. 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

15. 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

16. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: M.W. Vasquez Construction Co. Inc. v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2019-000215

17. 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

18. 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

19. 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

20. 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

21. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Order No. WQ 2019-0005-DWQ by the State Water Resources Control Board pertaining to PFAS
Number of potential cases: 1

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 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.
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.
4) If many persons have indicated a desire to address the Board, ALUC and Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
6) After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

Additional Meeting Information

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

For your convenience, the agenda is also available to you on our website at www.san.org.

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

You may also reach the SDCRAA 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.

Item A

Series 2019/20 Bond Sale Briefing

SAN DIEGO INTERNATIONAL AIRPORT

LET'S GO.

Subordinate Airport Revenue and Revenue Refunding Bonds Series 2019A (Non-AMT)

Subordinate Airport Revenue Bonds Series 2019B (AMT)

Subordinate Airport Revenue Refunding Bonds Series 2020A (Governmental/Non-AMT)

Subordinate Airport Revenue Refunding Bonds Series 2020B (Private Activity/Non-AMT)

Subordinate Airport Revenue Refunding Bonds Series 2020C (AMT)

December 5, 2019

Presented by:

Scott Brickner

Vice President and Chief Financial Officer

Authority Bond Financing Requirements

Series 2019

Series A (Non AMT) $ 338.8 million
Series B (AMT) $ 124.9 million

- **Refunding of 2010C BAB Bonds**
- **Major projects in CIP plan including**
  - Airport Support Facilities
  - RON Parking
  - Storm Water Infiltration Beds
  - Baggage handling and Bag make-up upgrades

Series 2020 Forward Refunding

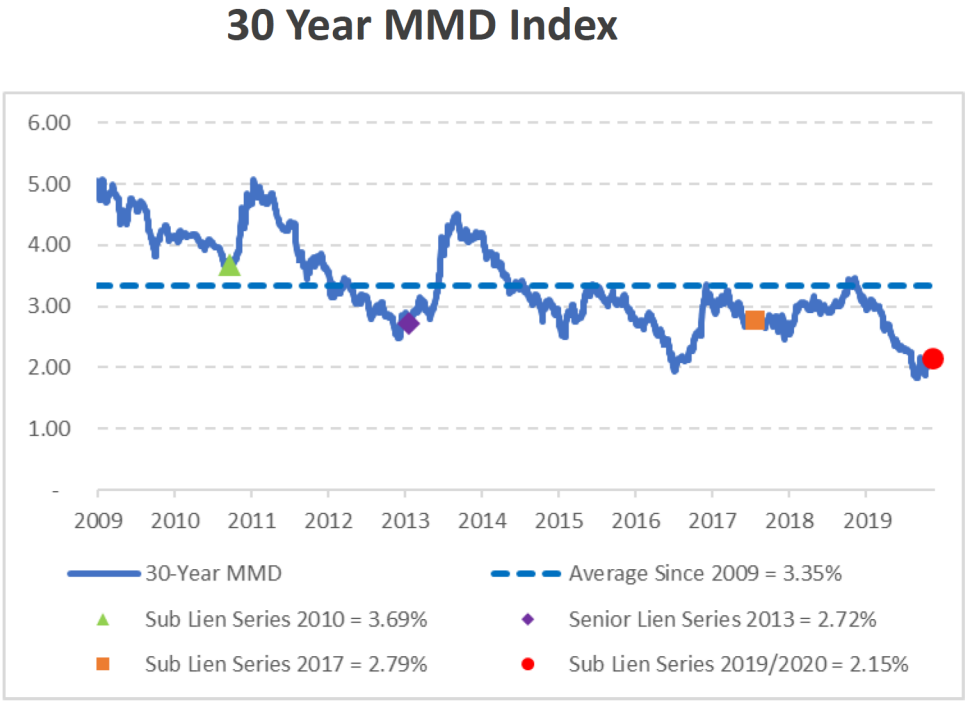
Series A (Non AMT) $ 26.1 million
Series B (Non AMT) $189.0 million
Series C (AMT) $26.4 million

- **Refunding of 2010A**
- **Refunding of 2010B**

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

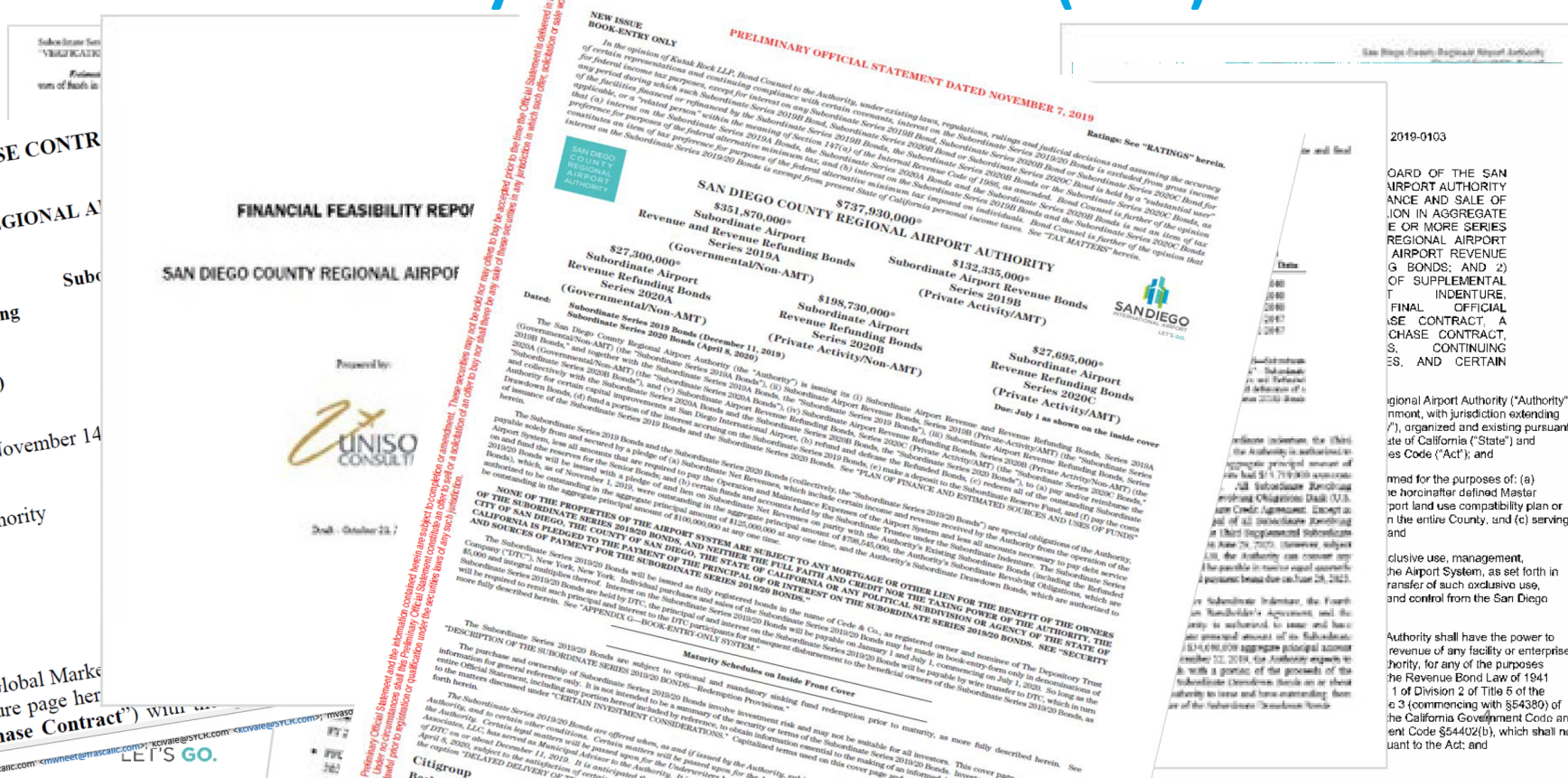
Favorable Market Conditions

- Long term interest rates are close to historic lows
- Flat yield curve
- Favorable funds flow environment



SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

Preparation of Bond Documents, Feasibility Report and Preliminary Official Statement (POS)



PURCHASE CONTR

EGO COUNTY REGIONAL A

338,775,000
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Series 2019A
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November 14

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Drive, 3rd Floor
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FINANCIAL FEASIBILITY REPO

SAN DIEGO COUNTY REGIONAL AIRPO

Prepared by:

UNISO CONSULT

Draft - October 23, 2

NEW ISSUE
BOOK-ENTRY ONLY

PRELIMINARY OFFICIAL STATEMENT DATED NOVEMBER 7, 2019

Ratings: See "RATINGS" herein.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

$351,870,000*
Subordinate Airport Revenue and Revenue Refunding Bonds Series 2019A (Governmental/Non-AMT)

$737,930,000*
Subordinate Airport Revenue Refunding Bonds Series 2020B (Private Activity/Non-AMT)

$132,335,000*
Subordinate Airport Revenue Bonds Series 2019B (Private Activity/AMT)

$27,300,000*
Subordinate Airport Revenue Refunding Bonds Series 2020A (Governmental/Non-AMT)

$27,695,000*
Subordinate Airport Revenue Refunding Bonds Series 2020C (Private Activity/AMT)

Dated: Subordinate Series 2019 Bonds (December 11, 2019)
Subordinate Series 2020 Bonds (April 8, 2020)

Due: July 1 as shown on the inside cover

Maturity Schedules on Inside Front Cover

2019-0103

OARD OF THE SAN
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es Code ("Act"); and

mmed for the purposes of: (a)
he horizinafter defined Master
port land use compatibility plan or
n the entire County, and (c) serving
and

clusive use, management,
the Airport System, as set forth in
ransfer of such exclusive use,
and control from the San Diego

Authority shall have the power to
revenue of any facility or enterprise
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Rating Agency Presentations &credit Ratings

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.



San Diego County Regional Airport Authority

Subordinate Airport Revenue and Revenue Refunding Bonds, Series 2019A (Non-AMT) – $353,730,000*
Subordinate Airport Revenue Bonds, Series 2019B (AMT) – $133,320,000*
Subordinate Airport Revenue Refunding Bonds, Series 2020A (Non-AMT) – $27,495,000*
Subordinate Airport Revenue Refunding Bonds, Series 2020B (Non-AMT) – $200,160,000*
Subordinate Airport Revenue Refunding Bonds, Series 2020C (AMT) – $27,895,000*

Fitch Ratings	Upgrade
Senior	AA-
Subordinate	A+
Standard and Poor's	
Senior	A+
Subordinate	A

RATING AGENCY PRESENTATION
October 2019

**Preliminary and subject to change*

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

Marketing and Investor Outreach

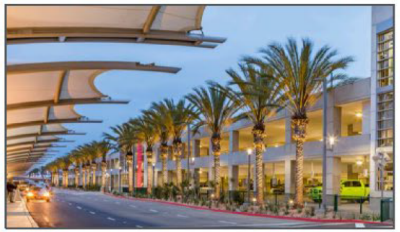
Posted after Board meeting November 7th 2019

View by 32 investors before Pricing November 14th

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY







Investor Presentation

Subordinate Airport Revenue and Revenue Refunding Bonds, **Series 2019A (Governmental/Non-AMT)** – $351,870,000*
Subordinate Airport Revenue Bonds, **Series 2019B (Private Activity/AMT)** – $132,335,000*
Subordinate Airport Revenue Refunding Bonds, **Series 2020A (Governmental/Non-AMT)** – $27,300,000*
Subordinate Airport Revenue Refunding Bonds, **Series 2020B (Private Activity/Non-AMT)** – $198,730,000*
Subordinate Airport Revenue Refunding Bonds, **Series 2020C (Private Activity/AMT)** – $27,695,000*

1

*Preliminary and subject to change

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

November 14 2019: Pricing

Watching orders flow -in

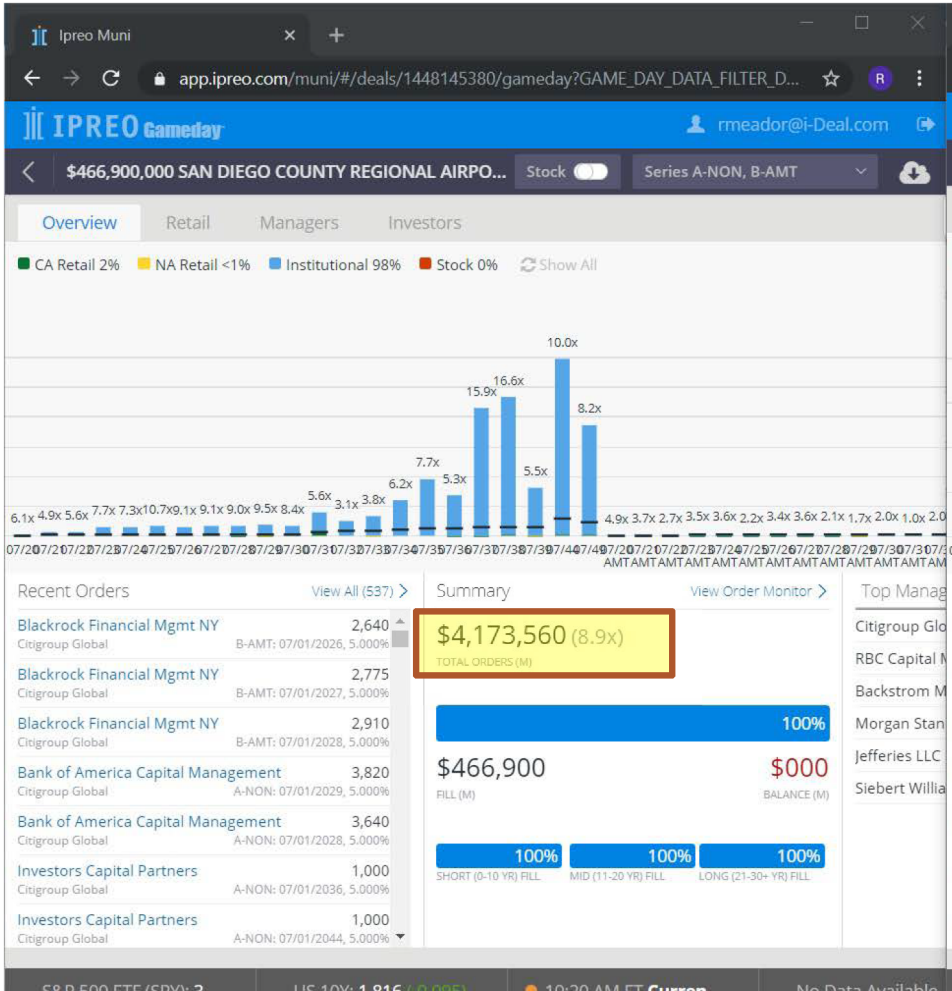




Citibank Trading Floor

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

Results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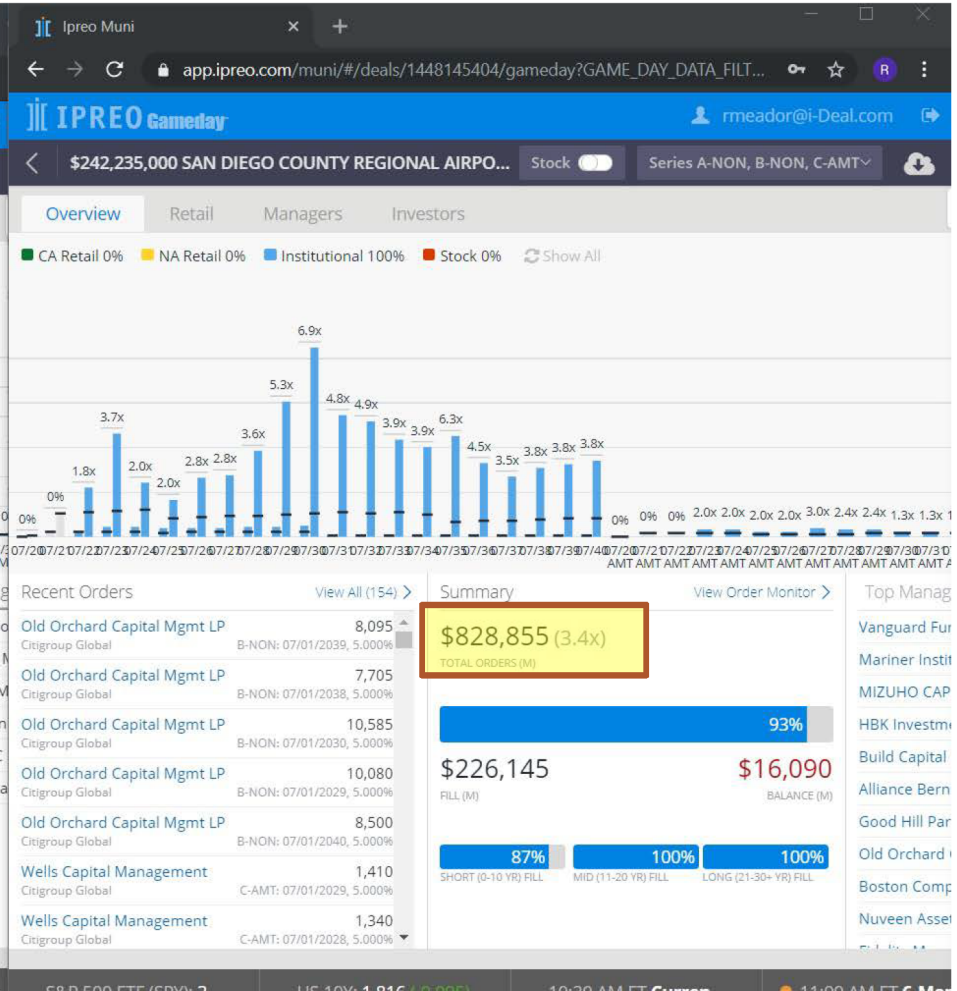
app.ipreo.com/muni/#/deals/1448145380/gameday?GAME_DAY_DATA_FILTER_D...
IPREO Gameday
rmeador@i-Deal.com
$466,900,000 SAN DIEGO COUNTY REGIONAL AIRPO...
Stock
Series A-NON, B-AMT
Overview
Retail
Managers
Investors
CA Retail 2%
NA Retail <1%
Institutional 98%
Stock 0%
Show All
Recent Orders
View All (537)
Blackrock Financial Mgmt NY 2,640
Citigroup Global B-AMT: 07/01/2026, 5.000%
Blackrock Financial Mgmt NY 2,775
Citigroup Global B-AMT: 07/01/2027, 5.000%
Blackrock Financial Mgmt NY 2,910
Citigroup Global B-AMT: 07/01/2028, 5.000%
Bank of America Capital Management 3,820
Citigroup Global A-NON: 07/01/2029, 5.000%
Bank of America Capital Management 3,640
Citigroup Global A-NON: 07/01/2028, 5.000%
Investors Capital Partners 1,000
Citigroup Global A-NON: 07/01/2036, 5.000%
Investors Capital Partners 1,000
Citigroup Global A-NON: 07/01/2044, 5.000%
Summary
View Order Monitor
$4,173,560 (8.9x)
TOTAL ORDERS (M)
100%
$466,900
FILL (M)
$000
BALANCE (M)
100%
SHORT (0-10 YR) FILL
100%
MID (11-20 YR) FILL
100%
LONG (21-30+ YR) FILL
Top Manag
Citigroup Glo
RBC Capital
Backstrom M
Morgan Stan
Jefferies LLC
Siebert Willia


Ipreo Muni
app.ipreo.com/muni/#/deals/1448145404/gameday?GAME_DAY_DATA_FILT...
IPREO Gameday
rmeador@i-Deal.com
$242,235,000 SAN DIEGO COUNTY REGIONAL AIRPO...
Stock
Series A-NON, B-NON, C-AMT
Overview
Retail
Managers
Investors
CA Retail 0%
NA Retail 0%
Institutional 100%
Stock 0%
Show All
Recent Orders
View All (154)
Old Orchard Capital Mgmt LP 8,095
Citigroup Global B-NON: 07/01/2039, 5.000%
Old Orchard Capital Mgmt LP 7,705
Citigroup Global B-NON: 07/01/2038, 5.000%
Old Orchard Capital Mgmt LP 10,585
Citigroup Global B-NON: 07/01/2030, 5.000%
Old Orchard Capital Mgmt LP 10,080
Citigroup Global B-NON: 07/01/2029, 5.000%
Old Orchard Capital Mgmt LP 8,500
Citigroup Global B-NON: 07/01/2040, 5.000%
Wells Capital Management 1,410
Citigroup Global C-AMT: 07/01/2029, 5.000%
Wells Capital Management 1,340
Citigroup Global C-AMT: 07/01/2028, 5.000%
Summary
View Order Monitor
$828,855 (3.4x)
TOTAL ORDERS (M)
93%
$226,145
FILL (M)
$16,090
BALANCE (M)
87%
SHORT (0-10 YR) FILL
100%
MID (11-20 YR) FILL
100%
LONG (21-30+ YR) FILL
Top Manag
Vanguard Fur
Mariner Instit
MIZUHO CAP
HBK Investm
Build Capital
Alliance Bern
Good Hill Par
Old Orchard
Boston Comp
Nuveen Asse

Results

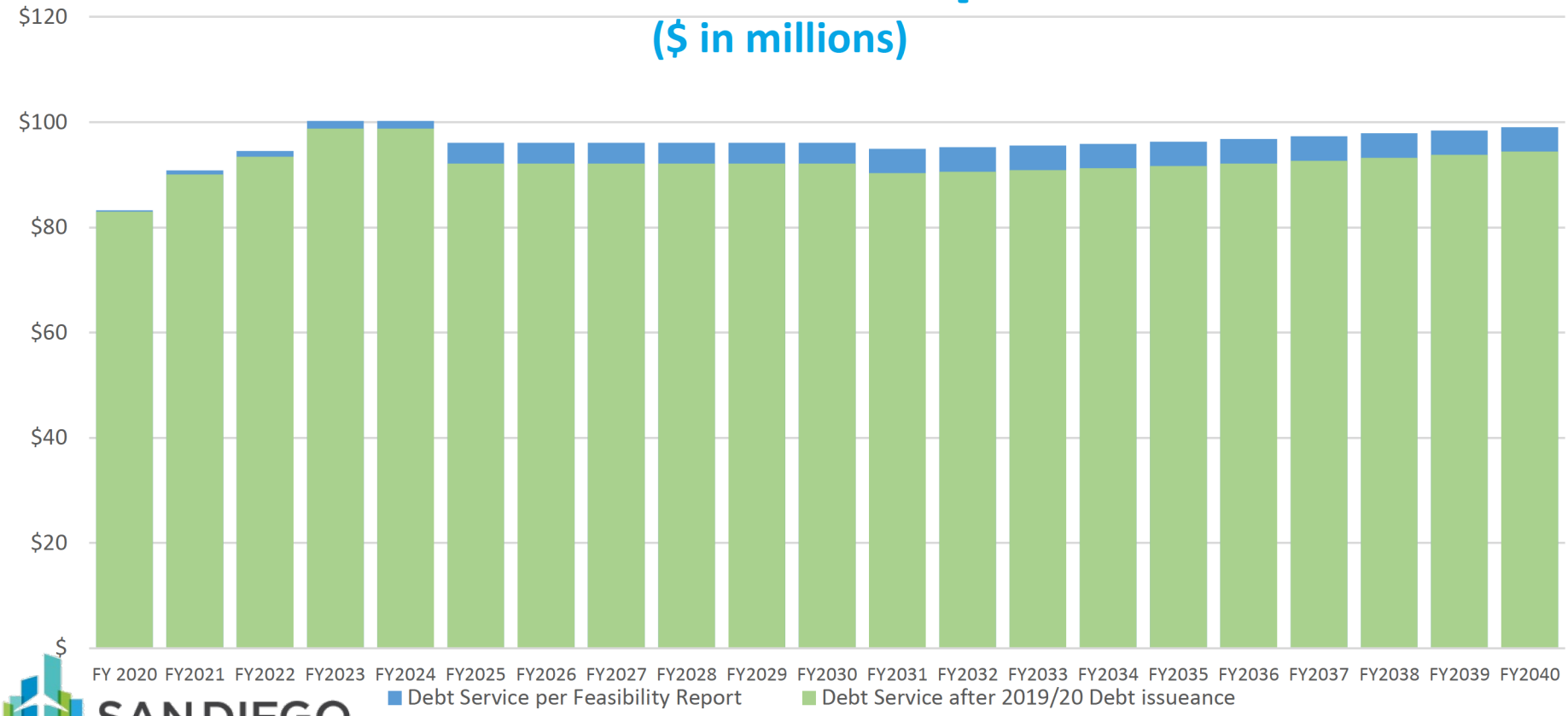
- 2019 Bonds were over nine times subscribed
- Obtained attractive rates for the transaction resulting in a net present value savings of $28.3 million vs. the feasibility consultant's forecast
- Annual debt service* savings of $1.4 million for the 2019 new money compared to consultants report
- The All-in True Interest Cost for the New Money transaction was 3.35%
- 2020 Forward Delivery Bonds were over three times subscribed
- Annual debt service savings* of $3.0 million for the refunded bonds compared to consultants report and $8.6 million per year compared to the 2010 bonds
- Refunding generated over $100 million PV Debt service savings (19.8% of Par)

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

*once maximum annual debt service is reached

Debt Service Comparison

($ in millions)

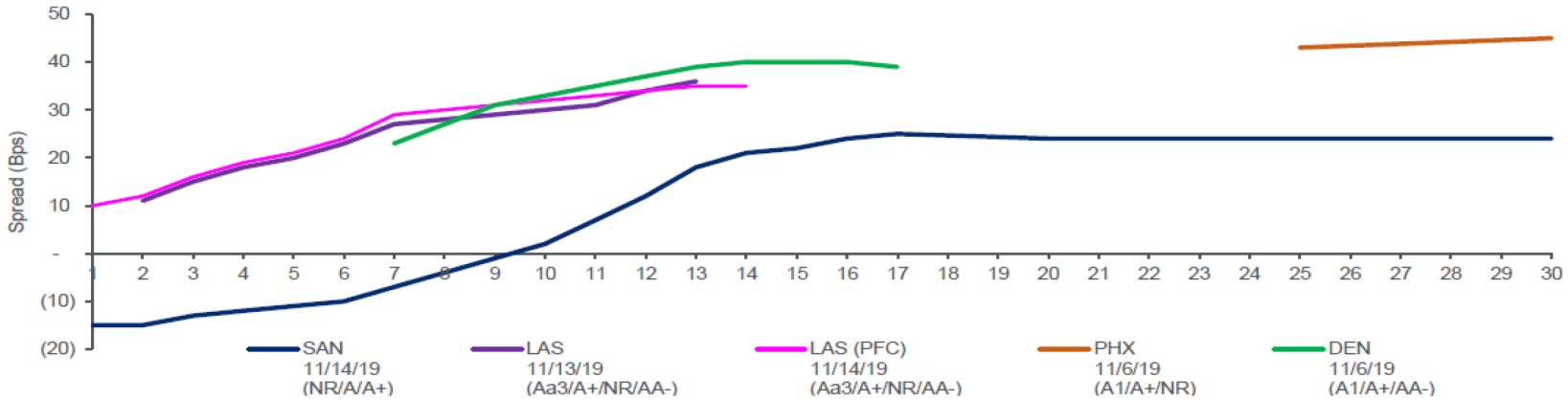


SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

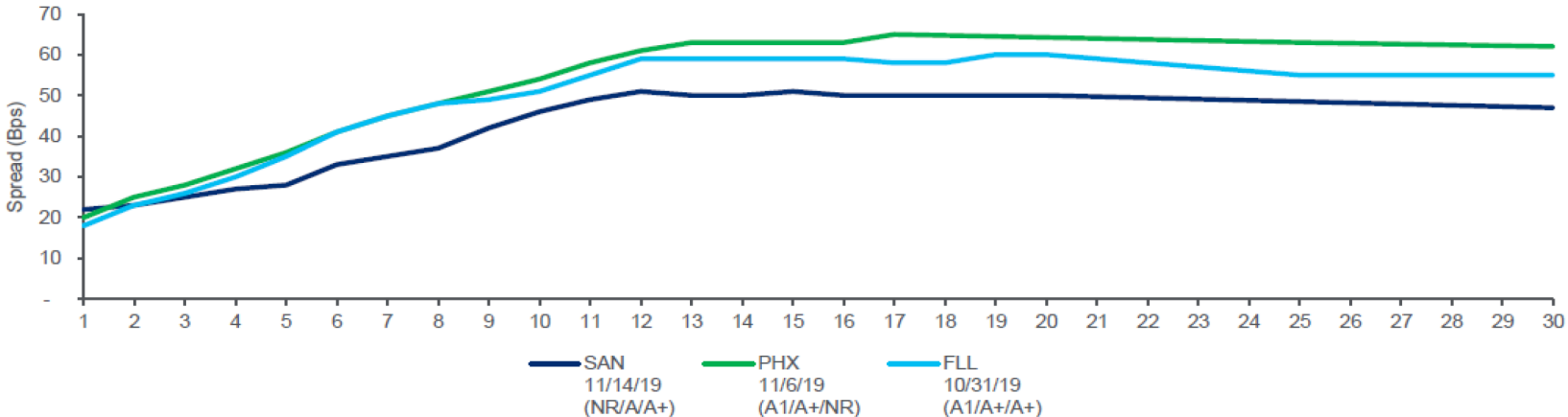
Debt includes Senior and Subordinate GARB debt only

Recent GARB Deal Summaries

Non-AMT



AMT

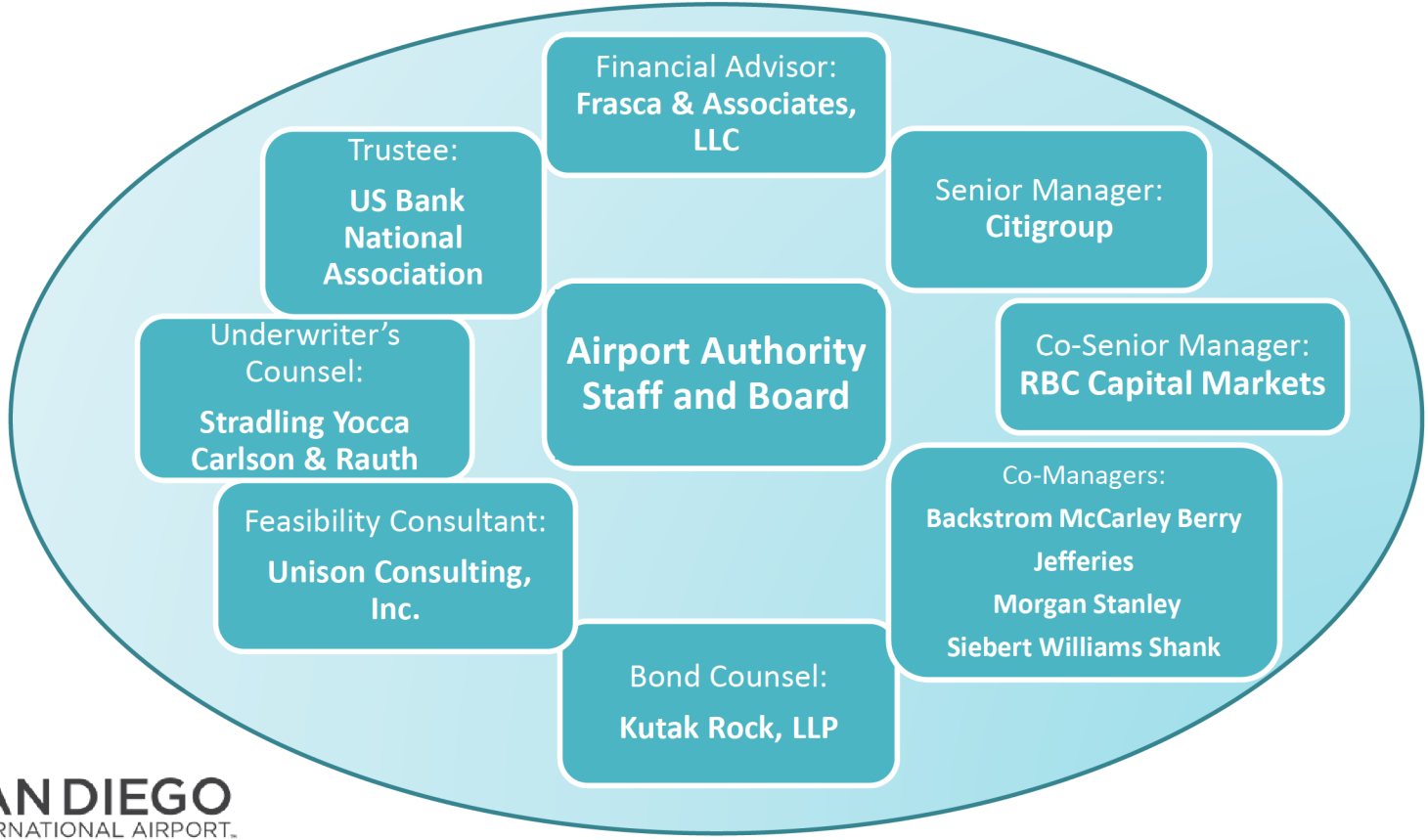


Authority GARB Deal Summaries

Deal	Par (000's)	All-in True Interest Cost
2010 Subordinate	$572,565	4.38%
2013 Senior	$379,585	3.92%
2017 Subordinate	$291,210	3.74%

SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

2019 Bonds Financing Team



SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

Questions



DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, NOVEMBER 7, 2019
SAN DIEGO INTERNATIONAL AIRPORT
BOARD ROOM

CALL TO ORDER: Chairman Boling called the regular meeting of the San Diego County Regional Airport Authority Board to order at 9:01 a.m. on Thursday, November 7, 2019, in the Board Room at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

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

ROLL CALL:

PRESENT:	Board Members:	Boling, Dockery (ExOfficio), Kersey, Lloyd, McNamara, Robinson, Schiavoni, Schumacher
ABSENT:	Commissioners:	Cox, Dallarda (Ex-Officio), Miller (Ex-Officio), West

ALSO PRESENT: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Board Services/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I

PRESENTATIONS:

A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019:

Kathy Kiefer, Senior Director, Finance, Accounting and Airline Relations, provided a presentation on the Review of the Unaudited Financial Statements for the Three Months Ended September 30, 2019 that included Operating Revenues, Operating Expenses, Non-Operating Revenue & Expenses, Financial Summary, and Statements of Net Position.

Chairman Boling announced that Item 18 would be heard next.

NEW BUSINESS:

18. ADOPT A RESOLUTION OF SUPPORT FOR THE "FOR A BETTER SAN DIEGO" CITIZEN INITIATIVE MEASURE:

Matt Harris, Director, Government Relations, provided an overview of the staff report.

VICTOR TORRES, SAN DIEGO, Vice President of the San Diego and Imperial County Labor Council, and elected leader of Teamsters Local 481, spoke in support of staff's recommendation.

JOE TERZI, President/CEO, San Diego Tourism Authority, spoke about the importance of expanding the San Diego Convention Center and in support of staff's recommendation.

JAYME BRADFORD, SAN DIEGO, Executive Vice President/COO, San Diego Chamber of Commerce, spoke in support of staff's recommendation.

RYAN KARLSGODT, representing Unite Here, Local 30, spoke in support of staff's recommendation.

RECOMMENDATION: Adopt Resolution No. 2019-0105, supporting the "For a Better San Diego" Citizen Initiative Measure.

ACTION: Moved by Board Member Kersey and seconded by Board Member Robinson to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Kersey, Lloyd, McNamara, Robinson, Schiavoni, Schumacher; NO – None; ABSENT – Cox, West (Weighted Vote Points: YES – 80; NO – 0; ABSENT – 20)

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

- **AUDIT COMMITTEE:** Board Member Robinson reported that the Audit Committee met on November 4th, and that the External Auditor's Fiscal Year Ended June 30, 2019 reports and the Comprehensive Annual Financial Report (CAFR) are on today's Board agenda for approval. He also reported that the Committee received two activity reports from the Office of the Chief Auditor and that a recommendation is being made to include term limits on public members serving on the Committee, and that this will be forwarded to the Board on the December agenda. He reported that the recruitment is still ongoing for a public member to serve on the Audit Committee. He also reported that the recruitment period would be extended to December 6th.

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member Kersey reported that the Committee met on October 17 and received an update on the ADP and other Capital projects.

- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None.

- **FINANCE COMMITTEE:**
  Board Member Schiavoni reported that the Committee met on October 28 and reviewed the financial statements for the three months ended September 30, 2019, also on today's agenda. She reported that the Investment Report for September 30, 2019 was reviewed along with a summary of outstanding obligations. She reported that the Committee received a presentation on the New Business Bond issuance item on today's agenda.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** None.

- **ARTS ADVISORY COMMITTEE:** Chris Chalupsky, Sr. Manager, Art & Community Partnership, reported that for the Temporary Exhibition Program, a call for submissions for the airport's 2020 program with the theme "Make Yourself at Home" closed on October 20th and that seventy-two submissions were received. He reported that the selection panel reviewed them on October 31st and selected the seventeen artists and organizations for next year's exhibitions. He reported that in regard to Performing Arts, the call for submissions for the airport's 2020 Residency Program closed on September 9th and that twenty-one submissions were received. He further reported that after review an electronic music artist and a performing arts duo were selected by the expert panel for next year's residency. He reported that a call for submissions for the Admiral Boland Way mural project will be released later this month. He also reported that the third year of the Arts Program Design Ahead Initiative is underway.

LIAISONS

- **CALTRANS:** None

- **INTER-GOVERNMENTAL AFFAIRS:** Matt Harris, Director, Government Relations, reported that Authority staff continued Airport Development Plan outreach, providing updates to Assembly Member Tasha Boerner Horvath; San Diego City Councilmembers Chris Cate, Chris Ward, Jen Campbell, Barbara Bry, Scott Sherman, and staff from Councilmember Monica Montgomery's office; Carlsbad Mayor Pro-Tem Priya Bhat-Patel; Oceanside Mayor Peter Weiss; National City Mayor Alejandra Sotelo-Solis; and El Cajon Mayor Bill Wells; and the Lemon Grove City Council. He reported that staff also provided an Airport Development Plan update to the Midway-Pacific Highway Community Planning Group; Mission Beach Community Precise Planning Board; the North County Economic Development Council; the San Diego City Planning Department; and the Caltrans Small Business Program. He also reported that Government Relations staff provided airport tours for staff from the offices of San Diego City Councilmember Vivian Moreno, Congressman Scott Peters and San Diego County Supervisor (and former Airport Authority Board Member) Jim Desmond.

- **MILITARY AFFAIRS:** Board Member Dockery reported that the first F35's are due to arrive at Miramar by mid-January. He also reported that a review of the Draft copy of the updated AICUZ section was completed.

- **PORT:** Board Member Robinson reported that the next meeting is scheduled in December.

- **WORLD TRADE CENTER:** Hampton Brown, Interim-Vice President, Revenue Management & Innovation, reported that a meeting is scheduled for November 14th at the Port Offices.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:** Chairman Boling reported that one meeting was held and that the SANDAG Board approved the 2019 Federal Regional Transportation Plan and that this update is necessary to comply with new Federal requirements as SANDAG works on the longer-term RTP over the next two years. She also reported that the Board discussed a proposed strategy to advance refund and issue tax-exempt bonds for the TransNet Regional Bikeway Early Action Program.

- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Schiavoni reported that the Committee met once since the last Board meeting, and held a public hearing on the 2019 Federal Regional Transportation Plan, which is a necessary update to comply with new Federal requirements. She reported that the Committee also heard updates on the 2020 Census Complete Count, Regional Bikeway Program and Mid-Coast Corridor Transit Project, which continues to be on schedule for opening in late 2021.

CHAIR'S REPORT: Chairman Boling welcomed new Board Member McNamara and provided an overview of his background. She reported that his term is through January 31, 2021. She also reported that the Airport Ambassadors Holiday Event will be held on December 10 and encouraged the Board to attend, noting that the event includes recognition of Airport Ambassador of the Year. She reported that on October 2, the Authority hosted the annual Employee Appreciation event, during which awards of excellence were presented to those whose work in the past year was exceptional and recognized Adriana Kennedy, SAN's Employee of the Year for 2019.

PRESIDENT/CEO'S REPORT: Kim Becker, President/CEO, reported that additional recognition during the Employee Appreciation event were presented to the Airline Relocation Team as Team of the Year, Shared Tenant Services Team for Innovator of the Year, Camille Bueno for Volunteer of the Year, and to the Power Your Drive Team as Sustainibility Champions of the Year. She also reported that the 45-day comment period for the recirculated Draft Airport Development Plan (ADP) ended and that staff is working on responding to the comments received. She reported that staff anticipates coming to the Board in January for certification of the Environmental Impact Report (EIR). She also reported that she attended a World Trade Center "Mission to Germany" trip, along with Board Member Schiavoni and twenty other delegates. She reported that the focus of this trade mission was on mobility, transportation and Smart Cities. She reported that during this mission the opportunity to hear about technology, best practice, strategic partnerships and mobility, and the Internet of Things were explored among others. She also reported that delegates had the opportunity to visit the House of Logistics Mobility in Frankfurt.

Board Member Schiavoni reported that the trip was valuable and that the feedback so far is that there was great energy and engagement with the contacts made. She reported that the innovation information shared will likely benefit both the Frankfurt and SAN regions.

Board Member McNamara left the dais at 9:43 a.m.

NON-AGENDA PUBLIC COMMENT: None.

CONSENT AGENDA (Items 1-15):

In response to Board Member Kersey's question on Item 13 regarding whether the Rental Car Concession Agreement with Europcar Participations SAS was due to a take-over from a previous tenant or new space being developed, Lisa Poitras, Program Manager, Parking & Passenger Services, stated that the current tenant, Fox Rent-a-Car, is its own entity and retaining its own space, with no change visible at the Rental Car Center. She stated that the action is requested to allow Europcar's inclusion in the agreement.

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

CONSENT AGENDA (Items 1-15):

1. **APPROVAL OF MINUTES:**
   RECOMMENDATION: Approve the minutes of the October 3, 2019 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:**
   RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.
3. **AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM SEPTEMBER 9, 2019 THROUGH OCTOBER 13, 2019 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM SEPTEMBER 9, 2019 THROUGH OCTOBER 13, 2019:**
   RECOMMENDATION: Receive the report.

4. NOVEMBER 2019 LEGISLATIVE REPORT:
RECOMMENDATION: Adopt Resolution No. 2019-0094, approving the November 2019 Legislative Report.

CLAIMS

5. REJECT THE CLAIM OF WESLEY SMITH:
RECOMMENDATION: Adopt Resolution No. 2019-0095, rejecting the claim of Wesley Smith.

6. REJECT THE CLAIM OF CHRISTINE RANDAZZO:
RECOMMENDATION: Adopt Resolution No. 2019-0096, rejecting the claim of Christine Randazzo.

7. REJECT THE CLAIM OF EDUARDO REYNA-BOLANOS:
RECOMMENDATION: Adopt Resolution No. 2019-0097, rejecting the claim of Eduardo Reyna-Bolanos.

COMMITTEE RECOMMENDATIONS

8. ACCEPT THE UNAUDITED FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019:
RECOMMENDATION: The Finance Committee recommends that the Board accept the information.

9. ACCEPT THE AUTHORITY'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2019:
RECOMMENDATION: The Finance Committee recommends that the board accept the report.

10. ACCEPT THE EXTERNAL AUDITOR'S FISCAL YEAR ENDED JUNE 30, 2019 REPORT: A) AUDITED FINANCIAL STATEMENTS, B) SINGLE AUDIT REPORTS, C) PASSENGER FACILITY CHARGE COMPLIANCE REPORT, D) CUSTOMER FACILITY CHARGES COMPLIANCE REPORT, AND E) LETTER TO THE BOARD:
RECOMMENDATION: The Audit Committee recommends that the Board accept the reports.

11. ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2019:
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

CONTRACTS AND AGREEMENTS

12. APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY FOR AIRLINES RELOCATIONS AND CUPPS PROJECT AT TERMINAL 1 WEST AND TERMINAL 2 EAST, SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2019-0098, approving and authorizing an increase in the President/CEO's change order authority from $504,040.02 to an amount not-to-exceed $870,318.40, for Project No. 104237, Airline Relocations at Terminal 1 West (T1W) and Terminal 2 East (T2E) and T1W Common Use Passenger Processing Systems (CUPPS) project at San Diego International Airport.

13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A CONSENT TO ASSIGNMENT AGREEMENT WITH EUROPCAR PARTICIPATIONS SAS:

RECOMMENDATION: Adopt Resolution No. 2019-0099, approving and authorizing the President/CEO to execute a Consent to Assignment Agreement of the Non-Exclusive On-Airport Rental Car Concession Agreement with Europcar Participations SAS.

Adopt Resolution No. 2019-0100, approving and authorizing the President/CEO to execute a Consent to Assignment Agreement of the Rental Car Facility Lease Agreement with Europcar Participations SAS.

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

14. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 10, GROUP 4, PROJECT NO. 381004 FIFTY-SEVEN (57) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON FORTY-THREE (43) RESIDENTIAL PROPERTIES LOCATED WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2019-0101, awarding a contract to S&L Specialty Construction, Inc. in the amount of $1,511,187.54 for Phase 10, Group 4, Project No. 381004, of the San Diego County Regional Airport Authority's Quieter Home Program.

15. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL SURVEY CONSULTING SERVICES AGREEMENT AT SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2019-0102, approving and authorizing the President/CEO to execute an on-call survey consulting services agreement, with NV5, Inc, for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed $2,000,000 in support of the Airport Development and Capital Improvement Programs at San Diego International Airport.

PUBLIC HEARINGS: None.

OLD BUSINESS: None.

NEW BUSINESS (Continued):

16. AUTHORIZATION AND APPROVAL OF BOND DOCUMENTS AND SALE OF UP TO $950 MILLION AIRPORT REVENUE AND REVENUE REFUNDING BONDS, INCLUDING DELEGATION OF PRICING AUTHORITY AND APPROVAL OF RELATED DOCUMENTS, TO REFUND THE AUTHORITY'S OUTSTANDING 2010 REVENUE BONDS AND A PORTION OF THE OUTSTANDING SUBORDINATE REVOLVING OBLIGATIONS AND TO FUND PROJECTS IN THE CAPITAL PROGRAM:

John Dillon, Director, Financial and Risk Management, provided a presentation on Bond Documents and Outstanding 2010 Revenue Bonds and a portion of Outstanding Subordinate Revolving Obligations that included 2019 New Money Bonds, 2010 Bonds Refunding Opportunity, Forward Delivery Bonds, 2010 Bonds Refunding Savings, Debt Profile, Airport Debt per Enplanement, Historic and Projected Aggregate Debt Service Coverage, Principal Documents of the GARB Sale, and Preliminary Timeline.

In response to Board Member Schiavoni regarding the findings after the due diligence conference call on November 6 between Bond and Disclosure Counsel, Authority staff, Underwriters' Counsel, Underwriters and Bond Counsel, Amy Gonzalez, General Counsel, stated that all was in order to move forward with the sale of the Bonds if approved by the Board.

RECOMMENDATION: The Finance Committee recommends that the Board Adopt Resolution No. 2019-0103, (1) authorizing the issuance and sale of not-to-exceed $950 million in aggregate principal amount of one or more series of San Diego County Regional Airport Authority Subordinate Airport Revenue and Revenue Refunding Bonds; and (2) approving the forms of a Sixth and Seventh Supplemental Subordinate Trust Indenture, Preliminary and Final Official Statements, a Purchase Contract, a Forward Delivery Purchase Contract, Escrow Agreements and Continuing Disclosure Certificates, and certain related matters

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

17. ACCEPT THE ZERO WASTE PLAN AND THE BIODIVERSITY PLAN FOR SAN DIEGO INTERNATIONAL AIRPORT:

Chad Rees, Manager, Environmental Affairs, and KariLyn Merlos, Senior Environmental Specialist, provided a presentation on the Zero Waste Plan and the Biodiversity Plan for San Diego International Airport that included Sustainability Management Planning, Zero Waste, Biodiversity, and Next Steps.

In response to Board Member Schiavoni as to whether there is a strategy to educate the airlines in this regard as well, Mr. Rees stated that staff is working with the airlines to gather information on what their practices are and to work collaboratively aspiring to ultimately have them be in line with the Authority's goals.

Chairman Boling suggested consideration be given to how to work with other airports and unite in approaching all airlines in this regard for impactful results.

RECOMMENDATION: Adopt Resolution No. 2019-0104, accepting the Zero Waste Plan and the Biodiversity Plan prepared for San Diego International Airport.

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

The Board recessed at 10:22 a.m. and reconvened at 10:27 a.m.

CLOSED SESSION: The Board recessed into Closed Session at 10:28 a.m. to discusss Items 20 and 23.

19. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: San Diego County Regional Airport Authority v. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

20. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: 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

21. 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

22. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: M.W. Vasquez Construction Co. Inc. v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2019-000215

23. 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

24. 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

25. 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

26. 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

27. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Order No. WQ 2019-0005-DWQ by the State Water Resources Control Board pertaining to PFAS
Number of potential cases: 1

REPORT ON CLOSED SESSION: The Board adjourned out of Closed Session at 12:20 p.m. There was no reportable action.

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: None.

ADJOURNMENT: The meeting adjourned at 12:20 p.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 5TH DAY OF DECEMBER, 2019.

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

Revised 12/3/19

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No.
2

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Acceptance of Board and Committee Members Written Reports on Their Attendance at Approved Meetings and Pre-Approval of Attendance at Other Meetings Not Covered by the Current Resolution

Recommendation:

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

Background/Justification:

Authority Policy 1.10 defines a "day of service" for Board Member compensation and outlines the requirements for Board Member attendance at meetings.

Pursuant to Authority Policy 1.10, Board Members are required to deliver to the Board a written report regarding their participation in meetings for which they are compensated. Their report is to be delivered at the next Board meeting following the specific meeting and/or training attended. The reports (Attachment A) were reviewed pursuant to Authority Policy 1.10 Section 5 (g), which defines a "day of service". The reports were also reviewed pursuant to Board Resolution No. 2019-0074, which granted approval of Board Member representation for attending events and meetings.

The attached reports are being presented to comply with the requirements of Policy 1.10 and the Authority Act.

Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2020 Budget

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☒ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☐ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

Environmental Review:

A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. Section 15378. This Board action is not a “project” subject to CEQA. Pub. Res. Code Section 21065.

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act, Pub. Res. Code Section 30106.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

A. BOLING

SDCRAA

DEC 03 2019

Board Services

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

Period Covered: November 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:	DATE:	
C. APRIL BOLING	12/02/19	
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☑ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: 11/07 Time: 9:00 Location: Airport	Board/ALUC Meeting
☑ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: 11/25 Time: 9:00 Location: Airport	Exec./Finance Committee Meeting
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: 11/29 Time: Location: On-Line Course	Anti-Harassment Training
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: _____

G. COX

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

Period Covered: NOVEMBER 1-30, 2019

SDCRAA
NOV 25 2019
Board Services

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a Board or Board Committee meeting held pursuant to the Brown Act, attendance must be pre-approved prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Chief Clerk.

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT:
GREG COX		NOVEMBER 25, 2019
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: NOVEMBER 25 2019 Time: 9:00AM Location: SDIA	SDCRAA FINANCE/ EXECUTIVE COMMITTEE MEETING
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre-approved ☐ Res. 2009-0149R	Date: Time: Location:	

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

Signature: Greg Cox

SAN DIEGO INTERNATIONAL AIRPORT

M. KERSEY

SDCRAA

NOV 25 2019

Board Services

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

Period Covered: November 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Mark Kersey		11/25/19
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☑ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: November 7, 2019 Time: 9:00 am Location: 3225 N Harbor Drive	BOD/ALUC Meeting
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: _____

ROBERT LLOYD

SDCRAA

NOV 25 2019

Board Services

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

Period Covered: Nov 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Robert Lloyd		11/25/19
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: November 7, 2019 Time: 9:00 am Location: SDAA	Board Meeting / ALUC
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time. Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: _____

PAUL MCNAMARA

SDCRAA

NOV 26 2019

Board Services

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

Period Covered: November 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Paul McNamara		11/25/19
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: November 18, 2019 Time: Location: Airport Admin Bldg	Airport "101" from 0900-1700
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: Paul McNamara

Digitally signed by Paul McNamara
DN: dc=us, dc=ca, dc=escondido, dc=ci, dc=ecity, ou=COE, ou=City-Hall, cn=Paul McNamara, email=pmcnamara@escondido.org
Date: 2019.11.25 08:33:40 -08'00'

PAUL ROBINSON

SDCRAA

NOV 25 2019

Board Services

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

Period Covered: 11/30/19

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
P. Robinson		11-30-19
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☒ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: 11/4/19 Time: 10:00 a.m Location: SDCRAA Bd Rm	Audit Comm. mtg.
☒ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: 11/7/19 Time: 9:00 a.m Location: SDCRAA Bd Rm	SDCRAA Bd/ALUC mtgs.
☒ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: 11/25/19 Time: 9:00 a.m Location: SDCRAA Bd Rm	Exec / Finance Comm. mtgs
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: P. Robinson

J. SCHIAVONI

SDCRAA
NOV 25 2019
Board Services

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

Period Covered: November 1-25, 2019

Directions: ThisForm permits Board Members to report their attendance atmeetings, events, and training that qualify forday of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Johanna Schiavoni		11/25/19
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☑ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: November 4, 2019 Time: 10:00 am Location: SDCRAA	SDCRAA Audit Committee
☑ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: November 7, 2019 Time: 9:00 am Location: SDCRAA	SDCRAA Board Meeting
☐ Brown Act ☐ Pre -approved ☑ Res2009-0149R	Date: November 16, 2019 Time: 5:30 pm Location: US Grant Hotel	The Central San Diego Black Chamber of Commerce gala dinner
☑ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: November 25, 2019 Time: 9:00 am Location: SDCRAA	SDCRAA Finance Committee Meeting
☐ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre -approved ☐ Res2009-0149R	Date: Time: Location:	

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

Signature: Johanna Schiavoni

M. SCHUMACHER

SDCRAA

NOV 25 2019

Board Services

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

Period Covered: Nov 1-30, 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Michael Schumacher		11/30/2019
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: 11/7/19 Time: 9:00 am Location: SDCRAA Office	SDCRAA BOD + ALUC meeting
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: 11/25/19 Time: 9:00am Location: SDCRAA Office	SDCRAA BOD mtg Exec and Finance
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☑ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	
☐ Brown Act ☐ Pre - approved ☐ Res.2009-0149R	Date: Time: Location:	

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

Signature: Michael Schumacher Digitally signed by Michael Schumacher Date: 2017.03.29 08:32:08 -07'00'

MARK WEST

SDCRAA

NOV 25 2019

Board Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
Period Covered: November 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0007. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT:
Mark B. West		11/25/2019
TYPE OF MEETING	**DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING**	**SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING**
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/12 Time: 6-8 pm Location: City Hall Chula Vista	ADP Presentation
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/27 Time: 9-11 am Location: SDCRAA	Sterile Badge renewal
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/16 Time:5:30-9 pm Location: US Grant Hotel San Diego 92101	Central San Diego Black COC – 9th annl gala.
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/19 Time: 6-8 pm Location: City Hall National City	ADP Presentation
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/20 Time: 1-3 pm Location: SDCRAA	GTAC Meeting
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/25 Time: 9:00-10:30 Location: SDCRAA	SDCRAA Executive/Finance meeting
☐ Brown Act x☐ Pre-approved ☐ Res. 2009-0149R	Date: 11/4 Time: 10:00-12:00 Location: SDCRAA	SDCRAA Audit meeting

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

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 3

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Awarded Contracts, Approved Change Orders from, October 14, 2019 through November 7, 2019 and Real Property Agreements Granted and Accepted from October 14, 2019 through November 7, 2019

Recommendation:

Receive the Report.

Background/Justification:

Policy Section Nos. 5.01, Procurement of Services, Consulting, Materials, and Equipment, 5.02, Procurement of Contracts for Public Works, and 6.01, Leasing Policy, require staff to provide a list of contracts, change orders, and real property agreements that were awarded and approved by the President/CEO or her designee. Staff has compiled a list of all contracts, change orders (Attachment A) and real property agreements (Attachment B) that were awarded, granted, accepted, or approved by the President/CEO or her designee since the previous Board meeting.

Fiscal Impact:

The fiscal impact of these contracts and change orders are reflected in the individual program budget for the execution year and on the next fiscal year budget submission. Amount to vary depending upon the following factors:

1. Contracts issued on a multi-year basis; and
2. Contracts issued on a Not-to-Exceed basis.
3. General fiscal impact of lease agreements reflects market conditions.

The fiscal impact of each reported real property agreement is identified for consideration on Attachment B.

Authority Strategies/Focus Areas:

This item supports one or more of the following:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Inclusionary Policy requirements were included during the solicitation process prior to the contract award.

Prepared by:

JANA VARGAS
DIRECTOR, PROCUREMENT

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN October 14, 2019 to November 7, 2019

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
10/22/2019		Magic Software Enterprises Inc.	The Contractor will provide integration services between the Authority's JD Edwards Enterprise ("E1") and SilkRoad systems to facilitate the new hire onboarding process and automate the transmission of medical benefit enrollment information of employees at San Diego County Regional Airport Authority.	RFP	Talent, Culture & Capability	$150,000.00	10/13/2022
11/1/2019		Tajen Graphics Inc. dba Apollo Printing & Graphics	The Contractor will provide On-call Printing services for Business Cards/Forms for San Diego County Regional Airport Authority.	RFB	Procurement	$90,000.00	10/24/2022
11/5/2019		Scantech Graphics, Inc.	The Contractor will provide On-call Reprographic Printing services for San Diego County Regional Airport Authority.	RFP	Procurement	$200,000.00	10/31/2022

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN October 14, 2019 to November 7, 2019

New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
10/29/2019		Civilian, Inc.	The contract was approved by the Board at the September 5, 2019 Board Meeting. The Contractor will provide Marketing and Communication services in support of the San Diego County Regional Airport Authority.	RFP	Marketing, Arts & Air Service Development	$1,500,000.00	10/31/2022
10/29/2019		Kleinfelder, Inc.	The contract was approved by the Board at the October 3, 2019 Board Meeting. The Contractor will provide On-call Environmental Site Assessment and Remediation Management services at San Diego International Airport.	RFP	Airport Planning & Environmental Affairs	$3,000,000.00	10/20/2022

Attachment "A"									
AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN October 14, 2019 to November 7, 2019									
Amendments and Change Orders									
Date Signed	**CIP #**	**Company**	**Description of Change**	**Owner**	**Previous Contract Amount**	**Change Order Value (+ / -)**	**Change Order Value (%) (+ / -)**	**New Contract Value**	**New End Date**

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN October 14, 2019 to November 7, 2019

Amendments and Change Orders Approved by the Board

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value (%) (+ / -)	New Contract Value	New End Date
10/17/2019		Anderson & Kreiger LLP	The 3rd Amendment was approved by the Board at the March 14, 2019 Board Meeting. The 3rd Amendment extends the term of the agreement by one (1) year and increases the total maximum amount by $100,000 for Legal Services at San Diego International Airport.	General Counsel	$400,000.00	$100,000.00	25%	$500,000.00	11/2/2020

Attachment "B"

REAL PROPERTY AGREEMENTS EXECUTED FROM FEBRUARY OCTOBER 14, 2019 through NOVEMBER 7, 2019

Real Property Agreements

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
NO REAL PROPERTY AGREEMENTS TO REPORT								

Real Property Agreement Amendments and Assignments

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
NO REAL PROPERTY AGREEMENT AMENDMENTS AND ASSIGNMENTS TO REPORT								

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 4

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Disposition of Surplus Property

Recommendation:

Adopt Resolution No. 2019-0106, authorizing the disposition of surplus property (materials and/or equipment) by: (1) sale to the highest bidder; and, (2) donation to the County of San Diego.

Background/Justification:

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

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

Exhibit A: Vehicles.
Exhibit B: Hygiene Kits (contain shampoo, toothpaste, toothbrushes, combs, bar soap, etc.).

These items occupy much-needed space and interfere with day-to-day operations.
Items listed in Exhibits A *Surplus Items*, are in mostly fair condition, past their useful life, no longer required by the Authority and are occupying needed space. These items may contain some residual value and would be sold at auction to the highest bidder.

Items listed in Exhibit B, *Hygiene Kits*, are in fair condition but have been replaced and are occupying needed space. Staff requests approval to donate these kits to the County of San Diego – Health and Human Services Agency to benefit the region.

Fiscal Impact:

Fees and associated costs for the transportation and sale of miscellaneous surplus property will be paid from the gross sales received by the auction services contractors. There is no cost associated with the donation of surplus Hygiene Kits.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☐ Financial Strategy ☒ Operations Strategy

Focus Areas

☐	Advance the Airport Development Plan	☐	Transform the Customer Journey	☒	Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

The Authority has the following inclusionary programs/policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, and Policy 5.12. These programs/policy are intended to promote the inclusion of small, local, veteran owned (including service-disabled veterans), historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policy named above can be used in any single contracting opportunity.

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

Prepared by:

JANA VARGAS
DIRECTOR, PROCUREMENT

RESOLUTION NO. 2019-0106

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY (MATERIALS AND/OR EQUIPMENT) BY: (1) SALE TO THE HIGHEST BIDDER; (2) DONATION TO THE COUNTY OF SAN DIEGO

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

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

WHEREAS, Exhibit A attached hereto, describes the items that are in excess of the Authority's needs, are in mostly fair condition but past their useful life, are no longer required by the Authority, are occupying needed space and may contain some residual value and would be sold at auction to the highest bidder; and

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

WHEREAS, Exhibit B attached hereto, contains descriptions of the items for donation to the County of San Diego – Health and Human Services Agency following the Board's approval.

NOW, THEREFORE, BE IT RESOLVED that the Board herby authorizes the disposition of surplus property (materials and/or equipment) by: (1) sale to the highest bidder; and, (2) donation of surplus hygiene kits to the County of San Diego – Health and Human Services Agency; and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

EXHIBIT A

Item Description	Quantity	Model #	VIN #	Fixed Asset #
2000 FORD RANGER XLT	1	RANGER XLT	1FTYR14V0YTA35992	100069
2007 FORD ECONOLINE E-150	1	ECONOLINE	1FMNE11W07DB12909	100750
2007 FORD RANGER	1	RANGER XLT	1FTYR14U47PA97765	100749
2004 FORD RANGER	1	RANGER XLT	1FTYR14UX4PB51565	100321
2004 FORD F350 TRUCK W/UTILITY BODY	1	F350	1FTSF30L74ED82393	100286
2006 FORD F350 FLAT BED TRUCK	1	F350	1FDWF365X6EC94916	100673
2007 FORD F250 DIESEL POWER STOKE	1	F250	1FTSX20P47EA50085	100720
CHEVROLET SILVERADO 3500 UTILITY BODY	1	SILVERADO	1GBJC34U47E189621	100741
2007 TYMCO RUNWAY SWEEPER	1		1FVAB6BV67DX20159	100768

EXHIBIT B

Item Description	Quantity			
Mens Hygiene Kits	**500**			
Womens Hygiene Kits	**500**			

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 5

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

December 2019 Legislative Report

Recommendation:

Adopt Resolution No. 2019-0107, approving the December 2019 Legislative Report.

Background/Justification:

The Authority's Legislative Advocacy Program Policy (Policy 1.60) requires that staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A). The December 2019 Legislative Report updates Board members on legislative activities that have taken place since the previous Board meeting. In directing staff, the Authority Board may take a position on pending or proposed legislation that has been determined to have a potential impact on the Authority's operations and functions.

State Legislative Action

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

Federal Legislative Action

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

Fiscal Impact:

Not applicable.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☒ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

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:

MATT HARRIS
DIRECTOR, GOVERNMENT RELATIONS

RESOLUTION NO. 2019 - 0107

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE DECEMBER 2019 LEGISLATIVE REPORT

WHEREAS, the San Diego County Regional Airport Authority ("Authority") operates San Diego International Airport and plans for necessary improvements to the regional air transportation system in San Diego County, including serving as the responsible agency for airport land use planning within the County; and

WHEREAS, the Authority has a responsibility to promote public policies consistent with the Authority's mandates and objectives; and

WHEREAS, Authority staff works locally and coordinates with legislative advocates in Sacramento and Washington, D.C. to identify and pursue legislative opportunities in defense and support of initiatives and programs of interest to the Authority; and

WHEREAS, under the Authority's Legislative Advocacy Program Policy, the Authority Board provides direction to Authority staff on pending legislation; and

WHEREAS, the Authority Board, in directing staff, may adopt positions on legislation that has been determined to have a potential impact on the Authority's operations and functions.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the December 2019 Legislative Report ("Attachment A"); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

(Attachment A)

December 2019 Legislative Report

State Legislation

New Assembly Bills

There are no new Assembly bills to report.

Assembly Bills from Previous Report

Legislation/Topic
AB 245 (Muratsuchi) – California Aerospace and Aviation Commission

Background/Summary
AB 245 would establish a 17-member California Aerospace and Aviation Commission (Commission) within the Governor's Office of Business and Economic Development. The Commission would serve as a central point of contact for businesses engaged in the aerospace and aviation industries, and support the health and competitiveness of these industries in California. AB 245 would require the Commission to make recommendations on legislative and administration action that may be necessary or helpful to maintain or improve the state's aerospace and aviation industries and would require the Commission to report and provide recommendations to the Governor and State Legislature.

Anticipated Impact/Discussion
Although this legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport (SDIA), if the bill were enacted, the Airport Authority's legislative team would work with the California Airports Council to identify any potential opportunities to engage with the Commission on actions that could impact California airports.

Status: 06/19/19 – This bill passed the Senate Business, Professions and Economic Development Committee on an 8 – 0 vote and is now in the Senate Government Organization Committee. AB 245 is now a 2-year bill.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1112 (Friedman) – Motorized Scooters

Background/Summary
AB 1112 would authorize a local agency, as defined, to regulate motorized scooters by assessing limited penalties for moving or parking violations involving the use of motorized scooters. This bill would also allow a local authority to regulate scooter share operators by requiring a scooter share operator to pay fees that do not exceed the reasonable cost to the local authority of regulating the scooter share operator. The local authority would also be authorized to require a scooter share company to provide the local authority with trip data for all trips starting or ending within the jurisdiction of the local authority and would prohibit the disclosure of the information pursuant to public records requests received by the local authority.

Anticipated Impact/Discussion
This bill could benefit San Diego International Airport (SDIA) by providing the Airport Authority with additional enforcement tools to deter unsafe motorized scooter operations at or near SDIA.

Status: 06/19/19 – Re-referred to the Senate Transportation Committee. AB 1112 is now a 2-year bill.

Position: Watch (05/02/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1190 (Irwin) – Unmanned Aircraft: State and Local Regulations

Background/Summary
AB 1190 would prohibit a state or local agency from adopting any law or regulation that bans the operation of an unmanned aircraft system. This bill would also include the operation of small unmanned aircraft systems within the definition of hazardous recreational activity for purposes of public entity liability. Existing law provides a local public entity or employee immunity as to any person engaging in hazardous recreational activity and for damage to an unmanned aircraft while the local entity or employee is providing emergency services. Additionally, AB 1190 would authorize a state or local agency to adopt regulations to enforce a requirement that a small unmanned aircraft system be properly registered under existing federal regulations and authorize a state or local agency to require proof of such registration from an unmanned aircraft operator.

Anticipated Impact/Discussion
This bill could benefit San Diego International Airport (SDIA) by providing the Airport Authority with enforcement tools to deter unsafe unmanned aircraft system operations at or near SDIA. However, this bill would also prohibit the Airport Authority, the City of San Diego, or other governmental entities from banning the operation of unmanned aircraft on or near airport property or in the flight path.

Status: 06/19/19 – To the Senate Rules Committee for assignment. AB 1190 is now a 2-year bill.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1263 (Low) – Peer-to-Peer Car Sharing

Background/Summary
As amended, AB 1263 would require specified disclosures to be made in a peer-to-peer car sharing contract. The bill would also authorize a peer-to-peer car sharing program to only enter into a contract with a licensed driver, as specified, and make such programs responsible for any equipment installed in participating vehicles for the purpose of facilitating car sharing transactions. AB 1263 would authorize airports to regulate access and use by peer-to-peer car sharing vehicles as well as requiring peer-to-peer car sharing programs and participants to be insured.

Anticipated Impact/Discussion
If enacted, the amended AB 1263 would allow the Airport Authority to regulate peer-to-peer car sharing programs doing business on Airport property. The Airport Authority's Ground Transportation Department would, therefore, need to update San Diego International Airport's (SDIA) permitting rules and regulations to incorporate the aforementioned programs. Further, SDIA's Airport Traffic Officers would need to be made aware of such programs and trained accordingly.

Status: 04/29/19 – This bill is now a 2-year bill and no further action will be taken during this legislative session.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1277 (Obernolte) – Transportation Projects: Oversight Committees

Background/Summary
AB 1277 would require a public agency administering a transportation project with total estimated development and construction costs exceeding $1 billion to take specified actions to manage the risks associated with the project. These actions include establishing a comprehensive risk management project, regularly assessing reserves for potential claims and unknown risks, and establishing a project oversight committee composed of specified individuals to review the project and perform other specified duties. The public agency would be required to provide annual reports to the oversight committee which would be required to provide annual reports to the California Transportation Commission until the year following the project's completion.

Anticipated Impact/Discussion
San Diego International Airport's (SDIA) Airport Development Plan (ADP) does not meet the project criteria set forth in this bill and thus this bill's risk management requirements would not apply to that project. The Airport Authority's legislative team will closely monitor the development of this bill language for any potential impact to SDIA or the Airport Authority.

Status: 03/20/19 – Re-referred to the Assembly Transportation Committee. AB 1277 is now a 2-year bill.

Position: Watch (05/02/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1360 (Ting) – Food Retail Establishments: Third-Party Food Delivery

Background/Summary
AB 1360 would define a food delivery platform as a business engaged in the service of online food ordering and delivery from food retail establishments to a consumer, and would require a food delivery platform and food delivery driver to ensure that food is transported during delivery in a manner that meets specified food safety requirements. The bill would require a food delivery driver to obtain a food handler card, and would prohibit a food delivery driver from making any stops, except when necessary for rest, fuel, or vehicle repair, during the process of delivery, as defined.

AB 1360 would also prohibit a food retail establishment from selling or otherwise transferring any food for delivery to a consumer through the use of a food delivery platform unless it maintains liability insurance for all deliveries made by a food delivery platform through a food delivery driver or ensures that the food delivery platform assumes liability, has necessary liability insurance to protect against any liability to a consumer, and is in compliance with the requirements described above.

Anticipated Impact/Discussion
This bill was amended and no longer impacts San Diego International Airport or the Airport Authority.

Status: 09/14/19 – This bill was ordered to the inactive file on the Senate Floor and is now a 2 year bill.

Position: Watch (04/04/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1433 (Diep) – Transportation Network Companies (TNC)

Background/Summary
AB 1433 is a placeholder (spot bill) making nonsubstantive changes to the Passenger Charter-party Carriers' Act, which provides regulation of charter-party carriers of passengers and includes requirements for liability insurance coverage, background checks, and other regulations pertaining to TNCs and their drivers.

Anticipated Impact/Discussion
The Airport Authority's legislative team will closely monitor the development of this bill language for any potential impact on San Diego International Airport (SDIA) and the Airport Authority's future ground transportation operations.

Status: 02/25/19 – Read first time.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
AB 1782 (Chau) – Automated License Plate Recognition Systems

Background/Summary
Existing law requires an Automated License Plate Recognition (ALPR) end-user, as defined, to implement a usage and privacy policy regarding that ALPR information, as specified. Existing law requires that the privacy policy include the length of time ALPR information will be retained, and the process the ALPR end-user will utilize to determine if and when to destroy retained ALPR information. AB 1782, as amended, would require that the privacy policy include a procedure to ensure the destruction of all non-anonymized ALPR information no more than 60 days from the date of collection, except as provided. The bill would also require the privacy policy to include a procedure to ensure that all ALPR information that is shared with an outside entity be anonymized, as defined, to protect the privacy of the license plate holder.

Anticipated Impact/Discussion
As an ALPR end-user, as defined, the Airport Authority would need to incorporate these new requirements into its ALPR privacy policy.

Status: 06/12/19 – Referred to the Senate Judiciary Committee. AB 1782 is now a 2-year bill.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

New Senate Bills

There are no new Senate bills to report.

Senate Bills from Previous Report

Legislation/Topic
SB 615 (Hueso) – Public Records Disclosure

Background/Summary
The California Public Records Act, when it appears to a superior court that certain public records are being improperly withheld from a member of the public, requires the court to order the officer or person charged with withholding the records to disclose the public record or show cause why they should not do so. The act requires the court to award court costs and reasonable attorney's fees to the requester if the requester prevails in litigation filed pursuant to these provisions, and requires the court to award court costs and reasonable attorney's fees to the public agency if the court finds that the requestor's case is clearly frivolous. SB 615 would require a person to meet and confer in good faith with the agency in an attempt to informally resolve each issue before instituting any proceeding for injunctive or declarative relief or writ of mandate.

The bill would require that in order for a requester to prevail in litigation related to the act, the trial court must find by a preponderance of the evidence that an agency knowingly, willfully, and without substantial justification failed to respond to a request for records, improperly withheld from a member of the public records that were clearly subject to public disclosure, unreasonably delayed providing the contents of a record subject to disclosure in part or in whole, improperly assessed a fee upon a requester that exceeded the direct cost of duplication, or otherwise did not act in good faith to comply with these provisions.

Anticipated Impact/Discussion
Because the bill would require a person or entity requesting public records to take measures to resolve a conflict informally before asking a court to intervene, the bill could have a positive impact on the Airport Authority.

Status: 03/13/19 – No further action is expected to be taken on this bill during the 2019 session.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
SB 648 (Chang) – Unmanned Aircraft Systems: Accident Notification

Background/Summary
SB 648 would require, except as specified, the operator of an unmanned aircraft system (UAS) involved in an accident resulting in injury to an individual or damage to property to immediately land the UAS at the nearest location that will not jeopardize the safety of others and to provide certain information to the injured individual or the owner or person in charge of the damaged property, or place that information in a conspicuous place on the damaged property.

Anticipated Impact/Discussion
The bill is not expected to directly impact San Diego International Airport.

Status: 06/27/19 – Re-referred to the Senate Transportation Committee. SB 648 is now a 2-year bill.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

There are no new House bills to report.

House Bills from Previous Report

Legislation/Topic
H.R. 976 (Lynch) – Air Traffic Noise and Pollution Expert Consensus Act of 2019

Background/Summary
H.R. 976 would require the Federal Aviation Administration (FAA) to enter into arrangements with the National Academies of Sciences, Engineering, and Medicine to provide a report on the health impacts of air traffic noise and pollution caused by aircraft flying over residential areas.

Anticipated Impact/Discussion
This bill would not directly impact operations at San Diego International Airport (SDIA), however, the information collected by the study may be useful in helping the community and the Airport Authority assess any environmental and health impacts of air traffic noise and pollution.

Status: 02/07/19 – Referred to House Committee on Transportation & Infrastructure Subcommittee on Aviation

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
H.R. 1108 (DeFazio) – Aviation Funding Stability Act of 2019

Background/Summary
H.R. 1108 would provide funding from the Airport and Airway Trust Fund for all Federal Aviation Administration (FAA) activities in the event of a Government shutdown. This would only apply to funds not otherwise appropriated and would be available on the first day of a lapse in appropriations and end on the date that the regular appropriation bill for that fiscal year becomes law.

Anticipated Impact/Discussion
This bill would help minimize the impact of another government shutdown on the Airport Authority and San Diego International Airport by ensuring that there would be no disruption in FAA operations due to a lack of appropriations.

Status: 03/27/19 – The bill is before the full House for consideration.

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 1171 (DeFazio) - Funding for Aviation Screeners and Threat Elimination Restoration (FASTER) Act

Background/Summary

In 2013, Congress started diverting one-third of the revenue collected from airline passenger security fees to be deposited into the general fund of the Treasury. In Fiscal Year 2019, an estimated $1.36 billion will be diverted away from aviation security and used for unrelated government spending. H.R. 1171 would repeal the requirement to divert funds, and ensure that passenger security fees are used for aviation security purposes. H.R. 1171 would also give the Transportation Security Administration (TSA) access to September 11 Security Fee revenue in the event of a lapse in appropriations. This means that, in the event of another government shutdown, TSA would be able to continue paying its officers.

Anticipated Impact/Discussion

Giving TSA access to the full amount of airline passenger security fee revenue would allow TSA to invest in new equipment as well as hire additional staff to better serve passengers, airlines, and airports, including San Diego International Airport (SDIA). This bill would also help minimize the impact of another government shutdown on SDIA by ensuring that there would be no disruption in TSA operations due to a lack of appropriations.

Status: 03/04/19 Referred to the House Committee on Homeland Security's Subcommittee on Transportation and Maritime Security.

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 3791 (Massie) – Investing in America: Rebuilding America's Airport Infrastructure Act

Background/Summary

H.R. 3791 would remove the federal cap on the Passenger Facility Charge (PFC), which is currently set at $4.50. In exchange for removing the PFC cap, the bill proposes to reduce Airport Improvement Program funding by $400 million annually and eliminate funding entitlements for large hub airports.

Anticipated Impact/Discussion

The Passenger Facility Charge Program allows commercial airports controlled by public agencies to collect up to $4.50 for every eligible passenger. Airports use these fees to fund FAA-approved projects, including those that enhance safety, security or capacity; reduce noise; or increase air carrier completion. This bill would allow airports the flexibility to set the PFC and these fees could be used to fund FAA-approved projects, including infrastructure upgrades that improve the overall passenger experience. This bill could provide additional funding for San Diego International Airport infrastructure development projects.

Status: 07/18/19 – This bill was referred to the Subcommittee on Aviation.

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

New Senate Bills

There are no new Senate bills to report.

Senate Bills from Previous Report

Legislation/Topic

S. 563 (Duckworth) – Transportation Infrastructure Finance and Innovation Act (TIFIA) for Airports

Background/Summary

S. 563 would allow eligible airport-related projects to participate in the TIFIA program which provides credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to projects of national or regional significance.

Anticipated Impact/Discussion

In enacted, the Airport Authority could apply for loans through the TIFIA program to pay for certain projects related to the Airport Development Plan (ADP). These loans would significantly decrease the Airport Authority's interest expenses and thus reduce the total cost of the ADP.

Status: 02/26/19 – Read twice and referred to the Committee on Environment and Public Works

Position: Support (05/02/19)

*Shaded text represents new or updated legislative information

Legislation/Topic
S. 1004 (Peters) – Securing America's Ports of Entry Act of 2019

Background/Summary
S. 1004 would fully staff United States Ports of Entry by requiring Customs and Border Protection (CBP) to hire no less than 600 additional officers per year until CBP's staffing needs are met. This bill also authorizes CBP to hire support staff to perform non-law enforcement administrative duties in support of CBP Officers.

Anticipated Impact/Discussion
If enacted, this bill would help ensure that the CBP Offices at San Diego International Airport (SDIA) are always fully staffed, and avoid potential reassignments to other ports of entry, thus allowing daily operations at SDIA to continue as normal.

Status: 06/19/19 – The bill is before the full Senate for consideration.

Position: Support (05/02/19)

Legislation/Topic
S. 1710 (Cornyn) – Airport Infrastructure Resources Security Act of 2019

Background/Summary
This bill would prohibit funds made available under the Federal Aviation Administration's Airport Improvement Program from being provided to entities that have violated the intellectual property rights of United States entities.

Anticipated Impact/Discussion
While this bill is not anticipated to have a direct impact on operations at San Diego International Airport (SDIA), the Airport Authority's legislative team will monitor the development of the bill language for any potential impacts to SDIA or the Airport Authority.

Status: 06/04/19 – Read twice and referred to the Senate Committee on Commerce, Science and Transportation Senate.

Position: Watch

*Shaded text represents new or updated legislative information

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No.
6

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Reject the Claim of Maria Hurtado

Recommendation:

Adopt Resolution No. 2019-0108, rejecting the claim of Maria Hurtado.

Background/Justification:

On October 18, 2019, Maria Hurtado filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Hurtado alleges that while walking down the ramp leading to the security checkpoint in Terminal Two, she slipped and fell at San Diego International Airport. Hurtado claims damages in the amount of $4,085.32 to cover medical treatment.

As described above, Hurtado alleges that on August 16, 2019, she was transiting the ramp leading to checkpoint 6 at the west end of Terminal Two. She states she slipped, falling on both knees and hearing one of them pop. She states once she was on the floor she noticed water. Hurtado was transported via ambulance for medical treatment.

Hurtado's claim should be denied. An investigation into the alleged incident revealed no notice of an unsafe or dangerous condition. The General Counsel has reviewed the claim and recommends rejection.

Fiscal Impact:

Not applicable.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☐ Financial Strategy ☒ Operations Strategy

Focus Areas

☐	Advance the Airport Development Plan	☐	Transform the Customer Journey	☒	Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

AMY GONZALEZ
GENERAL COUNSEL

ATTACHMENT A

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ACCIDENT OR DAMAGE CLAIM FORM

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

FOR AUTHORITY USE ONLY

RECEIVED

Document No: OCT 18 2019

Filed: General Counsel

1) Claimant Name: MARIA R. Hurtado	
2) Address to which correspondence regarding this claim should be sent: 3225 N Harbor Dr Sandiego CA 92101 Claims San diego County Regional Airport Authority P. O. BOX 82776 San Diego CA 92138-2776	
Telephone No.: (509) 406 1661	Date: 8-16-19
3) Date and time of incident: 8:16-19 1:10 pm	
4) Location of incident: Sandiego airport.	
5) Description of incident resulting in claim: I was walking to catch my flight and i slip and fell on both of my knees But the right One i heardit popped. I yelled and started to cry Once on the floor I noticed there was water on the floor.	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): UCSD Emergency physicians
Name: Janette Hurtado	Name: DEM - Hillcrest ED - C. Sloane
Address: 1207 Jerome Ave Yakima WA 98902	Address: PO Box 500904 San Diego CA. 92150-0904
Phone: (509) 406-4467	Phone: 888-432-2455

ATTACHMENT A

8) Describe property damage or personal injury claimed:
It was personal injury I hurt my knee.
9) Owner and location of damaged property or name/address of person injured:
~~AAUtica RB~~ Maria R Hurtado 813 S. 4th Ave Yakima WA 98902
10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds $10,000.00, a specific amount need not be included.
AMR =$2,565.23 - Acct # 003488348-0001 Imaging services =$30.80 - UC San Diego Health othe 1,238.29 VCSD Emergency Physicians DEM- Hillcrest ED - C Sloane =$ 251.00 Emergecy Physicians Acct # 1900 266839

Imaging Sevise Acct # 44000891755

Dated: 10- 02-19 Claimant: Maria R. Hurtado
(Signature)

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

Mail completed original form to:

Claims
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, CA 92138-2776

OR

Deliver completed original form in person to:

San Diego County Regional Airport Authority
Administration Reception Desk
3225 N. Harbor Drive, 3rd Floor
San Diego, CA 92101

RESOLUTION NO. 2019-0108

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, REJECTING THE CLAIM OF MARIA HURTADO

WHEREAS, on October 18, 2019, Maria Hurtado filed a claim with the San Diego County Regional Airport Authority ("Authority") for losses she claims to have suffered as the result of a trip and fall on the ramp leading to the security checkpoint in Terminal Two San Diego International Airport; and

WHEREAS, at its regular meeting on December 5, 2019, the Board considered the claim filed by Maria Hurtado and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Maria Hurtado; and

BE IT FURTHER RESOLVED the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code § 21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code § 30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at its regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No.
7

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Fiscal Year 2019 Annual Report from the Audit Committee

Recommendation:

The Audit Committee recommends that the Board accept the report.

Background/Justification:

The Audit Committee's authority, role, duties, and oversight responsibilities are presented in the Charter of the Audit Committee and further detailed in Authority Policy Article 1, Section 1.50 (5)(c)(ii).

The Charter of the Audit Committee was instituted by Board Resolution No. 2003-061 on October 2, 2003, and was most recently revised by Board Resolution No. 2018-0116 on October 4, 2018.

In accordance with the Charter of the Audit Committee, the Committee shall annually provide a summary of its activities and recommendations to the Board covering how it discharged its duties and met its oversight responsibilities during the previous year.

On November 4, 2019, the Audit Committee reviewed its Annual Report (Attachment A) for the period July 1, 2018, through June 30, 2019, and voted unanimously to forward the report to the Board for acceptance.

Fiscal Impact:

None

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☒ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Not applicable

Prepared by:

LEE M. PARRAVANO
CHIEF AUDITOR

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Members
C. April Boling
Chairman

Greg Cox
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
Gayle Miller

President / CEO
Kimberly J. Becker

November 4, 2019

April Boling, Chairman
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, CA 92138-2776

Dear. Ms. Boling:

This communication is the Audit Committee's Fiscal Year 2019 Annual Report detailing activities and duties performed by the Audit Committee for the period July 1, 2018, through June 30, 2019.

Six Audit Committee Meetings were held during Fiscal Year 2019. The meeting minutes for these public sessions are on file with the San Diego County Regional Airport Authority (Authority) Clerk's office and may also be found on the San Diego International Airport website www.san.org. The Audit Committee Meetings that took place in Fiscal Year 2019 are listed below.

- September 10, 2018 – *Regular Meeting*
- November 5, 2018 – *Regular Meeting*
- November 5, 2018 – *Special Meeting (Audit Committee Training)*
- February 11, 2019 – *Regular Meeting*
- March 25, 2019 – *Special Meeting (Process and Selection of the External Auditor)*
- May 13, 2019 – *Regular Meeting*

Fiscal Year 2019 began the first full year for Mr. Lee Parravano as the new Chief Auditor. Lee joined the Authority on April 4, 2018. During Fiscal Year 2019, an examination of adherence to Authority Codes and Policies, Charters, *IIA Standards*, regulations, and procedure manuals, etc., not only covered the Office of the Chief Auditor (OCA), but encompassed a thorough examination of the Charter of the Audit Committee. As a result, the Audit Committee performs its responsibilities with a renewed confidence that was provided as a result of this work, and the corresponding revisions to procedures, to align with best practices.

Of note, on November 5, 2018, the Audit Committee was provided with training presented by the accounting firm BKD, LLP, which was designed to increase the Audit Committee's knowledge on effective Audit Committee practices. Due to the significant role that the Audit Committee has in monitoring and reducing risk to the Authority, offering periodic training is a practice that will be made routine going forward.

A review of the Authority's audited financials is an important part of the Audit Committee's

responsibilities. The Authority's financial audit for Fiscal Year Ended June 30, 2018, was performed by BKD, LLP. The following audited financial reports were presented by BKD, LLP, on November 5, 2018, to the Audit Committee:

- Audited Financial Statements
- Compliance (single audit) Report
- Passenger Facility Charge (PFC) Compliance Report
- Customer Facility Charge (CFC) Compliance Report
- Report to the Audit Committee
- 2018 Comprehensive Annual Financial Report (CAFR)

The Audit Committee understands the execution of Authority operations, in part, through the audits performed by the OCA. During Audit Committee Meeting open discussions the Committee reviewed 29 audit reports issued by the OCA and 35 recommendations provided to Authority management in Fiscal Year 2019.

On May 13, 2019, the Audit Committee received the results of the Quality Assessment Review of the OCA for the five (5) year period from July 1, 2013, through June 30, 2018. This external quality assessment evaluated the OCAs conformance with internal audit *Standards*. The external quality assessment determined that the OCA is providing reasonable assurance of compliance with the *Standards*. This is the highest level of conformance an internal audit function can achieve.

The Audit Committee obtains assurance with respect to the adequacy and effectiveness of the Authority's internal controls, including the Authority's responsiveness to risks within its Information Technology (IT) system of networks and systems. The Audit Committee has received updates and information from the Chief Auditor, certain IT staff, and Authority management regarding IT related matters.

Additionally, the Audit Committee reviewed, approved, or received as information, the following reports and presentations during Fiscal Year 2019:

- Fiscal Year 2018 Annual Report of the OCA
- Fiscal Year 2019 Quarterly Reports and corresponding audit recommendations
- OCA Audit Reports issued during Fiscal Year 2019, totaling 29
- OCA Recommendations issued during Fiscal Year 2019, totaling 35
- Revisions to the Fiscal Year 2019 OCA Audit Plan
- Fiscal Year 2020 Risk Assessment, Audit Plan, and Proposed Budget for the OCA
- Cybersecurity Updates
- Ethics Program and Confidential Hotline Updates
- Public Employee Performance Evaluation Goal Setting for the Chief Auditor

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

The Audit Committee will continue to perform its responsibilities to obtain the greatest assurance that best practices are in place throughout the Authority and are being practiced.

Sincerely,

Paul Robinson
Audit Committee Chair

PR/LP/sro

cc: SDCRAA Board Members
SDCRAA Audit Committee Members
Kimberly J. Becker, President/CEO

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No.
8

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Fiscal Year 2019 Annual Report from the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board accept the report.

Background/Justification:

As directed in the Charter for the Office of the Chief Auditor, the Chief Auditor shall annually report to the Board pertaining to audits completed, findings identified, corrective actions provided, and the implementation status on recommendations.

Additionally, the Charter for the Office of the Chief Auditor defines the role and requirements of the Office of the Chief Auditor (OCA) and outlines the working relationship and responsibilities of the Chief Auditor to the Audit Committee and to Authority management. The Charter was instituted by Board Resolution No. 2003-062 on October 2, 2003, and most recently revised on October 4, 2018, during a regular meeting of the Board, by Resolution No. 2018-0117.

The Fiscal Year 2019 OCA Annual Report (Attachment A) provides an account of activities and accomplishments of the Chief Auditor's Office during the period July 1, 2018, through June 30, 2019, and includes details on all recommendations completed or in progress during the 4th Quarter of Fiscal Year 2019. In addition, the report provides required disclosures in conformance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

On November 4, 2019, the Audit Committee received the Fiscal Year 2019 OCA Annual Report and voted unanimously to forward the report to the Board for acceptance.

Fiscal Impact:

None.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐	Advance the Airport Development Plan	☐	Transform the Customer Journey	☒	Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

LEE M. PARRAVANO
CHIEF AUDITOR

ATTACHMENT A

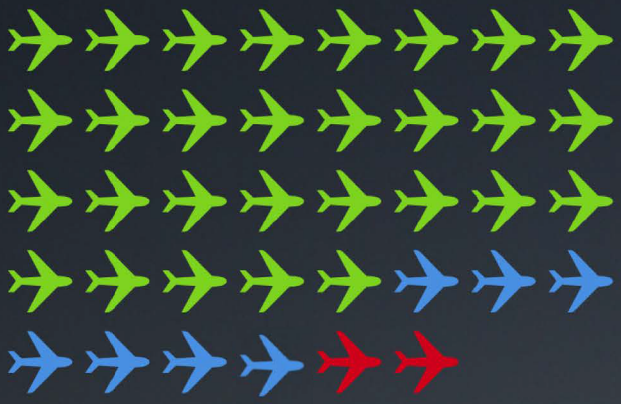
Office of the Chief Auditor

Fiscal Year 2019 Annual Report

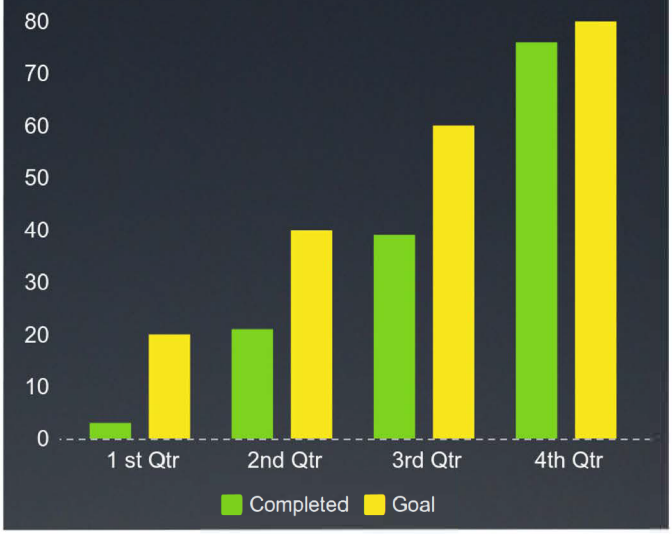
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

FY 2019 Audit Plan Progress

FY 2019 Audit Plan Status



Audit Plan Completed vs Goal



FY 19 Audit Activities - By the Numbers

35	100%	$2.9M
Recommendations	Recommendations Accepted	Revenue/Savings Identified
4.6	65%	45%
Customer Satisfaction Rating (Out of 5)	Auditor Utilization Percentage	Audits Completed within Budget

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SAN DIEGO INTERNATIONAL AIRPORT
LET'S GO.

August 26, 2019

Paul Robinson, Chair
Audit Committee
San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, California 92138-2776

Dear Mr. Robinson:

Subject: Fiscal Year 2019 Annual Report

The Office of the Chief Auditor (OCA) presents our Annual Report for Fiscal Year 2019. The report details the activities of the OCA and the results of the Quality Assurance and Improvement Program.

Fiscal Year 2019 was a productive year for the OCA that included the completion of 29 audits and projects, the continued monitoring of construction activities, and the management of the Airport Authority's Ethics Program.

The OCA continues to aspire to be an effective diligent contributor to the optimization of the San Diego County Regional Airport Authority.

Respectfully submitted,

Lee Parravano
Chief Auditor

LP/SE/sro

Attachment

cc: SDCRAA Audit Committee
SDCRAA Board Members
Kimberly J. Becker, President/Chief Executive Officer
Amy Gonzalez, General Counsel
Scott Brickner, Vice President/Treasurer & Chief Financial Officer
Domenico D'Ambrosio, Vice President & Chief Revenue Officer
Dennis Probst, Vice President & Chief Development Officer
Angela Shafer-Payne, Vice President & Chief Operating Officer
Matt Harris, Director, Government Relations



Fiscal Year 2019
ANNUAL REPORT

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Issue Date: August 26, 2019

OFFICE OF THE CHIEF AUDITOR

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Audit Activities

Summary

The Office of the Chief Auditor's (OCA) Fiscal Year 2019 Audit Plan contained four (4) categories of audits: 1) Business Process Audits, 2) Expense Contract Audits, 3) Revenue Contract Audits, and 4) Annual Ongoing Audit Activities and Support. The Fiscal Year 2019 Audit Plan (see Appendix A) included a total of 38 audit activities: 36 planned audits and two (2) support duties consisting of managing the Ethics Program and monitoring Construction Activity at the San Diego International Airport.

In total, during Fiscal Year 2019, the OCA completed 29 audits and issued 35 recommendations. Additionally, the OCA had numerous audits that were nearing completion at the end of the fourth quarter, including two (2) draft audit reports sent to Authority management for review and comment, or that the OCA had completed fieldwork and the audit report was in draft form.

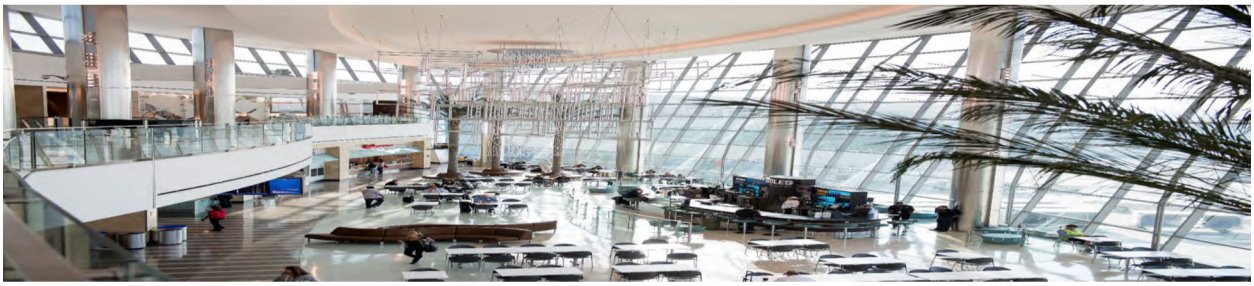
Although the OCA tried to maintain a steady pace of activity, we did not fully complete all planned audits for the fiscal year. Specifically, as of June 30, 2019, there were nine (9) planned audits that were not completed; seven (7) of which were in progress and two (2) had not been started. The OCA is carrying these nine (9) audits forward to the Fiscal Year 2020 Audit Plan.[1] Below are highlights from the OCA audits completed during Fiscal Year 2019.

Business Process Audits

The OCA issued three (3) business process audit reports during this fiscal year. This category included audits where the OCA reviews the operations of an entire Authority department, as well as conducts examinations of selected processes or projects that may span multiple Authority functions. Of particular note, the Concession Cost Recovery Program audit, report #18002, recommended that management develop a process to split the monthly trash removal services between the concessionaires in the terminals and the Authority; as the concessionaires did not pay for trash removal previously. This is estimated to save the Authority $59,849, annually.

Expense Contract Audits

This category includes audits of consulting, service, and construction contracts. During Fiscal Year 2019, the OCA completed eight (8) expenditure contract audits. The OCA ensures that expenditure contracts adhere to Authority policies, follow industry best practices, and that internal controls are established and working properly. Generally, these audits examine the procurement process for the contracts, contract monitoring, and expenditures resulting from the contracted activities. Of note, the OCA completed an audit of Turner - PCL A Joint Venture, report #19012, which contained three (3) recommendations. Those recommendations were designed to enhance the management of Disadvantaged Business Enterprises and Small Business Enterprises.



[1] Subject to amendment.

Revenue Contract Audits

This category includes audits of entities that provide some form of revenue to the Authority, with the OCA completing a total of nine (9) revenue audits for the fiscal year. Revenue audits include reviews of airline services, car rental agencies, and concessions. Six (6) revenue contract audits completed this fiscal year identified underpayments to the Authority, and as a result, we recommended that the Authority collect $430,697.

Annual Ongoing Audit Activities and Support

This category includes audit activities required in either the Authority's Policies/Codes or have been requested to be included in the Audit Plan by management or a member of the Board/Audit Committee. During Fiscal Year 2019, the OCA completed nine (9) ongoing audit activities that identified $162,739 in savings to the Authority. Annual Ongoing Audit Activities and Support include examinations of San Diego Unified Port District billings for Harbor Police, aircraft rescue and firefighting billings, and the Authority's Procurement Card Program. In addition, the Ongoing Audit Activities included management of the Ethics Program and construction monitoring, which are detailed below.

Construction Activities

Throughout Fiscal Year 2019, the OCA continued monitoring the Authority's construction activity. The OCA Construction Auditor attended payment application meetings with Turner-PCL, A Joint Venture, and Sundt Construction, Inc., to maintain an understanding of the processes and internal controls over payments for the Federal Inspection Service Facility (FIS) and the Airport Support Facilities (ASF). The knowledge and understanding of the internal controls in place over the construction activities and the payment approval processes gained at these meetings will assist the OCA team in the Fiscal Year 2020 audit of Phase 2 of the FIS project and potential future audits of the ASF project.



Ethics Program Activities

The OCA continues to run the Authority Ethics Program and confidential hotline system. During Fiscal Year 2019, one (1) reported item warranted further investigation into a potential Ethics code violation; no fraud or code violation was found. The Ethics Officer continues to receive, and respond to, numerous employee-related concerns. The main area that continues to surface is workplace practices and behavior. See Appendix C, Ethics Hotline Call Summary, for a summary of reports received during Fiscal Year 2019.

A new ethics training program, concentrating on conflicts of interest, was presented to the Authority's employees over sixteen (16) sessions in the third and fourth quarters of Fiscal Year 2019. A total of three hundred seventy-one (371) employees received the training. Five (5) ethics questions regarding the potential ethics code violations and conflicts of interest were received by the Ethics Officer in the last quarter of Fiscal Year 2019. One (1) question regarding the ethics code was received in Fiscal Year 2019 prior to the training.

Quality Assurance and Improvement Program

Background

The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing (*Standards*) require the OCA to maintain a Quality Assurance and Improvement Program that includes internal (self) assessments and external assessments.

- External assessments, known as a Quality Assessment Review (QAR), or peer review, must be conducted at least once every five (5) years by an independent assessor or assessment team from outside the organization that is qualified in the practice of internal auditing as well as the quality assessment process. QAR results are required to be reported to the Board.

- Internal assessments are comprised of two interrelated parts: 1) ongoing monitoring, and 2) periodic self-assessments. The results of a periodic self-assessment and the level of conformance to the *Standards* must be reported to the Board at the completion of the self-assessment. The results of ongoing monitoring are required to be reported to the Board at least annually. The *Standards* also contain other mandatory reporting requirements as documented in Appendix E.

External Assessment - Quality Assessment Review

In order to fully comply with the *Standards*, the OCA requested that a peer review by the Association of Local Government Auditors (ALGA) be completed for the five (5) year period from July 1, 2013, through June 30, 2018. The peer review of the OCA was performed in April 2019, and results were presented to the Audit Committee during its May 13, 2019, meeting. The peer review determined that the OCA is providing reasonable assurance of compliance with the *Standards*. This is the highest level of conformance an internal audit function can achieve.

In a companion letter, the peer review team identified areas where the OCA excels, and offered observations and suggestions to enhance the OCAs conformance with the *Standards.* The peer review team noted that the OCA has actively addressed and corrected the observations noted.



The Association of Local Government Auditors

Awards this

Certificate of Compliance

to

San Diego County Regional Airport Authority Office of the Chief Auditor

Recognizing that the organization's internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with the *International Standards for the Professional Practice of Internal Auditing* for assurance and consulting engagements during the period July 1, 2013, through June 30, 2018.

Paul Geib
ALGA Peer Review Committee Chair

Kristine Adams-Wannberg
ALGA President

Internal Assessment - On-Going Monitoring

In July 2019, the OCA conducted an assessment of its audit activities and operations, as required by the *Standards* for on-going monitoring. The results of our assessment of the 2019 Fiscal Year are provided below.

Scope and Objectives of On-Going Monitoring

The objective of ongoing monitoring is to provide assurance that the processes in place are working effectively to ensure that quality is derived on an audit-by-audit basis. The scope included:

1. Performance Measures
2. General Audit Practices
3. Engagement Planning and Supervision
4. Standard Working Practices
5. Work paper Reviews and Sign-offs
6. Report Reviews
7. Feedback from Audit Clients
8. Prior Recommendations

Results of On-Going Monitoring

There are numerous processes in place to ensure that quality is consistently delivered on each audit engagement. There were no items identified that would impact audit report quality. However, we did identify some administrative items to improve our audit process and documentation. Detailed information on performance measures and recommendations identified by the OCA are provided below.

Performance Measures

Each fiscal year the OCA develops and tracks performance measures to gauge the progress and success of the OCA. For Fiscal Year 2019, the OCA tracked seven (7) separate measures that could be used to evaluate OCA performance. The Fiscal Year-end status is presented in Table 1 below, benchmarked against the Association of Local Government Auditors (ALGA) 2016 Survey results.

Table 1: Status of Performance Measures as of June 30, 2019

Performance Measure	Goal	Actual	Benchmark
Percentage of the Audit Plan Completed Annually	80%	76%	64%
Percentage of Audits Completed within Budgeted Time	80%	45%	67%
Customer Satisfaction Rating	4.0	4.6	n/a
Percentage of Audit Recommendations Accepted	95%	100%	92%
Percentage of Staff Meeting Education Requirements	100%	100%	n/a
Revenue/Cost Savings Identified	n/a	$2,891,102	n/a
Percentage of Staff Time Spent on Audit Activities	70%	65% / 71% including /excluding Chief Auditor	68%[2]

[2] Some audit shops track the Chief Auditor's time, while others do not. The Benchmark may include audit shops that track time and others that do not.

The Performance Measure results for Fiscal Year 2019 are detailed below. See Appendix D for a detailed listing of the OCA Performance Measures for the past five (5) fiscal years.

Percentage of the Audit Plan Completed Annually:
For the year, the OCA completed 76% of the Fiscal Year 2019 Audit Plan. The status of each audit is included in Appendix A. Additionally, seven (7) audits were in progress as of June 30, 2019.[3]

Percentage of Audits Completed within Budgeted Time:
This category monitors the efficiency of audit staff in performing audits. Specifically, audit staff is responsible for the internally prepared budget of audit hours for each project. In Fiscal Year 2019, the OCA completed 45% of its audits within the budgeted time, which is below the OCAs goal. During the year we encountered numerous projects that were more complicated than originally forecasted in allocated audit hours. Although 55% of audit activities were over budget, 27 of the 35 total recommendations issued during Fiscal Year 2019 were a result of these audit activities. The 35 recommendation issued in Fiscal Year 2019 exceeded the prior four year average of 22 recommendations per year. Additionally, there were five (5) audits, or 17% of the Audit Plan, that were only marginally over the budgeted time.[4]

Customer Satisfaction Rating:
Post audit surveys are sent to auditees after the completion of an engagement to obtain customer satisfaction data. The OCA received an aggregate score of 4.6, exceeding the goal of 4.0.

Percentage of Audit Recommendations Accepted:
This category helps to evaluate the quality of the findings and recommendations issued by the OCA. Additionally, it helps hold the OCA accountable for the quality of the recommendations issued. In Fiscal Year 2019, management accepted 100% of all audit recommendations.

Percentage of Staff Meeting Education Requirements:
During the year, 100% of staff met their education requirements. Additionally, the OCA began a tracking system to administer all continuing educational requirements.



Additional Revenue/Cost Savings Identified through Audit Activities:
While the value of an audit cannot be adequately assessed by this performance measure, it does provide quantifiable values for completed audits. For the fiscal year, the OCA identified $2,891,102[5] in cost savings/additional revenues.

Percentage of Staff Time Spent on Audit Activities:
This measure helps ensure that the OCA spends an adequate amount of time on audit activities rather than administrative activities. The OCAs goal for Fiscal year 2019 was 70%. The OCA actually spent 65% of time on audit activities, which includes the Chief Auditor's time (71% excluding the Chief Auditor's time). The Chief Auditor began tracking his time in Fiscal Year 2019.

---

[3] However, an alternative method for calculating the percentage of the Audit Plan completed, using total hours expended and total audit hours budgeted to complete the Audit Plan, results in a completion percentage of 83% through June 30, 2019. Specifically, the OCA expended 8,107 hours through June 30, 2019, on audit projects, and estimates 9,714 total audit hours will be needed to complete the FY19 Audit Plan (8,107 / 9,714 = 83%). This alternate methodology takes into consideration audits in progress, but not yet completed.

[4] These five (5) audits were over budget by an average of 26 hours.

[5] $2,891,102 is comprised of $658,762 from Audit work as detailed in Appendix A and other work of $2,232,340 related to the Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013.

QAIP Recommendations Identified

As noted above, there were no items identified that would impact audit report quality. However, we did identify some administrative items for improvement as a result of the assessment.

1. Currently, the Audit Committee Charter and Authority Policy are silent on the number of terms that a Public Member of the Audit Committee may serve. The Audit Committee should consider recommending to the Authority Board amending Authority Policy 1.50 to include term limits for Public Members.

2. The OCA utilizes a Risk and Control Matrix on each audit engagement to link identified risks with a planned audit test step. The Risk and Control Matrix documentation could be improved by including the audit objective, budgeted audit hours, and scope on the workpaper.

3. During the audit process, the OCA may identify new risks or change existing audit procedures. Changes to risks or audit procedures are documented in the Risk and Control Matrix. Documentation of changes to the Risk and Control Matrix could be improved by retaining all versions of the Risk and Control Matrix in the electronic workpaper software utilized by the OCA.

4. The OCA is required to plan all audit engagements so that the staff assigned have the appropriate level of knowledge, skills, and experience needed to achieve the audit objectives. The OCA currently performs this; however, including staff's qualifications and experience as part of the electronic work paper files would improve audit documentation.

5. The OCA utilizes a Quality Assurance (QA) questionnaire for each audit to ensure each audit complies with the IIAs *Standards*. However, the IIA has published a new QA questionnaire, which should be utilized by OCA for future audit engagements.

6. Post audit surveys are sent to auditees after the completion of each engagement to obtain customer satisfaction data. Currently, several years of survey results are saved in one electronic workpaper. Documentation could be improved by separating and saving survey results by fiscal year.

OCA Response

As each of these items was identified through the ongoing monitoring process, we are able to immediately address and correct issues. The OCA will implement recommendations two (2) through six (6) in Fiscal Year 2020. Recommendation one (1) will be provided to the Audit Committee for consideration at its September 9, 2019, meeting.

General Audit Activities

The OCA has general audit activities that encompass essential work areas; a sampling of which are described below.

Audit Recommendation Follow up

The OCA is mandated by its Charter to track the recommendations issued in audit reports and to provide the implementation status for each to the Audit Committee on a periodic basis. The OCA tracks the status of recommendations through regular inquiries made to the audited departments or to the owners of a specific recommendation(s). These inquiries allow the OCA to determine how many recommendations have been completed, as well as to obtain the progress being made to implement the recommendations.

The OCA issued a total of 35 recommendations in Fiscal Year 2019. In addition to the recommendations issued in Fiscal Year 2019, the OCA continues tracking the status of any open recommendations issued in prior fiscal years. Appendix B contains a current status on recommendations completed or in progress during the 4th quarter of Fiscal Year 2019. The Audit Committee is updated quarterly on the status of recommendations. Recommendations issued in prior quarters, which have been remediated by management, were presented to the Audit Committee on November 5, 2018, February 11, 2019, and May 13, 2019.

Table 2 below shows the status of recommendations that were *Completed* or *In Progress* during the 4th quarter of Fiscal Year 2019, along with the estimated/actual implemetation timeframe based on the audit report issue date.

Table 2: Recommendations with Estimated/Actual Implementation Timeframe

Recommendations	Zero to 7 Months	7 Months to 1 Year	Over 1 Year	Total
Completed	10	4	2	16
In Progress	10	5	-	15

Audit Committee Support

During Fiscal Year 2019, the Audit Committee met six (6) times, which occurred on:

- September 10, 2018
- November 5, 2018
- November 5, 2018 (Special Meeting - Training)
- February 11, 2019
- March 25, 2019 (Special Meeting - Process and Selection of the External Auditor)
- May 13, 2019

Before each regular meeting of the Audit Committee the OCA coordinated all activities relating to agenda preparation and materials required.

Charter Review

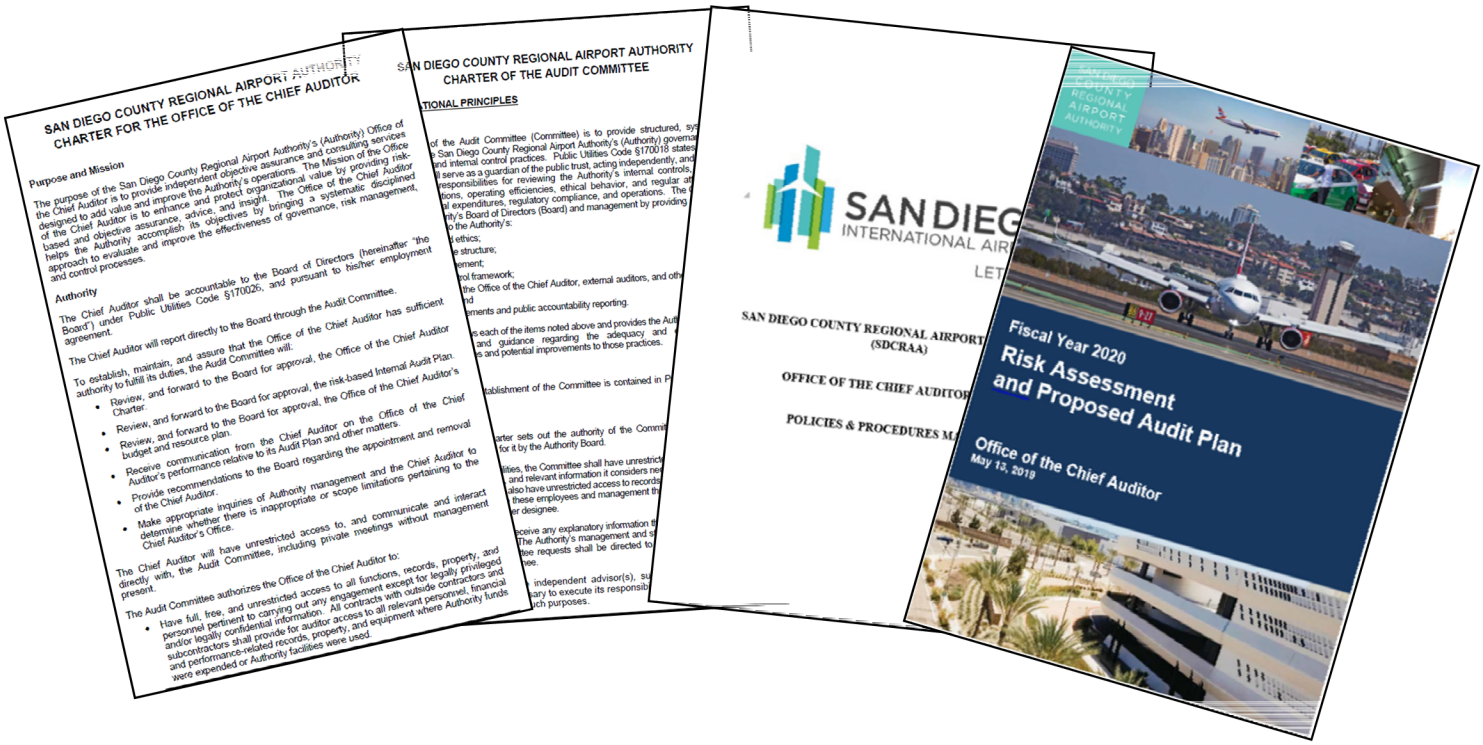
In Fiscal Year 2019, the OCA performed a thorough review of the OCA Charter and Charter of the Audit Committee. Revisions were provided to incorporate relevant sections of the Public Utilities Code, model Charter practices, and to reflect current operational practices.

Risk Assessment and Audit Plan Process

The OCA is required to submit a risked-based internal Audit Plan to the Audit Committee annually. The new Fiscal Year 2020 Risk Assessment and Audit Plan process included input from the Board, Audit Committee, Authority management, and staff. The OCA worked with Authority management to identify and rank the likelihood and impact of a risk event occurring for each Key Work Activity within the Authority. In total, 217 Key Work Activities were identified and included in the Risk Assessment. The resulting Fiscal Year 2020 Audit Plan was developed based on the results of the Risk Assessment and discussions with key stakeholders. The Fiscal Year 2020 Risk Assessment and Audit Plan was submitted to the Audit Committee on May 13, 2019.

Improvements to OCAs Policies and Procedures Manual

The OCA Policies and Procedures manual is designed to be utilized by staff to conduct audit and consulting engagements. Additionally, IIA *Standards* require the OCA to have current Policies and Procedures. In September 2018, the OCA updated all Policies and Procedures to align with the *Standards*.



Administrative

The activities that reside within this classification include meetings attended by the OCA, holiday and vacation time, and the fulfillment of Continuing Professional Education requirements.

Qualifications and Training

Proficiency and due care for the OCA are the responsibility of the Chief Auditor. Cumulatively, the OCA has over 96 years of auditing experience. OCA staff maintain various professional certifications. The types of professional certifications and number of staff with each certification are as follows:

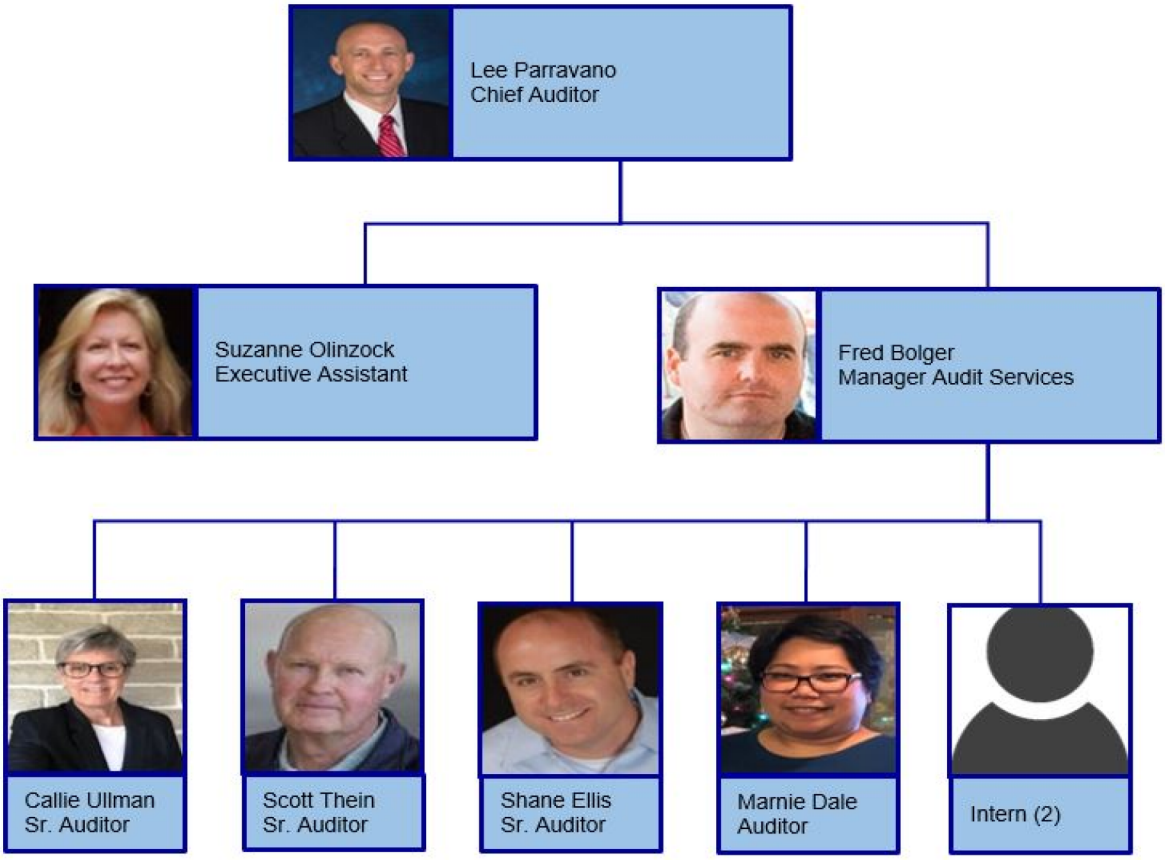
- 5 - Certified Internal Auditors (CIA)
- 2 - Certified Public Accountants (CPA)
- 2 - Certified Construction Auditors (CCA)
- 1 - Certified Information Systems Auditor (CISA)
- 1 - Certified Government Auditing Professional (CGAP)
- 1 - Certification in Risk Management Assurance (CRMA)
- 1 - Chartered Global Management Accountant (CGMA)

Each of these certifications requires that the holder complete a specified number of hours of Continuing Professional Education (CPE). As noted above, all CPE requirements were met for all OCA staff during calendar year 2018.[6]

[6] Some professional organizations track Continuing Professional Education (CPE) by calendar year, not fiscal year. As such, the OCA verifies CPE compliance on a calendar year basis.

Organization Chart

As of June 30, 2019, the OCA organizational structure was as follows.



Interns

During Fiscal Year 2019, the OCA continued to use graduate level interns to augment staff. At the close of the fiscal year the two (2) intern positions were open. Candidates have since been interviewed, offers were extended to two candidates, and we anticipate those positions will again be filled in the fall of 2019.

Appendix A – Fiscal Year 2019 Audit Plan

#	Audit	Status at 6/30/19	Over/ Under Budget	No. of Recom.	Revenue / Cost Savings Identified
	BUSINESS PROCESS AUDITS				
1	Owner-Controlled Insurance Program (OCIP) Mgmt.	Not Started	N/A	N/A	N/A
2	Other Post-Employment Benefits (OPEB)	Not Started	N/A	N/A	N/A
3	Tuition Reimbursement Program	Completed	Under	-	-
4	Art Program	In Progress	N/A	N/A	N/A
5	Capital and Maintenance Project Selection and Planning	In Progress	N/A	N/A	N/A
6	Information Technology Acquisition and Implementation	In Progress	N/A	N/A	N/A
7	Asset Management	Completed	Over	-	-
8	Concession Cost Recovery	Completed	Over	3	$59,849[7]
9	Small Business Development	In Progress	N/A	N/A	N/A
	EXPENSE CONTRACT AUDITS				
7	Turner – PCL A Joint Venture	Completed	Under	3	-
8	M.W. Vasquez Construction Company, Inc.	Completed	Under	-	-
9	Granite Construction Company	Completed	Over	-	-
10	Fordyce Construction, Inc.	Completed	Over	-	-
11	Ricondo and Associates	Completed	Over	1	-
12	Ueberall International, LLC	Completed	Over	1	-
13	Ace Parking	Completed	Over	4	5,477
14	Haley & Aldrich	Completed	Over	-	-
15	Leigh Fisher	In Progress	N/A	N/A	N/A
	REVENUE CONTRACT AUDITS				
16	Enterprise Rent A Car Company	Completed	Over	-	-
17	Avis Rent A Car System	Completed	Under	2	13,187
18	Fox Rent A Car	Completed	Over	3	58,016
19	Pneuma Enterprises Inc.	Completed	Under	1	38,177
20	Ace Parking	Completed	Over	1	53,740
21	JCDecaux, Inc.	Completed	Under	2	-
22	New Zoom Inc. (RP 6)	Completed	Over	1	-
23	Payless Rent A Car	Completed	Over	6	198,036
24	Signature Flight Support	Completed	Over	3	69,541
	ANNUAL ONGOING AUDIT ACTIVITES AND SUPPORT				
28	Aircraft Rescue and Fire Fighting - Training	Completed	Under	-	
29	Rental Car Center Fund Review FY 2019	Completed	Under	-	
30	Rental Car Center Fund Review FY 2018	Completed	Under	-	
31	Transportation Network Co. Reviews and Assistance	In Progress	N/A	N/A	N/A
32	ALPR System – Ace Parking	In Progress	N/A	N/A	N/A
33	San Diego Unified Port District Billing FY 2017	Completed	Over	4	162,739
34	Procurement Card	Completed	Over	-	-
35	Emergency Medical Technician - Paramedic	Completed	Under	-	-
36	San Diego Port District Billings - Training	Completed	Under	-	-
37	Ethics	Completed	Under	-	-
38	Construction	Completed	Under	-	-
	Totals			**35**	**$658,762**

[7] Amount was unknown when report when issued and was not included in prior quarterly activity reports. Amount is estimated to be the additional annual trash removal services that will be billed to concessionaires.

Appendix B – Status of OCA Recommendations

The following implementation report contains the status of recommendations from OCA audits that were deemed completed or remained unresolved as of the 4th Quarter of Fiscal Year 2019. In general, the OCA is satisfied with the progress that Authority departments are currently making with the implementation, as based upon our inquiries during the tracking process.

Within this report, the recommendations are classified in the following ways:

Completed: This designation is used for recommendations that the OCA has determined to be adequately implemented or for recommendations where alternate action is taken that adequately addresses the risk identified.

In Progress: These recommendations have been partially addressed or partial corrective action has been taken. This category also includes when there has not been adequate time between report issuance and recommendation follow-up. If adequate progress is not being made, it will be noted as such.

Not Accepted: This designation is used for recommendations that an auditee does not accept; and, therefore, will not implement. This category can represent a failing on the part of the OCA, as all recommendations should be workable and acceptable to the affected departments.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
18-10	Audit Report 18013 Issued: February 28, 2018 Title: Chula Vista Electric Company Department: FACILITIES MANAGEMENT	Medium	Facilities Management Department (FMD) should request that the Accounting Department bill Chula Vista Electric Company (CVEC) $42,510 for reimbursement of expenses not allowed by the contract. Additionally, FMD should take steps to ensure that disallowed fees and expenses are not included in future payments to CVEC.	6/30/2018	A Settlement Agreement between SDCRAA and CVEC was fully executed May 1, 2019. The Accounting Department received the settlement payment on May 3, 2019.
18-12	Audit Report 18013 Issued: February 28, 2018 Title: Chula Vista Electric Company Department: FACILITIES MANAGEMENT	Medium	Facilities Management Department (FMD) should request that Chula Vista Electric Company (CVEC) provide supporting documentation for the $416,556 in expenses billed and paid. When these documents are provided, FMD should review and verify that the expenses are justified.	7/31/2018	A Settlement Agreement between SDCRAA and CVEC was fully executed May 1, 2019. The Accounting Department received the settlement payment on May 3, 2019.
19-02	Audit Report 18020 Issued: July 30, 2018 Title: Signature Flight Support Department: BUSINESS AND FINANCIAL MANAGEMENT	Medium	Business Management should work with Signature Management to ensure that the future Gateway Program investments are made in accordance with the Lease, or amend the Lease as needed.	3/31/2019	The GM of Signature stated that they will enter into the contract by 7/31/19 and the work will be performed by Sept 2019. The Authority will be refunding to Signature Flight Support $106,440.22 from periods 3, 4 and 5.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-04	Audit Report 19012 Issued: Nov. 27, 2018 Title: Turner-PCL, A Joint Venture Department: AIRPORT DESIGN AND CONSTRUCTION	Medium	Airport Design and Construction should ensure that procedures are in place to verify that contractors obtain Disadvantaged Business Enterprise (DBE) certifications for all DBE subcontractors prior to their start of work.	6/1/2019	Prior to award of any design-build subcontract(s), the Contractor shall provide the Authority's Small Business Department with proof of the Disadvantaged Business (DBE), Small Business (SBE), Local Business, and Veteran-Owned Small Business (VOSB) certifications, and other similar designations as may be requested by the Airport Authority, for that subcontractor and its tier subcontractors. Prior to the start of work on that subcontract, the Authority's Small Business Development Department will perform random spot checks to verify that the provided certifications comply with the requirements of Board Policy 5.12. If any such tier subs are added to that subcontract after the initial award, prior to the start of work the Contractor will provide proof of their certifications to the Authority's Small Business Development Department. The Authority's Small Business Department will perform random spot checks to verify that the provided certifications comply with the requirements of Board Policy 5.12. ADC will ensure that these terms are incorporated into future design-build agreements and Outreach Implementation Plans.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-05	Audit Report 19012 Issued: Nov. 27, 2018 Title: Turner-PCL, A Joint Venture Department: AIRPORT DESIGN AND CONSTRUCTION	Medium	Airport Design and Construction should ensure that all Small Business Enterprises (SBE) reported as working on the Federal Inspection Services (FIS) project meet the definition of a small business per Authority policy.	6/1/2019	See response to 19-04, above.
19-06	Audit Report 19012 Issued: Nov. 27, 2018 Title: Turner-PCL, A Joint Venture Department: AIRPORT DESIGN AND CONSTRUCTION	Medium	Airport Design and Construction should ensure that Turner-PCL provides accurate reporting of amounts paid in the "Small-DBE Tracker" report, supported by documentation of the amounts reported in their financial system, and a reconciliation to the amounts paid per the schedule of values.	6/1/2019	The Contractor shall use a software program that is maintained by the Authority's Small Business Development Department to submit monthly reports, including a detailed accounting of the value of work performed to date by certified Disadvantaged Business Enterprises (DBEs), Small Business Enterprises (SBEs), Veteran Owned Small Businesses (VOSBs), and other similar designations as may be requested by the Airport Authority. This accounting shall include the names, addresses, description of work, the value of work performed during the preceding month, and the total value of the work performed under the Contract by each of the DBE, SBE, Local, or VOSB firms. The Authority's Small Business Development Department will perform random spot checks on the data provided by the Contractor. ADC will ensure that these terms are incorporated into future design-build agreements and Outreach Implementation Plans.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-08	Audit Report 18017 Issued: Dec. 14, 2018 Title: Nevada Lease and Rentals, Inc. dba Payless Car Rental System Department: REVENUE MANAGEMENT	Medium	The Revenue Management Department should consider charging Nevada interest for the underpayment of concession fees and for the full cost of the audit in the amount of $31,052 and $56,050, respectively.	5/31/2019	An agreement was reached between the Authority and Payless.
19-14	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC) and ACCOUNTING DEPARTMENT	Medium	We recommend that AVSEC and the Accounting Department notify Port staff concerning the Fiscal Year 2017 under-billing for HPD services and determine the most appropriate method for the Authority to remit the additional $770,326 owed to the Port. In addition, AVSEC and Accounting should request that the Port provide frequent updates on any notable expense variance on all actual and estimated billings that may/will affect the Authority's share of HPD costs, to avoid significant year-end adjustments.	6/30/2019	The Authority reimbursed the Port $770,326 on April 9, 2019.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-18	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Medium	We recommend that GT strengthen its agreement management and invoice review process to ensure that only allowable expenses under the Parking Management and the Shuttle Agreements are paid.	3/29/2019	GT has strengthened its contract oversight process for both the Parking and Shuttle contracts, and has made improvements to the tools used for tracking compliance and internal controls. Specifically, GT has developed a set of contract management guidelines, schedule of deliverables, an updated financial tracking tool, checklist of required contract activities, and a contract abstract to assist in managing the agreement. Invoice review procedures have also been updated with an invoice review process checklist which has been implemented. GT has also detailed the process to be utilized by the contractor in reporting financial summaries to match contract budget categories.
19-22	Audit Report 18002 Issued: March 8, 2019 Title: Concession Cost Recovery Program Department: REVENUE GENERATION & MANAGEMENT (RGM)	Medium	RGM should determine an equitable percentage split of the monthly trash removal service fees between concessionaire and Authority generated trash, in order to charge concessionaires their portion of the monthly trash removal service fees under the Cost Recovery Program.	10/31/2019	The Authority will now bill concessionaires a share of trash hauling services (85% F&B and 15% retail).
19-23	Audit Report 18002 Issued: March 8, 2019 Title: Concession Cost Recovery Program Department: REVENUE GENERATION & MANAGEMENT (RGM)	Medium	RGM should obtain work order data from Facilities Management Department, on a monthly basis, in order to accurately charge Common Area Maintenance (CAM) service fees to the concessionaires operating in the food court areas.	10/31/2019	Worked with FMD to develop a billing system for CAM labor and materials.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-25	Audit Report 19018 Issued: March 22, 2019 Title: JCDecaux Airport, Inc. Department: REVENUE GENERATION & BUSINESS DEVELOPMENT	Medium	Revenue Generation & Business Development should develop a procedure for maintaining the advertising contracts with the related ad copy submitted by the advertising concessionaire. These documents should be used to verify both the advertisements that are running in the terminal during the contract periods and the sales reported monthly by the concessionaire.	3/1/2019	Staff implemented a once a month monitoring system that accomplishes the two recommendations.
19-26	Audit Report 19018 Issued: March 22, 2019 Title: JCDecaux Airport, Inc. Department: REVENUE GENERATION & BUSINESS DEVELOPMENT	Medium	Revenue Generation & Business Development should require the concessionaire to submit the Rate Cards, as required by the Concession Agreement, and compare the rates charged on the advertising contracts submitted to the current Rate Card on file for reasonableness.	12/1/2018	The JCD contract terminated 10/31/18. The new in-terminal advertising Lease is with Clear Channel Airports. Per the Lease, they are required to submit their rate card 15 days after the Commencement Date. The rate card was received and the rates are compared during monthly monitoring procedures.
19-17	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC)	Low	We recommend that Authority Management enhance the tracking of actual Airport worked hours by HPD Officers, using available resources to verify that the actual hours worked meet the minimum staffing hours per the SLA; that the hours reported by the Port are accurate; and, to ensure that all shifts are manned.	7/1/2019	AVSEC/PS has established a process with HPD such that we can conduct real-time verification of on-duty staffing.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019
Completed					
19-20	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Low	We recommend that GT request Ace to provide the reports required by the Shuttle Agreement, and review that these reports contain the pertinent information required. GT should also strengthen their mechanism for tracking any or all agreement requirements.	3/29/2019	GT has strengthened its contract oversight process for both the Parking and Shuttle contracts, and has made improvements to the tools used for tracking compliance and internal controls. Specifically, GT has developed a set of contract management guidelines, schedule of deliverables, an updated financial tracking tool, checklist of required contract activities, and a contract abstract to assist in managing the agreement. Invoice review procedures have also been updated with an invoice review process checklist which has been implemented.GT has also detailed the process to be utilized by the contractor in reporting financial summaries to match contract budget categories. Contract required reports are now submitted monthly as required, and reviewed for completeness and accuracy by GT staff.
19-28	Audit Report 19011 Issued: April 26, 2019 Title: Ueberall International, LLC Department: CUSTOMER EXPERIENCE & INNOVATION	Low	The Customer Experience & Innovation Department should amend all agreements, as needed, for changes in the deliverable requirements.	12/31/2019	The Arts Department is updating the template contracts, with General Counsel, to update the language in both Exhibit A, to address possible modifications to scope; and Exhibit B, to address compensation for services, as well as compensation and payment schedule.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-07	Audit Report 18017 Issued: Dec. 14, 2018 Title: Nevada Lease and Rentals, Inc. dba Payless Car Rental System Department: REVENUE MANAGEMENT	Medium	The Revenue Management Department should request that the Accounting Department issue an invoice to Nevada in the amount of $78,063 for the net underpayment of concession fees.	5/31/2019	Payless has agreed to settlement terms. Payless was issued an invoice with a due date of 8/31/2019.	8/31/2019
19-15	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC) and ACCOUNTING DEPARTMENT	Medium	We recommend that AVSEC and the Accounting Department require the Port to provide detailed supporting documents pertaining to all direct and indirect costs associated to the Airport and to create and maintain a tracking mechanism for HPD costs billed to the Authority, to ensure that all expenses billed are in compliance with the agreements and are related to HPD services provided to the Airport.	6/30/2019	Accounting is currently preparing a reconciliation of FY18 services to ensure that expenses billed are in compliance with the agreement.	9/30/2019
19-16	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC)	Medium	We recommend that Authority Management, together with the Port, review and decide on the criteria and process of the classification of Workers' Compensation claims by considering the location, type of loss, and the labor hours the employee worked. In addition, Authority Management should request the Port to provide the Authority with a list of claims that include their pertinent information and their corresponding classification, as soon as the claims are reported by HPD Officers/staff, for the Authority to have a better understanding of the nature of the claims and how they should be classified.	6/30/2019	Risk Management has a meeting scheduled with the Port to develop a process. They hope to finalize this by the end of the calendar year.	12/31/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-19	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Medium	We recommended that GT consider reviewing the expenses submitted by Ace for reimbursement during the audit period January 1, 2016, to December 31, 2017, in order to verify that all expenses submitted for reimbursement are allowable per the agreements and have the appropriate supporting documentation. GT should consider the level of effort, cost of the review, and the monetary value of any potential disallowed expenses. GT should request Ace to refund any disallowed expenses as a result of the review.	6/30/2019	GT has updated contract management procedures to ensure that all contract required reports are being submitted by Ace. GT also worked with Finance to engage BKD on an audit of these expenses. Finance informed GT that this type of review is not currently in BKDs scope of work. GT is currently evaluating other options for a review of the Ace expenses submitted. Options being considered are 1) an external auditor review, or 2) the hiring of a temporary auditor to help to examine the last two years of invoices. GT will provide cost estimates for each to Finance and determine a cost/benefit for the exercise. Expected completion has been pushed back to Sept 30. GT will keep the Audit team apprised as we move forward.	9/30/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-21	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Medium	We recommend that GT review Authority Policy 9.30 that governs the Parking Card Program and create a department management process that complies with the administration requirements of the Policy. In addition, Authority Management should also review the Policy; specifically, the requirements and eligibility for stakeholders to obtain a Courtesy Card. Management's policy review should consider: a) that the Authority does not have the mechanism to distinguish between official business or personal travel and that individuals travelling on official business are able to be reimbursed for parking expenses through their organization, and b) the annual cost of the Courtesy Cards.	4/30/2019	GT has reviewed Authority Policy 9.30. GT has developed a formal, documented SOP and standardized forms for parking card issuance. GT is developing an SOP to ensure 1) semi-annual review of all parking cards issued, and 2) de-activation of all unauthorized parking cards. Parking cards are issued through the DSX software. Currently, there is no software mechanism to de-activate a card after one year, however, any card that is not paid up current is automatically de-activated. There is also no software mechanism to ensure that a card be used only for business and not personal uses. GT is in the process of developing an additional SOP addressing the audit considerations that - 1) all cards are reviewed on a semi-annual basis, 2) cards remain valid for one year, 3) any newly invalid cards are deactivated immediately. The SOP will include the checklist for submission of all forms, Policy 9.30 language, and process definitions. All recommended considerations are currently being examined and addressed for operational oversight and policy implementation feasibility.	8/31/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-24	Audit Report 18002 Issued: March 8, 2019 Title: Concession Cost Recovery Program Department: REVENUE GENERATION & MANAGEMENT (RGM)	Medium	RGM should conduct annual reconciliations of each cost center to ensure that all cost recovery expenses under the Cost Recovery Program are recovered. As part of that reconciliation, RGM should develop and document a formal evaluation process to identify new or changing expenses.	10/31/2019	Will work with Finance to review expenses beginning July 2019.	10/31/2019
19-27	Audit Report 19019 Issued: March 27, 2019 Title: NewZoom, Inc. dba ZoomSystems Department: REVENUE GENERATION & BUSINESS DEVELOPMENT	Medium	Internal controls over the monitoring of the requirements of the Lease agreement needs to be strengthened, and the penalties for failure to follow the requirements of the Lease should be assessed to ensure continued compliance by the concessionaire.	6/30/2019	Issued New Zoom letter of non-compliance on 6/21/19 citing penalties if Annual Reports and final Capex info for Midterm Refurbishment were not received. New Zoom requested a 2 week extension through August 14 to provide documents due to staff absences.	8/14/2019
19-30	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue a credit to Fox in the amount of $22,386 for the overpayment of concession fees.	7/12/2019	Fox has requested detailed audit information. OCA has requested the Authority to release additional information to Fox from the CEO and General Counsel.	7/12/2019
19-31	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue an invoice to Fox in the amount of $36,022 for the underpayment of CFCs during the audit period.	7/12/2019	Fox has requested detailed audit information. OCA has requested the Authority to release additional information to Fox from the CEO and General Counsel.	7/12/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-32	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should consider charging Fox interest, and charging for the full cost of conducting the audit, in the amounts of $5,391, and $38,989, respectively.	7/12/2019	Fox has requested detailed audit information. OCA has requested the Authority to release additional information to Fox from the CEO and General Counsel.	7/12/2019
19-33	Audit Report 19017 Issued: June 27, 2019 Title: Ace Parking Management Department: GROUND TRANSPORTATION	Medium	The Ground Transportation Department should demand repayment of the Note and the interest due. Should Ground Transportation determine that Ace should have a change fund for parking operations, Ground Transportation should determine a new amount that is appropriate and warranted for the change fund and issue a promissory note.	8/31/2019	This recommendation was issued during the last month of the quarter. As such, no follow up activity was performed.	8/31/2019
19-34	Audit Report 19014 Issued: June 28, 2019 Title: Avis Budget Car Rental, LLC Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue a credit to Avis in the amount of $25,889 for the overpayment of concession fees.	7/31/2019	Avis requested additional audit information. OCA forwarded said information to Avis and the Authority is now awaiting a response from Avis. Authority is also contemplating additional response to Avis in addition to the audit information forwarded to Avis.	7/31/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-35	Audit Report 19014 Issued: June 28, 2019 Title: Avis Budget Car Rental, LLC Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue an invoice to Avis in the amount of $39,076 for the underpayment of CFCs during the audit period.	7/31/2019	Avis requested additional audit information. OCA forwarded said information to Avis and the Authority is now awaiting a response from Avis. Authority is also contemplating additional response to Avis in addition to the audit information forwarded to Avis.	7/31/2019
19-09	Audit Report 18017 Issued: Dec. 14, 2018 Title: Nevada Lease and Rentals, Inc. dba Payless Car Rental System Department: REVENUE MANAGEMENT	Low	The Revenue Management Department should request that the Accounting Department issue an invoice to Nevada in the amount of $32,371 for the underpayment of CFCs during the audit period.	5/31/2019	Payless has agreed to settlement terms. Payless was issued an invoice with a due date of 8/31/2019.	8/31/2019

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of June 30, 2019	Revised/Current Estimated Completion Date
In Progress						
19-29	Audit Report 19010 Issued: May 7, 2019 Title: Ricondo & Associates Department: AIRPORT PLANNING DEPARTMENT	Low	The Airport Planning Department should strengthen internal controls over its contract management process to address the issues with invoice review and contract administration.	6/30/2019	The Airport Planning & Environmental Affairs Department has been proactively identifying opportunities to strengthen its contract management process in response to the audit feedback provided. In addition to adding a dedicated Project Analyst to our team in 2019 to lead contract-related process improvements, we have worked closely with our partners in Accounting, Procurement, and Legal to track invoice compliance, contract deliverables, and to develop best practices with respect to our Task Authorization award process and 75% contract expenditure notification requirements. Requirements are regularly communicated to our consultants and contractors, and we have seen significant improvement in submittals of compliant invoices and deliverables.	9/30/2019

Appendix C – Ethics Hotline Call Summary

	Number of Tips / Reports Received	Preliminary Investigation Required	Full Investigation Initiated	Investigation Results Supported Code Violation (Ethics or Workplace)	Response (email or phone to non-anonymous reports)
Code of Ethics Concerns					
Potential Misuse of Position	2	1	1	N	0
Potential Misuse of Resources	1	1	0	N	0
Non Ethics Related Concerns					
ATO Practices and Behavior	1	0	0	n/a	1
Security Issue	2	0	0	n/a	0
General Workplace Concerns					
Workplace Equitability	3	0	0	n/a	0
Workplace Practices/Behavior	15	0	0	n/a	0

Appendix D – Performance Measures Historical Data

Performance Measure	Fiscal Year					
	2014	2015	2016	2017	2018	2019
Percentage of the Audit Plan completed annually	88%	86%	84%	83%	72%	76%
Percentage of audits completed within budgeted time	81%	81%	83%	86%	52%	45%
Customer satisfaction rating[8]						4.6
Percentage of audit recommendations accepted[9]	52%	64%	72%	81%	45%	100%
Percentage of staff meeting educational requirements[10]						100%
Additional revenue/cost savings identified through audit activities	$1,110,651	$271,755	$466,845	$1,025,573	$85,382	$2,891,102
Percentage of staff time spent on audit activities	86%	86%	82%	84%	86%	65%[11]

[8] This performance measure was added in Fiscal Year 2019.
[9] Prior to Fiscal Year 2019 this performance measure was the percentage of recommendations implemented by year end.
[10] This performance measure was added in Fiscal Year 2019.
[11] Beginning in Fiscal Year 2019 all staff hours (audit, general audit hours, and administrative hours) are tracked, accounted for, and included in this measure.

Appendix E – Disclosures

The following items are being disclosed in conformance with the *Standards*.

Organizational Independence

The OCA must confirm to the Board, at least annually, the organizational independence of the internal audit activity. The OCA reports to the Audit Committee, which provides the independence necessary for the OCA to adequately perform its job function.

Impairments to Independence or Objectivity

If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed. During Fiscal Year 2019, Audit 18038 – San Diego Unified Port District Billings – Fiscal Year 2017 was completed and disclosed a *possible* impairment of the objectivity and independence of the auditor, based on the International Professional Practices Framework (IPPF) Standard 1130.

Disclosure of Nonconformance

Occasionally, circumstances require the completion of projects/engagements in a manner that is not consistent with applicable standards. When this occurs, the OCA must disclose the non-conformance and the impact to senior management and the Board. During the 2019 Fiscal Year, there were no instances in which projects were performed in a manner that did not comply with the *Standards*.

Resolution of Management's Acceptance of Risks

Each audit engagement can potentially identify items that may pose risks to the Authority's operations. Some items will require management's attention, while others may be situations in which management decides to accept the risk associated with continuing the current practice. The OCA is required to disclose (to senior management and the Board) any situations in which it is believed Authority personnel has accepted a level of residual risk that may not adequately reduce/mitigate the risk of loss. There have been no such instances during the 2019 Fiscal Year.

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No.
9

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Revision to the Fiscal Year 2020 Audit Plan of the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board adopt Resolution No. 2019-0109, approving the revision to the Fiscal Year 2020 Audit Plan of the Office of the Chief Auditor.

Background/Justification:

The Charter for the Office of the Chief Auditor, instituted by Board Resolution No. 2003-062 on October 2, 2003, and most recently amended on October 4, 2018, per Board Resolution No. 2018-0117, defines the role and requirements of the Office of the Chief Auditor (OCA).

As directed in the Charter, the Chief Auditor shall submit, at least annually, a risk-based Audit Plan to the Audit Committee and to Authority executive management, and shall review and adjust the Audit Plan, as necessary, responding to changes in business risks, operations, special requests, programs, systems, and controls. All changes to an Audit Plan shall be communicated to the Audit Committee prior to being submitted to the Board for approval.

Additionally, International Standards for the Professional Practice of Internal Auditing require that the Chief Auditor review and adjust the Audit Plan, as necessary.

The OCAs proposed Audit Plan for Fiscal Year 2020 was approved by the Audit Committee during its May 13, 2019, meeting and was subsequently approved on May 30, 2019, by Board Resolution No. 2019-0054. The Fiscal Year 2020 Audit Plan approved in May included the anticipated audit hours necessary to complete audits still in work from the Fiscal Year 2019 Audit Plan.

During the first quarter of Fiscal Year 2020 a review of the Audit Plan was undertaken by the OCA. A revision to adjust the allocation of audit hours to reflect the OCAs current operational requirements is required. The proposed changes include:

1) ADD audit hours required to finish the Fiscal Year 2019 Audit Plan.
2) REDUCE the hours allocated to the *Account Provisioning and De-Provisioning and Management* audit and to the Ethics Program, based on the level of effort needed.
3) REMOVE the following audits:
   a. Other Post-Employment Benefits (OPEB)
   b. Art Program
   c. Project Closeout – Parking Plaza

The removal of three (3) audits was based on the following analysis:

Other Post-Employment Benefits (OPEB)

The Governmental Accounting Standards Board (GASB) issued Statement No. 75 *Accounting and Financial Reporting for Post-Employment Benefits Other than Pensions,* which became effective for the Authority on July 1, 2017. The Authority's external auditor, BKD, tested implementation of GASB Statement No. 75 and the OPEB benefit disclosures during their audit of the Authority's financial statements for Fiscal Year Ended June 30, 2018. For this reason, the OCA believes an audit of OPEB, at this time, would not provide value-added results/recommendations to the Audit Committee, Board, and management.

Art Program

In March 2019, the Authority approved a revised Arts Master Plan and a Policy for the Airport Art Program. The OCA believes an audit of the Art Program would not provide value-added results/recommendations to the Audit Committee, Board, and management until the new changes have been in place for an adequate period of time.

Project Closeout – Parking Plaza

On February 8, 2018, the OCA issued an audit of Swinerton Builders, Inc. (Swinerton) concerning the Design-Build Agreement with Swinerton for the Terminal 2 Parking Plaza. The report concluded that, "adequate internal controls were in place to manage and monitor the agreement and to ensure that the expenditure of Authority funds is in compliance with the agreement. Additionally, the agreement was awarded in accordance with Authority Policy."

Also, during Fiscal Year 2019 the OCAs construction auditor attended various construction related meetings, and the auditor did not note any material issues from those meetings related to the Parking Plaza. Based on those meetings, and the results of the Swinerton audit, the OCA believes this closeout audit would not provide value-added results/recommendations to the Audit Committee, Board, and management.

The proposed revision to the OCAs Fiscal Year 2020 Audit Plan (Attachment A) was provided to the Audit Committee for review during its November 4, 2019, meeting. The Audit Committee voted unanimously to accept the requested changes and to forward the revised Audit Plan to the Board for approval.

Fiscal Impact:

The Chief Auditor Department's adopted Operating Expense Budget for Fiscal Year 2020 and conceptually approved budget for Fiscal Year 2021 meet the allotted budget requirements for the proposed revision to the Fiscal Year 2020 Audit Plan.

Authority Strategies/Focus Areas:

This item supports one or more of the following:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Not Applicable.

Prepared by:

LEE M. PARRAVANO
CHIEF AUDITOR

RESOLUTION NO. 2019-0109

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE FISCAL YEAR 2020 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

WHEREAS, California Public Utilities Code §170018 specifies the membership (consisting of board members and public members), the terms, and the responsibilities of the Audit Committee; and

WHEREAS, §170018(g) of the California Public Utilities Code and the Authority Charter of the Office of the Chief Auditor require the Audit Committee to approve the annual internal and external audits, including the auditor's annual audit plan, for each fiscal year and submit the same to the Board for approval; and

WHEREAS, at its regular meeting on May 13, 2019, the Audit Committee was presented with the Fiscal Year 2020 Proposed Audit Plan that included the anticipated audit hours necessary to complete the Fiscal Year 2019 audits still in progress, and voted to accept the plan and forward it for Board approval; and

WHEREAS, on November 4, 2019, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2020 Audit Plan to adjust the allocation of audit hours to reflect the Office of the Chief Auditor's current operational requirements; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the Revised Fiscal Year 2020 Audit Plan of the Office of the Chief Auditor (Attachment A); and

BE IT FURTHER RESOLVED the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

Key Work Activity	Objective	Revised Hours
Audit Hours		
Owner Controlled Insurance Program (OCIP) Management[1]	To determine if the internal controls and management of the OCIP program are effective and if the Authority complies with Policies.	300
IT Asset Acquisition[1]	To determine if the controls, compliance, and performance related to the Authority's information technology acquisition and implementation are adequate.	320
Capital and Maintenance Project Selection and Planning[1]	Evaluate the Authority's capital and maintenance project selection and planning process.	110
Transportation Network Company (TNC) Reviews and Assistance[1]	Working with the Ground Transportation Department, review TNC operations, and assist with sample selection of TNC operators for background checks.	120
Small Business Development Management[1]	Review controls, compliance, and performance related to Small Business Development management.	130
Automated License Plate Reader (ALPR) System – Ace Parking[1]	Review privacy and personal information security procedures and practices related to the Automated License Plate Reader (ALPR) system.	100
Leigh Fisher & Associates[1]	Review contract expenditures providing airport planning consulting services, with an estimated maximum contract amount of $9,367,875.	50
Tenant Lease Admin. and Management	To determine if Revenue Generation & Business Development effectively and efficiently tracks and manages contracts and agreement requirements.	800
Harbor Police Contract Management	To determine if Harbor Police costs and services are appropriate and equitable.	650
Account Provisioning and De-Provisioning	To determine if account provisioning and de-provisioning is performed timely.	225
Formal Bidding and Contracting	To determine if bidding procedures align with best practices and/or Authority needs and if bidding procedures are being administered effectively and efficiently.	600
Rental Car Shuttle Service Contract Administration	To determine if the Rental Car Shuttle Service contract with SP+ is administered appropriately.	500
Contractor Monitoring	To determine if the contract with AECOM is administered appropriately.	450
Contractor Monitoring	To determine if the contract with Turner is administered appropriately.	300
Tenant Lease Admin. and Management	To determine if the concession revenue and Customer Facilities Charges received from Nevada Lease and Rental Inc. dba Payless Car Rental System are in accordance with the agreement.	400
Advertising	To determine if the marketing program for concessions is administered appropriately.	425

[1] Audit Activity has been carried forward from Fiscal Year 2019.

Key Work Activity	Objective	Revised Hours
Tenant Lease Administration and Management	To determine if rental car companies, not located in the Rental Car Facility (RCC), are remitting amounts due in accordance with the agreements and are administered appropriately.	450
Change Orders	To determine if the Change Order Process in Airport Design and Construction aligns with best practices or Authority needs.	450
Terminal Maintenance & Airport and Tenant Service Requests	To determine if Facilities Management accurately and appropriately monitors time and expense tracking.	475
Tenant Lease Admin. and Management	To determine if contract terms for concession contracts managed by Revenue Generation & Business Development aligns with best practices and/or Authority needs.	500
Parking Management Contract Administration	To determine if the amounts paid by the Authority for the shuttle and parking contracts administered by Ace are in accordance with the agreements.	500
Business and Real Estate Agreements	To determine if the RCC land lease is administered appropriately.	375
To Be Determined	To initiate audit(s) based on risks identified at the discretion of the Chief Auditor	350
	Total Audit Hours	**8,580**
General Audit Hours		
Risk Assessment and Audit Plan[2]	To conduct a Risk Assessment that will identify the high risk activities to be considered when preparing the annual Audit Plan.	240
Construction Meeting Attendance	Attend various construction meetings, incorporate knowledge into ongoing risk assessments, and initiate audits if needed.	100
Information Technology Meeting Attendance	Attend various Information Technology meetings, incorporate knowledge into ongoing risk assessments, and initiate audits if needed.	180
Development of Data Analytics	To determine the feasibility of developing a data analytics program for Rental Car Concessions.	120
Ethics Program[3]	To review ethics policies, provide training, and investigate reported incidents.	200
Recommendation Follow-up[2]	To verify that internal and external audit recommendations have been implemented as intended.	95
Quality Assurance & Improvement Program[2]	To assess conformance with the *Standards,* whether internal auditors apply the Code of Ethics, and allow for the identification of improvement opportunities.	200
	Total General Audit Hours	**1,135**
Administrative Hours		
Administrative	Attendance at Staff/Board/Committee meetings, vacation, holiday time, Continuing Professional Education, and other.	4,205
	Total Hours	**13,920**

[2] Required activity in the Charter for the Office of the Chief Auditor.
[3] Required activity in the Charter of the Audit Committee.

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 10

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Fiscal Year 2020 First Quarter Report from the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board accept the report.

Background/Justification:

As directed in the Charter of the Office of the Chief Auditor, the Chief Auditor shall annually report to the Board on audits completed, findings discovered, corrective action taken, and the implementation status on outstanding recommendations. Therefore, a presentation on the Fiscal Year 2020 First Quarter activities of the Office of the Chief Auditor (OCA) was provided to the Audit Committee during its meeting on November 4, 2019.

The Fiscal Year 2020 First Quarter Report (Attachment A) provides an account of activities accomplished by the Office of the Chief Auditor during July 1, 2019, through September 30, 2019, and details the status on recommendations still pending implementation. On November 4, 2019, the Audit Committee voted unanimously to forward the report to the Board for acceptance.

Fiscal Impact:

None.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☐ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☒ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

Environmental Review:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

Not applicable.

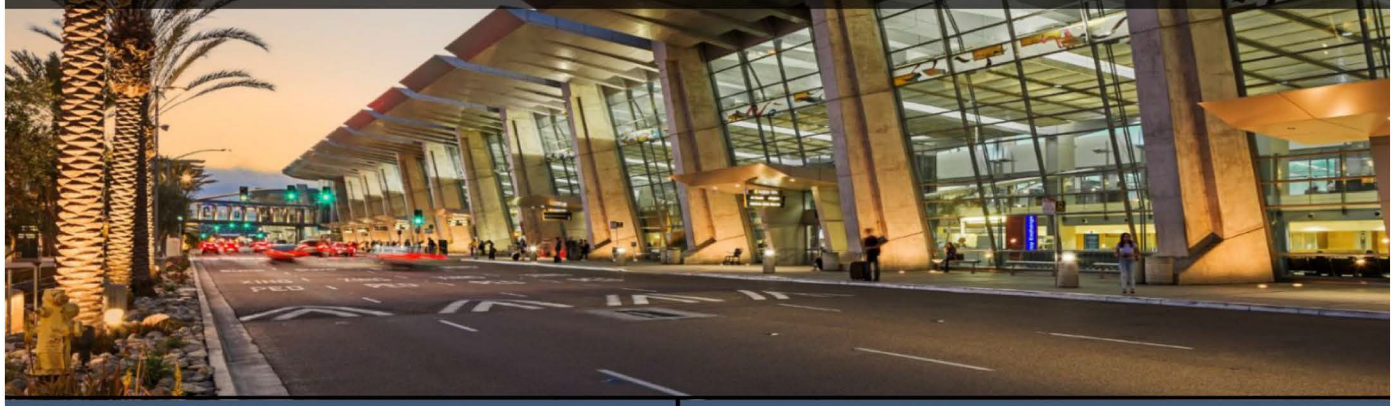
Prepared by:

LEE M. PARRAVANO
CHIEF AUDITOR

ATTACHMENT A

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

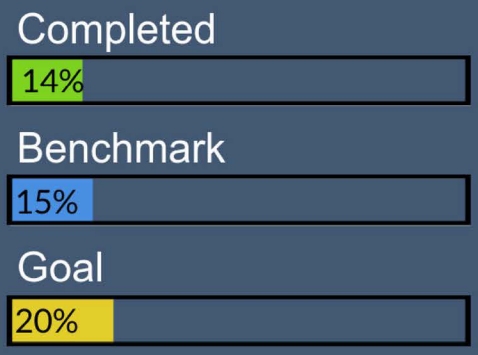
Office of the Chief Auditor
Fiscal Year 2020 First Quarter Report



First Quarter Audit Progress



Audits Completed vs. Benchmark & Goal





First Quarter - By the Numbers

7	Recommendations Issued
$35,174	Revenue / Savings Identified
5.0	Customer Satisfaction Rating (Out of 5)
67%	Audits Completed within Budget
69%	Auditor Utilization Percentage
100%	Recommendations Accepted by Management

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Office of the Chief Auditor
Fiscal Year 2020 First Quarter Report

Issue Date: October 25, 2019

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

First Quarter Summary

The Fiscal Year 2020 Audit Plan identified 22 audits, seven (7) general audit activities, and administrative activities to be completed (See Appendix A). The Office of the Chief Auditor (OCA) tracks its progress relative to the Audit Plan and several key performance measures to gauge the success of the office.

Performance Measures

For Fiscal Year 2020 seven (7) major performance measures were developed to evaluate the OCA.[1] The OCAs performance against the selected performance measures is displayed in Figure 1 below.

Figure 1: Status of Performance Measures as of September 30, 2019

Performance Measure	Goal	Actual	Benchmark
Percentage of Audits Completed	20%	14%	15%
Number of Recommendations	6	7	6
Revenue/Cost Savings Identified	$158,195	$35,174	$146,690
Percentage of Staff Time Spent on Audit Activities	70%	69% / 73% including/ excluding Chief Auditor	70%
Percentage of Audits Completed within Budget	80%	67%	75%
Percentage of Recommendations Accepted	95%	100%	83%
Auditee Satisfaction Rating	4.0	5.0	4.0

Each performance measure is detailed below along with supplemented explanation.

Percentage of Audits Completed:

As of the first quarter, the OCA completed, and issued, three (3) audit reports or 14% of the audits included in the Audit Plan (3/22=14%). In addition to the three (3) audits completed, the OCA had seven (7) audits in progress as of the end of the first quarter. A summary of the completed audits is provided in the *Audits* section below.

An alternative way to calculate the OCAs progress is to account for the audit hours spent on the seven (7) audits in progress, but not yet completed. This method uses the total hours expended on audit work to date and the total audit hours expected to complete all audits in the Fiscal Year 2020 Audit Plan. The calculation results in a completion percentage of 21% through September 30, 2019. Specifically, the OCA expended 1,753 hours through September 30, 2019, conducting audit work, and estimates 8,292 total audit hours will be needed to complete all Fiscal Year 2020 audits (1,753/8,292=21%).

The status of all audits in the Fiscal Year 2020 Audit Plan is included in Appendix A.

Number of Recommendations:

One of the OCAs primary objectives is to identify risks that could pose a threat to the Authority. To date the OCA provided seven (7) recommendations to management to remediate a risk identified.

[1] The OCA tracks additional performance measures that are not shown above. Their results are compiled and shared with the Audit Committee annually.

Revenue/Cost Savings Identified:
While the value of an audit cannot be adequately assessed by this performance measure it does provide quantifiable values for completed audit activities. In the first quarter of Fiscal Year 2020 the OCA identified $35,174 in cost savings/additional revenues as detailed in Appendix A.

Percentage of Staff Time Spent on Audit Activities:
This measure helps ensure that the OCA spends an adequate amount of time on audit activities[2] rather than administrative activities. The OCAs goal for Fiscal Year 2020 is 70%. The OCA actually spent 69% of time on audit activities, which includes the Chief Auditor's time (73% excluding the Chief Auditor's time).

Percentage of Audits Completed within Budget:
This category monitors the efficiency of audit staff in performing audits. Every audit has an internally prepared budget that the audit staff is held accountable to uphold. However, we recognize that budgets may need adjustment(s) as additional facts become known during an audit. In Fiscal Year 2020, the OCA completed 2 out of 3 audits under budget, or 67%. The one (1) audit completed over budget was slightly over the allotted time by 13 hours. While over budget, this is considered by the OCA to be an acceptable minor amount due to the complexity of the audit.

Percentage of Recommendations Accepted:
This category helps to evaluate the quality of the findings and recommendations issued by the OCA. Additionally, it helps hold the OCA accountable for the quality of the recommendations provided to management. As of the end of the first quarter, management accepted 100% of all audit recommendations.

Auditee Satisfaction Rating:
Post audit surveys are sent to auditees after the completion of an audit to obtain customer satisfaction data. The OCAs goal for auditee satisfaction is 4.0, on a 1 to 5 scale (with 1 being very dissatisfied and 5 being very satisfied). To date we have achieved a score of 5.0.

[2] Audit activity time consists of hours spent on Audit Reports and General Audit Activities. See Appendix A for detailed information of all planned Audit Reports and General Audit Activities.

Audits

Issued

During the first quarter, the Office of the Chief Auditor (OCA) issued a total of three (3) audit reports, as described below.

Capital Improvement Program (CIP) Evaluation and Selection: This audit examined the Authority's capital and maintenance project selection and planning process to determine if the procedures used to accept or reject proposed projects are followed. The audit concluded that the Authority has developed a process for evaluating and approving or rejecting proposed construction projects, and that the process to accept or reject proposed CIP projects is functioning properly. No findings were identified and, therefore, no recommendations were provided. The OCA did provide one observation.

Automated License Plate Recognition (ALPR) System – Ace Parking: The objective of this audit was to evaluate the privacy and personal information security procedures and practices related to the ALPR system to determine if they comply with California regulations. Additionally, the audit evaluated the ALPR environment to determine if best practices have been implemented for access and security. The audit concluded that both the Authority and Ace have written policies to ensure compliance with the requirements in the California Civil Codes that address ALPR-obtained data, and both entities actively strive for compliance to, and generally comply with, the requirements. However, the audit identified five recommendations directed to improve monitoring security protocols, training, retention policy information, limiting access to data, and information in the incident response plan.

LeighFisher, Inc.: The objective of this audit was to determine if LeighFisher, Inc. (LeighFisher) complied with applicable Authority policies throughout the audit period. Additionally, the audit evaluated the effectiveness of the Planning & Environmental Affairs Department's (Planning) internal controls and processes over contract monitoring, compliance, and expenditures. The audit determined that both Planning and LeighFisher complied with applicable Authority policies and procedures throughout the audit period. However, we determined that LeighFisher was improperly billing the Authority for activities related to invoicing, in violation of the Agreement. The audit also determined that Planning established adequate internal controls to properly monitor LeighFisher and safeguard Authority funds. The audit provided two recommendations.

In Progress

At the close of the first quarter there were a total of seven (7) audits in progress, representing 32% of the audits on the Fiscal Year 2020 Audit Plan. Of those, one (1) audit was in the reporting/ review stage and six (6) were in the fieldwork stage or the preliminary survey stage.

See Appendix A for a complete detailed list of our Fiscal Year 2020 Audit Plan progress.

General Audit Activities

In addition to performing audits, the OCA is involved in other audit activities that will not result in a formal audit report/opinion being issued. The OCA is either required[3] to perform these activities or believes completion of these activities to be in the best interest of the Authority. A summary of the *General Audit Activities* is presented below:

Risk Assessment & Audit Plan

The Risk Assessment & Audit Plan is presented in May of each year to the Audit Committee and includes the proposed Audit Plan for the coming fiscal year. It is the result of data gathering, management discussions, surveys, and data analysis. Information gathering occurs throughout the year; however, the majority of the hours executing this activity take place January through May.

Construction Meeting Attendance

Construction audit activity for the first quarter of Fiscal Year 2020 consisted of attending meetings and reading contract documents regarding the Federal Inspection Service project, the airport support facilities, the Airport Development Program, and other airport construction projects. The OCA remains involved with issues identified by the Airport Design and Construction team and Authority management, providing assistance and attending meetings specific to the aspects of the Authority's construction activity.

Information Technology Meeting Attendance

Information technology activity for the first quarter of Fiscal Year 2020 consisted of attending meetings, reading contract documents, and providing updates when appropriate, regarding information technology risk assessments and the National Institute of Standards and Technology (NIST) cybersecurity framework.

Development of Data Analytics

The OCA is determining the feasibility of developing a data analytics program for rental car concessions. If successful, the data analytics program would provide real-time insightful information regarding rental car companies operating at the San Diego International Airport. The OCA would utilize this information to identify possible risks, and to determine if an audit should be initiated. This would reduce staff hours spent on non-value-added audits. Additionally, data analytic information could be shared with Authority Management for their reference and use.

During the first quarter, the OCA collaborated with the Revenue Generation & Partnership Development Department, Information & Technology Services, Data Analytics team, and other Authority staff to determine the feasibility of the program. These meeting have provided valuable insight and we are optimistic about the success of a data analytics program for rental car concessions.

Ethics Program

The OCA continues to run the Authority's Ethics Program and confidential reporting hotline. During the first quarter of Fiscal Year 2020, eleven (11) reports were received, none of which were a potential code violation. Tips/reports that are not investigated by the OCA, such as workplace concerns, are forwarded to management, as appropriate. A summary of the tip(s)/report(s) received during the first quarter of Fiscal Year 2020 is shown in Figure 2 below.

[3] Requirements are dictated by the Office of the Chief Auditor Charter, Charter for the Audit Committee, or the International Standards for the Professional Practice of Internal Auditing (*Standards*).

Figure 2: Ethics Hotline

	Number of Tips / Reports Received	Preliminary Investigation Required	Full Investigation Initiated	Investigation Results Supported Code Violation (Ethics or Workplace)	Response (email or phone to non-anonymous reports)
Non Ethics Related Concerns					
TSA Practices and Behavior	1	0	0	n/a	1
General Workplace Concerns					
Workplace Equitability	1	0	0	n/a	0
Workplace Practices/Behavior	9	0	0	n/a	0

Number of Tips / Reports Received: The total number of tips or reports received through the confidential hotline, direct phone line, e-mail, inter-office mail, or direct contact.

Preliminary Investigation Required: The number of tips or reports that required a preliminary investigation.

Full Investigation Initiated: Following a preliminary investigation, we determined that the tip necessitated a full investigation. As a result, the tip/report received was forwarded to the Ethics Committee for a determination on how to proceed.

Investigation Results Supported Coded Violation: Based on an investigation, these are the tips/reports that were found to have been a Code violation.

Response: This column represents the number of responses back to the original non-anonymous tipper/reporter.

Recommendation Follow-up

The OCA tracks the status of its recommendations on an on-going basis in order to determine the progress of their implementation. Appendix B contains a detailed list of each recommendation and its status as of September 30, 2019. Figure 3 below shows the status of recommendations that were *Completed* or *In Progress* during the first quarter of Fiscal Year 2020. The estimated/actual implementation timeframes are based on the audit report issue date.

Figure 3: Recommendations with Estimated/Actual Implementation Timeframe

Recommendations	Zero to 7 Months	7 Months to 1 Year	Over 1 Year	Total
Completed	11	3	-	14
In Progress	5	3	-	8

Completed: This designation is used for recommendations that the OCA determined to be adequately implemented or for recommendations where alternate action is taken that adequatley addresses the risk identified. Of the completed recommendations, nine (9) or 64% were completed within the initial timeframe identified when the recommendations were issued.

In Progress: These recommendations have been partially addresed or partial corrective action has been taken. This category also includes recommendations from newly issued audit reports, when there has not been adequate time between report issuance and follow-up.

The non-completion of the In Progress recommendations should not have a material adverse effect on the Authority, and adequate progress is being made with all of the tracked recommendations.

Quality Assurance & Improvement Program

The International Standards for the Professional Practice of Internal Auditing (*Standards*) require the OCA to maintain a Quality Assurance and Improvement Program that includes internal (self) assessments, on-going monitoring, and external assessments. During the first quarter of Fiscal Year 2020, the OCA completed on-going monitoring of its audit activities and operations performed during Fiscal Year 2019. The objective of ongoing monitoring is to provide assurance that the processes in place are working effectively to ensure that quality is derived on an audit-by-audit basis. The results are presented in the Fiscal Year 2019 OCA Annual Report.

Administrative Activities

Tracking Budget and Expenses

The OCA expenses totaled $287,627 through the end of the first quarter, which represents 23% of the Fiscal Year 2020 budget. No unexpected or large outlays occurred within the department during the quarter, and we expect to remain on budget through the fiscal year end.

Continuing Professional Development

Staff continues to obtain Continuing Professional Education credits as required by their various certifications. During the first quarter, staff attended training on topics that included fraud prevention and ethics, privacy, data performance, risk, and machine intelligence.

Procedural/Supervisory

One Audit Committee Meeting was originally scheduled for September 9, 2019. This meeting was rescheduled, and then subsequently cancelled due to a lack of a quorum. The agenda items and materials prepared for the September Audit Committee Meeting will be on the November 4, 2019, Audit Committee Meeting agenda.

During the first quarter, two Audit Interns, James “Kip” Eischen and Mario Massoud, came on board. The interns have been trained and are being mentored. As of the end of the first quarter, the OCA was fully staffed.

Appendix A - Fiscal Year 2020 Audit Plan Progress

#	Audit / Activity	Status as of 9/30/19	Over/ Under Budget	No. of Recom.	Revenue / Cost Savings Identified
Audits					
1	Owner Controlled Insurance Program (OCIP) Management	Not Started			
2	IT Asset Acquisition & Implementation	In Progress			
3	Capital and Maintenance Project Selection and Planning	Completed	Under	-	-
4	Transportation Network Company (TNC) Reviews and Assistance	In Progress			
5	Small Business Development Management	In Progress			
6	Automated License Plate Reader (ALPR) System – Ace Parking	Completed	Over	5	-
7	Leigh Fisher & Associates	Completed	Under	2	$35,174
8	Tenant Lease Admin. and Management – Revenue Generation & Partnership Development Contract and Agreement Requirements	In Progress			
9	Harbor Police Contract Management	Not Started			
10	Account Provisioning and De-Provisioning	Not Started			
11	Formal Bidding and Contracting	Not Started			
12	Rental Car Shuttle Service Contract Administration	In Progress			
13	Contractor Monitoring - AECOM	In Progress			
14	Contractor Monitoring - Turner	Not Started			
15	Tenant Lease Admin. and Management – Nevada Lease and Rental	Not Started			
16	Advertising- Concessions	Not Started			
17	Tenant Lease Administration and Management – Non Rental Car Facility	Not Started			
18	Change Orders	Not Started			
19	Terminal Maintenance & Airport and Tenant Service Requests	In Progress			
20	Tenant Lease Admin. and Management – Best Practices for Contract Terms Managed by Revenue Generation & Partnership Development	Not Started			
21	Parking Management Contract Admin–Ace Parking	Not Started			
22	Business and Real Estate Agreements – Rental Car Facility Land Lease	Not Started			
	Totals			**7**	**$35,174**
General Audit Activities					
23	Risk Assessment & Audit Plan	In Progress			
24	Construction Meeting Attendance	In Progress			
25	Information Technology Meeting Attendance	In Progress			
26	Development of Data Analytics	In Progress			
27	Ethics Hotline	In Progress			
28	Recommendation Follow-up	In Progress			
29	Quality Assurance & Improvement Program	In Progress			
Administrative Activities					
30	Attendance at Staff/Board/Committee Meetings, Vacation, Holiday Time, Continuing Professional Development, and Other.	In Progress			

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
20-01	Audit Report 19023 Issued: August 22, 2019 Title: Automated License Plate Recognition (ALPR) System - Ace Parking Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should continue to monitor data provided by the three (3) security "agents" on all servers associated with parking operations and work with Sentry to ensure that all detected issues and vulnerabilities are immediately corrected.	8/14/2019	I&TS has completed the installation of three (3) main agents: a vulnerability scanning tool, a performance monitoring tool, and a log event manager that, when combined, provides robust reporting to the Authority concerning the servers and any changes in or threats to the data collected. The agents were installed on 13 servers as the 14th server was not needed and decommissioned
19-07	Audit Report 18017 Issued: Dec. 14, 2018 Title: Nevada Lease and Rentals, Inc. dba Payless Car Rental System Department: REVENUE MANAGEMENT	Medium	The Revenue Management Department should request that the Accounting Department issue an invoice to Nevada in the amount of $78,063 for the net underpayment of concession fees.	5/31/2019	Nevada paid all outstanding amounts owed.
19-15	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC) and ACCOUNTING DEPARTMENT	Medium	We recommend that AVSEC and the Accounting Department require the Port to provide detailed supporting documents pertaining to all direct and indirect costs associated to the Airport and to create and maintain a tracking mechanism for HPD costs billed to the Authority, to ensure that all expenses billed are in compliance with the agreements and are related to HPD services provided to the Airport.	6/30/2019	HPD currently provides detailed supporting documentation regarding hours billed. The role of AVSEC/PS is determine, to its satisfaction, that the operational requirements of the Service Level Agreement (SLA) are met; and that should there be a question of hours worked, the Department has the ability to verify that information. That real-time verification process has been implemented for use, as necessary.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
19-21	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Medium	We recommend that GT review Authority Policy 9.30 that governs the Parking Card Program and create a department management process that complies with the administration requirements of the Policy. In addition, Authority Management should also review the Policy; specifically, the requirements and eligibility for stakeholders to obtain a Courtesy Card. Management's policy review should consider: a) that the Authority does not have the mechanism to distinguish between official business or personal travel and that individuals travelling on official business are able to be reimbursed for parking expenses through their organization, and b) the annual cost of the Courtesy Cards.	4/30/2019	GT has reviewed Authority Policy 9.30. GT has developed a formal, documented SOP and standardized forms for parking card issuance. GT has developed an SOP to ensure 1) semi-annual review of all parking cards issued, and 2) de-activation of all unauthorized parking cards. GT has developed an additional SOP addressing the audit considerations that - 1) all cards are reviewed on a semi-annual basis, 2) cards are cards remain valid for one year, 3) any newly invalid cards are deactivated immediately. The SOP includes the checklist for submission of all forms, Policy 9.30 language, and process definitions.
19-24	Audit Report 18002 Issued: March 8, 2019 Title: Concession Cost Recovery Program Department: REVENUE GENERATION & MANAGEMENT (RGM)	Medium	RGM should conduct annual reconciliations of each cost center to ensure that all cost recovery expenses under the Cost Recovery Program are recovered. As part of that reconciliation, RGM should develop and document a formal evaluation process to identify new or changing expenses.	10/31/2019	Effective July 1, 2019, tenants were charged for trash disposal, actual FMD charges for CAM and CAM materials as received.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
19-30	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue a credit to Fox in the amount of $22,386 for the overpayment of concession fees.	7/12/2019	RGPD requested the Account Department issue a credit.
19-31	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue an invoice to Fox in the amount of $36,022 for the underpayment of CFCs during the audit period.	7/12/2019	An agreement was reached between Fox and the Authority.
19-32	Audit Report 19015 Issued: June 25, 2019 Title: Fox Rent A Car, Inc. Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should consider charging Fox interest, and charging for the full cost of conducting the audit, in the amounts of $5,391, and $38,989, respectively.	7/12/2019	An agreement was reached between Fox and the Authority.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
19-33	Audit Report 19017 Issued: June 27, 2019 Title: Ace Parking Management Department: GROUND TRANSPORTATION	Medium	The Ground Transportation Department should demand repayment of the Note and the interest due. Should Ground Transportation determine that Ace should have a change fund for parking operations, Ground Transportation should determine a new amount that is appropriate and warranted for the change fund and issue a promissory note.	8/31/2019	On June 27th, 2019, Ground Transportation Management responded to Audits recommendation of handling an outstanding promissory note. The note was for $50,000, at an interest rate of 0% to fund the daily cash needs of the Authority's parking operations currently operated by Ace Parking. Per Ground Transportations Management's response to the audit, the following actions have been taken. Ground Transportation Staff have evaluated and negotiated the responsibility of funding operations to be the responsibility of Ace Parking and Ace Parking to immediately pay off the note of $50,000. On August 22, 2019, the Authority received a check from Ace Parking for $50,000 as repayment of the note. Ground Transportation Staff considers this recommendation completed as specified by Management's response attached to audit report and has implemented before the estimated time of August 31, 2019.
19-34	Audit Report 19014 Issued: June 28, 2019 Title: Avis Budget Car Rental, LLC Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue a credit to Avis in the amount of $25,889 for the overpayment of concession fees.	7/31/2019	RGPD requested the Account Department issue a credit.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
19-35	Audit Report 19014 Issued: June 28, 2019 Title: Avis Budget Car Rental, LLC Department: REVENUE GENERATION AND PARTNERSHIP DEVELOPMENT (RGPD)	Medium	RGPD should request that the Accounting Department issue an invoice to Avis in the amount of $39,076 for the underpayment of CFCs during the audit period.	7/31/2019	An agreement was reached between Avis and the Authority.
20-05	Audit Report 19023 Issued: August 22, 2019 Title: Automated License Plate Recognition (ALPR) System - Ace Parking Department: INFORMATION & TECHNOLOGY SERVICES	Medium	Ace's Incident Response Plan should contain information specific to managing the release of ALPR-collected data consistent with the requirements contained in the California Civil Codes. Additionally, Ace's Incident Response Plan should contain a requirement to notify the Authority if ALPR data was accidentally/erroneously released.	9/30/2019	I&TS has added the ALPR Civil Code 1798.29 data breech requirements to the I&TS Cybersecurity Incident Response Plan. The plan is reviewed annually and tabletop exercises conducted with I&TS staff.
19-09	Audit Report 18017 Issued: Dec. 14, 2018 Title: Nevada Lease and Rentals, Inc. dba Payless Car Rental System Department: REVENUE MANAGEMENT	Low	The Revenue Management Department should request that the Accounting Department issue an invoice to Nevada in the amount of $32,371 for the underpayment of CFCs during the audit period.	5/31/2019	Nevada paid all outstanding amounts owed.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of September 30, 2019
Completed					
19-29	Audit Report 19010 Issued: May 7, 2019 Title: Ricondo & Associates Department: AIRPORT PLANNING DEPARTMENT	Low	The Airport Planning Department should strengthen internal controls over its contract management process to address the issues with invoice review and contract administration.	6/30/2019	In addition to overall department proactivity described in the June 30, 2019 status, Planning & Environmental Affairs worked this quarter to develop and document internal best practices, including a rollout of guidance materials to both our internal staff, and consultant partners. Invoice reviewers participated in mandatory contracts management and invoice review best practices training, received detailed role-specific expectations for the invoice review process, and received laminated best practices prompts for desk reference. A guide was distributed to P&E consultants, intended to demystify invoicing requirements as well as to establish clear expectations and standards for future invoices.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of September 30, 2019
In Progress						
19-16	Audit Report 18038 Issued: Feb. 26, 2019 Title: San Diego Unified Port District Harbor Police Billings - FY2017 Department: AVIATION SECURITY AND PUBLIC SAFETY (AVSEC)	Medium	We recommend that Authority Management, together with the Port, review and decide on the criteria and process of the classification of Workers' Compensation claims by considering the location, type of loss, and the labor hours the employee worked. In addition, Authority Management should request the Port to provide the Authority with a list of claims that include their pertinent information and their corresponding classification, as soon as the claims are reported by HPD Officers/staff, for the Authority to have a better understanding of the nature of the claims and how they should be classified.	6/30/2019	12/31/2019	Risk Management is currently working with the Port to develop a process for classifying Workers' Comp claims
19-19	Audit Report 18010R Issued: March 11, 2019 Title: Ace Parking Management, Inc. - Expenditures for Parking Management and Airport Shuttle Services Agreements, and Ground Transportation's Administration of the Parking Card Program Department: GROUND TRANSPORTATION (GT)	Medium	We recommended that GT consider reviewing the expenses submitted by Ace for reimbursement during the audit period January 1, 2016, to December 31, 2017, in order to verify that all expenses submitted for reimbursement are allowable per the agreements and have the appropriate supporting documentation. GT should consider the level of effort, cost of the review, and the monetary value of any potential disallowed expenses. GT should request Ace to refund any disallowed expenses as a result of the review.	6/30/2019	12/31/2019	GT is currently evaluating other options for a review of the Ace expenses submitted. Options being considered are 1) an external auditor review, 2) the hiring of a temporary auditor to help to examine the last two years of invoices. GT will provide cost estimates for each to Finance and determine a cost/benefit for the exercise. Expected completion has been pushed back to December 31, 2019. GT will keep the Audit team apprised as we move forward.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of September 30, 2019
In Progress						
19-27	Audit Report 19019 Issued: March 27, 2019 Title: NewZoom, Inc. dba ZoomSystems Department: REVENUE GENERATION & BUSINESS DEVELOPMENT	Medium	Internal controls over the monitoring of the requirements of the Lease agreement needs to be strengthened, and the penalties for failure to follow the requirements of the Lease should be assessed to ensure continued compliance by the concessionaire.	6/30/2019	10/31/2019	Both missing Annual Reports have been received as of 8/14/19. Requested confirmation on 8/26 whether or not Midterm Refurbishment Capex info can be provided; Dept. has discussed previously waiving this requirement due to the non-applicability of requirements for this type of operation. Will follow up with alternate contact on tenant side.
20-02	Audit Report 19023 Issued: August 22, 2019 Title: Automated License Plate Recognition (ALPR) System - Ace Parking Department: GROUND TRANSPORTATION	Medium	Annual ALPR specific training should be provided to all staff with access to the ALPR information. Evidence of this training should be maintained.	10/31/2019	12/31/2019	Ace already provides periodic ALPR training to its employees with access to ALPR data. Ace maintains records of this training. Ace has performed a review of any Ace employees with access to ALPR. All Ace employees with access to ALPR have attended training and Ace has documented the training completion. Any Ace employees who have not received ALPR training have had there access to ALPR data revoked. Ace will provide training to any Authority personnel with access to ALPR data. GT will attend the ACE ALPR training and sign the training roster. Authority personnel will attend the next regularly scheduled Ace provided ALPR training. Records of all Authority personnel trained will be provided to the Authority by Ace and saved in ECMS. Any Authority personnel who have not received the ALPR training will have their access to ALPR data revoked. Ace and the Authority will each review users with ALPR database access and training records in June and December each year, to ensure that ONLY users who have received training will have access to ALPR data. Both Ace and the Authority will continue to provide training semi-annually, as well as to any new users requiring access to ALPR data. GT will develop a formal, documented SOP to ensure compliance with both Ace and Authority ALPR Policy requirements.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of September 30, 2019
In Progress						
20-03	Audit Report 19023 Issued: August 22, 2019 Title: Automated License Plate Recognition (ALPR) System - Ace Parking Department: GROUND TRANSPORTATION	Medium	ALPR data should be retained for the length of time indicated on the Authority's Data Retention Schedule.	10/31/2019	12/31/2019	Retention of ALPR data on a 2 year schedule at this time is not feasible given current Skidata software configuration and server capacity requirements. Additionally, there is no operational need to store ALPR data for more than 6 months. GT is examining two options - 1) adjusting the Authority policy on retention of ALPR data down to 6 months; or 2) re-configuring the current software configuration and server capacity to store ALPR for the 2 year period. Option 1 is the preferred option due to cost and capacity constraints, and operational need. GT will develop a formal, documented SOP to ensure compliance with both Ace and Authority ALPR Policy requirements.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of September 30, 2019
In Progress						
20-04	Audit Report 19023 Issued: August 22, 2019 Title: Automated License Plate Recognition (ALPR) System - Ace Parking Department: GROUND TRANSPORTATION	Medium	Management should review on a periodic basis the list of users with access to ALPR data to determine if the listing is correct, and to ensure that all staff with access meet the requirements of either Authority or Ace policy, depending on the individual user. Additionally, thus review of approved users should contain analysis to determine if they have utilized the system and if heir access is still needed. Furthermore, having an accurate list of users will help ensure that all users will receive the required training.	9/30/2019	12/31/2019	Ace is responsible for Ace employees with access to the ALPR database. The Ace administrator ensures that only users who require access to the database have active login credentials. An active list of users is maintained and verified against training records. Only those users who have been trained, and require access have active credentials. Sentry/Skidata automatically inactivates users who have not accessed the system within the past ninety days. The Ace administrator will review User Access Lists quarterly. Any users who no longer require access will be positively inactivated. Ace employees who no longer require access are inactivated and marked with a “Z” next to their names in the system - signifying their inactive status. Deleting users from the system deletes their history and is a violation of the record retention policy. The Authority Administrator is responsible for Authority employees with access to the ALPR database. The Authority administrator will ensure only users who require access to the database have active login credentials. An active list of users is retained and compared against training records. Only those users who have been trained, and require access have active credentials. Sentry/Skidata automatically inactivates users who have not accessed the system within the past ninety days. The Authority administrator will review User Access Lists quarterly. Any users who no longer require access will be positively inactivated. Authority employees who no longer require access are inactivated and marked with a “Z” next to their names in the system - signifying their inactive status. Deleting users from the system deletes their history and is a violation of the record retention policy. GT will develop a formal, documented SOP to ensure compliance with both Ace and Authority ALPR Policy requirements.

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of September 30, 2019
In Progress						
20-06	Audit Report 18015 Issued: September 4, 2019 Title: LeighFisher, Inc. Department: PLANNING & ENVIRONMENTAL AFFAIRS	Medium	Planning & Environmental Affairs should request that the Accounting Department bill LeighFisher $35,174 for the reimbursed invoicing expenses.	9/30/2019	11/30/2019	Planning & Environmental Affairs requested that the Accounting Department bill LeighFisher $35,173.50 for the reimbursed impermissible expenses. An invoice was mailed to LeighFisher on September 30, 2019 with an accompanying demand letter drafted by P&E. LeighFisher was given a deadline of November 30, 2019 to pay the bill, and future statuses regarding their compliance will be communicated to the Office of the Chief Auditor as they become available.
20-07	Audit Report 18015 Issued: September 4, 2019 Title: LeighFisher, Inc. Department: PLANNING & ENVIRONMENTAL AFFAIRS	Medium	Planning & Environmental Affairs should require that LeighFisher provide detailed support for each of the charges that were for invoicing and another activity. Upon receipt of that support, Planning should evaluate and determine if the activities charged were allowed under the Agreement. If the charges are impermissible, Planning should request that the Accounting Department bill LeighFisher for those activities.	12/30/2019	11/30/2019	Planning & Environmental Affairs drafted a letter to LeighFisher requiring substantiation of potentially-impermissible reimbursements. The letter was mailed to LeighFisher on September 30, 2019 with a deadline of November 30, 2019 by which to provide detailed substantiation of $123,322.00 in payments previously made by the Authority for what appear to be time spent preparing, reviewing, and submitting invoices to the Authority along with other activities. Prior to December 30, 2019, Planning & Environmental will review information provided by LeighFisher with the Office of the Chief Auditor resulting in a potential future invoice for any items identified as impermissible based on our findings.

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 11

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Amend Authority Policy 1.50 – Governance and Committees

Recommendation:

Adopt Resolution No. 2019-0110, amending Policy 1.50 – Governance and Committees to specify the number of terms that public members may serve on the Audit Committee to two full terms, and that the current Audit Committee Public Members are allowed to serve out their current terms through to completion.

Background/Justification:

The California Public Utilities sections 170000 through 170084 legislated the creation of the Airport Authority and outlined the foundation from which the Authority Codes and Policies were initially adopted by the Interim Authority Board of Directors on September 20, 2002.

The Authority has a responsibility to promote public policies consistent with the Authority's mandates and objectives and, as such, has performed numerous reviews and updates to its Codes and Policies.

Authority Policy 1.50 – Governance and Committees - establishes the principles and practices for the governance of the Authority.

Section 170018 of the Public Utilities Code and Authority Policy 1.50 (5)(c)(ii) describe the Audit Committee, its composition, function, oversight responsibilities, meeting administration, and appointment procedures, including the requirements for the appointment of public members to the Audit Committee.

Additionally, Authority Policy 1.20 – Formation of Board Committees - establishes the policy for the formation of committees of and for the Authority Board, including the Board's power to create committees and to determine their purpose, duties, frequency of meetings, adherence with Roberts Rules of Order and applicable laws.

Upon a policy review by the Office of the Chief Auditor (OCA) of Policy 1.20, Policy 1.50, and the Charter of the Audit Committee, it was noted that there is no directive on the length of time that a public member may serve on the Audit Committee.

Best practice favors a recurring change of all committee members. Establishing a term limit for public members will align Authority Policy with best practices and will allow for revolving membership similar to Authority Board Members that serve on the Audit Committee.

At its November 4, 2019, meeting, the Audit Committee voted unanimously to forward the amendments to Policy 1.50 – Governance and Committees - to the Board with a recommendation for approval specifying the number of terms that a public member may serve on the Audit Committee. It is recommended that Audit Committee Public Members serve a maximum of two full terms, and that the current Audit Committee Public Members are allowed to serve out their current terms through to completion.

Fiscal Impact:

Adequate funding for recruitment of new public members is included in the adopted FY 2020 and conceptually approved FY 2021 Operating Expense Budgets within the Board Services budget.

Authority Strategies/Focus Areas:

This item supports one or more of the following:

Strategies

☒ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☐ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

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

LEE M. PARRAVANO
CHIEF AUDITOR

RESOLUTION NO. 2019-0110

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AMENDING POLICY 1.50 – GOVERNANCE AND COMMITTEES TO SPECIFY THE NUMBER OF TERMS THAT PUBLIC MEMBERS MAY SERVE ON THE AUDIT COMMITTEE TO TWO FULL TERMS, AND THAT THE CURRENT AUDIT COMMITTEE PUBLIC MEMBERS ARE ALLOWED TO SERVE OUT THEIR CURRENT TERMS THROUGH TO COMPLETION

WHEREAS, Public Utilities Code sections 170000 through 170084 legislated the creation of the Airport Authority and outlined the foundation from which the Authority Codes and Policies were initially adopted; and

WHEREAS, Authority Policy 1.50 – Governance and Committees - establishes the principles and practices for the governance of the Authority; and

WHEREAS, Section 170018 of the Public Utilities Code and Authority Policy 1.50 (5)(c)(ii) describe the Audit Committee, its composition, function, oversight responsibilities, meeting administration, and appointment procedures, including the requirements for the appointment of public members to the Audit Committee; and

WHEREAS, best practices favor a recurring change of all committee members; and

WHEREAS, establishing a term limit for public members will align Authority policy with best practices and will allow for revolving membership; and

WHEREAS, at its November 4, 2019 special meeting, the Audit Committee voted unanimously to forward proposed amendments to Policy 1.50 to the Board with a recommendation for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby amends Policy 1.50 (Attachment A) to specify the number of terms that public members may serve on the Audit Committee to two full terms, and that the current Audit Committee Public Members are allowed to serve out their current terms through to completion; and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 1 - ADMINISTRATION AND GOVERNANCE
PART 1.5 - GOVERNANCE
SECTION 1.50 - GOVERNANCE AND COMMITTEES

PURPOSE: To establish the principles and practices for the governance of the San Diego County Regional Airport Authority ("**Authority**").

POLICY STATEMENT:

(1) Establishment of Governance Principles and Practices. The Authority is committed to being and operating as a world-class organization, and to that end shall adopt, implement and maintain best-in-class governance principles and practices.

(2) Adoption of Governance Policy. It is in the best interests of the Authority and the public that it serves to adopt this policy to supplement the San Diego County Regional Airport Authority Act, as amended ("**Authority Act**"), to delineate the respective roles, duties and responsibilities of:

(a) The Board of Directors ("**Board**");

(b) The Board's Executive Committee ("**Executive Committee**"); and

(c) The President/Chief Executive Officer (**"President/CEO"**).

(3) Considerations. This policy has been developed based on the following considerations:

(a) Review of best-in-class governance principles and practices that have been developed and tested in practice by respected airport authorities and other governmental entities;

(b) A desire to meet the needs of the public that the Authority serves, and the individuals and businesses that use the Authority's facilities or interact with the Authority; and

(c) A recognition that the delineation of the respective roles, duties and responsibilities of the Board, the Executive Committee, the President/CEO and the Authority's officers and employees is essential to ensure the transparent, efficient and harmonious operation of the Authority, and the achievement of the purposes for which the Authority was created.

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

(a) Establish principles and practices to facilitate communication and coordination among the Board, the Executive Committee, the President/CEO and the Authority's officers and employees with respect to the Authority's vision, mission, policy and management;

(b) Establish clear, appropriate roles and functions of the Board, the Executive Committee, the President/CEO and the Authority's officers and employees;

(c) Provide for the Board's exercise of its authority to set the policies and direction of the Authority and to monitor and evaluate the management of the Authority by the President/CEO and the Authority's officers and employees, without impeding or interfering with the proper conduct of the Authority's operations and affairs;

(d) Provide for appropriate interface and liaison with other government agencies, particularly: (1) the consolidated agency comprised of the San Diego Association of Governments (SANDAG), the Metropolitan Transit Development Board (MTDB) and the North County Transit Development Board (NCTD) as referenced in Public Utilities Code §132350.2, and (2) the San Diego Unified Port District;

(e) Implement governance principles and practices that are subject to periodic review and modification in order to evolve with the Authority's needs and operations; and

(f) Through the foregoing, facilitate communication, coordination and cooperation within the Authority, and achieve transparency and accountability in governance, and the confidence of the public in the integrity and responsibility of the Authority.

(5) Board.

(a) Role. The Board's role is to establish, in collaboration with the President/CEO and the Authority's officers and employees through an open, public process, the vision, long-term strategy and goals for the Authority and to provide leadership to attain them.

The Board should refrain from participating in the day-to-day operations of the Authority.

(i) In the case of Board Members or committees requesting information or assistance without Board authorization, the request must not require more than two hours of staff time, be approved by the President/CEO and copied to all Board Members.

In consultation with the Board Member, the President/CEO can decline (or disallow) such requests that require, in the President/CEO's opinion, a material amount of staff time or funds, or are disruptive.

(ii) Decision or instruction of individual Board Members or committees is binding when specifically authorized by the Board.

(iii) The Board should refrain from evaluating, either formally or informally, any staff other than the President/CEO, the General Counsel, or the Auditor. Board feedback on all other employee performance or behavior should be given directly to the President/CEO and not to the employee.

(b) Responsibilities. The Board's specific duties and responsibilities include the following:

(i) **Vision and Mission:**

- Formulate, set and evaluate on a periodic basis the vision, long-term strategy and goals for the Authority; and

- May commission planning, engineering, economic, and other studies to provide information to the Board for making decisions about the location, design, management, and other features of future airports.

(ii) **Policy, Administration and Management:**

- Appoint a representative to the San Diego Association of Governments, in accordance with P.U.C. §132351.4(a)(2)(A). Such representative shall serve until recalled or replaced by the Board. Such representative shall represent the Authority's views on maintaining a strong focus and commitment to meeting the public transportation needs of the San Diego region, setting transit funding criteria and recommending transit funding levels, and the discharge of transit responsibilities resulting from consolidation;

- Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which it may interact, including the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region. The Board may appoint one or more Directors to serve as Board liaison(s) with the governing board of another agency, but without any power to make agreements on behalf of the Authority or to direct Authority staff activity;

- Adopt and amend the objectives and service priorities for the Authority and provide guidance to the President/CEO on these matters;

- Adopt and amend the Authority's Policies and Codes from time to time;

- Assess on a periodic basis the effectiveness of the Authority's Policies and Codes, and add new or amend existing Policies and Codes accordingly;

- Review recommendations from the President/CEO and the Authority's officers and employees with respect and care, and consider the implications and future consequences of Board policy decisions;

- Review and approve contracts and the making of other major commitments in accordance with the Policies and Codes of the Authority;

- Review and approve the Authority's operating and capital budget and monitor the Authority's financial performance;

- Monitor the performance by the Authority by maintaining effective dialogue and communications with the President/CEO;

- Collaborate with the President/CEO in establishing performance standards for the Authority and its officers and employees;

- Appraise, on a periodic basis, the performance of the President/CEO and provide clear written feedback to the President/CEO; and

- Respect the President/CEO's role and responsibility to implement executive responsibilities for the Authority, and therefore avoid micro-management and intervention in specific management and administrative matters of the Authority.

(c) Standing Board Committees. The Board shall have the following standing committees with the following functions:

(i) *Finance Committee* – The Finance Committee will oversee the financial performance and condition of the Authority and review the operating and capital budget and financial plan, and major financial policies or actions of the Authority. The Finance Committee shall meet at least quarterly each year.

(ii) *Audit Committee* – The Audit Committee shall consist of four Board members and three members of the public. Pursuant to a selection policy, appointment procedures, and conflict-of-interest standards established by the Board, the Audit Committee shall oversee the initial screening and recommendation process for the selection of the public members.

(A) Appointed Public Members. The Board shall appoint the three public members as voting members of the Audit Committee for staggered three-year terms. Public members may serve a maximum of two full terms. The appointed public members shall be from among the following categories of persons, with no more than one appointee from each category at any one time:

(I) A professional with experience in the field of public finance and budgeting.

(II) An architect or civil engineer licensed to practice in this state.

(III) A professional with experience in the field of real estate or land economics.

(IV) A person with experience in managing construction of large-scale public works projects.

(V) A person with public or private sector executive level decision making experience.

(VI) A person who resides within the airport influence area of the San Diego International Airport.

(VII) A person with experience in environmental justice as it pertains to land use.

(B) Compensation. The three voting public members appointed to the Audit Committee pursuant to the above categories shall be paid for attending Audit Committee meetings at the same rate as that paid for Board members.

(C) Other Members. The Board may appoint other persons to serve as non-voting, non-compensated *ex officio* members on the Audit Committee. The length of the term of office for each such appointment shall be determined by the Board at the time of appointment.

(D) Role of Committee. The Audit Committee shall serve as a guardian of the public trust, acting independently and charged with oversight responsibilities for reviewing the Authority's internal controls, financial reporting obligations, operating efficiencies, ethical behavior, and regular attention to cash flows, capital expenditures, regulatory compliance, and operations.

(E) Meetings. The Audit Committee shall meet a minimum of four times per year and shall, at a minimum, do all the following:

(I) Regularly review the Authority's accounting, audit, and performance monitoring processes;

(II) At the time of contract renewal, recommend to the Executive Committee and the full Board its nomination for an external auditor and the compensation of that auditor, and consider at least every three years, whether there should be a rotation of the audit firm or the lead audit partner to ensure continuing auditor independence;

(III) Advise the Executive Committee and the Board regarding the selection of the external auditor;

(IV) Be responsible for oversight and monitoring of internal and external audit functions, and monitoring performance of, and internal compliance with, Authority policies and procedures;

(V) Be responsible for overseeing the annual audit by the external auditors and any internal audits; and

(VI) Make recommendations to the full Board regarding paragraphs (I) to (VI), inclusive;

(VII) Evaluate the Auditor and make recommendations to the Executive Personnel and Compensation Committee and/or the Board regarding his or her performance and compensation.

(F) Voting. Each member of the Audit Committee shall be a voting member. An affirmative vote by at least five members of the Audit Committee shall be required for approval of the annual internal and external audits, including performance monitoring, the auditor's annual audit plan for each fiscal year submitted to the Board for approval, and actions recommending or approving debt financing for the Authority. [P.U.C. §170018]

(iii) *Executive Personnel and Compensation Committee* – This Executive Personnel and Compensation Committee will evaluate the President/CEO, Auditor and General Counsel and make recommendations to the Board concerning their compensation. In addition, the Executive Personnel and Compensation Committee will review and make recommendations regarding Board Member compensation.

(iv) *Executive Committee* – The Executive Committee's role is to monitor the Authority's implementation of the administrative policy that has been established by the Board and to support the President/CEO in carrying out strategies and policies set by the Board. The Executive Committee's specific duties and responsibilities shall be:

(a) **Monitor Authority Implementation of Board Policy:**

- The Executive Committee, through the monthly meetings discussed below, will monitor the Authority's implementation of the administrative policy of the Authority as such policy shall be set by the Board and will report any relevant matters to the full Board, together with any policy recommendations, at a public

meeting of the Board. Provided, however, that neither the Executive Committee, nor any member of the Executive Committee, will be or become involved in the direct operation of the airports under the jurisdiction of the Authority or be included in the chain of command of any such airport or the Authority for emergency purposes; and

- Undertake such other duties as the Board may delegate or assign from time-to-time.

(b) **Conduct Monthly Public Meeting with President/CE) and Executive Staff:**

- The Executive Committee will conduct a monthly meeting with the President/CEO and the executive staff to monitor the Authority's implementation of the administrative policy established by the Board. These Executive Committee meetings shall be open to the public, except as otherwise expressly permitted under the Ralph M. Brown Act; and

- Submit any and all policy recommendations to the full Board for consideration at a public meeting of the Board.

(v) *Capital Improvement Program Oversight Committee* – This committee will oversee the implementation of the Capital Improvement Program ("**CIP**") to include the investigation and evaluation of the physical/functional, financial, environmental, community aspects, inter-governmental coordination, and public communication/outreach related to all CIP activities.

(6) President/CEO.

(a) Role. The President/CEO's role is to: (i) support the Board in the planning and implementation of the vision, long-term strategy and goals of the Authority, (ii) carry out the overall strategy and Policies and Codes duly adopted by the Board, and (iii) manage and direct the Authority's personnel, operations, finances and facilities.

(b) Responsibilities. The President/CEO's specific duties and responsibilities include the following:

i. **Vision and Mission:**

- Assist in the planning and analysis of, ~~and~~ make recommendations for, and implement the vision, long-term strategy and goals as established by the Board; and

- Provide executive leadership to the officers and employees of the Authority to implement the Authority's vision, long-term strategy and goals as established by the Board.

ii. **Policy, Administration and Management:**

- Manage and direct the Authority's operations, finances and facilities professionally, efficiently and fairly;

- Administer and carry out the Authority's Policies and Codes, and provide appropriate information and make recommendations to the Board regarding the possible need for new Policies and Codes or amendments to existing Policies and Codes;

- Ensure that the Board is fully supported in its responsibility to adopt a comprehensive plan on the future development of San Diego's regional international airport, including, but not limited to, expansion of the existing airport site and other development options available to address future Airport needs;

- Perform such other functions that may be set forth in the Authority's other Policies and Codes, or that are necessary for the management and operations of the facilities and airports under the jurisdiction of the Authority;

- Manage the Authority's programs and services in a manner that is consistent with the Board's vision, long-term strategy, goals, guidelines, Policies and Codes;

- Direct the communications and inter-governmental relations strategy of the Authority, and the manner in which it is carried out;

- Prepare and recommend to the Board the Authority's operating and capital budget and financial plan;

- Maintain effective dialogue and communications with the Board;

- Provide appropriate information to the Board to facilitate the Board's assessment of the Authority's programs and services;

- Manage and coordinate the Authority's officers and employees to maintain high standards of professional conduct and to promote the accomplishment of organizational goals with efficiency and economy of resource use;

- Monitor and evaluate the Authority's officers, employees and independent contractors to, among other things, ensure that the officers, employees and

independent contractors maintain appropriate performance standards, are attentive to citizen concerns and are responsive to complaints and inquiries;

- Support the Board in its appraisal of managerial and organizational performance;

- Appoint all officers and employees of the Authority, other than the Authority's General Counsel and Auditor; and

- Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which the Authority may interact, including the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region.

(7) General Principles of Governance. The Board and the Executive Committee, in discharging their respective powers, duties and responsibilities under this Policy and under any other applicable laws, Policies or Codes, shall act in accordance with the following:

(a) Exercise their respective business judgment to act in what they reasonably believe to be in the best interests of the Authority's constituents and the public that the Authority serves;

(b) Act in accordance with the highest ethical standards as set forth in the Authority's other Policies and Codes;

(c) Ensure that other existing and planned future commitments do not interfere with their commitments, duties and responsibilities to the Authority;

(d) Except in extraordinary circumstances, attend all duly noticed meetings and spend the time needed and meet as frequently as necessary to properly discharge their powers, duties and responsibilities;

(e) Except in extraordinary circumstances, attend any appropriate Board orientation programs, and review Board orientation documentation and other materials that may be distributed to the Board from time to time;

(f) Listen with due regard to the input of each member of the Board and the Executive Committee, as the case may be, and not attempt to dominate the discussions or the decision-making process of the Board and the Executive Committee, as the case may be; and

(g) Comply with requirements of law applicable to the Board and the Executive Committee, as the case may be, under all relevant laws (including the Authority Act) and the Authority's other Policies and Codes.

(8) General Provisions - Committees.

(a) Each standing committee of the Board shall include an Executive Committee member.

(b) All standing committee appointments shall be for one-year terms, except as otherwise prescribed or modified by the Board in its sole discretion.

(c) The Board may establish or maintain additional standing or *ad hoc* Board committees from time to time as necessary or appropriate in accordance with the Authority's Policies and Codes.

(9) Periodic Evaluation. The Board shall review this policy on a periodic basis to ascertain whether any modification is required to meet the then-current needs of the Authority and to maintain consistency with the best-in-class governance principles and practices of other airport authorities and governmental entities.

[Amended by Resolution No. 2019-0034 dated April 4, 2019.]
[Amended by Resolution No. 2013-0132 dated December 12, 2013]
[Amended by Resolution No. 2012-0133 dated December 13, 2012]
[Amended by Resolution No. 2011-0052 dated May 5, 2011]
[Amended by Resolution No. 2010-0008 dated February 4, 2010]
[Amended by Resolution No. 2009-0038 dated April 2, 2009]
[Amended by Resolution No. 2009-0009 dated February 5, 2009]
[Amended by Resolution No. 2008-0029 dated March 6, 2008]
[Amended by Resolution No. 2007-0085 dated July 5, 2007]
[Amended by Resolution No. 2006-0080 dated July 6, 2006]
[Amended by Resolution No. 2004-0033 dated April 5, 2004]
[Amended by Resolution No. 03-060 dated October 2, 2003]
[Amended by Resolution No.03-005R dated February 6, 2003]
[Adopted by Resolution No. 2002-2 dated November 25, 2002.]

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

Item No. 12

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

Amend the Business Terms of the Previously-Awarded Concession Lease to TAV-America to Design, Build and Operate a Common Use Lounge within Terminal 2 West

Recommendation:

Rescind Resolution No. 2018-0076 and adopt Resolution No. 2019-0111, updating the business terms of the non-exclusive concession lease previously awarded by the Board to TAV-America, to Design, Build and Operate a Common Use Lounge within Terminal 2 West at San Diego International Airport, and authorize the President/CEO to take all necessary actions to execute the concession lease.

Background/Justification:

On April 5, 2018, the Authority Board awarded a non-exclusive concession lease for a new Common Use Lounge ("Lounge") in Terminal 2 West ("T2W") to TAV-America ("TAV") [Resolution No. 2018-0037]. TAV was unanimously selected by the Authority's evaluation panel. Staff returned to the Board on July 12, 2018, to update and receive authorization from the Board to revise, correct and clarify several business terms that required negotiation, correction and clarification after the initial Board action. [Resolution No. 2018-0076]. Over the course of the past year, Authority staff has been engaged with TAV in advancing the contractual documents for execution and advancing TAV's Tenant Improvement submittals and corresponding permitting for the potential development work contemplated. Several items have arisen and presented themselves as hurdles which were not anticipated through the initial RFP and Tenant Improvement Process contemplated in the prior Staff reports to the Board. (Specific items posing challenges are listed, discussed and recommended solutions are identified in the table below).

Staff seeks Board authorization to provide clarifications and changes to address the following issues:

Issue to Modify	Requested Board Action	Previous Board Action
Tenant Legal Entity Initial legal entity remains guarantor; however, a California LLC becomes the operating entity	TAV CALIFORNIA OPERATION SERVICES LLC with a guarantee by TAV-America	TAV-America

Lease Term Expiration Provides a date certain for expiration of lease while accounting for project phasing no longer required and commensurate term to address delays experienced.	**Commence** upon execution of lease by all parties; **Expire** on January 31, 2031 (approximately 10 years after initiation of rent payments to Authority).	**Commence** upon execution of lease by all parties; **Expire** on February 28, 2030 (approximately 11 years after initiation of rent payments to Authority).
Premises Reflects that entire premises is available for development without phasing being required	Approximately 9,900 SF No Phasing Required	**Phase 1**: approximately 6,200 SF (space available September 1, 2018). **Phase 2**: approximately 3,700 SF (space available July 1, 2019).
Percentage Rent Reflects the updated timeline and schedule for development	Percentage Rent to commence on the earlier of Date of Beneficial Occupancy ("DBO") or November 1, 2020, per the following terms: Rent Commencement Date through June 30, 2022 16% of Gross Receipts July 1, 2022, to June 30, 2025 17% of Gross Receipts July 1, 2025, to June 30, 2027 18% of Gross Receipts July 1, 2027, to June 30, 2029 19% of Gross Receipts July 1, 2029, to January 31, 2031 20% of Gross Receipts	Percentage Rent to commence on the earlier of Date of Beneficial Occupancy ("DBO") or March 1, 2019, per the following terms: - 16% in Years 1-2 - 17% in Years 3-4 - 18% in Years 5-6 - 19% in Years 7-8 - 20% in Years 9-11
Minimum Annual Guarantee ("MAG") Although the initial MAG remains unchanged; the adjustment date is pushed back to reflect the updated schedule for the project.	$448,000 with annual MAG adjustments commencing July 1, 2022	$448,000, with annual MAG adjustments commencing July 1, 2020.
Sublessee Subtenant was unable to advance and pulled out of the transaction.	No sublease. Fitness Center to be developed and operated by TAV	ROAM Fitness SAN, LLC – operator of a fitness center of approximately 1,550 SF inside the Lounge space.

Minimum Capital Investment TAV to invest full capital investment proposed including former subtenant portion contemplated. Total capital investment remains unchanged.	$5,439,510	$4,199,510 by TAV plus $1,240,000 by potential subtenant for a total of $5,439,510
Non-Premises Related Work to be completed by TAV Through the course of design review and permitting of plans; several base building deficiencies were discovered and identified that would need to be completed to allow for the development of the TAV lounge and use of the T2W third floor space. These items are located outside of the TAV leased premises and would frequently be completed by the Building owner	TAV as part of their development will complete several non-premises related improvements to include: 1. Stairway from the terminal passenger level to the TAV Lounge Level and vacant neighboring space to allow for back-up ingress and egress for existing elevator 2. Install and emergency exit door on the third level to allow the TAV lounge space and vacant neighboring space to be occupied 3. Buildout of a common lobby and demising walls on the third level to visually differentiate and shield the vacant space from visual clutter when entering the TAV Premises	None
Rent Credit Granted for Non-Premises Related Work to be completed by TAV	TAV will be granted a rent credit for the amount of the actual cost for TAV to complete the Non-Premises Related Work that the Authority would have otherwise been obligated to complete. The rent credit will be for the actual expenses documented by TAV and will be credited against the rent payments due until such time the full credit is fully exhausted and recovered by TAV.	No rent credit identified

The proposed Resolution provides clarity and enabling actions that are consistent with TAV's initial proposal while contemplating and addressing hurdles and unexpected issues (as identified in the table above) that arose during the negotiation and initial plan submittal phase of the project. Approval of the attached resolution will enable staff to finalize negotiations with TAV and advance execution of a formal lease agreement with TAV to move forward with its proposed development.

Fiscal Impact:

The Fiscal Impact of TAV's project remains consistent with the Staff Report and Board actions from the April 5, 2018, and July 12, 2018 Board meetings with two exceptions: 1) timing of rent is delayed comensurate with project delays; and 2) recognition of rent credits for non-premises related work by TAV.

TAV continues to be responsible for build-out costs directly associated with the new Lounge location in T2W. The minimum initial investment require by TAV is $5,439,510.

The Minimum Annual Guarantee will be $448,000.00, commencing no later than November 1, 2020, with annual adjustments starting on July 1, 2022.

TAV's projected sales are $3.6 million for the first year of the lease and increasing to $5.9 million by the last year of the lease term. Per TAV's estimates, the projected revenues from percentage rents to the Authority will start at $540,000 in the first year and increase to over $1.3 million by the last year.

The non-premises related work eligible for commensurate rent credit is anticipated to total approximately $695,000. The credit will be issued against rent due and will match the documented actual expenses incurred by TAV when completing the non-premises related work.

Authority Strategies/Focus Areas:

This item supports one or more of the following *(select at least one under each area)*:

Strategies

☐	Community Strategy	X	Customer Strategy	☐	Employee Strategy	X	Financial Strategy	☐	Operations Strategy

Focus Areas

☐	Advance the Airport Development Plan	X	Transform the Customer Journey	X	Optimize Ongoing Business

Environmental Review:

The Environmental Review of TAV's project, as outlined below, remains consistent with the Staff Report and Board action from the April 5, 2018, Board meeting and July 12, 2018 Board Meeting:

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

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Application of Inclusionary Policies:

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. These programs/policies are intended to promote the inclusion of small, local, service disabled/ veteran owned small business, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

The Authority has an Airport Concession Disadvantaged Business Enterprise ("ACDBE") Plan as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 23. The ACDBE Plan calls for the Authority to submit a triennial overall goal for ACDBE participation on all concession projects.

This is an airport concession opportunity that will be applied toward the Authority's overall ACDBE goal. TAV proposed 20-24% ACDBE participation by intending to use two ACDBE management contractors (First Class Concessions & Airport Field Services).

Additionally, TAV supports the Authority's inclusionary program, is committed to small and local business participation, and will provide a small business participation plan which delineates their engagement with the local contracting community.

Prepared by:

ERIC PODNIEKS
PROGRAM MANAGER, STRATEGY AND NEW BUSINESS

RESOLUTION NO. 2019-0111

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, RESCINDING RESOLUTION NO. 2018-0076 AND UPDATING THE BUSINESS TERMS OF THE NON-EXCLUSIVE CONCESSION LEASE PREVIOUSLY AWARDED BY THE BOARD TO TAV-AMERICA, TO DESIGN, BUILD AND OPERATE A COMMON USE LOUNGE WITHIN TERMINAL 2 WEST AT SAN DIEGO INTERNATIONAL AIRPORT, AND AUTHORIZE THE PRESIDENT/CEO TO TAKE ALL NECESSARY ACTIONS TO EXECUTE THE CONCESSION LEASE

WHEREAS, at the April 5, 2018 Board meeting, the Board awarded a nonexclusive concession lease for a Common Use Lounge ("Lounge") in Terminal 2 West to TAV-America ("TAV-A"), the firm that was unanimously selected by the Authority's evaluation panel [Resolution No. 2018-0037]; and

WHEREAS, Authority Staff returned to the Board on July 12, 2018, to update and receive authorization from the Board to revise, correct and clarify several business terms that required negotiation, correction and clarification after the initial Board action; and

WHEREAS, at the July 12, 2018 Board meeting, the Board rescinded Resolution No. 2018-0037 and adopted Resolution No. 2018-0076; and

WHEREAS, Staff has worked diligently with TAV-A over the past year to further negotiated a lease and advance the potential development of the Lounge; and

WHEREAS, several key business terms are required to be adjusted to enable the lease to be executed and the planned project to advance which has caused Staff to determine it best to Rescind Resolution No. 2018-0076 and receive a new Board action to address such modifications; and

WHEREAS, TAV-A has established a domestic California Limited Liability Company, TAV California Operation Services, LLC ("TAV-C") to enable it to enter into contracts and efficiently receive permits and other licenses to conduct business as a domestic corporation rather than a foreign corporation; and

WHEREAS, TAV-A will serve as a guarantor of all obligations under the Lease between the Authority and TAV-C.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby updates the business terms of the non-exclusive concession lease previously awarded by the Board to TAV-America, to Design, Build and Operate a Common Use Lounge within Terminal 2 West at San Diego International Airport, pursuant to the terms set forth in the table below

Concessionaire Legal Entity Name	TAV California Operation Services LLC
Concessionaire Guarantor	TAV-America
Lease Expiration Date	No later than January 31, 2031. In the event DBO occurs later than November 1, 2020, the Lease expiration date may be extended at the discretion of the President/CEO to be commensurate in the time delay of the DBO.
Premises	Approximately 9,900 sq.ft. located on the third floor of Terminal 2 West. Such premises size and assignment of related storage areas may be adjusted and amended at the discretion of the President/CEO
Permitted Use	Non-exclusive right to operate a Common Use Lounge with Fitness Center. Such permitted uses may be adjusted and amended at the discretion of the President/CEO
Percentage Rents	Percentage Rent to commence on the earlier of Date of Beneficial Occupancy ("DBO") or November 1, 2020, and be no less than the following terms: DBO through June 30, 2022 16% of Gross Receipts July 1, 2022, to June 30, 2025 17% of Gross Receipts July 1, 2025, to June 30, 2027 18% of Gross Receipts July 1, 2027, to June 30, 2029 19% of Gross Receipts July 1, 2029, to January 31, 2031 20% of Gross Receipts
Minimum Annual Guarantee Rent Payments	$448,000 commencing on DBO with annual MAG adjustments commencing July 1, 2022
Minimum Capital Investment	$5,439,510
Authority issued Rent Credit	TAV-C to receive a rent credit for the amount of the actual cost for TAV-C to complete non-premises

	related Work that the Authority would have otherwise been obligated to complete. The rent credit will be for the actual expenses documented by TAV-C and will be credited against the rent payments due until such time the full credit is fully exhausted and recovered by TAV-C

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to take all necessary actions to execute the concession lease with TAV-C; and

BE IT FURTHER RESOLVED that the Board rescinds Resolution No. 2018-0076; and

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of December, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

_____
TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

_____
AMY GONZALEZ
GENERAL COUNSEL

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

STAFF REPORT

Meeting Date: **DECEMBER 5, 2019**

Subject:

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

Recommendation:

For information only.

Background/Justification:

Authority Policy 3.30 (3)(b) and (4) require that travel and business expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved or pre-approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

On July 1, 2019, the Executive Committee pre-approved set dollar amounts for routine, in-town business expenses to be used during Fiscal Year 2020 for the President/CEO, General Counsel and Chief Auditor as authorized in Policy 3.30(3)(b)(i)(C).

The attached reports are being presented to comply with the requirements of Policy 3.30.

Fiscal Impact:

Funds for Business and Travel Expenses are included in the FY 2020 Budget.

Authority Strategies:

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

☒ Community Strategy ☐ Customer Strategy ☐ Employee Strategy ☐ Financial Strategy ☒ Operations Strategy

Focus Areas

☐ Advance the Airport Development Plan ☐ Transform the Customer Journey ☒ Optimize Ongoing Business

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

BUSINESS EXPENSES

J. SCHIAVONI

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2019

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME			PERIOD COVERED		
Johanna Schiavoni			9/30/2019-10/28/2019		
DEPARTMENT/DIVISION					
Date	**Miles driven**	**Destination and purpose of trip**	**Parking fees & other transportation costs paid**		**$$$**
9/30/19	40.00	World Trade Center kick off Germany trade mission			
10/3/19	7.70	SDCRAA Airport Board meeting			
10/28/19	7.70	SDCRAA Finance Committee meeting			
10/20/19	5.60	To SDCRAA Terminal 2 for Germany Trade Mission			
10/25/19	5.6	From SDCRAA Terminal 2 re Germany Trade Mission			
SUBTOTAL	66.60			SUBTOTAL	-

Computation of Reimbursement

		66.60
REIMBURSEMENT RATE: (see below) *	X	0.58
TOTAL MILEAGE REIMBURSEMENT		38.63
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)		-
TOTAL REIMBURSEMENT REQUESTED		$ 38.63

I acknowledge that I have read, understand and agree to *Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

Business Expense Reimbursement Policy 3.30

Johanna Schiavoni

SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPROVAL

Effective 1/1/2019 = $ .58
1/1/18 - 12/31/18 = $.545

Please use the other tabs for mileage

Monthly Mileage & Parking Reimbursement Report.xlsx (http:/

TRAVEL REQUESTS

K. BECKER

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

GENERAL INSTRUCTIONS:

A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: **Kimberly J. Becker** Department: **Executive, BU6**

Position: ☐ Board Member ☒ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **11/14/19** DATE OF DEPARTURE/RETURN: **12/18/19 / 12/20/19**

DESTINATION / BUSINESS PURPOSE:

Destination: New York, NY

Business Purpose: Jet Blue & JAL Airlines Air Service Development Visit

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare ☐ *check box for business class or equivalent (international only)*	$	**900.00**
• Rental Car	$	
• Other Transportation *(Taxi, TNC, Train, Bus)*	$	**150.00**
• Auto *(Gas, Parking/Tolls, Mileage)*	$	
B. Lodging	$	**500.00**
C. Meals and Incidental Expenses *(Per Diem)*	$	**200.00**
D. Seminar and Conference Fees	$	
E. Entertainment	$	
TOTAL PROJECTED TRAVEL EXPENSES	$	**1750.00**

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: _____ Date: 11/14/19

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: 11/15/19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____ , certify that this document was approved
(Name of Clerk)

by the Executive Committee at its _____ meeting.
(Meeting Date)

TRAVEL EXPENSES

K. BECKER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:**

Name: Kimberly J. Becker **Dept:** Executive Division, BU6

Departure Date: 9/16/2019 **Return Date:** 9/25/2019 **Report Due:** 10/25/19

Destination: Auckland, New Zealand and Adelaide, Australia

Business Purpose: Air Service Meeting with New Zealand Air and 2019 World Routes Conference

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		9/16/19 Monday	9/17/19 Tuesday	9/18/19 Wednesday	9/19/19 Thursday	9/20/19 Friday	9/21/19 Saturday	9/22/19 Sunday	
Air Fare, Railroad, Bus	7,071.23								-
Conference Fees	2,429.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging				261.10	213.75				474.85
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous Credit Card Surcharge						9.50			9.50
									-
	$ 9,500.23								**$ 484.35**

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	9/16/19 Monday	9/17/19 Tuesday	9/18/19 Wednesday	9/19/19 Thursday	9/20/19 Friday	9/21/19 Saturday	9/22/19 Sunday	
Breakfast	$24.00			24.00	24.00				48.00
Lunch	$40.00			40.00	40.00				80.00
Dinner	$64.00	64.00			64.00				128.00
Incidentals	$31.00	31.00		31.00	31.00				93.00
Total M&IE	$159.00	95.00		95.00	159.00				349.00
				60.44					60.44
Total Meal and Incidental Expenses		$ 95.00	$ -	$ 155.44	$ 159.00	$ -	$ -	$ -	**409.44**

Explanation: Substantiation for exception should be attached

On 09/18, there was a group dinner with the air service representatives of Air New Zealand. Hampton Brown paid for the SAN and Air New Zealand representatives. Kim Becker paid for her own meal.

Trip Grand Total	**10,394.02**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	9,500.23
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	**$893.79 Sub-Total**

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: DIANE CASEY Ext.: 2445

Traveler's Signature: Date: 10/1/19

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

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:**

Name: Kimberly J. Becker **Dept:** Executive Division, BU6

Departure Date: 9/16/2019 **Return Date:** 9/25/2019 **Report Due:** 10/25/19

Destination: Auckland, New Zealand and Adelaide, Australia

Business Purpose: Air Service Meeting with New Zealand Air and 2019 World Routes Conference

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		9/20/19 Friday	9/21/19 Saturday	9/22/19 Sunday	9/23/19 Monday	9/24/19 Tuesday	9/25/19 Wednesday	9/26/19 Thursday	
Air Fare, Railroad, Bus									-
Conference Fees									-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare					7.72				7.72
Lodging		291.60	291.60	297.73	297.73	297.73	14.82		1,491.21
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	$ -								$1,498.93

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	9/20/19 Friday	9/21/19 Saturday	9/22/19 Sunday	9/23/19 Monday	9/24/19 Tuesday	9/25/19 Wednesday	9/26/19 Thursday	
Breakfast	$18.00	18.00	18.00	18.00	18.00	18.00	18.00		108.00
Lunch	$30.00	30.00	30.00				30.00		90.00
Dinner	$48.00	48.00			48.00		48.00		144.00
Incidentals	$24.00	24.00	24.00	24.00	24.00	24.00	24.00		144.00
Total M&IE	$120.00	120.00	72.00	42.00	90.00	42.00	120.00		486.00
Approved Meal Exception Above Per Diem Rate[1]									-
Total Meal and Incidental Expenses		$ 120.00	$ 72.00	$ 42.00	$ 90.00	$ 42.00	$ 120.00	$ -	**486.00**

Explanation: Substantiation for exception should be attached

Trip Grand Total	**1,984.93**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	-
Due Traveler - if positive amount, prepare check request	**$1,984.93**
Due Authority - if negative, attach check payable to SDCRAA	**Sub-Total**
	$2,878.72

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: DIANE CASEY Ext.: 2445

Traveler's Signature: Kimberly Becker Date: 10/1/19

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: **Kimberly J. Becker** Dept: **6**

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

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

2. DATE OF REQUEST: **05/09/19** PLANNED DATE OF DEPARTURE/RETURN: **09/16/19** **09/25/19**

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

Destination: Auckland, New Zealand and Adelaide, Australia

Purpose: Meeting with New Zealand Airlines Regarding Air Service Development and World Routes 2019 Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	**6,600.00**
• *RENTAL CAR (Must complete page 2)	$	
• OTHER TRANSPORTATION (Taxi, Train)	$	**300.00**
B. LODGING	$	**2,000.00**
C. MEALS	$	**500.00**
D. SEMINAR AND CONFERENCE FEES	$	**2,400.00**
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	**$11,800.00**

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

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

Travelers Signature: Kimberly J Becker Date: 5/10/19

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, Martha Morales, Asst. Authority Clerk 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 May 23, 2019 meeting.
(Leave blank and we will insert the meeting date.)

Kim Becker
Australia
09/16- 09/25/19

TRAVELTRUST

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

ADD TO OUTLOOK

Friday, 24MAY 2019 12:16 PM EDT

Passengers: KIMBERLY JANE BECKER (06)

Agency Reference Number: TZHKKW

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

Air New Zealand Confirmation VCRZ6H

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
Be sure to visit www.traveltrust.com for additional travel information

.

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

.

FOR TRAVEL TO NEW ZEALAND A US CITIZEN
MUST HAVE A VALID PASSPORT
FOR TRAVEL TO AUSTRALIA A US CITIZEN
MUST HAVE A VALID PASSPORT AND VISA
****

YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR US
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE
YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS
****

CERTAIN FARES MAY REQUIRE REISSUANCE AT TIME OF
CANCELLATION. PLEASE CONTACT THE AIRLINE OR TRAVELTRUST

AIR	**Monday, 16SEP 2019**		
	Air New Zealand Operated By: SKYWEST AIR DBA UNITED EXPRESS	**Flight Number**: 6938	Class: J- Business
	From: San Diego CA, USA	**Depart**: 05:45 PM	
	To: Los Angeles CA, USA	**Arrive**: 06:50 PM	
	Stops: Nonstop	Duration: 1 hour(s) 5 minute(s)	
	Seats: 03A	Status: CONFIRMED	Miles: 98 / 157 KM
	Equipment: E7W/AIR		
	DEPARTS SAN TERMINAL 2 - ARRIVES LAX TERMINAL 7 Frequent Flyer Number: [redacted] applied to NZ		
	Air New Zealand Confirmation number is VCRZ6H		

AIR	**Monday, 16SEP 2019**		
	Air New Zealand	**Flight Number**: 0001	Class: J- Business
	From: Los Angeles CA, USA	**Depart**: 09:40 PM	
	To: Auckland Intl, New Zealand	**Arrive**: 05:30 AM 18SEP	
	Stops: Nonstop	Duration: 12 hour(s) 50 minute(s)	
	Seats: 10J	Status: CONFIRMED	Miles: 6517 / 10427 KM
	Equipment: Boeing 777 Jet 200/300	MEAL: DINNER - BREAKFAST	

Kim Becker
Australia
09/16 - 09/25/19

DEPARTS LAX TERMINAL TOM BRADLEY INTL TERM - ARRIVES AKL INTERNATIONAL TERMINAL
Frequent Flyer Number: UAJF258808 applied to NZ
Air New Zealand Confirmation number is VCRZ6H

AIR	**Friday, 20SEP 2019**		
	Air New Zealand	**Flight Number**: 0191	Class: J- Business
	From: Auckland Intl, New Zealand	**Depart**: 08:25 AM	
	To: Adelaide SA, Australia	**Arrive**: 10:45 AM	
	Stops: Nonstop	Duration: 4 hour(s) 50 minute(s)	
	Seats: 02B	Status: CONFIRMED	Miles: 2021 / 3234 KM
	Equipment: Boeing 777 Jet	MEAL: BREAKFAST	

DEPARTS AKL INTERNATIONAL TERMINAL - ARRIVES ADL MAIN TERMINAL
Frequent Flyer Number: [redacted]
Air New Zealand Confirmation number is VCRZ6H

AIR	**Wednesday, 25SEP 2019**		
	Air New Zealand	**Flight Number**: 0192	Class: Z- Business
	From: Adelaide SA, Australia	**Depart**: 12:00 PM	
	To: Auckland Intl, New Zealand	**Arrive**: 06:35 PM	
	Stops: Nonstop	Duration: 4 hour(s) 5 minute(s)	
	Seats: 03K	Status: CONFIRMED	Miles: 2021 / 3234 KM
	Equipment: 789/AIR	MEAL: LUNCH	

DEPARTS ADL MAIN TERMINAL - ARRIVES AKL INTERNATIONAL TERMINAL
Frequent Flyer Number: [redacted]
Air New Zealand Confirmation number is VCRZ6H

AIR	**Wednesday, 25SEP 2019**		
	Air New Zealand	**Flight Number**: 0008	Class: Z- Business
	From: Auckland Intl, New Zealand	**Depart**: 07:45 PM	
	To: San Francisco CA, USA	**Arrive**: 01:00 PM	
	Stops: Nonstop	Duration: 12 hour(s) 15 minute(s)	
	Seats: 05B	Status: CONFIRMED	Miles: 6531 / 10450 KM
	Equipment: Boeing 777 Jet 200/300	MEAL: DINNER - BREAKFAST	

DEPARTS AKL INTERNATIONAL TERMINAL - ARRIVES SFO INTERNATIONAL TERMINAL
Frequent Flyer Number: [redacted]
Air New Zealand Confirmation number is VCRZ6H

AIR	**Wednesday, 25SEP 2019**		
	Air New Zealand Operated By: UNITED AIRLINES	**Flight Number**: 9584	Class: Z- Business
	From: San Francisco CA, USA	**Depart**: 03:10 PM	
	To: San Diego CA, USA	**Arrive**: 04:53 PM	
	Stops: Nonstop	Duration: 1 hour(s) 43 minute(s)	
	Seats: 01B	Status: CONFIRMED	Miles: 436 / 698 KM
	Equipment: 7M9/AIR	MEAL: REFRSHMNT/COMP	

DEPARTS SFO TERMINAL 3 - ARRIVES SAN TERMINAL 2
Frequent Flyer Number: [redacted]
Air New Zealand Confirmation number is VCRZ6H

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE

Kim Becker
Australia
09/16-09/25/19

YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
AIR NEW ZEALAND CONFIRMATION NUMBER - VCRZ6H
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043
FOR EMERGENCY SERVICE FROM NEW ZEALAND - 00-800-7373-7882
FOR EMERGENCY SERVICE FROM AUSTRALIA - 0011-800-7373-7882

Ticket/Invoice Information

Ticket for: KIMBERLY JANE BECKER
Date issued: 5/24/2019 Invoice Nbr: 5534733
Ticket Nbr: NZ7364086816 Electronic Tkt: Yes Amount: 7031.23 USD
Base: 6816.00 US Tax: 37.20 USD XT Tax: 178.03 USD
Charged to: AX**********1013

Service fee: KIMBERLY JANE BECKER
Date issued: 5/24/2019
Document Nbr: XD0767715519 Amount: 40.00
Charged to: AX**********1013

Total Tickets: 7031.23
Total Fees: 40.00
Total Amount: 7071.23

Click here 24 hours in advance to obtain boarding passes:
AIR NEW ZEALAND

Click here to review Baggage policies and guidelines:
AIR NEW ZEALAND

Check operating carrier website for any policies that may vary.

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.
All coupons related to this ticket must be used in the sequence purchased or you may be subject to a change in airfare per the carrier's discretion.
Follow us on Twitter @Traveltrustcorp

Thank you for choosing Traveltrust!
Our Business Hours are Sunday 10pm - Friday 10pm Pacific
Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum $25.00 per call/reservation

Kim Becker
Australia
09/16 - 09/25/19

ORIGINAL (BLUE) - TREASURY
COPY (YELLOW) - REM ACCOUNTS BOOK

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

SDCRAA WIRE TRANSFER REQUEST

WT# 19-60

TRANSFER TO **Lloyds TSB Bank PLC**	**DATE PREPARED** **6/12/2019**
IN PAYMENT OF THE FOLLOWING — AMOUNT **Conference Admissions** — 1,884.00 GBP Airport 10-25m **2019 World Routes Conference - Registration for Kim Becker** Adelaide, Australia September 16 - 25, 2019	**ORIGINATING DEPARTMENT/BU** BU6 Executive Division **PREPARED BY** **Diane Casey** EXT 2445
TOTAL $ $0.00	

WIRE INSTRUCTIONS

$2429.00
050

TRANSFER DATE 6/12/2019

BANK NAME Lloyds TSB Bank PLC

ABA# [redacted]

BENFICIARY UBM Limited (UK)

BANK CREDIT ACCT [redacted]

ADDITIONAL INFO IBAN GB18[redacted]

I CERTIFY THE ABOVE CLAIM IS TRUE AND CORRECT INCLUDING THAT ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED

Kimberly J. Becker

Kimberly J. Becker, President/CEO

APPROVED FOR PROCESSING

Accounting Department

DISTRIBUTION OF CHARGES – TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	OBJECT/SUBSIDIARY	* SUB-LEDGER	WORK ORDER/ TRACKING ORDER	COST OBJECT/ LOCATION	AMOUNT	COMMENTS
6				66280.110		

* "w" for tracking orders or work orders

AP NOTES

VENDOR NO. _____

INVOICE NO. _____

INVOICE DATE _____

PYMT DATE _____

RT TO BU ___ SEP CK _____

FINANCE INFORMATION

FED REF #: _____

SEND DATE: _____

INITIATED BY: _____

APPROVED BY: _____

AUTHORITY FORM 02-003

Kim Becker
Australia
09/16-09/25/19

ORIGINAL (BLUE) - TREASURY
COPY (YELLOW) - REM ACCOUNTS BOOK

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

SDCRAA WIRE TRANSFER REQUEST

WT# 19-60

TRANSFER TO	DATE PREPARED
Lloyds TSB Bank PLC	**6/12/2019**

IN PAYMENT OF THE FOLLOWING	AMOUNT	ORIGINATING DEPARTMENT/BU
Conference Admissions	1,884.00 GBP	BU6
Airport 10-25m		Executive Division
2019 World Routes Conference - Registration for Kim Becker		PREPARED BY
Adelaide, Australia		**Diane Casey**
September 16 - 25, 2019		EXT 2445
	TOTAL $ $0.00	

WIRE INSTRUCTIONS

TRANSFER DATE 6/12/2019

BANK NAME Lloyds TSB Bank PLC

ABA# [redacted]

BENFICIARY UBM Limited (UK)

BANK CREDIT ACCT [redacted]

ADDITIONAL INFO IBAN GB18[redacted]

I CERTIFY THE ABOVE CLAIM IS TRUE AND CORRECT INCLUDING THAT ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED

Kimberly J. Becker, President/CEO

APPROVED FOR PROCESSING

Accounting Department

DISTRIBUTION OF CHARGES – TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	OBJECT/SUBSIDIARY	* SUB-LEDGER	WORK ORDER/ TRACKING ORDER	COST OBJECT/ LOCATION	AMOUNT	COMMENTS
6				66280.110		

* "w" for tracking orders or work orders

AP NOTES

VENDOR NO. _____

INVOICE NO. _____

INVOICE DATE _____

PYMT DATE _____

RT TO BU ___ SEP CK _____

FINANCE INFORMATION

FED REF #: _____

SEND DATE: _____

INITIATED BY: _____

APPROVED BY: _____

Kim Becker
Australia
09/16 - 09/25/19

TAX INVOICE

informa

Transaction:	10299559
Transaction Date:	10-JUN-2019
Account:	[redacted]
P.O.:	
Your GST No.:	
Client Name:	
Related Transaction:	

World Routes 2019
Adelaide Show Ground
21-SEP-2019 - 24-SEP-2019

UBM (UK) Limited
Business Service Centre
1st Floor, 11 Tower View
Kings Hill
West Malling
Kent
ME19 4UY
United Kingdom

UBM Contact:	EMEA Credit Control
Telephone:	+44 207921 8506
Fax:	
Email	EmeaCreditControl@ubm.com

Accounts Payable
San Diego International Airport
Accounts Payable
Communter Terminal 3rd Floor 3225 N
Harb
California
San Diego CA 92101
United States

Order/Contract	Order Date	Salesperson	Payment Terms	Due Date
1444878	07-JUN-2019	No Sales Credit	Invoice amount due by return	24-JUN-2019

Description	Quantity	Price	% this Invoice	GST IDs	Net	GST	Total
Conference Admissions Airport 10-25m pax NM - Base P Contact Name: Kimberly Becker Stand Size: 0	1	1,884.00	100	a	1,884.00	0.00	1,884.00
Total Amount				GBP	1,884.00	0.00	1,884.00

SDCRAA
PAYMENT
AUTHORIZED
All Items ✓ Partial ___
By Diane Casey
DATE 06/12/19

ID	ABN Registration	Tax Code	Tax Rate	Tax Amount	Local Amount	Exchange Rate
a	44 218 417 435	AU GST AU OUT OF SCOPE	0%	GBP 0.00	AUD 0.00	1.8222

UBM (UK) Limited 5 Howick Place London, SW1P 1WG, United Kingdom

Please send back the remittance advice below to ensure prompt allocation to your account.

Remittance Advice

Email Remittances:
remittances@ubm.com

UBM (UK) Limited
Business Service Centre
1st Floor, 11 Tower View
Kings Hill
West Malling
Kent
ME19 4UY
United Kingdom

Account: [redacted] **Invoice:** 10299559 **Payer:** San Diego International Airport

Amount: GBP 1,884.00

Electronic Transfer:
Bank: LLOYDS TSB BANK PLC.
Branch: City Office Gillingham-300002
Account No.: [redacted]
Sort Code: 300002
SWIFT: LOYDGB2L
IBAN: GB1[redacted]

Credit Cards:
To make payment via credit card, please call us on: +44 207921 8506

Cheques made payable to:
UBM (UK) Limited

San Diego County Regional Airport Authority
AP Detail Accounts by Business Unit
Department 6 - Executive Office
Payment Date From 6/1/2019 thru 7/2/2019
GL Date From 6/1/2019 thru 6/30/2019

Print Date: 7/8/2019
Print Time: 3:00:25PM
Report ID: AP0002

Location	Tracking or Work Order	Vendor Number	Vendor Name	Purchase Order Type-Number	Doc Type	Check/ Wire #	Check Date	GL Date	Invoice Number	Invoice Description	Ledger Amount
54310.300 Deferential Comp											
6		15666	HARTFORD LIFE INSURANCE COMPAI		PN	8544	6/21/2019	6/21/19	Y19/20 401(A)	K.BECKER FY19/20 401(A)	$5,000.00
									Total Account.Sub: 54310.300 Deferential Comp		**5,000.00**
									Total Account: 54310 Deferential Comp		**5,000.00**
65110 Office & Operating Suppl											
6		16410	STAPLES		PK	90183	6/4/2019	6/4/19	3414878353	5/19 8054485811 BU6	40.56
6		16410	STAPLES		PK	90212	6/6/2019	6/6/19	3414878355	5/19 8054485813 BU59	9.45
6		16410	STAPLES		PK	90263	6/11/2019	6/11/19	3416010438	6/19 8054589618 BU6	54.48
									Total Account: 65110 Office & Operating Suppl		**104.49**
66240.100 Promotional-General											
6		134719	DIANE CASEY PCARD		PN	1198	6/30/2019	6/30/19	300001	Changing the Convers Mtg Lunch	-10.00
									Total Account.Sub: 66240.100 Promotional-General		**-10.00**
									Total Account: 66240 Promotional-General		**-10.00**
66280.110 Industry Organizatio											
6		130453	UBM(UK) LIMITED		PN	8550	6/19/2019	6/19/19	10299559	K.BECKER REGISTRATION	2,429.00
									Total Account.Sub: 66280.110 Industry Organizatio		**2,429.00**
									Total Account: 66280 Industry Organizatio		**2,429.00**
66300.100 Travel-General											
6		62742	AMERICAN EXPRESS		PK	90194	6/6/2019	6/6/19	052919	BECKER; AUCKLAND 9/16-9/25/19	40.00
									Total Account.Sub: 66300.100 Travel-General		**40.00**
									Total Account: 66300 Travel-General		**40.00**
										Total Department 6 - Executive Office	**7,563.49**

Kim Becker
Australia
09/16 - 01/27/19

Kim Becker
Australia
09/16 - 09/25/19



HILTON AUCKLAND
PRINCES WHARF,147 QUAY STREET
AUCKLAND , 1010
New Zealand
TELEPHONE +64 9 978 2000 • FAX +64 9 978 2001
Reservations
www.hilton.com or 1 800 HILTONS

KIMBERLY BECKER

[redacted]

[redacted]

UNITED STATES OF AMERICA

Copy of Tax Invoice:658430
Confirmation Number 3120238006

HILTON AUCKLAND 20/09/2019 5:52 AM

Room Number	401 /K1
Arrival Date	18/09/2019 10:03:00
Departure Date	20/09/2019
Adult/Child	1/0
Room Rate	338.53 NZD
Rate Plan	HPPRP2
AL	AA MTJ4330
Hilton Honors #	[redacted]
GST	108-977-132
Folio No/Che	507704 A
Tax Date	20/09/2019

DATE	DESCRIPTION	Cashier	REF NO	GUEST CHARGES	CREDIT	BALANCE
18/09/2019	EARLY ARRIVAL	CHSC	3964963	$75.00		
18/09/2019	GUEST ROOM	KEKO	3965485	$338.53		
19/09/2019	FISH FOOD BRKFST	LINTR	3965947	$39.00		
19/09/2019	FISH FOOD BRKFST	LINTR	3965989		-$39.00	
19/09/2019	GUEST ROOM	KEKO	3966582	$338.53		
20/09/2019	CREDIT CARD SURCHARGE	DIJA1	3966909	$15.04		
20/09/2019	MC *9117	DIJA1	3966910		-$767.10	
					BALANCE	$0.00

USD
09/18 Early Arrival 47.35
09/18 Room 213.75
09/19 Room 213.75
09/20 Surcharge 9.50
$484.35

Total All Charges	$767.10
TOTAL INCLUDES GST OF	$100.06

Conversion Rate
1.583772

Credit Card Details

APPR. CODE	01513455	MERCHANT ID	38039700
CARD NUMBER	MC *9117	EXP DATE	08/22
TRANSACTION ID	3966910	TRANS TYPE	Sale

Guest Signature _____
Please debit my account by the amount indicated above.

XXXXXXXXX, GST, 108-977-132,

Kim Becker
Australia
09/16 - 09/25/19

citi



Citi® / AAdvantage® Platinum Select® World Elite™ Mastercard® -9117

Transaction Details

Date	Description	Amount
Sep 20, 2019	Hilton Auckland Frnt Auckland NZL	$484.35

Additional Details

Purchased On	Sep 20, 2019
Posted On	Sep 20, 2019
Cardmember Name	Kimberly J Becker
Category	Lodging - Hilton
Foreign Currency	767.10 NEW ZEALAND DOLLA EQ
Merchant Details	New Zealand

TRAVEL EXPENSE RECEIPTS FOR KIMBERLY J. BECKER
Air New Zealand Headquarters Visit
2019 World Routes Conference
Auckland, New Zealand & Adelaide, Australia
September 16 – September 25, 2019

09/18/19 - DINNER

$60.44 USD
see attached bank Statement

Paris Butter

SUMMARY
Table: 41
Tabs

Name	EXTRA
Guests	0
Printed	8:52 PM 18 Sep 19
Opened	7:02 PM 18 Sep 19
	Mikey B

Item	Paid	Due
PB Three Course Menu		80.00
Market Fish		0.00
Sub Total		$ 80.00
TOTAL		$ 80.00
TIP	$ 15.00	
PAYMENT	$ 95.00	

GST # 118-992-776
166 Jervois Rd, Herne Bay, Auckland 1011
Ph: 09-376 5597

Printed by cretap systems

PARIS BUTTER
GST#: 118-992-776
AUCKLAND

----------EFTPOS----------

TERMINAL	68517401
TIME	18Sep19 20:57
TRAN 000616	CREDIT
MCARD	
CARD	9117
MasterCard	
RID:	A000000004
PIX:	1010
TC: A8487CA393B47F3E	
TVR	0000008000
ATC	0023
TSI	E800
AUTH 30298Z	
PURCHASE	NZD80.00
TIP	NZD15.00
TOTAL	NZD95.00

ACCEPTED

CUSTOMER COPY

SAM + NEW ZEALAND AIR REPS
GROUP DINNER

kim Becker
Australia
09/16 - 09/25/19

citi



Citi® / AAdvantage® Platinum Select® World Elite™ Mastercard® -9117

Transaction Details

Date	Description	Amount
Sep 18, 2019	PARIS BUTTER AUCKLAND NZL	$60.44

Additional Details

Purchased On	Sep 18, 2019
Posted On	Sep 18, 2019
Cardmember Name	Kimberly J Becker
Category	Restaurants - Eating Place, Restaurant
Foreign Currency	95.00 NEW ZEALAND DOLLA EQ
Merchant Details	New Zealand

DIPLOMACY IN ACTION

Per Diem Rates
- Excel Versions of Per Diem
- Foreign Per Diem Rates

Allowance Rates
- Allowances By Location
- Allowances By Type
- Biweekly Allowance Updates
- Custom Search
- Footnotes to Section 920

Standardized Regulations (DSSR)
- Archives (DSSR)
- Table of Contents (DSSR)

General Information
- Advance of Pay
- Consumables
- Danger Pay
- eAllowances
- Education
- Evacuation
- Extraordinary Quarters Allowance (EQA)
- Foreign Transfer Allowance (FTA)
- Frequently Asked Questions
- Home Service Transfer Allowance (HSTA)
- Living Quarters Allowance (LQA)
- Official Residence Expense (ORE)
- Per Diem
- Post Allowance (COLA)
- Post Hardship Differential
- R&R
- Representation Allowances
- Separate Maintenance Allowance (SMA)
- Service Needs Differential

Office of Allowances

Select by Location
Select by Allowance Type
Printer Friendly

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

NEW ZEALAND: Auckland
Publication Date: 10/01/2019

Previous Rates: 10/01/2019 ▼ Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
NEW ZEALAND	Auckland	01/01	12/31	238	159	397	N/A	10/01/2019

$132	20	33	53	26
$133	20	33	53	27
$134	20	34	53	27
$135	20	34	54	27
$136	20	34	55	27
$137	21	34	55	27
$138	21	35	55	27
$139	21	35	56	27
$140	21	35	56	28
$141	21	35	57	28
$142	21	36	57	28
$143	21	36	57	29
$144	22	36	57	29
$145	22	36	58	29
$146	22	37	58	29
$147	22	37	59	29
$148	22	37	59	30
$149	22	37	60	30
$150	23	37	60	30
$151	23	38	60	30
$152	23	38	61	30
$153	23	38	61	31
$154	23	39	61	31
$155	23	39	62	31
$156	23	39	63	31
$157	24	39	63	31
$158	24	40	63	31
$159	24	40	64	31
$160	24	40	64	32
$161	24	40	65	32
$162	24	41	65	32
$163	24	41	65	33
$164	25	41	65	33
$165	25	41	66	33
$166	25	42	66	33
$167	25	42	67	33
$168	25	42	67	34
$169	25	42	68	34
$170	26	42	68	34
$171	26	43	68	34
$172	26	43	69	34
$173	26	43	69	35
$174	26	44	69	35
$175	26	44	70	35

Kim Becker
Australia
09/16-09/25/19

Hilton
ADELAIDE

KIMBERLY BECKER		Room Number	523 /D2
		Arrival Date	20/09/2019 11:51:00
		Departure Date	25/09/2019 09:15:00
[redacted]		Adult/Child	1/0
		Room Rate	398.05 AUD
[redacted]		Rate Plan	HPPRP2
UNITED STATES OF AMERICA		AL	AA MTJ4330
		Honors #	[redacted]

Tax Invoice:1493898
Confirmation Number 3123702117

HILTON ADELAIDE 25/09/2019 9:15 AM

ABN	28 062 312 743 003
Folio No/Che	987715 B
Tax Date	25/09/2019

DATE	DESCRIPTION	Cashier	REF NO	GUEST CHARGES	CREDIT	BALANCE
20/09/2019	GUEST ROOM	JAJA	7383148	$398.05	09/20	291.60 USD
21/09/2019	GUEST ROOM	JAJA	7384674	$398.05	09/21	291.60 USD
22/09/2019	GUEST ROOM	YOYO	7385961	$406.43	09/22	297.73 USD
23/09/2019	GUEST ROOM	YOYO	7387435	$406.43	09/23	297.73 USD
24/09/2019	GUEST ROOM	YOYO	7389087	$406.43	09/24	297.73 USD
25/09/2019	CREDIT CARD SURCHARGE	MELO	7389813	$20.23	surcharge	14.82 USD
25/09/2019	MC *9117	MELO	7389815		-$2,035.62	
			BALANCE			$0.00

$1491.21

Total All Charges	$2,035.62
TOTAL INCLUDES GST OF	$1.84
INCLUDES GST OF 10%	$183.23
TOTAL INCLUDES GST OF:	$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,700 hotels and resorts in 113 countries, please visit Honors.com

Credit Card Details

APPR. CODE	00	MERCHANT ID	121721923
CARD NUMBER	MC *9117	EXP DATE	08/22
TRANSACTION ID	7389815	TRANS TYPE	Sale

Guest Signature _____

Please debit my account by the amount indicated above.

SELECT

Hilton ...
Front Desk
233 Victoria Square

CUSTOMER COPY

MERCHANT ID : 516013515319868
TERMINAL ID : 61004511

MASTERCARD CREDIT
Card (I)
NUMBER

**** *** 9117

...CE NUMBER 105402
...UMBER 000435180263

...ETION AUD 2035.62
AUD 2035.62

...D FX PURCHASE USD 1491.21

...D FX CONVERSION RATE
...) = .7325600 USD
...LUDES A MARGIN OF 3.600 %)

...L AMOUNT IN
...SACTION CURRENCY USD 1491.21

...E TIME SEQ NO
...09/19 09:13:24 126076

...PROVED 00

...UTH NUMBER 785692

PLEASE RETAIN FOR YOUR RECORDS

THIS CURRENCY CONVERSION SERVICE IS
PROVIDED BY THE MERCHANT

Kim Becker
Australia
09/16 - 09/25/19

citi



Citi® / AAdvantage® Platinum Select® World Elite™ Mastercard® -9117

Transaction Details

Date	Description		Amount
Sep 25, 2019	Hilton Adelaide Adelaide AUS		$1,491.21
	Additional Details		
	Purchased On	Sep 25, 2019	
	Posted On	Sep 25, 2019	
	Category	Lodging - Hilton	
	Merchant Details	Australia	

TRAVEL EXPENSE RECEIPTS FOR KIMBERLY J. BECKER
Air New Zealand Headquarters Visit
2019 World Routes Conference
Auckland, New Zealand & Adelaide, Australia
September 16 – September 25, 2019

09/23/19 - Transportation

USD $7.72

C[illegible]
TAX INVOICE

INDEPENDENT 132211
TAXI 2324 SA AU
MERCHANT ID: 56050727
TERMINAL ID: V51723
CLIENT ID: 5000
DRIVER ID: 2893
DRIVER ABN: 73731561724

PICK UP: WAYVILLE
ST: ADELAIDE

RIFF:
1 SINGLE

CEIVED IN CASH

FARE	$10.40
HER	$0.00
TRAS	$0.00
TAL FARE	$10.40
C. GST	
GOV LEVY	$1.00
TAL AUD	$11.40

*** CUSTOMER RECEIPT ***
23/09/19 11:48 I

Historical Exchange Rates | Exchange Rates API | Corporate FX Payments | FX News | Support

Want Premium Features? With a Pro Account you'll get 25+ years of data, CSV downloads, and Central Bank Exchange Rates. Upgrade your Account

Range: **September 1, 2019 - October 1, 2019**	Frequency: **Daily**	Source: **OANDA Exchange Rates**	Price: **Bid**

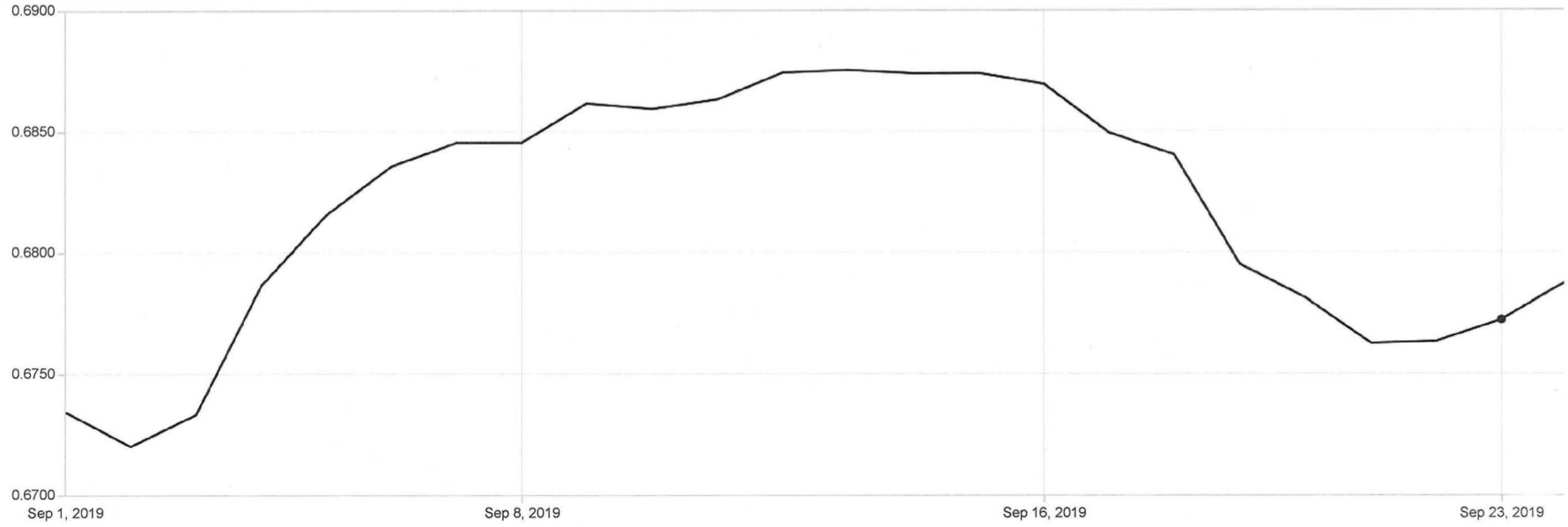
Currency I have: Australian Dollar

Currency I want: USD 0.6772

Interbank +/- 0%

Daily **Bid** rates - **Monday, Sep 23, 2019**

Download



Features and Functionality

The Historical Currency Converter is a simple way to access up to 25 years of historical exchange rates for 200+ currencies, metals, and cryptocurrencies. OANDA Rates® cover 38,000 FX currency pairs, and are easily downloadable into an Excel ready, CSV formatted file.

This tool is ideal for auditors, CPAs, tax professionals, and anyone who needs accurate and authoritative foreign exchange data for spot checking, analysis, and reporting. Currency data can be displayed in a graph or table view with up to 10 currencies at a time.

Our Historical Currency Converter is an easy to use, cloud-based solution and requires no installation, while being accessible from anywhere.

OANDA Rates® are calculated daily (Monday through Friday) and represent the previous 24 hour period aligned to UTC-midnight (8:00 PM Eastern Time). Bid, ask, and midpoint rates for the day are published and available no later than 10:00 PM Eastern Time.

How to get Historical FX Data

1. Pick your base currency and the currency (or currencies) you want converted.

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OANDA (/) EN

Fly SAN to Philadelphia Fly Boston to Washington

BOOK NOW Round Trip $100.58 BOOK NOW

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)

print

Currency I Have:

Australian Dollar **AUD**

AMOUNT: I have this much to exchange

11.40

Currency I Want:

US Dollar **USD**

AMOUNT: I want to buy something at this price

7.69783

DATE: Oct 1, 2019 **HELP** (/help/how-to-use-currency-converter)

INTERBANK +/- 0%

Want to transfer money? Try our Money Transfer service (http://rates.oanda.com/money-transfer.html)

Rate Details **Traveler's Cheatsheet**

AUD/USD Details

DIPLOMACY IN ACTION

Per Diem Rates
- Excel Versions of Per Diem
- Foreign Per Diem Rates

Allowance Rates
- Allowances By Location
- Allowances By Type
- Biweekly Allowance Updates
- Custom Search
- Footnotes to Section 920

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- Archives (DSSR)
- Table of Contents (DSSR)

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- eAllowances
- Education
- Evacuation
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- Frequently Asked Questions
- Home Service Transfer Allowance (HSTA)
- Living Quarters Allowance (LQA)
- Official Residence Expense (ORE)
- Per Diem
- Post Allowance (COLA)
- Post Hardship Differential
- R&R
- Representation Allowances
- Separate Maintenance Allowance (SMA)
- Service Needs Differential

Office of Allowances

Select by Location
Select by Allowance Type
Printer Friendly

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

AUSTRALIA: Adelaide
Publication Date: 09/01/2019

Previous Rates: 09/01/2019 ▼ Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRALIA	Adelaide	01/01	12/31	146	120	266	N/A	06/01/2019

$88	13	22	35	18
$89	13	22	36	18
$90	14	22	36	18
$91	14	23	36	18
$92	14	23	37	18
$93	14	23	37	19
$94	14	24	37	19
$95	14	24	38	19
$96	14	24	39	19
$97	15	24	39	19
$98	15	25	39	19
$99	15	25	40	19
$100	15	25	40	20
$101	15	25	41	20
$102	15	26	41	20
$103	15	26	41	21
$104	16	26	41	21
$105	16	26	42	21
$106	16	27	42	21
$107	16	27	43	21
$108	16	27	43	22
$109	16	27	44	22
$110	17	27	44	22
$111	17	28	44	22
$112	17	28	45	22
$113	17	28	45	23
$114	17	29	45	23
$115	17	29	46	23
$116	17	29	47	23
$117	18	29	47	23
$118	18	30	47	23
$119	18	30	48	23
$120	18	30	48	24
$121	18	30	49	24
$122	18	31	49	24
$123	18	31	49	25
$124	19	31	49	25
$125	19	31	50	25
$126	19	32	50	25
$127	19	32	51	25
$128	19	32	51	26
$129	19	32	52	26
$130	20	32	52	26
$131	20	33	52	26

Casey Diane

Subject:	Air New Zealand and SAN Airport
Location:	%FS G Osaka Mtng Rm - Seat 14 - Restricted
Start:	Wed 9/18/2019 7:00 PM
End:	Wed 9/18/2019 8:30 PM
Show Time As:	Out of Office
Recurrence:	(none)
Meeting Status:	Accepted
Organizer:	Simon Kleinsorge
Categories:	Out of Office

-----Original Appointment-----
From: Simon Kleinsorge <Simon.Kleinsorge@airnz.co.nz>
Sent: Monday, May 6, 2019 1:18 PM
To: Simon Kleinsorge; Brown Hampton; Kate O'Brien; Andrew Skilling
Subject: Air NZ and SAN Airport
When: Thursday, September 19, 2019 2:00 PM-3:30 PM (UTC+12:00) Auckland, Wellington.
Where: %FS G Osaka Mtng Rm - Seat 14 - Restricted

Good morning,

As discussed please feel free to forward accordingly. Apologies to the SAN team – the "San Diego" meeting room was no longer available!

Simon

Simon Kleinsorge

Manager Network Planning | Networks

P. +64 933 63312
M. +64 21 997 509
E. simon.kleinsorge@airnz.co.nz
W. www.airnewzealand.co.nz

FB. facebook.com/airnewzealand
LI. linkedin.com/company/air-new-zealand
TW. twitter.com/FlyAirNZ
YT. youtube.com/airnewzealand

185 Fanshawe Street, Auckland, New Zealand

Level 2, Zone 1

Good planets are hard to find - please think of the environment before you print this email.

routes online

World Routes 2019

The 25th World Route Development Forum

Adelaide, Australia • 21 - 24 September 2019

Event Programme

Friday 20 September

All day	World Routes Golf Day Location: Blackwood Golf Club, Adelaide Hills

Saturday 21 September

Various	Complimentary Tours
13:00 – 19:00	Saturday Registration Location: Adelaide Convention Centre
17:30 – 19:30	Welcome Party

Sunday 22 September

08:00 – 20:00	Registration and Diary Advice open
09:00 – 12:20	Face-to-Face Meetings
09:20 – 16:25	Conference Programme
11:50 – 13:00	Networking Lunch
11:50 – 13:00	Exhibitor Networking Session Location: Exhibition Halls

13:00 – 14:50	Face-to-Face Meetings
14:50 - 15:05	Refreshment Break
14:50 – 15:05	Exhibitor Networking Session Location: Exhibition Halls
15:05 – 16:25	Face-to-Face Meetings
16:30 – 18:30	Festival 25 Location: Exhibition Halls

Monday 23 September

07:45 – 18:30	Registration and Diary Advice Open
08:30 – 10:50	Face-to-Face Meetings
09:00 - 17:05	Conference Programme
10:50 – 11:05	Refreshment Break
10:50 – 11:05	Exhibitor Networking Session Location: Exhibition Halls
11:05 – 12:55	Face-to-Face Meetings
12:35 – 13:30	Networking Lunch
12:55 – 13:40	Exhibitor Networking Session Location: Exhibition Halls
13:30 – 14:20	Face-to-Face Meetings
14:30 – 15:20	Fast Track
15:20 – 15:35	Refreshment Break
15:20 – 15:35	Exhibitor Networking Session Location: Exhibition Halls
15:35 – 17:25	Face-to-Face Meetings
17:25 – 18:30	Exhibitor Networking Session Location: Exhibition Halls

19:30 – 23:30	Networking Evening including World Routes Awards

Tuesday 24 September

08:30 – 20:00	Registration and Diary Advice Open
09:00 – 10:50	Face-to-Face Meetings
10:00 – 12:25	Conference Programme
10:50 – 11:05	Refreshment Break
10:50 – 11:05	Exhibitor Networking Session Location: Exhibition Halls
11:05 – 12:25	Face-to-Face Meetings
12:25 – 13:45	Networking Lunch hosted by World Routes 2020 Host
12:25 – 13:45	Exhibitor Networking Session Location: Exhibition Halls
13:45 – 15:35	Face-to-Face Meetings
15:35 – 15:50	Refreshment Break
15:35 – 15:50	Exhibitor Networking Session Location: Exhibition Halls
15:50 – 17:40	Face-to-Face Meetings
17:30 – 19:30	Farewell Reception hosted by World Routes 2020 Host
17:35 – 20:00	Exhibitor Networking Session Location: Exhibition Halls
18:00 – 18:15	Handover Ceremony
20:00	Event Closes

Find out more about World Routes 2019 and Adelaide

Events

World Routes 2019
Routes Americas 2019
Routes Asia 2019
Routes Europe 2019
Routes Silk Road 2019
Routes Africa 2019
Routes Awards

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AVIATION WEEK NETWORK
By Informa Markets

Routes
Acresfield
8-10 Exchange Street
Manchester, M2 7HA
United Kingdom

T. +44 (0)161 234 2730
F. +44 (0)161 234 2737

markets

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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:**

Name: Kimberly J. Becker **Dept:** Executive Division, BU6

Departure Date: 10/17/2019 **Return Date:** 10/20/2019 **Report Due:** 11/19/19

Destination: Philadelphia, PA

Business Purpose: Executive Women in Aviation Annual Gathering

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		10/17/19 Thursday	10/18/19 Friday	10/19/19 Saturday	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	
Air Fare, Railroad, Bus									-
Conference Fees									-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare		51.18			23.90				75.08
Lodging		285.08	285.08	285.08					855.24
Telephone, Internet and Fax				1.06					1.06
Laundry									-
Miscellaneous:									-
									-
	$ -								$ 931.38

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	10/17/19 Thursday	10/18/19 Friday	10/19/19 Saturday	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	
Breakfast	$14.00	14.00			14.00				28.00
Lunch	$16.00	16.00	16.00	16.00	16.00				64.00
Dinner	$26.00	26.00			26.00				52.00
Incidentals	$5.00	5.00	5.00	5.00	5.00				20.00
Total M&IE	$61.00	61.00	21.00						164.00
Approved Meal Exception Above Per Diem Rate[1]									-
Total Meal and Incidental Expenses		$ 61.00	$ 21.00	$ -	$ -	$ -	$ -	$ -	**164.00**

Explanation: Substantiation for exception should be attached

Notes - The airfare for this trip and the WTC Trade Mission to Germany (10/20 - 10/25) were charged as one trip. Kim did not return to San Diego - she went directly from Philadelphia to Frankfurt, Germany for the WTC Trade Mission. The airfare will be charged against the Germany trip.

Trip Grand Total	**1,095.38**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	-
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	**$1,095.38**

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext.: 2445

Traveler's Signature: Kimberly J Becker Date: 10/22/19

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: _____

Kim Becker
Philadelphia
10/17 - 10/20/19

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

TRAVELTRUST

ADD TO OUTLOOK

NOTE - This ticket is for the Philadelphia EWIA Annual Gathering and the WTC Trade Mission to Germany.

Thursday, 15AUG 2019 06:25 PM EDT

Passengers: KIMBERLY JANE BECKER (02)

Agency Reference Number: LGIYYD

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

American Airlines Confirmation LGIYYD
Lufthansa Confirmation MUB9HV
United Airlines Confirmation FHSRLF

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

This expense will be charged to the Germany trip.

FOR TRAVEL TO GERMANY A US CITIZEN
MUST HAVE A VALID PASSPORT
****
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR US
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE
YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS
****
CERTAIN FARES MAY REQUIRE REISSUANCE AT TIME OF
CANCELLATION. PLEASE CONTACT THE AIRLINE OR TRAVELTRUST

AIR Thursday, 17OCT 2019



American Airlines	**Flight Number**: 0433	Class: L- Coach/Economy
From: San Diego CA, USA	**Depart**: 07:48 AM	
To: Philadelphia PA, USA	**Arrive**: 04:04 PM	
Stops: Nonstop	Duration: 5 hour(s) 16 minute(s)	
Seats: 07C	Status: CONFIRMED	Miles: 2365 / 3784 KM
Equipment: Airbus A321 Jet	MEAL: Food and Bev for Purchase	

DEPARTS SAN TERMINAL 2
Frequent Flyer Number [redacted]
AISLE SEAT CONFIRMED
American Airlines Confirmation number is LGIYYD

AIR Sunday, 20OCT 2019



Lufthansa	**Flight Number**: 0427	Class: D- Business
From: Philadelphia PA, USA	**Depart**: 05:40 PM	
To: Frankfurt, Germany	**Arrive**: 07:10 AM 21OCT	
Stops: Nonstop	Duration: 7 hour(s) 30 minute(s)	
Seats: 84C	Status: CONFIRMED	Miles: 3939 / 6302 KM
Equipment: Boeing 747 Jet	MEAL: MEALS	

DEPARTS PHL TERMINAL A - ARRIVES FRA TERMINAL 1
Frequent Flyer Number [redacted]
AISLE SEAT CONFIRMED

Kim Becker
Philadelphia
10/17- 10/20/19

Lufthansa Confirmation number is MUB9HV

AIR Friday, 25OCT 2019



Lufthansa	**Flight Number**: 0480	Class: D- Business
From: Munich, Germany	**Depart**: 11:50 AM	
To: Denver CO, USA	**Arrive**: 02:25 PM	
Stops: Nonstop	Duration: 10 hour(s) 35 minute(s)	
Seats: 02D	Status: CONFIRMED	Miles: 5224 / 8358 KM
Equipment: 359/AIR	MEAL: MEALS	

DEPARTS MUC TERMINAL 2
Frequent Flyer Number: [redacted] applied to LH
AISLE SEAT CONFIRMED
Lufthansa Confirmation number is MUB9HV

AIR Friday, 25OCT 2019



United Airlines	**Flight Number**: 0710	Class: D- Business
From: Denver CO, USA	**Depart**: 03:45 PM	
To: San Diego CA, USA	**Arrive**: 05:06 PM	
Stops: Nonstop	Duration: 2 hour(s) 21 minute(s)	
Seats: 02B	Status: CONFIRMED	Miles: 833 / 1333 KM
Equipment: Airbus A320 Jet	MEAL: SNACK	

ARRIVES SAN TERMINAL 2
Frequent Flyer Number: [redacted]
AISLE SEAT CONFIRMED
United Airlines Confirmation number is FHSRLF

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
AMERICAN AIRLINES CONFIRMATION NUMBER - LGIYYD
LUFTHANSA CONFIRMATION NUMBER - MUB9HV
UNITED AIRLINES CONFIRMATION NUMBER - FHSRLF
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043
FOR EMERGENCY SERVICE FROM GERMANY - 00-800-7373-7882

Ticket/Invoice Information

Ticket for: KIMBERLYJANE BECKER
Date issued: 8/15/2019 Invoice Nbr: 5548257
Ticket Nbr: UA7390492051 Electronic Tkt: Yes Amount: 9622.26 USD
Base: 8267.33 US Tax: 37.20 USD XT Tax: 1317.73 USD
Charged to: AX**********1013

Ticket for: KIMBERLY JANE BECKER
Date issued: 8/15/2019 Invoice Nbr: 5548259
Ticket Nbr: AA7390492052 Electronic Tkt: Yes Amount: 419.30 USD
Base: 376.74 US Tax: 28.26 USD XT Tax: 14.30 USD
Charged to: AX**********1013

Service fee: KIMBERLY JANE BECKER
Date issued: 8/15/2019
Document Nbr: XD0771718873 Amount: 40.00
Charged to: AX**********1013

Total Tickets: 10041.56

Kim Becker
Philadelphia
10/17 - 10/20/19

Total Fees: 40.00
Total Amount: 10081.56

Click here 24 hours in advance to obtain boarding passes:
American
LUFTHANSA
UNITED

Click here to review Baggage policies and guidelines:
American
LUFTHANSA
UNITED

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Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum $25.00 per call/reservation

kim Becker
Philadelphia
10/17 - 10/20/19

Sofitel Philadelphia
120 South 17th Street, PA 19103
Telephone +1 215 569 8300 Facsimile +1 215 564 7453

Miss Kimberly Becker
[redacted]
[redacted]
[redacted]

Room: 1109
Cashier:
Page: 1 of 1
Time: 20-OCT-19
Conf #: 6244537

INFORMATION INVOICE

Group Code Executive Women in Aviation
Arrival 10-17-19
Departure 10-20-19
Invoice NO.

Date	Description		Debit	Credits
10-17-19	Room Service Dinner Food	Room# 1109 : CHECK# 5375	44.60	10/17 - Dinner
10-17-19	Room Revenue		245.00	Room 10/17 $285.08
10-17-19	Room State Occ Tax		17.27	
10-17-19	Room City Occ Tax		20.97	
10-17-19	City Tourism Fee		1.84	
10-18-19	Room Revenue		245.00	Room 10/18 $285.08
10-18-19	Room State Occ Tax		17.27	
10-18-19	Room City Occ Tax		20.97	
10-18-19	City Tourism Fee		1.84	
10-19-19	Telephone	19:22 Room# 1109 : Dialed# 215-342-6666 [00:01:00]	1.06	10/19 - Phone
10-19-19	Minibar F&B	Room# 1109 : CHECK# 69270 Pringles Potato Chip	5.94	10/19 - Snacks
10-19-19	Room Revenue		245.00	Room 10/19 $285.08
10-19-19	Room State Occ Tax		17.27	
10-19-19	Room City Occ Tax		20.97	
10-19-19	City Tourism Fee		1.84	
		Total	**906.84**	**0.00**
		Balance		**906.84**

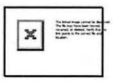
Lodging Total $855.24

Kim Becker
Philadelphia
10/17 - 10/20/19

Casey Diane

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Thursday, October 17, 2019 1:04 PM
To: Becker Kimberly
Subject: Your ride with Victor on October 17

10/17 - Transportation



OCTOBER 17, 2019 AT 5:11 AM

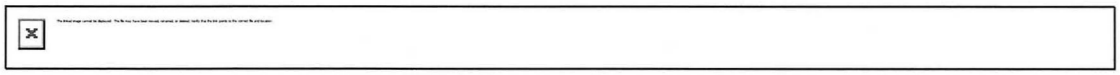
Thanks for riding with Victor!



100% of tips go to drivers. Add a tip

Lyft fare (6.11mi, 18m 2s)	$18.61
Tip	$3.72

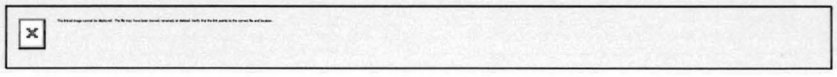
 PayPal account **$22.33**



Pickup 5:11 AM
3138 Laurel St, San Diego, CA

Drop-off 5:29 AM
San Diego Int'l Airport, San Diego, CA

Expense Code: TO eWIA



Kim Becker
Philadelphia
10/17 - 10/20/19

This and every ride is carbon neutral

LEARN MORE

FAVORITE DRIVER

TIP DRIVER

FIND LOST ITEM

REQUEST REVIEW

Review price in the Lyft app help tab

Help Center

Receipt #1327186584195683794

We never share your address with your driver after a ride.
Learn more about our commitment to safety.

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

Kim Becker
Philadelphia
10/17 - 10/20/19

Casey Diane

From: Becker Kimberly
Sent: Friday, October 18, 2019 4:58 AM
To: Casey Diane
Subject: Fwd: Your ride with Kayah on October 17

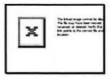
10/17 - Transportation

From airport to hotel.

Kimberly J. Becker
President and CEO
San Diego County Regional Airport Authority
Kbecker@san.org
(619) 400-2444

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: October 17, 2019 at 5:56:22 PM EDT
To: Becker Kimberly <kbecker@san.org>
Subject: Your ride with Kayah on October 17



OCTOBER 17, 2019 AT 4:54 PM

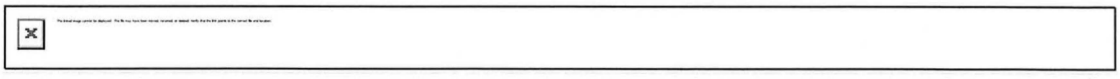
Thanks for riding with Kayah!



100% of tips go to drivers. Add a tip

Lyft fare (12.78mi, 40m 1s)	$24.51
Philadelphia City Fee	$0.34
Tip	$4.00

 PayPal account **$28.85**

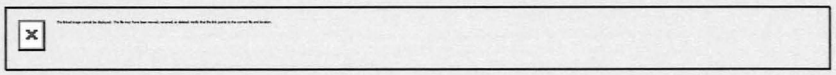


Kim Becker
Philadelphia
10/17 - 10/20/19

Pickup 4:54 PM
Philadelphia Int'l Airport, Arrivals Rd, Philadelphia, PA

Drop-off 5:34 PM
116 S 17th St, Philadelphia, PA

Expense Code: AIRPORT TO HOYEL. EWIA



This and every ride is carbon neutral

LEARN MORE

TIP DRIVER

FIND LOST ITEM

REQUEST REVIEW

Review price in the Lyft app help tab

To share comments or complaints about your ride, you may contact either the Philadelphia Parking Authority at (215) 683-9440 or the PA Public Utilities Commission by visiting http://www.puc.state.pa.us/ or calling 1-800-693-7380.

Kim Becker
Philadelphia
10/17- 10/20/19

Help Center

Receipt #1327318650946318418

We never share your address with your driver after a ride.
Learn more about our commitment to safety.

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San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

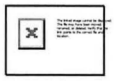


Kim Becker
Philadelphia
10/17 - 10/20/19

Casey Diane

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Monday, October 21, 2019 11:09 AM
To: Becker Kimberly
Subject: Your ride with Raleigh on October 20

10/20 - Transportation



OCTOBER 20, 2019 AT 1:43 PM

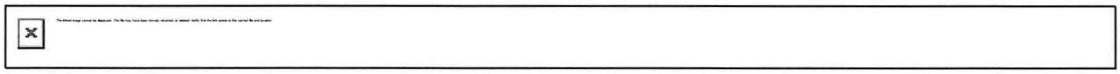
Thanks for riding with Raleigh!



100% of tips go to drivers. Add a tip

Lyft fare (9.28mi, 20m 4s)	$20.62
Philadelphia City Fee	$0.28

PayPal account **$20.90**



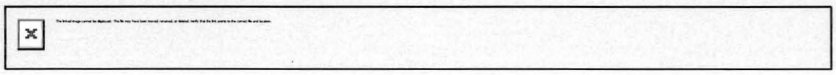
+ 3.00 tip

$23.90

Pickup 1:43 PM
1687 Moravian St, Philadelphia, PA

Drop-off 2:03 PM
Philadelphia Int'l Airport, Essington Ave, Philadelphia, PA

Receipt Attached



Kim Becker
Philadelphia
10/17- 10/20/19

This and every ride is carbon neutral

LEARN MORE

TIP DRIVER

FIND LOST ITEM

REQUEST REVIEW

Review price in the Lyft app help tab

To share comments or complaints about your ride, you may contact either the Philadelphia Parking Authority at (215) 683-9440 or the PA Public Utilities Commission by visiting http://www.puc.state.pa.us/ or calling 1-800-693-7380.

Help Center

Receipt #1328381487896562574

We never share your address with your driver after a ride.
Learn more about our commitment to safety.

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San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

Kim Becker
Philadelphia
10/17 - 10/20/19

Casey Diane

From: Kim Becker <kbeckersj@yahoo.com>
Sent: Monday, October 21, 2019 11:27 AM
To: Casey Diane
Subject: Fwd: Lyft Tip Increase Receipt

10/20 - Transportation Tip

FYI

Begin forwarded message:

From: Lyft <receipts@lyftmail.com>
Date: October 21, 2019 at 8:24:19 PM GMT+2
To: kbeckersj@yahoo.com
Subject: Lyft Tip Increase Receipt



Tip Increase Receipt

Ride with Raleigh ending October 20 at 2:03 PM

Increase Tip	$3.00
Charges to PayPal account:	$3.00

To share comments or complaints about your ride, you may contact either the Philadelphia Parking Authority at (215) 683-9440 or the PA Public Utilities Commission by visiting http://www.puc.state.pa.us/ or calling 1-800-693-7380.

© Lyft 2019
548 Market St., P.O. Box
68514
San Francisco, CA 94104



Questions? Visit our Help Center

U.S. General Services Administration

FY 2019 Per Diem Rates for Philadelphia, Pennsylvania

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Philadelphia	**Philadelphia**	$61	$14	$16	$26	$5	$45.75

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

GENERAL INSTRUCTIONS:

A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: **Kimberly J. Becker** Department: **BU6**

Position: ☐ Board Member ☒ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **07/31/19** DATE OF DEPARTURE/RETURN: **10/17/19 / 10/20/19**

DESTINATION / BUSINESS PURPOSE:

Destination: Philadelphia, PA

Business Purpose: Executive Women in Aviation - Annual Meeting

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare ☐ *check box for business class or equivalent (international only)*	$	**419.00**
• Rental Car	$	
• Other Transportation *(Taxi, TNC, Train, Bus)*	$	**100.00**
• Auto *(Gas, Parking/Tolls, Mileage)*	$	
B. Lodging	$	**855.00**
C. Meals and Incidental Expenses *(Per Diem)*	$	**200.00**
D. Seminar and Conference Fees	$	
E. Entertainment	$	
TOTAL PROJECTED TRAVEL EXPENSES	$	**1574.00**

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J Becker Date: 8/1/19

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)
by the Executive Committee at its August 20, 2019 meeting.
(Meeting Date)

Kim Becker
Philadelphia
10/17 - 10/20/19

PHL PNE
PHILADELPHIA INTERNATIONAL AIRPORT
NORTHEAST PHILADELPHIA AIRPORT

Executive Women in Airports

Annual Event

Philadelphia, PA

October 18-20, 2019

Thursday, Oct 17		Arrivals into Philadelphia International Airport
		No event scheduled
Friday, Oct 18	8 – 11:30 am	**Event Registration** – Sofitel Philadelphia at Rittenhouse Square
	8:30 – 11:30 am	Continental Breakfast & Open Discussion Cannes Room, 2nd Floor *(Sponsored by PHL)*
	12 – 1 pm	Lunch on your own
	1:30 – 4:15 pm	**Team Bonding Event** ➢ *Walkthrough guided tour of the National Constitution Center:* The first and only museum dedicated to the U.S. Constitution. ➢ *Walkthrough guided tour of the Liberty Bell:* The original Liberty Bell is displayed in a magnificent glass chamber with Independence Hall in the background. The building also offers a video presentation and exhibits about this now famous symbol of liberty. ➢ *Tour of Philadelphia Museum of Art:* With more than 200 galleries of art from around the world, including paintings, sculpture, armor, photography, fashion, architecture, and more.
	6:30 – 8:30 pm	Reception & Dinner – Rodin Museum *(Sponsored by PHL)*

Kim Becker
Philadelphia
10/17 - 10/20/19

Saturday, Oct 19	9 – 11 am	**Working Breakfast** *(Sponsored by PHL)* *Cannes Room, 2nd Floor* ➢ *Philadelphia Branding Exercise:* After going through the process of submitting a bid to Amazon HQ2 and participating in the Brookings Institute Global Cities cohort, Philadelphia learned the global perception of Philadelphia has not caught up with its progress. To address this challenge head on, Philadelphia has embarked on a collaborative, regional process of developing a global identity to elevate its international brand. Learn about Philadelphia's experience, key findings to date, and lend your unique expertise to inform the city's next chapter in telling its story to the world. *Speakers:* Sylvie Gallier Howard, First Deputy Commerce Director at City of Philadelphia; Lauren Swartz, Senior Director of International Business at City of Philadelphia; and Angela Val, Chief Administrative Officer at Philadelphia Convention & Visitors Bureau.
	11:30 am – 3:30 pm	Shopping Excursion – King of Prussia Mall ➢ Featuring a diverse mix of over 450 stores and a collection of luxury retailers unsurpassed in the region, King of Prussia is one of the most iconic malls in the nation. A delectable selection of international dining options is available at three unique food courts and in casual sit-down restaurants. https://www.simon.com/mall/king-of-prussia
		Lunch on your own
	6:30 – 8:30 pm	Dinner – Sofitel Philadelphia at Rittenhouse Square Chez Colette, 1st Floor *(Sponsored by PHL)*
Sunday, Oct 20	7 – 9 am	Continental Breakfast *(Sponsored by PHL)* Departures to Philadelphia International Airport

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement | Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:**

Name: Kimberly J. Becker **Dept:** Executive Division, BU6

Departure Date: 11/14/2019 **Return Date:** 11/15/2019 **Report Due:** 12/15/19

Destination: San Francisco, CA

Business Purpose: CAC Board Meeting

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		11/14/19 Thursday	11/15/19 Friday	11/16/19 Saturday	11/17/19 Sunday	11/18/19 Monday	11/19/19 Tuesday	11/20/19 Wednesday	
Air Fare, Railroad, Bus	267.97								-
Conference Fees									-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		253.35							253.35
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	$ 267.97								$ 253.35

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic | US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	11/14/19 Thursday	11/15/19 Friday	11/16/19 Saturday	11/17/19 Sunday	11/18/19 Monday	11/19/19 Tuesday	11/20/19 Wednesday	
Breakfast	$18.00								-
Lunch	$19.00	19.00							19.00
Dinner	$34.00								-
Incidentals	$5.00	5.00	5.00						10.00
Total M&IE	$76.00								29.00
Approved Meal Exception Above Per Diem Rate[1]									-
Total Meal and Incidental Expenses		$ -	$ -	$ -	$ -	$ -	$ -	$ -	**29.00**

Explanation: Substantiation for exception should be attached

Trip Grand Total	**550.32**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	267.97
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	**$ 282.35**

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext.: 2445

Traveler's Signature: Date: 11/19/19

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: _____

Kim Becker
San Francisco
11/14 + 11/15/19

TRAVELTRUST

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

ADD TO OUTLOOK

Friday, 27SEP 2019 3:20 PM EDT

Passengers: KIMBERLY JANE BECKER (02)

Agency Reference Number: IESIPS

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

Southwest Airlines Confirmation QHSZW5

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

AIR Thursday, 14NOV 2019

Southwest Airlines
From: San Diego CA, USA
To: San Francisco CA, USA
Stops: Nonstop

Flight Number: 1322
Depart: 1:15 PM
Arrive: 2:55 PM
Duration: 1 hour(s) 40 minute(s)
Status: CONFIRMED

Class: L- Coach/Economy
Miles: 436 / 698 KM

Equipment: Boeing 737-700 Jet
DEPARTS SAN TERMINAL 1 - ARRIVES SFO TERMINAL 1
Frequent Flyer Numbe[redacted]
EARLY BIRD CHECK PURCHASED/CONFIRMED
Southwest Airlines Confirmation number is QHSZW5

AIR Friday, 15NOV 2019

Southwest Airlines
From: San Francisco CA, USA
To: San Diego CA, USA
Stops: Nonstop

Flight Number: 1323
Depart: 3:35 PM
Arrive: 5:10 PM
Duration: 1 hour(s) 35 minute(s)
Status: CONFIRMED

Class: L- Coach/Economy
Miles: 436 / 698 KM

Equipment: Boeing 737-700 Jet
DEPARTS SFO TERMINAL 1 - ARRIVES SAN TERMINAL 1
Frequent Flyer Numbe[redacted]
EARLY BIRD CHECK PURCHASED/CONFIRMED
Southwest Airlines Confirmation number is QHSZW5

A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.
SOUTHWEST AIRLINES CONFIRMATION NUMBER - QHSZW5
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: KIMBERLY JANE BECKER
Ticket Nbr: WN2124801120 Electronic Tkt: No Amount: 187.97
Base: 148.25 Tax: 39.72
Charged to: AX**********1013

Kim Becker
San Francisco
11/14 - 11/15/19

Ticket for: KIMBERLY JANE BECKER
Ticket Nbr: WN3333333333 Electronic Tkt: No Amount: 25.00
Base: 25.00 Tax: 0.00
Charged to: AX**********1013

Ticket for: KIMBERLY JANE BECKER
Ticket Nbr: WN4444444444 Electronic Tkt: No Amount: 25.00
Base: 25.00 Tax: 0.00
Charged to: AX**********1013

Service fee: KIMBERLY JANE BECKER
Date issued: 9/27/2019
Document Nbr: XD0789038834 Amount: 30.00
Charged to: AX**********1013

Total Tickets: 237.97
Total Fees: 30.00
Total Amount: 267.97

Click here 24 hours in advance to obtain boarding passes:
SOUTHWEST

Click here to review Baggage policies and guidelines:
SOUTHWEST

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.
All coupons related to this ticket must be used in the sequence purchased or you may be subject to a change in airfare per the carrier's discretion.
Follow us on Twitter @Traveltrustcorp

Thank you for choosing Traveltrust!
Our Business Hours are Sunday 10pm - Friday 10pm Pacific
Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum $25.00 per call/reservation

Kim Becker
San Francisco
11/14 - 11/15/19

GRAND | HYATT

Grand Hyatt at SFO
55 South McDonnell Road
San Francisco, CA 94128
Tel: 650 452 1234
Fax: 650 457 1115
grandhyattsfo.com

INVOICE

Kim Becker
[redacted]

Room No.	1144
Arrival	2019-11-14
Departure	2019-11-15
Page No.	1 of 1
Folio Window	1
Folio No.	88596

Confirmation No. 4370161201
Group Name CA Airports Council

Date	Description		Charges	Credits
11-14-2019	Accommodation		229.00	
11-14-2019	Occupancy Tax 10%		22.90	
11-14-2019	California Tourism Fee		0.45	
11-14-2019	San Mateo County Tourism Fee		1.00	
11-15-2019	Visa	XXXXXXXXXXXX3526		-253.35
	Total		253.35	-253.35
	Balance		0.00	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

World of Hyatt Summary

Membership: XXXXXX805Q
Bonus Codes:
Qualifying Nights: 1
Eligible Spend: 229.00
Redemption Eligible: 0.00

Summary Invoice, please see front desk for eligibility details.

Kim Becker
San Francisco
11/14 - 11/15/19

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

GENERAL INSTRUCTIONS:

A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: **Kimberly J. Becker** Department: **Executive, BU6**

Position: ☐ Board Member ☒ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **08/12/19** DATE OF DEPARTURE/RETURN: **11/14/19 / 11/15/19**

DESTINATION / BUSINESS PURPOSE:

Destination: San Francisco, CA Business Purpose: CAC Board Meeting

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare ☐ *check box for business class or equivalent (international only)*	$	**550.00**
• Rental Car	$	
• Other Transportation *(Taxi, TNC, Train, Bus)*	$	**100.00**
• Auto *(Gas, Parking/Tolls, Mileage)*	$	
B. Lodging	$	**275.00**
C. Meals and Incidental Expenses *(Per Diem)*	$	**100.00**
D. Seminar and Conference Fees	$	
E. Entertainment	$	
TOTAL PROJECTED TRAVEL EXPENSES	$	**1025.00**

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J Becker Date: 8/14/19

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)
by the Executive Committee at its August 22, 2019 meeting.
(Meeting Date)

Kim Beaton
San Francisco
11/14 - 11/15/19

SCHEDULE

California Airports Council – Board of Directors Meeting
Grand Hyatt at SFO
55 South McDonnell Road
San Francisco, CA

THURSDAY, NOVEMBER 14

6:00 P.M. Dinner
Grand Hyatt at SFO
Details TBA

FRIDAY, NOVEMBER 15 – Looper Room, 2nd Floor

8:30 A.M. Breakfast

9 A.M. CAC Meeting
Business Casual Attire

Noon Working Lunch

1:00 P.M. Adjournment

U.S. General Services Administration

FY 2019 Per Diem Rates for San Francisco, California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
San Francisco	**San Francisco**	$76	$18	$19	$34	$5	$57.00

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement | Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:** _____

Name: Kimberly J. Becker **Dept:** Executive Division, BU6

Departure Date: 10/20/2019 **Return Date:** 10/25/2019 **Report Due:** 11/24/19

Destination: Frankfurt & Munich, Germany

Business Purpose: San Diego World Trade Center - 2019 Trade Mission to Germany

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Air Fare, Railroad, Bus	10,081.56								-
Conference Fees	3,659.95								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare		44.65					25.65		70.30
Lodging			379.21	379.21	416.34	416.35			1,591.11
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous Baggage Fee									-
									-
	$ 13,741.51								**$1,661.41**

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic

Frankfurt Munich

Enter Daily Per Diem Rate	
Breakfast	19.00 / 14.00
Lunch	31.00 / 24.00
Dinner	50.00 / 37.00
Incidentals	25.00 / 19.00
Total M&IE	125.00/94.00

US Dept of State Per Diem for International

	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Breakfast		19.00						19.00
Lunch		31.00				24.00		55.00
Dinner								-
Incidentals		25.00	25.00	19.00	19.00	19.00		107.00
Total M&IE								181.00
Approved Meal Exception Above Per Diem Rate[1]								-
Total Meal and Incidental Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**181.00**

Explanation: Substantiation for exception should be attached

1) the airfare included the flight for the EWIA Gathering in Philadelphia (10/17 - 10/20),

Trip Grand Total	**15,583.92**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	13,741.51
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	**$1,842.41**

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiles, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext.: 2445

Traveler's Signature: _____ Date: 10/29/19

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: _____

Kim Becker
Germany
10/20 - 10/25/19

Casey Diane

Trade Mission Registration

From: PayPal <service@paypal.com>
Sent: Tuesday, August 6, 2019 3:26 PM
To: Casey Diane
Subject: Your receipt for payment to Economic Development Corporation of San Diego County

You paid $3,659.95 USD to Economic Development Corporation of San Diego County

Thanks for using PayPal, Diane Casey

Create a PayPal account in just a few seconds so every checkout is a snap!

Payment details

For your purchase on August 6, 2019

Details

SDREDC Investor: Delegate Registration - San Diego Trade Mission to Germany	$3,659.95 USD

Kim Beeken
Germany
10/24 - 10/25/19

Item no. 63078213635-1006886287-
1299545653

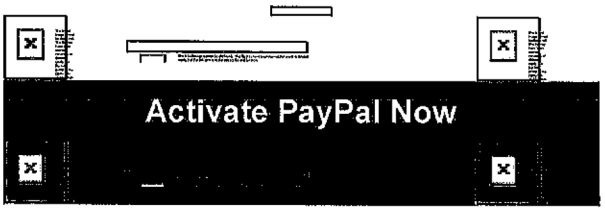
Subtotal	$3,659.95 USD
Total	**$3,659.95 USD**

The transaction will appear on your statement as PayPal * PAYPAL *SDREDC

Diane Casey

PayPal: easy to get, easy to use

PayPal isn't just a convenient way to shop online. It's also an easy way to send money to anyone, across town or around the world.



Receipt number

3294-1360-0510-4774

Save this receipt in case you need to contact Economic Development Corporation of San Diego County or PayPal customer service.

Merchant details
Economic Development Corporation of San Diego County

Customer Details

Kim Becker
Germany
10/20 - 10/25/19

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

TRAVELTRUST

ADD TO OUTLOOK

Thursday, 15AUG 2019 06:25 PM EDT

Passengers: KIMBERLY JANE BECKER (02)

Agency Reference Number: LGIYYD

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

American Airlines Confirmation LGIYYD
Lufthansa Confirmation MUB9HV
United Airlines Confirmation FHSRLF

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

FOR TRAVEL TO GERMANY A US CITIZEN
MUST HAVE A VALID PASSPORT
****
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR US
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE
YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS
****
CERTAIN FARES MAY REQUIRE REISSUANCE AT TIME OF
CANCELLATION. PLEASE CONTACT THE AIRLINE OR TRAVELTRUST

AIR Thursday, 17OCT 2019

American Airlines
From: San Diego CA, USA
To: Philadelphia PA, USA
Stops: Nonstop
Seats: 07C
Equipment: Airbus A321 Jet
DEPARTS SAN TERMINAL 2
Frequent Flyer Number [redacted]
AISLE SEAT CONFIRMED
American Airlines Confirmation number is LGIYYD

Flight Number: 0433
Depart: 07:48 AM
Arrive: 04:04 PM
Duration: 5 hour(s) 16 minute(s)
Status: CONFIRMED
MEAL: Food and Bev for Purchase

Class: L- Coach/Economy
Miles: 2365 / 3784 KM

AIR Sunday, 20OCT 2019

Lufthansa
From: Philadelphia PA, USA
To: Frankfurt, Germany
Stops: Nonstop
Seats: 84C
Equipment: Boeing 747 Jet
DEPARTS PHL TERMINAL A - ARRIVES FRA TERMINAL 1
Frequent Flyer Number [redacted]
AISLE SEAT CONFIRMED

Flight Number: 0427
Depart: 05:40 PM
Arrive: 07:10 AM 21OCT
Duration: 7 hour(s) 30 minute(s)
Status: CONFIRMED
MEAL: MEALS

Class: D- Business
Miles: 3939 / 6302 KM

Kim Becker
Germany
10/20 - 10/25/19

Lufthansa Confirmation number is MUB9HV

AIR **Friday, 25OCT 2019**



Lufthansa	**Flight Number**: 0480	Class: D- Business
From: Munich, Germany	**Depart**: 11:50 AM	
To: Denver CO, USA	**Arrive**: 02:25 PM	
Stops: Nonstop	Duration: 10 hour(s) 35 minute(s)	
Seats: 02D	Status: CONFIRMED	Miles: 5224 / 8358 KM
Equipment: 359/AIR	MEAL: MEALS	

DEPARTS MUC TERMINAL 2
Frequent Flyer Numbe[redacted]
AISLE SEAT CONFIRMED
Lufthansa Confirmation number is MUB9HV

AIR **Friday, 25OCT 2019**



United Airlines	**Flight Number**: 0710	Class: D- Business
From: Denver CO, USA	**Depart**: 03:45 PM	
To: San Diego CA, USA	**Arrive**: 05:06 PM	
Stops: Nonstop	Duration: 2 hour(s) 21 minute(s)	
Seats: 02B	Status: CONFIRMED	Miles: 833 / 1333 KM
Equipment: Airbus A320 Jet	MEAL: SNACK	

ARRIVES SAN TERMINAL 2
Frequent Flyer Numbe[redacted]
AISLE SEAT CONFIRMED
United Airlines Confirmation number is FHSRLF

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
AMERICAN AIRLINES CONFIRMATION NUMBER - LGIYYD
LUFTHANSA CONFIRMATION NUMBER - MUB9HV
UNITED AIRLINES CONFIRMATION NUMBER - FHSRLF
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043
FOR EMERGENCY SERVICE FROM GERMANY - 00-800-7373-7882

Ticket/Invoice Information

Ticket for: KIMBERLYJANE BECKER
Date issued: 8/15/2019 Invoice Nbr: 5548257
Ticket Nbr: UA7390492051 Electronic Tkt: Yes Amount: 9622.26 USD
Base: 8267.33 US Tax: 37.20 USD XT Tax: 1317.73 USD
Charged to: AX**********1013

Ticket for: KIMBERLY JANE BECKER
Date issued: 8/15/2019 Invoice Nbr: 5548259
Ticket Nbr: AA7390492052 Electronic Tkt: Yes Amount: 419.30 USD
Base: 376.74 US Tax: 28.26 USD XT Tax: 14.30 USD
Charged to: AX**********1013

Service fee: KIMBERLY JANE BECKER
Date issued: 8/15/2019
Document Nbr: XD0771718873 Amount: 40.00
Charged to: AX**********1013

Total Tickets: 10041.56

Kim Becker
Germany
10/20 - 10/25/19

Total Fees: 40.00
Total Amount: 10081.56

Click here 24 hours in advance to obtain boarding passes:
American
LUFTHANSA
UNITED

Click here to review Baggage policies and guidelines:
American
LUFTHANSA
UNITED

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
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Our Business Hours are Sunday 10pm - Friday 10pm Pacific
Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum $25.00 per call/reservation

Kim Becker
Germany
10/20 - 10/25/19

VILLA KENNEDY
FRANKFURT
A ROCCO FORTE HOTEL

Mrs.
Kimberly Becker
P.o. Box 82776
San Diego, 92138
USA

Room: 122
Arrival: 21/10/19
Departure: 23/10/19

Reservation Ref: 65208SB079813-1
Page No: 1
Account No:

23. October 2019
KEN-KEMA

Mrs. Kimberly Becker Invoice Nr. 582090 - 2

Date	Qty	Description	VAT	Price	Total USD
21/10/19	1	Accommodation 21/10/19/#122	7.00	338,00	338,00 } * 379.21
22/10/19	1	City Tax	0.00	2,00	2,00 }
22/10/19	1	Accommodation 22/10/19/#122	7.00	338,00	338,00 } * 379.21
23/10/19	1	City Tax	0.00	2,00	2,00 }
23/10/19	1	z_MasterCard online z_MasterCard online	0.00	-680,00	-680,00

conversion rate
1.1153

Total:	EUR	680,00
Payment:	EUR	-680,00
Balance Due:	**EUR**	**0,00**

VAT in % Included:

%	Net	VAT	Total
0.00	4,00	0,00	4,00
19.00	0,00	0,00	0,00
7.00	631,78	44,22	676,00

Die Abkürzung "VAT" bezeichnet die deutsche Umsatzsteuer. / The abbreviation "VAT" refers to German value added tax.

Visit www.roccofortehotels.com for celebration ideas and seasonal promotions.

Kim Becker
Germany
10/20 - 10/25/19

citi



Citi® / AAdvantage® Platinum Select® World Elite™ Mastercard® -9117

Transaction Details

Date	Description	Amount
Oct 23, 2019	VILLA KENNEDY FRANKFURT AM DEU	$758.42

Additional Details

Purchased On	Oct 23, 2019
Posted On	Oct 23, 2019
Cardmember Name	Kimberly J Becker
Category	Lodging - Hotels, Motels, Resorts Lodging
Foreign Currency	680.00 EURO EQ
Merchant Details	Germany

Kim Becker
Germany
10/20 - 10/25/19

THE CHARLES HOTEL
MUNICH

A ROCCO FORTE HOTEL

Mrs.
Kimberly Becker
P.o. Box 82776
San Diego, 92138
USA

Room:	231
Arrival:	23/10/19
Departure:	25/10/19
Reservation Ref:	65207SB074702-1
Page No:	1
Account No:	

25. October 2019
MUN-DISC

$UDF.Res.InRefNb2
Mrs. Kimberly Becker Invoice Nr. 416916 - 2

Date	Qty	Description	VAT	Price	Total
23/10/19	1	Accommodation 23/10/19/#231	7.00	360,00	360,00
24/10/19	1	Accommodation 24/10/19/#231	7.00	360,00	360,00
25/10/19	1	z_MasterCard online z_MasterCard online	0.00	-720,00	-720,00

USD
416.34
416.35
832.69

Conversion Rate
1.1565

Total:	EUR	720,00
Payment:	EUR	-720,00
Balance Due:	EUR	0,00

VAT in % included:

%	Net	VAT	Total
0.00	0,00	0,00	0,00
19.00	0,00	0,00	0,00
7.00	672,90	47,10	720,00

Die Abkürzung "VAT" bezeichnet die deutsche Umsatzsteuer. / The abbreviation "VAT" refers to German value added tax.

Visit www.roccofortehotels.com for celebration ideas and seasonal promotions.

Sophienstraße 28 80333 München Germany
T +49 89 544 555 0 F +49 89 544 555 2000 info.charles@roccofortehotels.com roccofortehotels.com

STADTSPARKASSE MÜNCHEN IBAN: DE 6270 1500 0000 0035 1163 SWIFT: SSKM DE MM
ROCCO FORTE & FAMILY (MUNICH) GMBH. MÜNCHEN. GESCHÄFTSFÜHRER MARTIN ELSNER, MAURIZIO SACCANI & DR. GAETANO VISOCCHI.
EINGETRAGEN BEIM AMTSGERICHT MÜNCHEN. HRB-NR: 185135. UST-ID: DE 25 242 8421

Kim Becker
Germany
10/20 - 10/25/19

citi



Citi® / AAdvantage® Platinum Select® World Elite™ Mastercard® -9117

Transaction Details

Date	Description	Amount
Oct 25, 2019	THE CHARLES HOTEL MUNICH DEU	$832.69

Additional Details

Purchased On	Oct 25, 2019
Posted On	Oct 25, 2019
Cardmember Name	Kimberly J Becker
Category	Lodging - Hotels, Motels, Resorts Lodging
Merchant Details	Germany

TRAVEL EXPENSE RECEIPTS FOR KIMBERLY J. BECKER
San Diego World Trade Center – 2019 Trade Mission to Germany
October 20 – October 25, 2019

10/20 – Transportation
Airport to hotel

USD - $44.65

Fahrpreis-Quittung

St.-Nr.: 10/20
R.-Nr.: Transportation Airport to Hotel

Unternehmen/Herrn/Frau

von Flughafen

nach FFM Stadtfahrt

€ -40-

inklusive 7 % MwSt.

€ (in Worten)

-40-

dankend erhalten.

Taxi-Nr.

Datum/Unterschrift 20.10.19

Ihre Werbung auf unseren Taxen!
Taxi-Vereinigung Frankfurt am Main
069 79 20 79 00
werbung@taxi-vereinigung-frankfurt.de

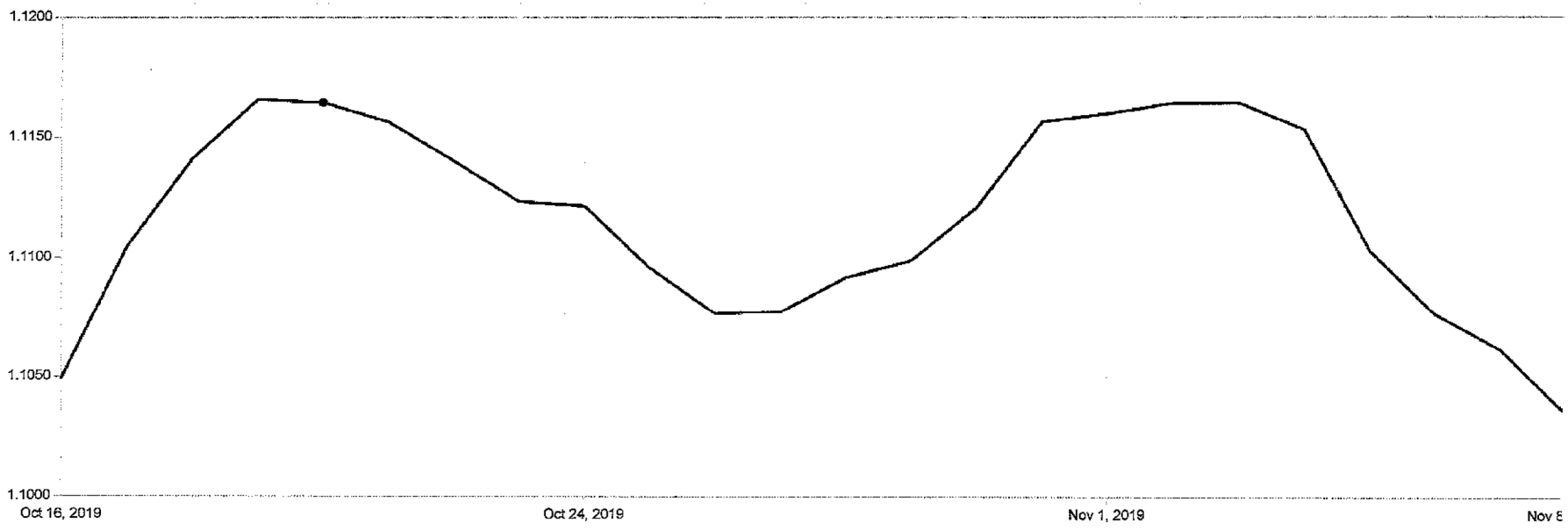
Historical Exchange Rates | Exchange Rates API | Corporate FX Payments | FX News | Support

Want Premium Features? With a Pro Account you'll get 25+ years of data, CSV downloads, and Central Bank Exchange Rates. Upgrade your Account

Range: **October 16, 2019 - November 15, 2019** Frequency: **Daily** Source: **OANDA Exchange Rates** Price: **Bid**

Currency I have:	Currency I want:
Euro	USD 1.1154

Interbank +/- 0% Daily Bid rates - Sunday, Oct 20, 2019 Download



Features and Functionality

The Historical Currency Converter is a simple way to access up to 25 years of historical exchange rates for 200+ currencies, metals, and cryptocurrencies. OANDA Rates® cover 38,000 FX currency pairs, and are easily downloadable into an Excel ready, CSV formatted file.

This tool is ideal for auditors, CPAs, tax professionals, and anyone who needs accurate and authoritative foreign exchange data for spot checking, analysis, and reporting. Currency data can be displayed in a graph or table view with up to 10 currencies at a time.

Our Historical Currency Converter is an easy to use, cloud-based solution and requires no installation, while being accessible from anywhere.

OANDA Rates® are calculated daily (Monday through Friday) and represent the previous 24 hour period aligned to UTC-midnight (8:00 PM Eastern Time). Bid, ask, and midpoint rates for the day are published and available no later than 10:00 PM Eastern Time.

How to get Historical FX Data

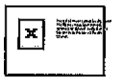
1. Pick your base currency and the currency (or currencies) you want converted.

Kim Becker
Germany
10/20 - 10/25/19

Casey Diane

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Friday, October 25, 2019 9:19 PM
To: Becker Kimberly
Subject: Your ride with Najibullah on October 25

10/25 = Transportation
USD - $25.45



OCTOBER 25, 2019 AT 6:24 PM

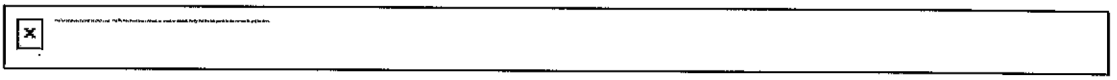
Thanks for riding with Najibullah!



100% of tips go to drivers. Add a tip

Lyft fare (6.48mi, 16m 21s)	$19.27
Tip	$3.85

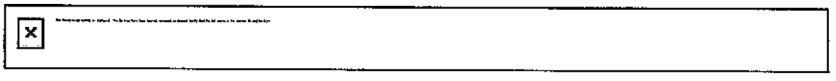
 PayPal account **$23.12**



Pickup 6:24 PM
San Diego Int'l Airport, San Diego, CA

Drop-off 6:41 PM
3138 Laurel St, San Diego, CA

Expense Code: AIRPORT TO HOME



This and every ride is carbon neutral

LEARN MORE

FAVORITE DRIVER

TIP DRIVER

FIND LOST ITEM

REQUEST REVIEW

Review price in the Lyft app help tab

Help Center

Receipt #1330361506355982220

We never share your address with your driver after a ride.
Learn more about our commitment to safety.

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

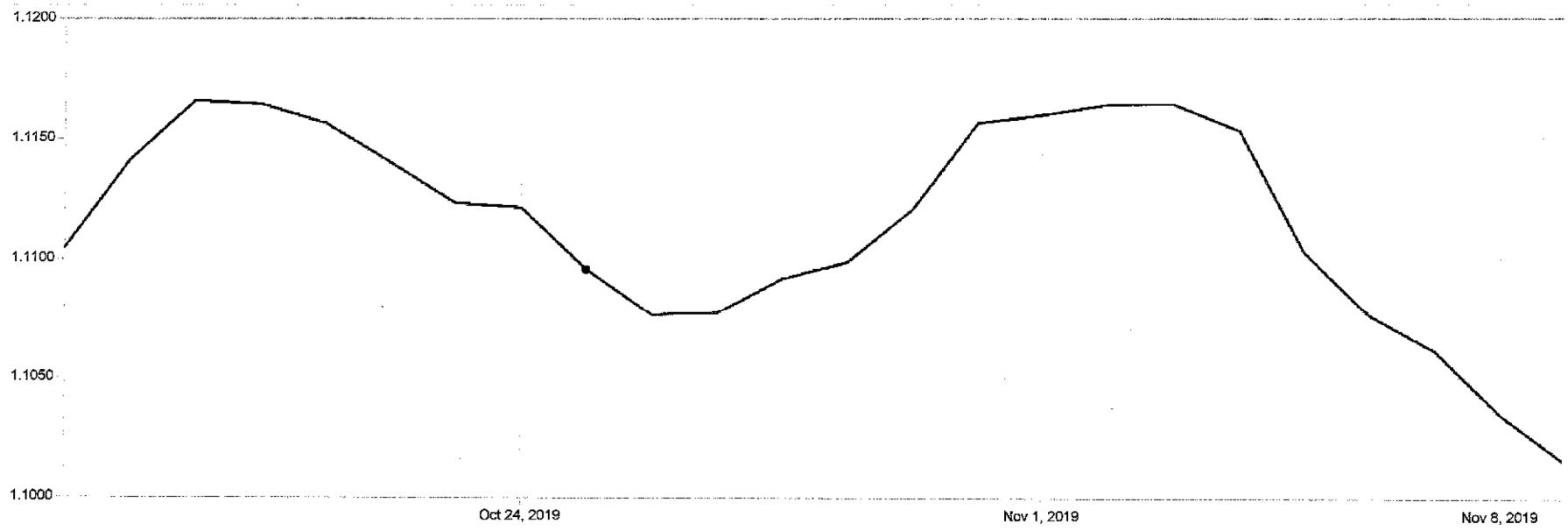
Work at Lyft
Become a Driver

Want Premium Features? With a Pro Account you'll get 25+ years of data, CSV downloads, and Central Bank Exchange Rates. Upgrade your Account

Range: **October 17, 2019 - November 16, 2019** Frequency: **Daily** Source: **OANDA Exchange Rates** Price: **Bid**

Currency I have:	Currency I want:
Euro	USD 1.1095

Interbank +/- 0% Daily Bid rates - Friday, Oct 25, 2019 Download



Features and Functionality

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How to get Historical FX Data

1. Pick your base currency and the currency (or currencies) you want converted.

DIPLOMACY IN ACTION

Per Diem Rates
- Excel Versions of Per Diem
- Foreign Per Diem Rates

Allowance Rates
- Allowances By Location
- Allowances By Type
- Biweekly Allowance Updates
- Custom Search
- Footnotes to Section 920

Standardized Regulations (DSSR)
- Archives (DSSR)
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- Consumables
- Danger Pay
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- Education
- Evacuation
- Extraordinary Quarters Allowance (EQA)
- Foreign Transfer Allowance (FTA)
- Frequently Asked Questions
- Home Service Transfer Allowance (HSTA)
- Living Quarters Allowance (LQA)
- Official Residence Expense (ORE)
- Per Diem
- Post Allowance (COLA)
- Post Hardship Differential
- R&R
- Representation Allowances
- Separate Maintenance Allowance (SMA)
- Service Needs Differential
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Office of Allowances

Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$1	0	0	0	1
$2	0	0	1	1
$3	0	1	1	1
$4	1	1	1	1
$5	1	1	2	1
$6	1	2	2	1
$7	1	2	3	1
$8	1	2	3	2
$9	1	2	4	2
$10	2	2	4	2
$11	2	3	4	2
$12	2	3	5	2
$13	2	3	5	3
$14	2	4	5	3
$15	2	4	6	3
$16	2	4	7	3
$17	3	4	7	3
$18	3	5	7	3
$19	3	5	8	3
$20	3	5	8	4
$21	3	5	9	4
$22	3	6	9	4
$23	3	6	9	5
$24	4	6	9	5
$25	4	6	10	5
$26	4	7	11	5
$27	4	7	11	5
$28	4	7	11	6
$29	4	7	12	6
$30	5	7	12	6

U.S. DEPARTMENT of STATE
BUREAU of ADMINISTRATION

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

GERMANY: Munich
Publication Date: 10/01/2019

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
GERMANY	Munich	01/01	12/31	225	94	319	N/A	10/01/2019

U.S. DEPARTMENT of STATE
BUREAU of ADMINISTRATION

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

GERMANY: Frankfurt am Main
Publication Date: 10/01/2019

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
GERMANY	Frankfurt am Main	01/01	12/31	242	125	367	N/A	10/01/2019

Frankfurt
10/20 - 10/23

$119	18	30	48	23
$120	18	30	48	24
$121	18	30	49	24
$122	18	31	49	24
$123	18	31	49	25
$124	19	31	49	25
$125	19	31	50	25
$126	19	32	50	25
$127	19	32	51	25
$128	19	32	51	26
$129	19	32	52	26
$130	20	32	52	26
$131	20	33	52	26
$132	20	33	53	26
$133	20	33	53	27
$134	20	34	53	27
$135	20	34	54	27
$136	20	34	55	27
$137	21	34	55	27
$138	21	35	55	27
$139	21	35	56	27
$140	21	35	56	28
$141	21	35	57	28
$142	21	36	57	28
$143	21	36	57	29
$144	22	36	57	29
$145	22	36	58	29
$146	22	37	58	29
$147	22	37	59	29
$148	22	37	59	30
$149	22	37	60	30
$150	23	37	60	30
$151	23	38	60	30
$152	23	38	61	30
$153	23	38	61	31
$154	23	39	61	31
$155	23	39	62	31
$156	23	39	63	31
$157	24	39	63	31
$158	24	40	63	31
$159	24	40	64	31
$160	24	40	64	32
$161	24	40	65	32
$162	24	41	65	32

$75	11	19	30	15
$76	11	19	31	15
$77	12	19	31	15
$78	12	20	31	15
$79	12	20	32	15
$80	12	20	32	16
$81	12	20	33	16
$82	12	21	33	16
$83	12	21	33	17
$84	13	21	33	17
$85	13	21	34	17
$86	13	22	34	17
$87	13	22	35	17
$88	13	22	35	18
$89	13	22	36	18
$90	14	22	36	18
$91	14	23	36	18
$92	14	23	37	18
$93	14	23	37	19
$94	14	24	37	19
$95	14	24	38	19
$96	14	24	39	19
$97	15	24	39	19
$98	15	25	39	19
$99	15	25	40	19
$100	15	25	40	20
$101	15	25	41	20
$102	15	26	41	20
$103	15	26	41	21
$104	16	26	41	21
$105	16	26	42	21
$106	16	27	42	21
$107	16	27	43	21
$108	16	27	43	22
$109	16	27	44	22
$110	17	27	44	22
$111	17	28	44	22
$112	17	28	45	22
$113	17	28	45	23
$114	17	29	45	23
$115	17	29	46	23
$116	17	29	47	23
$117	18	29	47	23
$118	18	30	47	23

munich
10/23 - 10/25

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

GENERAL INSTRUCTIONS:

A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: **Kimberly J. Becker** Department: **BU6**

Position: ☐ Board Member ☒ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **07/31/19** DATE OF DEPARTURE/RETURN: **10/20/19 / 10/25/19**

DESTINATION / BUSINESS PURPOSE:

Destination: Germany (Frankfurt & Munich)

Business Purpose: SD World Trade Center - Trade Mission to Germany

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare ☒ *check box for business class or equivalent (international only)*	$ **10000.00**
• Rental Car	$
• Other Transportation *(Taxi, TNC, Train, Bus)*	$
• Auto *(Gas, Parking/Tolls, Mileage)*	$
B. Lodging	$ **1200.00**
C. Meals and Incidental Expenses *(Per Diem)*	$
D. Seminar and Conference Fees	$ **3650.00**
E. Entertainment	$
TOTAL PROJECTED TRAVEL EXPENSES	$ **14850.00**

NOTE: Conference registration fee includes transportation and meals.

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J Becker Date: 8/2/19

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

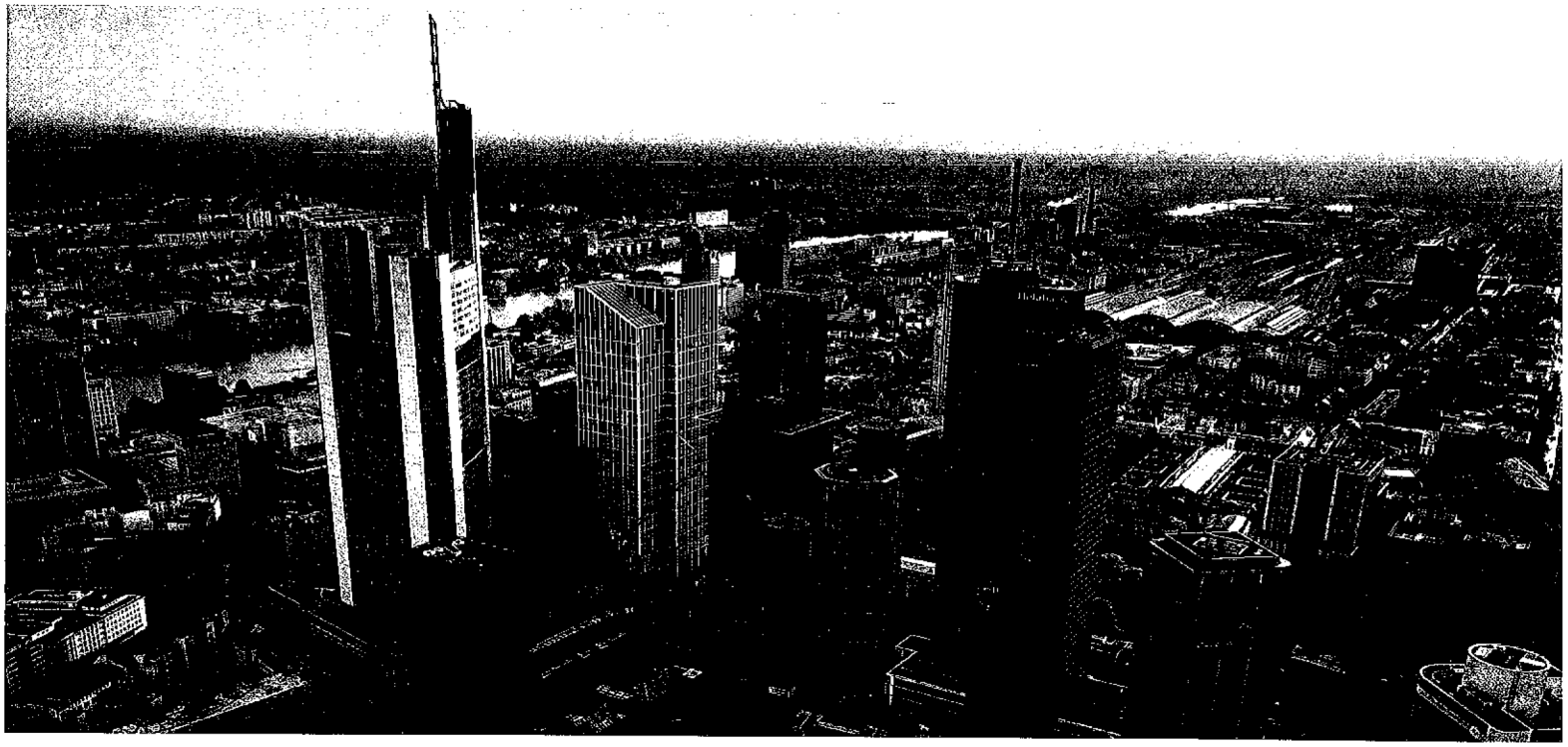
By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: [signature] Date: 8/5/19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)
by the Executive Committee at its August 26, 2019 meeting.
(Meeting Date)



San Diego Trade Mission – Germany

Frankfurt | Munich

October 21-24, 2019

#SDinGermany

WORLD TRADE CENTER®
SAN DIEGO

AN AFFILIATE OF
SAN DIEGO REGIONAL EDC



Itinerary
Monday, October 21st

Key

Food/drinks provided | Passport/ID required | Come prepared for the day | Optional event | Bring cash

Monday, October 21st (Frankfurt)

Flight Departure: SAN at 14:50 (Oct 20) **Flight Arrival:** FRA at 11:05 (Oct 21)

Travel Time: **13:00 – 13:30 (1:00 - 1:30 pm)**
Event: Bus ride to Villa Kennedy Hotel
Venue: Lucas Coleman and Jesse Gipe will meet the delegation at the airport. Meet up point is the Starbucks located in Terminal 1 [see page 11 for more information].

Time: **16:00 – 18:00 (4:00 - 6:00 pm)**
Event: Customized Walking Tour (Optional)
Venue: Villa Kennedy Hotel – Hotel Lobby Floor
(Kennedyallee 70, 60596, Frankfurt am Main, Germany)

Background:
Discover the best way to explore Frankfurt's old town and its most important attractions during a guided walking tour. Stroll through the historic streets with a certified guide as you learn about the city's incredible buildings and monuments.

Time: **18:00 – 20:00 (6:00 - 8:00 pm)**
Event: Welcome Dinner
Venue: Apfelwein Wagner
(Adolf Wagner GmbH , Schweizer Straße 71, 60594 Frankfurt am Main , Germany)

Background:
As the first official all-delegate event of the trade mission, delegates will enjoy traditional and informal German meal and an opportunity to network with fellow delegates.

Tuesday, October 22nd

Tuesday, October 22nd (Frankfurt)

IMPORTANT: **Bring your passport to the Welcome & Economic Briefing.**

Time: **9:00 – 10:30**
Event: Welcome & Economic Briefing
Venue: Villa Kennedy Hotel – Salon 4 & 5
(Kennedyallee 70, 60596, Frankfurt am Main, Germany)

Background:
The trade mission will begin with a warm welcome from U.S. Commercial Service who will also provide an overview of the German economy and culture. We will also review the week's agenda, answer your questions, and meet fellow delegates.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Mark Cafferty, President & CEO, San Diego Regional Economic Development Corporation
- Nikia Clarke, Executive Director, World Trade Center San Diego
- Brittany Banta, Commercial Officer, U.S. Commercial Service, U.S. Embassy Berlin
- Nick Parikh, Political/Economic Section Chief, U.S. Consulate General Frankfurt

Note: Breakfast will be served

Travel time: ***10:30 – 11:00***

Time: **11:00 – 13:30 (11:00 am - 1:30 pm)**
Event: Aviation Innovation: Future of Autonomy in Commercial Aerospace
Venue: FrankfurtRheinMain GmbH
(Unterschweinstiege 8, 60549 Frankfurt am Main, Germany)

Background:
As autonomous aircraft move from exclusively military applications and small scale aircraft; airports, manufacturers, and end-users will need to collaborate to support the safe adoption of this technology. This panel will feature San Diego's International Airport President Kim Becker, General Atomics ASI Technical Lead Fabrice Kunzi, Lufthansa, and Fraport discussing the challenges and opportunities of commercial UAS.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- *Moderator*: Nikia Clarke, Executive Director, World Trade Center San Diego
- Dr. Fabrice Kunzi, Technical Lead - Civil UAS, General Atomics Aeronautical Systems Inc.
- Kimberly Becker, President & CEO, San Diego County Regional Airport Authority
- Eric Menges, President & CEO, Frankfurt Rein Main
- Lufthansa Representative

Note: Lunch will be served

Tuesday, October 22nd

Time: ***14:00 – 15:30 (2:00 pm - 3:30 pm)***
Event: Intelligent Mobility in the RMV
Venue: House of Logistics & Mobility (HOLM)
(Bessie-Coleman-Straße 7, 60549 Frankfurt am Main, Germany)

Background:
This module will explore Frankfurt's and the broader RMV approach to mobility, which has been aided by San Diego-based Cubic Transportation Systems. Framed by Frankfurt's forward-thinking approach to smart cities, this conversation will look at how mobility-as-a-service has adapted for the digital age, and discuss how it will impact the region's growth in years to come.

Speakers:
- Sascha Barthel, Head of Innovation, House of Logistics & Mobility (HOLM)
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Matthew Cole, President, Cubic Transportation Systems, Inc.
- Catherine Blakespear, Mayor of Encinitas; Vice Chair, San Diego Association of Governments (SANDAG)

Travel Time: ***15:30 – 16:00 (3:30 pm - 4:00 pm)***

Passport required for entrance

Time: ***16:00 – 17:30 (4:00 pm - 5:30 pm)***
Event: Brexit, Europe & the Global Financial System
Venue: European Central Bank
(Sonnemannstrasse 20, 60314 Frankfurt am Main, Germany)

Background:
As home to the European Central Bank and a robust fintech sector, Frankfurt plays a key role in the global financial system. Framed by the moving target of Brexit, senior-level officials at the ECB will guide a conversation that will explore how changing trading dynamics and Brexit are impacting the calculations of global firms. With the threat of tariffs on auto manufacturers looming and the Brexit deadline set for Oct. 31st there will be much to discuss.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Gabriel Glöckler, Principal Adviser, DG Communications ECB
- Nikia Clarke, Executive Director, World Trade Center San Diego
- Pierre Marmara, Principal Economist and Head of the Brexit Coordination team, Division EU Institutions & Fora, DG International & European Relations
- Ramon Gomez Salvador, Principal Economist (US Desk), Division External Developments, DG International & European Relations

Travel time: ***17:30 – 18:00 (5:30 pm - 6:00 pm)***

Tuesday, October 22nd & Wednesday, October 23rd

Passport required for entrance

Time:	**18:00 – 20:00 (6:00 pm - 8:00 pm)**
Event:	San Diego in Germany Reception hosted by U.S. Consul General Patricia Lacina & American Chamber of Commerce in Germany
Venue:	Consul General's Residence *(Zeppelinallee 107, 60435 Frankfurt, Germany)*

Background:
Hosted by U.S. Consul General Patricia Lacina, in collaboration with AmCham Germany, the reception will feature AmCham members (senior-level business leaders) as well as partners from the trade mission and other VIP invites, interested in pursuing business opportunities in SD.

Speakers:
- U.S Consul General Patricia Lacina
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- David Knower, Chair, AmCham Germany Rhine-Main Regional Committee
- Matthew Cole, President, Cubic Transportation Systems



Travel Time: ***20:00 – 20:30 (8:00 pm - 8:30 pm) Back to Villa Kennedy Hotel***

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Wednesday, October 23rd (Munich)

Time:	**7:00 – 7:45**
! Note:	Enjoy breakfast at the hotel before meeting the delegation at the hotel lobby at 8:00. Bring your luggage downstairs, the delegation will depart for train station following breakfast. Your tickets have been purchased for you.



Time:	**8:00**
Note:	Meet at hotel lobby to depart to Frankfurt Main train station with luggage.

Time:	**8:30 – 12:00**
Note:	Depart for Munich by First Class Train

Time:	**12:00 – 13:30 (12:00 pm -1:30 pm)**
Event:	Welcome to Munich & Lunch
Venue:	Sophia's Restaurant & Bar- The Charles Hotel *(Sophienstraße 28, 80333, Munich, Germany)*



Time:	**13:30 – 14:00 (1:30 pm - 2:00 pm)**
Event:	Hotel Check-In
Venue:	The Charles Hotel *(Sophienstraße 28, 80333, Munich, Germany)*

Wednesday, October 23rd

Travel Time: *14:00 – 14:30 (2:00 pm - 2:30 pm)*

Time: **14:30 – 15:30 (2:30 pm - 3:30 pm)**
Event: BioM Tour of Campus & Max Planck Society (institutes)
Venue: BioM
(Am Klopferspitz 19a, 82152 Planegg, Germany)

Background:
Home to the highest concentration of life sciences companies in Germany, Munich – and the broader Bavarian region - has 250 major life sciences companies (including 130+ startups). As the government-funded industry association, BioM helps connect life sciences companies to opportunities and also includes an incubator that helps accelerate startups. Adjacent to BioM's headquarters sits the Max Planck Society headquarters. Comprised of 80+ institutes, MPS is one of the premier research facilities in the world. The delegation will tour these co-locations.

Speakers:
- Prof. Dr. Horst Domdey, Managing Director, BioM
- Prof. Dr. Federico Buersgens, CEO, GNA Biosolutions
- Prof. Dr. Matthias Mann, Director, Max Planck Institute of Biochemistry

Time: **15:30 – 17:00 (3:30 pm - 5:00 pm)**
Event: BioM: Precision Health in Bavaria
Venue: BioM
(Am Klopferspitz 19a, 82152 Planegg, Germany)

Background:
As part of its life sciences work, Munich is looking to lead the way when it comes to precision health, mirroring the San Diego story. This panel will explore different strategies each region has taken to develop and propel its precision health initiatives. Participants will receive an in-depth overview of DigiMed, BioM's venture in P4 medicine (predictive, preventive, personalized, participatory).

Speakers:
- Prof. Dr. Horst Domdey, Managing Director, BioM
- Prof. Dr. Heribert Schunkert, Director, German Heart Center Munich
- Dr. Donald Kearns, President Emeritus, Rady Children's Hospital – San Diego
- Prof. Dr. Christoph Klein, Director, Childrens' Hospital of the University of Munich
- Paul Roben, Ph.D, Associate Vice Chancellor, Office of Innovation and Commercialization, UC San Diego

Time: **17:00 - 18:30 (5:00 pm - 6:30 pm)**
Event: Reception with BioM – Evotec Announcement
Venue: BioM Faculty Club
(Am Klopferspitz 19a, 82152 Planegg, Germany)

Background:
Delegates will have the opportunity to connect with key stakeholders in Bavaria's life sciences community, including BioM's members. Additionally, the reception will also serve to announce a new partnership between Takeda & German-based Evotec. The partnership will be lead through Takeda's San Diego office.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Werner Lanthaler, CEO, Evotec
- David Weitz, Head of Takeda California and Global Research Externalization, Takeda Pharmaceuticals

Wednesday, October 23rd & Thursday, October 24th

Time: 19:00 - 20:30 (7:00 pm - 8:30 pm)
Event: Delegation Dinner
Venue: Ratskeller Munchen
(Marienplatz 8, D-80331 Munich, Germany)

Travel Time: ***20:30 – 21:00 (8:30 pm - 9:00 pm) Back to The Charles Hotel***

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Thursday, October 24th (Munich)

! **Time:** 7:30
Note: *Meet delegation at hotel lobby by 7:30, following module will include breakfast.*

Time: 8:00 - 10:00
Event: Siemens Mobility Innovation/Healthcare
Venue: Siemens AG
(Werner-von-Siemens-Str. 1, 80333 Munich, Germany)

Background:
This module will provide the delegation with an opportunity to meet with Siemens' Corporate Health, Technology, and Mobility team at Siemens HQ. Siemens' Corporate leadership will provide an overview of the Siemens operations and it's digitization strategy. Following presentations from Siemens there will be time for an open discussion.

Note: Breakfast will be provided

Time: 11:30- 14:30 (11:30 am - 2:30 pm)
Event: Tour of IBM Watson IoT Industry Lab
Venue: IBM Watson
(Mies-van-der-Rohe-Str. 6, 80807 Munich, Germany)

Background:
As one of IBM's largest investments to date, IBM has leveraged Munich as the testing ground for its most advanced center for AI and the Internet of Things. During the tour, the delegation will explore use cases for IoT including the company's work leveraging big data to increase efficiencies and mitigate climate change at one of the world's biggest ports. Following the tour, the delegation will participate in a discussion over lunch highlighting San Diego's smart city & transportation initiatives.

Speakers:
- Erik Caldwell, Deputy Chief Operating Officer, City of San Diego
- Andrea Martin, Leader IBM Watson IoT Center Munich
- Catherine Blakespear, Mayor of Encinitas; Vice Chair, San Diego Association of Governments (SANDAG)

Thursday, October 24th

Travel Time: *14:30 – 15:00 (2:30 pm - 3:00 pm)*

Time: **15:00- 17:30 (3:00 pm - 5:30 pm)**
Event: BMW Autonomous Vehicles & Factory of the Future tour
Venue: BMW Group Headquarters
(Petuelring 130, 80809 Munich, Germany)

Background:
BMW is spearheading the "factory of the future," where technology, big data, and cutting-edge manufacturing techniques coalesce to deliver seamless products that move millions of customers across the globe. Delegates will learn about BMW's partnership with Qualcomm, which leverages Qcomm's 5G technology to create a cellular vehicle-to-vehicle communication network. Following that discussion the delegates will be taken on an hour tour of a BMW's advanced manufacturing facility.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Monique Rodriguez, Senior Director Government Affairs, Qualcomm
- Dr. Maik Boeres, Steering Government and External Affairs, Head of Future Mobility Team, BMW

Travel Time: *17:30 – 18:00 (5:30 pm - 6:00 pm)*

Time: **18:00 - 20:00 (6:00 pm - 8:00 pm)**
Event: Reception with AmCham & Select USA
Venue: Hotel Bayerischer Hof, Munich
(Promenadepl. 2-6, 80333 Munich, Germany)

Background:
As the capstone event of the trade mission, delegates will network with key contacts met throughout the trade mission. In partnership with AmCham this final event will include VIP's from Munich's academic and business community.

Speakers:
- Congressman Scott Peters, U.S. House of Representatives (CA-52)
- Nikia Clarke, Ph.D, Executive Director, World Trade Center San Diego
- Mark Cafferty, President & CEO, San Diego Regional Economic Development Corporation
- U.S. Consul General Meghan Gregoniz



Travel Time: *20:00 – 20:30 (8:00 pm - 8:30 pm) Back to The Charles Hotel*

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Friday, October 25th

Friday, October 25th (Munich)

Time: **8:00 – 9:30**
Event: Breakfast and Farewell
Venue: The Charles Hotel
(Sophienstraße 28, 80333, Munich, Germany)

Background:
The trade mission will be wrapped up with an informal breakfast and farewell before heading to the airport for departure.

Note: Breakfast will be served; casual attire ok

If you are taking the delegate flight:

Flight Departure: Depart MUC at 16:10 (LH458) **Flight Arrival:** Arrive SFO at 19:05

Flight Departure: Depart SFO at 21:29 (UA783) **Flight Arrival:** Arrive SAN at 23:05



L. PARRAVANO

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:**

Name: Lee M. Parravano **Dept:** 16 - Chief Auditor

Departure Date: 10/18/2019 **Return Date:** 10/23/2019 **Report Due:** 11/22/19

Destination: Las Vegas, NV

Business Purpose: To attend The Institute of Internal Auditors (IIA) 2019 All Star Conference.

Expense items not included in Per Diem	**Authority Prepaid Expenses**	**Employee Paid Expenses**							**TOTAL**
		10/18/19 Friday	10/19/19 Saturday	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	
Air Fare, Railroad, Bus	279.60								(56.00)
Conference Fees	1,350.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare							11.42		11.42
Lodging				174.60	219.95	219.95			614.50
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	$ 1,629.60								**$ 569.92**

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	10/18/19 Friday	10/19/19 Saturday	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	
Breakfast	$14.00								-
Lunch	$16.00						16.00		16.00
Dinner	$26.00			26.00	26.00	26.00			78.00
Incidentals	$5.00			5.00	5.00	5.00	5.00		20.00
Total M&IE	$61.00	-	-	31.00	31.00	31.00	21.00	-	114.00
Approved Meal Exception Above Per Diem Rate[1]									-
Total Meal and Incidental Expenses		$ -	$ -	$ 31.00	$ 31.00	$ 31.00	$ 21.00	$ -	**114.00**

Explanation: Substantiation for exception should be attached

Employee left Oct. 18 for personal travel Oct. 18-19, and airfare paid by the Authority was $279.60. Per TravelTrust, roundtrip airfare leaving on Oct. 20 would have cost $223.60 ($193.60 plus $30 service charge). A reduction of $56 in the amount Due Traveler was made to cover the difference in airfare.

Trip Grand Total	**2,313.52**
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	1,629.60
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	**$ 683.92**

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certifies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Lee Parravano Ext.: 2435

Traveler's Signature: [signature] Date: 11/5/19

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 out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: **LEE M. PARRAVANO** Department: **16**

Position: ☐ Board Member ☐ President/CEO ☐ General Counsel ☒ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **8-13-2019** DATE OF DEPARTURE/RETURN: **10/18/2019 / 10/23/2019**

DESTINATION / BUSINESS PURPOSE:

Destination: Las Vegas, NV / The Institute of Internal Auditors

Business Purpose: Conference for professional education and training.

Additional Information: Conference dates are 10/21/19 – 10/23/19. Personal travel is from 10/18/19-10/20/19. Projected expenses below reflect Authority business only.

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare ☐ *check box for business class or equivalent (international only)*	$	195.00
• Rental Car	$	-
• Other Transportation *(Taxi, TNC, Train, Bus)*	$	30.00
• Auto *(Gas, Parking/Tolls, Mileage)*	$	-
B. Lodging	$	615.00
C. Meals and Incidental Expenses *(Per Diem)*	$	130.00
D. Seminar and Conference Fees	$	1350.00
E. Entertainment	$	-
TOTAL PROJECTED TRAVEL EXPENSES	$	2,320.00

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: _____ Date: 8/13/19

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: 8/13/19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)

by the Executive Committee at its August 26, 2019 meeting.
(Meeting Date)

Olinzock Suzanne

From: Scott Mackerley <smackerley@Traveltrust.com>
Sent: Thursday, August 29, 2019 3:56 PM
To: Olinzock Suzanne
Cc: Parravano Lee
Subject: RE: Request for Travel Arrangements - SDCRAA Employee Lee Parravano, Las Vegas - Oct. 18-23, 2019

Hi Suzanne!

Lee's preferred flights on Delta would be $249.60 for a standard fare...the basic economy fare is less at $209 but it doesn't allow for changes or seat assignments. The only other carrier that would be less is Spirit at $120 but they are a disaster!

A similar flight on Sunday the 20th would be $193.60 on Delta (basic economy is $123.60) or $92.56 on Spirit.

We would need a credit card as the MGM Grand requires a deposit.

Thanks,
Scott

* Lee left early for personal travel *

Cost of Airfare = 249.60
Service Charge 30.00
279.60 (A)

FOR: PARRAVANO/LEE M

Cost of Airfare if Lee left on Sunday October 20th 193.60
Service Charge 30.00
223.60 (B)

AIRFARE 249.60 NONREF TKT BY 30 AUG

18 OCT 19 - FRIDAY
AIR DELTA AIR LINES INC FLT:5791 ECONOMY
OPERATED BY COMPASS DBA DELTA CONNECTION
LV SAN DIEGO 300P EQP: E75
DEPART: TERMINAL 2 01HR 26MIN
AR LAS VEGAS 426P NON-STOP
ARRIVE: TERMINAL 1 REF: GBOXVG

23 OCT 19 - WEDNESDAY
AIR DELTA AIR LINES INC FLT:5791 ECONOMY
OPERATED BY COMPASS DBA DELTA CONNECTION
LV LAS VEGAS 100P EQP: E75
DEPART: TERMINAL 1 01HR 22MIN
AR SAN DIEGO 222P NON-STOP
ARRIVE: TERMINAL 2 REF: GBOXVG

Policy 3.30
Additional Expense over the least expensive ticketing cost for the business portion of trip
(A) - (B)
279.60 - 223.60 = $56.00

TRAVELTRUST

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

ADD TO OUTLOOK

Wednesday, 4SEP 2019 08:34 PM EDT

Passengers: **LEE M PARRAVANO (37)**

Agency Reference Number [redacted]

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

Delta Air Lines Confirmation [redacted]

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

AIR Friday, 18OCT 2019

Delta Air Lines
Operated By: COMPASS DBA DELTA CONNECTION
From: San Diego CA, USA
To: Las Vegas NV, USA
Stops: Nonstop
Seats: 18B
Equipment: EMBRAER EMB 175

Flight Number: 5791
Depart: 03:00 PM
Arrive: 04:26 PM
Duration: 1 hour(s) 26 minute(s)
Status: CONFIRMED

Class: K- Coach/Economy
Miles: 259 / 414 KM

DEPARTS SAN TERMINAL 2 - ARRIVES LAS TERMINAL 1
Delta Air Lines Confirmation number is [redacted]

HOTEL Friday, 18OCT 2019

MGM Grand Hotel Casino (MGM/MIRAGE CORP)
3799 Las Vegas Blvd South Las Vegas NV 89109
Number of Rooms: 1
Phone: 1-702-891-1111
Rate: USD 171.00
Check Out: Wednesday, 23OCT 2019
Room Type: Deluxe, 1 King Bed

Confirmation Number: 32MBX6TW
Fax: 1-702-891-1030

CONTACT TRAVELTRUST FOR ANY CHANGES OR CANCELLATION

CXL POLICY-72HRS
Traveler is responsible for hotel charges if not cancelled

AIR Wednesday, 23OCT 2019

Delta Air Lines
Operated By: COMPASS DBA DELTA CONNECTION
From: Las Vegas NV, USA
To: San Diego CA, USA
Stops: Nonstop
Seats: 14B
Equipment: EMBRAER EMB 175

Flight Number: 5791
Depart: 01:00 PM
Arrive: 02:22 PM
Duration: 1 hour(s) 22 minute(s)
Status: CONFIRMED

Class: V- Coach/Economy
Miles: 259 / 414 KM

DEPARTS LAS TERMINAL 1 - ARRIVES SAN TERMINAL 2

Delta Air Lines Confirmation number is GNOVNK

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
DELTA AIR LINES CONFIRMATION NUMBER - GNOVNK
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: LEE M PARRAVANO
Date issued: 9/4/2019 Invoice Nbr: 5551365
Ticket Nbr: DL7453429522 Electronic Tkt: Yes Amount: 249.60 USD
Base: 205.58 US Tax: 15.42 USD XT Tax: 28.60 USD
Charged to: AX**********1013

Service fee: LEE M PARRAVANO
Date issued: 9/4/2019
Document Nbr: XD0772694116 Amount: 30.00
Charged to: AX**********1013

Passenger Name: LEE PARRAVANO
Final payment: Amount: 0.00

Passenger Name: LEE PARRAVANO
Final payment: Amount: 0.00

Total Tickets: 249.60
Total Fees: 30.00
Total Amount: 279.60

Click here 24 hours in advance to obtain boarding passes:
DELTA

Click here to review Baggage policies and guidelines:
DELTA

Check operating carrier website for any policies that may vary.

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.
All coupons related to this ticket must be used in the sequence purchased or you may be subject to a change in airfare per the carrier's discretion.
Follow us on Twitter @Traveltrustcorp

Thank you for choosing Traveltrust!
Our Business Hours are Sunday 10pm - Friday 10pm Pacific
Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum $25.00 per call/reservation



Vehicle: 4795
Driver ID: 101135
Name: FRANCISCO SALGUERO

10/23/19 11:11 AM

Trip #	3581
Start	10/23/19 11:04 AM
End	10/23/19 11:11 AM
Fare	$11.09
Subtotal	$11.09
Excise Tax	$0.33
Total	$11.42
CASH:	$11.42

*******DUPLICATE********

Thanks for riding with
NewCab
(702) 551-5151
Download our E-Hail app
www.kabit.Vegas

MGM GRAND
LAS VEGAS

Name: Parravano,lee,

ROOM # : 21330
RESV # : 783773197
ARRIVAL : 10/23/19
DEPARTURE : 10/23/19

DATE	DESCRIPTION	CHARGES	CREDITS
10/18/19	Deposit Applied		236.96
10/18/19	Room Rate	209.00	
10/18/19	Room Tax	27.96	
10/18/19	Resort Fee	35.00	
10/18/19	Resort Fee Tax	4.68	
10/19/19	Room Rate	209.00	
10/19/19	Room Tax	27.96	
10/19/19	Resort Fee	35.00	
10/19/19	Resort Fee Tax	4.68	
10/20/19	Room Rate	119.00	
10/20/19	Room Tax	15.92	
10/20/19	Resort Fee	35.00	
10/20/19	Resort Fee Tax	4.68	
10/21/19	Room Rate	159.00	
10/21/19	Room Tax	21.27	
10/21/19	Resort Fee	35.00	
10/21/19	Resort Fee Tax	4.68	
10/22/19	Room Rate	159.00	
10/22/19	Room Tax	21.27	
10/22/19	Resort Fee	35.00	
10/22/19	Resort Fee Tax	4.68	

Personal
$553.28

Business
$614.50

Total : 930.82

U.S. General Services Administration

FY 2020 Per Diem Rates for Las Vegas, Nevada

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Las Vegas	**Clark**	$61	$14	$16	$26	$5	$45.75

2019 ALL STAR conference

THE BEST & MORE



OCT. 21–23, 2019 / LAS VEGAS, NV / **REGISTER AT WWW.THEIIA.ORG/ALLSTAR**

Sunday, Oct. 20

Pre-conference Events

OCT. 20 / MGM GRAND / LAS VEGAS

Develop the skills necessary to become a valued practitioner and outstanding leader in the internal audit global landscape.

>> Pre-conference Workshops

Attend the pre-conference workshops for a win-win opportunity. Learn more and earn more - 4.2 CPE credits available to workshops attendees.

>> Workshop 1:

AML: Updates and Answers to Implementation Concerns

Theresa Merlino
MANAGING PARTNER
RSM US LLP

&

Anna Wheland, CAMS
DIRECTOR OF TITLE 31 & AML COMPLIANCE
WIND CREEK HOSPITALITY

>> Workshop 2:

Tactics (and Courage) to Appraise Corporate Culture

Robert Kuling, CIA, CRMA
PARTNER, RISK ADVISORY
DELOITTE AND TOUCHE LLP (CANADA)

&

Jason Minard, CIA, CISA
SUPERVISION MANAGER, CONTROLS UNIT
WELLS FARGO ADVISORS

CPE CREDITS AVAILABLE

The IIA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website at www.LearningMarket.org.

When you attend this conference, you are eligible for up to 16.8 continuing professional education (CPE) credits, depending on the number of sessions you attend. Each pre-conference workshop offers additional CPE credits. Attendance will be tracked via a scanner at the door. The IIA's educational programs are acceptable for fulfilling CPE requirements, which ensure that internal auditors comply with the specific standards on education in The IIA's *International Standards for the Professional Practice of Internal Auditing.*

Your CPE certificate will be emailed to you four to six weeks post-conference.

Concurrent Sessions

track 01

Information Technology, Disruption, and Data Analytics

- Agile Internal Audit: From Pilots to Transformation
- Auditing the Cloud: A Practical Approach
- Building a More Agile and Relevant Internal Audit Function
- Cybersecurity: Beyond the Buzzword
- Managing and Delivering Internal Audit's Data and Analytic Needs
- Role of Artificial Intelligence and Automation to Assess Emerging Risks
- RPA and Analytics for the Small Audit Department
- Tools and Strategies to Make Data Analysis Work
- Use of Fraud Data Analytics to Uncover Fraud Schemes in Core Business Systems

track 02

Risk Management

- Agile and Compliance
- Applying Lean Six Sigma to ERM
- Co-sourcing and Outsourcing: Why Do It?
- Digital Transformation: Is Internal Audit Ready?
- Don't Panic! Auditing the Fluid World of Privacy
- Guard Rails for the Digital Revolution
- Risk-based Auditing: Approaches and Techniques

Monday, Oct. 21 – Wednesday, Oct. 23

General Sessions



Securing Exponentially Larger Attack Surfaces for the Future of Personalized Technology

Tanmay Bakshi
AI AND MACHINE LEARNING ARCHITECT

At The IIA's 2018 International Conference in Dubai, this young tech phenom – a TED Talk speaker, Google Developer Expert for Machine Learning, and IBM Cloud Champion – wowed attendees with his knowledge and competence, garnering a near 100% satisfaction rating. We are excited to bring him to the 2019 All Star Conference.



Auditing at the Speed of Risk: Internal Audit in an Era of Disruption

Richard Chambers
PRESIDENT AND CHIEF EXECUTIVE OFFICER
THE IIA



Establishing, Building, and Maintaining a "Welcoming Environment"

Troy Cicero
PRESIDENT AND CHIEF SKILL OFFICER
MULTICULTUREAL COMMUNICATIONS, INC.



Leadership Today: Are You Playing Chess or Checkers?

Michael Dominguez
CHIEF EXECUTIVE OFFICER
ASSOCIATED LUXURY HOTELS INTERNATIONAL

Tuesday, Sept. 3: Early Registration Ends

Registration & Pricing

ALL STAR conference	Early Savings through Sept. 3*	Regular Rate as of Sept. 4*	Late Registration as of Oct. 7*
REGISTRATION TYPE			
IIA Members & Groups of 3	*$1,350*	*$1,550*	*$1,650*
Nonmembers		*$1,800*	*$1,900*
GROUPS			
Groups 4 to 8	*$1,295*	*$1,495*	
Groups 9+	*$1,250*	*$1,395*	
PRE-CONFERENCE WORKSHOPS			
IIA Members		*$325 (each)*	
Nonmembers		*$325 (each)*	

**Per person pricing.*
Groups of 4 or more, please contact IIA Customer Relations to register at +1-407-937-1111 or CustomerRelations@theiia.org.

Your 2019 All Star Conference registration fees include:

- All 45 general and concurrent sessions
- Access to the Exhibit Hall and on-site IIA Bookstore
- Welcome Reception on Monday night
- Breakfast daily
- Lunch Monday and Tuesday
- Conference app with presentations uploaded (if available from the speaker)

Accommodations

MGM Grand

3799 S. Las Vegas Blvd.

Las Vegas, NV 89109

+1-702-891-1111

Rooms are available at a special rate of $159 per night for single or double occupancy (plus 13.38% county tax and $35 daily resort fee) for reservations over the conference date, made before Sept. 25, 2019.

This price is based on availability. To book your accommodations, please call +1-702-891-1111 and let them know you are with The IIA.

Visit

www.theiia.org/AllStar
to register or for more information.



J. SCHIAVONI

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - ACCOUNTING

CHECK REQUEST

ISSUE CHECK TO THE ORDER OF:	DATE ISSUED
Johanna Schiavoni	11/8/2019
	ORIGINATING DEPARTMENT/BUSINESS UNIT: Board Services 2
	PREPARED BY/EXT.: L. Gehlken/4557 — REVIEWED BY: ACCTG

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
		Reimbursement of travel expenses for World Trade Center Mission to Germany 10/20 - 10/25/19	1,297.80
		CHECK REQUEST TOTAL	1,297.80

SPECIAL INSTRUCTIONS:
Please do not seal check - call L. Gehlken when ready for pick up. Thank you.

Reason not processed as a Contract or P.O. Required field - please X one reason

	Infrequent/Unforeseen (1)		Insurance/Benefits (7)
	De Minimis amount (Less than $5K) (2)		Contract in Process (8)
	Required quick timeframe (3)		Outside Scope of Contract (9)
	Dues/Subscription/Membership (4)		Common Practice (10)
	Meetings/Conferences/Seminars/Sponsorships (5)		Approved Exception (11)
	Employee Reimbursement (6)	X	OTHER: (12) Board Member Travel Reimbursement

I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED

Tony R Russell

DEPARTMENTAL AUTHORIZED SIGNATURE

DISTRIBUTION OF CHARGES – TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT.SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
2	66305.000	2038		1,297.80
Total amount distributed - must equal Check Request Total above				$ 1,297.80

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. _____

INVOICE NO. _____

INVOICE DATE: _____

PYMT DATE:

RT TO BU _____ SEP CK _____

APPROVED FOR PROCESSING

ACCOUNTING DEPARTMENT

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information Date: 10/31/2019

Name: Johanna Schiavoni Dept: 2 - Board Services

Departure Date: 10/20/2019 Return Date: 10/25/2019 Report Due: 12/8/19

Destination: Frankfurt and Munich, Germany

Business Purpose: S.D. World Trade Center - Trade Mission to Germany

Expense Items not Included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Air Fare, Railroad, Bus	9,662.16								-
Conference Fees	3,659.95								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging			256.21	256.21	255.19	255.19			1,022.80
Telephone, Internet and Fax			20.00						20.00
Laundry									-
Miscellaneous:									-
									-
	$ 13,322.11								$ 1,042.80

Expense Items Included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

	GSA Per Diem for Domestic		US Dept of State Per Diem for International							
	Daily Per Diem (Frankfurt)	Daily Per Diem (Munich)	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Breakfast	$19.00	$14.00			19.00	14.00	14.00	14.00		61.00
Lunch	$31.00	$24.00	31.00	31.00						62.00
Dinner	$50.00	$37.00								-
Incidentals	$25.00	$19.00	25.00	25.00	25.00	19.00	19.00	19.00		132.00
Total M&IE	$125.00	$94.00	56.00	56.00	44.00	33.00	33.00	33.00		255.00
										-
Total Meal and Incidental Expenses			$ 56.00	$ 56.00	$ 44.00	$ 33.00	$ 33.00	$ 33.00	$ -	255.00

Explanation:

* Per Diem Rates per U.S.Dept. of State International : Frankfurt - $125.00 (10/21 to 10/22) and Munich - $94.00 (10/23 to 10/25)

Trip Grand Total	14,619.91
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	13,322.11
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	$1,297.80

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certifies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Linda Gehlken Ext.: x4557

Traveler's Signature: Johanna Schiavoni Date: 11/5/2019

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: _____

Administrator Signature: _____ Date: 11/6/19

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

GENERAL INSTRUCTIONS:

A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: Johanna Schiavoni Department: Board Services/2

Position: ☒ Board Member ☐ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: 7/31/19 DATE OF DEPARTURE/RETURN: 10/20/19 / 10/25/19

DESTINATION / BUSINESS PURPOSE:

Destination: Germany (Frankfurt and Munich)

Business Purpose: S.D. World Trade Center – Trade Mission to Germany

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare ☒ *check box for business class or equivalent (international only)*	$	10,000.00
• Rental Car	$	
• Other Transportation *(Taxi, TNC, Train, Bus)*	$	
• Auto *(Gas, Parking/Tolls, Mileage)*	$	
B. Lodging	$	1, 200.00
C. Meals and Incidental Expenses *(Per Diem)*	$	
D. Seminar and Conference Fees	$	3,650.00
E. Entertainment	$	
TOTAL PROJECTED TRAVEL EXPENSES	$	14,850.00

NOTE: Conference registration fee includes transportation and meals

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Johanna Schiavoni Date: 8/1/2019

CERTIFICATION BY ADMINISTRATOR *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: _____ Date: 8/5/19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)

by the Executive Committee at its August 26, 2019 meeting.
(Meeting Date)

WORLD TRADE CENTER SAN DIEGO

SAN DIEGO TRADE MISSION – GERMANY
OCTOBER 21-24, 2019

Sunday, October 20 (Frankfurt)
Flight Time: Depart SAN at 14:50 → Arrive FRA at 11:05 (+1) – (LH467)
Departing flight: San Diego -> Frankfurt
Sunday, October 20
14:50-11:00 + 1 day
Duration: 11h 15min
LH467

Monday, Oct 21 (Frankfurt →Stuttgart):
Port Contingent ONLY: Small subset of the delegation will travel with the Port to Stuttgart
Time: 8:09 –9:24
Event: Transfer to Stuttgart
Location: Train or car

Time: 10:30 – 13:00
Event: ***Meeting with Porsche***
The Port of San Diego is looking to import more automotive OEMs, such as Porche. This will provide an opportunity to meet Porche executives responsible for U.S. exports, and understand the benefits of leveraging the Port of San Diego.
Location: Porsche, Stuttgart offices

Time: 15:00 – 17:12
Event: Return to Frankfurt

Monday, Oct 21 (Frankfurt)
Time: 13:00pm
Event: **Transfer to Hotel:** WTC team to meet delegates at airport
Location: Villa Kennedy

Time: 16:00 – 18:00
Event: Customized Walking Tour (optional)
Location: Oldtown, Römer, Sachsenhausen

Time: 18:00 – 20:00
As the first official all-delegate event of the trade mission, delegates will enjoy traditional German meal and a broad overview of what to expect over the coming days.
Event: Dinner at Apfelwein Wagner - Traditional German Restaurant
Location: Apfelwein Wagner
Audience: Delegation

Tuesday, Oct 22 (Frankfurt)
Time: 9:00 – 10:30
Event: **Welcome & Economic Briefing**
The trade mission will begin with a warm welcome from our German partners who will also provide an overview of the German economy and culture. We will also review the week's agenda, answer your questions, and meet fellow delegates
Speakers:

- Nick Parikh, Political/Economic Section Chief, U.S. Consulate General Frankfurt
- Brittany Banta, Commercial Officer, U.S. Commercial Service, U.S. Embassy Berlin

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SAN DIEGO

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OCTOBER 21-24, 2019

Location: Villa Kennedy, conference room
Audience: Delegation

Time: 11:00 – 13:30
Event: Aviation Innovation: Future of Autonomy in Commercial Aerospace
Location: TBD
Speakers:

- Kimb Becker, CEO, San Diego International Airport
- Fabrice Kunzi, General Atomics ASI
- Lufthansa
- DHL

Time: 14:00 – 15:30
Event: **Intelligent Mobility in the RMV**
This module will explore Frankfurt's and the broader RMV approach to mobility, which has been aided by San Diego-based Cubic Transportation Systems. Framed by Frankfurt's forward-thinking approach to smart cities, this conversation will look at how mobility-as-a-service has adapted for the digital age, and discuss how it will impact the region's growth in years to come.
Location: House of Mobility and Logistics (HOML)
Speakers:

- Congressman Scott Peters, CA- 52
- Jörg Puzicha, Managing Director, Rhein-Main-Verkehrsverbund
- Michael Kadow, Managing Director, House of Mobility and Logistics (HOLM)
- Matt Cole, President, Cubic Transporation Systems
- Mr. Caspar, President, Chamber of Industry and Commerce, City of Frankfurt
- Additional startups
  Audience: Delegation, Transportaion leaders across RMV

Time: 16:00 – 17:30
Event: **Brexit, Europe & the global financial system**
As home to the European Central Bank and a burgeoning fintech sector, Frankfurt plays a key role in the global financial system. Framed by the moving target of Brexit, senior-level officials at the ECB will guide a conversation that will explore how changing trading dynamics and Brexit are impacting the calculations of global firms.
Location: European Central Bank
Speakers:

- Congressman Scott Peters, CA- 52
- Dr. Nikia Clarke, Executive Director, WTC San Diego
- Gabriel Glöckler – Principal Adviser, DG Communications ECB
- Pierre Marmara – Principal Economist and Head of the Brexit Coordination team, Division EU Institutions & Fora, DG International & European Relations

Audience: Delegation, ECB executives

Time: 18:00 – 20:00
Event: **SD in German Reception with U.S. Consul General Patricia Lacina & AmCham Germany**

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SAN DIEGO TRADE MISSION – GERMANY
OCTOBER 21-24, 2019

Hosted in collaboration with AmCham Germany, the reception will feature AmCham members (senior-level business leaders) as well as other partners from the trade mission and/or are interested in pursuing business opportunities in SD.
Location: CG's Residence
Audience: senior-level AmCham members representing a diversity of businesses

**B2B meetings as needed alongside formal agenda*

Wednesday, Oct 23rd (Frankfurt→Munich):
Majority of the delegation will travel from Frankfurt direct to Munich
Depart for Munich by First Class Train
Time: 8:54 – 12:00
Event: Transfer to Munich
Location: Train

Time: 12:00-13:00
Event: Hotel Check-in at The Charles
Location: The Charles Sophienstraße 28, 80333 München, *Germany*

Time: 13:30-14:30
Event: Welcome & Lunch
Location: BioM

Time: 14:00 – 15:30
Event: **BioM Tour of Campus & Max Planck Society (institutes)**
Home to the highest concentration of life sciences companies in Germany, Munich – and the broader Bavarian region - has 250 major life sciences companies (including 130+ startups). As the government-funded industry association, BioM helps connect life sciences companies to opportunities and also includes an incubator that helps accelerate startups. Adjacent to BioM's headquarters sits the Max Planck Society headquarters. Comprised of 80+ institutes, MPS is one of the premier research facilities in the world. The delegation will tour these co-locations.
Location: BioM

Time: 15:30 – 17:00
Event: **Panel Discussion: Precision Health & DigiMed Initiative**
As part of its life sciences work, Munich is looking to lead the way when it comes to precision health, mirroring the San Diego story. This panel will explore different strategies each region has taken to develop and propel its precision health initiatives. Participants will receive an in-depth overview of DigiMed, BioM's venture in P4 medicine (predictive, preventive, personalized, participatory)
Location: BioM

Time: 17:00 – 18:30
Event: **Reception with BioM – Evotec Announcement**
Delegates will have the opportunity to connect with key stakeholders in Bavaria's life sciences community, including BioM's members. Additionally, the reception will also serve to announce a new partnership between Takeda & German-based Evotec. The partnership will be lead through Takeda's San Diego office.
Location: Faculty Club on BioM's campus
Speakers:

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SAN DIEGO TRADE MISSION – GERMANY
OCTOBER 21-24, 2019

- Congressman Scott Peters, CA- 52
- Werner Lanthaler, CEO, Evotec
- David Weitz, head of research externalization, Takeda California

Audience: BioM members (life sciences exec, government officials), Delegation

Time: 19:00 – 20:30
Event: **Formal Delegation Dinner**
Location: SEEHAUS im Englischen Garten or () Marenplatz-

Thursday, Oct 24 (Munich): *Smart Cities/IoT /BMW*

Time: 08:00 – 10:00
Event: **Tour of Siemens Mobility Innovation/Healthcare**
Location: Siemens AG - Werner-von-Siemens-Str. 1

Time: 11:30 – 14:30
Event: **Tour of IBM Watson IoT Industry Lab**
** Lunch will be served**
As one of IBM's largest investments to date, IBM has leveraged Munich as the testing ground for its most advanced center for AI and the Internet of Things. During the tour, the delegation will explore usage cases for IoT including the companies work leveraging big data to increase efficiencies and mitigate climate change at one of the world's biggest port. Following the tour, the delegation will receive a high-level briefing on some of IBM's initiatives as the company looks to explore and expand partnerships with global companies.
Location: Mies-van-der-Rohe-Str. 6, 80807 Muenchen
Audience: Delegation, IBM execs

Time: 15:00 – 17:30
Event: **BMW World Autonomous Vehicles & Factory of the Future tour**
BMW is spearheading the "factory of the future," where technology, big data, and cutting-edge manufacturing techniques coalesce to deliver seamless products that move millions of customers across the globe. Following a tour of the factory, delegates will learn about BMW's partnership with Qualcomm, which leverages Qcomm's 5G technology to create a cellular vehicle-to-vehicle communication network. Leveraging this technology may help reduce road congestion and traffic accidents.
Location: BMW World - Am Olympiapark 1, 80809 München, Germany
Audience: BMW execs and delegation

Time: 18:00 – 20:00
Event: **Reception with AmCham & Select USA**
As the capstone event of the trade mission, delegates will network with key contacts met throughout the trade mission.
Location: Hotel Bayerischer Hof, Munich
Promenadepl. 2-6, 80333 München, Germany
Audience: 80+ german business leaders, government, delegation

Friday, Oct 25 (Munich)

Time: 8:00 – 9:00
Event: Debrief Breakfast
Location: Hotel

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OCTOBER 21-24, 2019

Time: TBD
Event: Transfer to Airport

Gehlken Linda

From: PayPal <service@paypal.com>
Sent: Tuesday, August 6, 2019 5:01 PM
To: Gehlken Linda
Subject: Your receipt for payment to Economic Development Corporation of San Diego County

You paid $3,659.95 USD to Economic Development Corporation of San Diego County

Thanks for using PayPal, Linda Gehlken

Create a PayPal account in just a few seconds so every checkout is a snap!

Activate PayPal Now

Payment details

For your purchase on August 6, 2019

Details

SDREDC Investor Delegate Registration - San Diego Trade Mission to Germany	$3,659.95 USD

Gehlken Linda

From: Scott Mackerley <scott@traveltrust.com>
Sent: Friday, August 16, 2019 10:27 AM
To: Gehlken Linda; SMACKERLEY@TRAVELTRUST.COM; TRIPALERTS@TRAVELTRUST.COM
Subject: Ticketed itinerary for JOHANNA SUZANNE SCHIAVONI - 10/20/19 - Frankfurt Germany (TBKGXD)
Attachments: ItineraryTBKGXD_16AUG.pdf; CalendarTBKGXD_16AUG.ics

Traveltrust Corporation
374 North Coast Hwy 101
Encinitas, CA 92024
Phone: (760) 635-1700

Friday, 16AUG 2019 01:26 PM EDT

Passengers: JOHANNA SUZANNE SCHIAVONI (02)

Agency Reference Number: TBKGXD

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

Lufthansa Confirmation PAFCSC
United Airlines Confirmation GSM62V

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

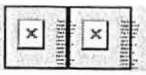
FOR TRAVEL TO GERMANY A US CITIZEN
MUST HAVE A VALID PASSPORT
PER MANDATORY IATA RESOLUTION 830D,
YOUR CONTACT DETAILS HAVE BEEN GIVEN
TO THE AIRLINE FOR FLIGHT MODIFICATIONS ONLY.
****
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR US
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE
YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS
****
CERTAIN FARES MAY REQUIRE REISSUANCE AT TIME OF
CANCELLATION. PLEASE CONTACT THE AIRLINE OR TRAVELTRUST

AIR **Sunday, 20OCT 2019**

Lufthansa	**Flight Number**: 0467	Class: D- Business
From: San Diego CA, USA	**Depart**: 02:50 PM	
To: Frankfurt, Germany	**Arrive**: 11:05 AM 21OCT	
Stops: Nonstop	Duration: 11 hour(s) 15 minute(s)	
Seats: 03D	Status: CONFIRMED	Miles: 5818 / 9309 KM
Equipment: Airbus A340 Jet	MEAL: MEALS	

DEPARTS SAN TERMINAL 2 - ARRIVES FRA TERMINAL 1
AISLE SEAT CONFIRMED
Lufthansa Confirmation number is PAFCSC

AIR Friday, 25OCT 2019

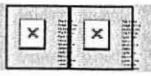


Lufthansa
From: Munich, Germany
To: Denver CO, USA
Stops: Nonstop
Seats: 04D
Equipment: 359/AIR
DEPARTS MUC TERMINAL 2
AISLE SEAT CONFIRMED
Lufthansa Confirmation number is PAFCSC

Flight Number: 0480
Depart: 11:50 AM
Arrive: 02:25 PM
Duration: 10 hour(s) 35 minute(s)
Status: CONFIRMED
MEAL: MEALS

Class: D- Business
Miles: 5224 / 8358 KM

AIR Friday, 25OCT 2019



United Airlines
From: Denver CO, USA
To: San Diego CA, USA
Stops: Nonstop
Seats: 02E
Equipment: Airbus A320 Jet
ARRIVES SAN TERMINAL 2
AISLE SEAT CONFIRMED
United Airlines Confirmation number is GSM62V

Flight Number: 0710
Depart: 03:45 PM
Arrive: 05:06 PM
Duration: 2 hour(s) 21 minute(s)
Status: CONFIRMED
MEAL: SNACK

Class: D- Business
Miles: 833 / 1333 KM

A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.
LUFTHANSA CONFIRMATION NUMBER - PAFCSC
UNITED AIRLINES CONFIRMATION NUMBER - GSM62V
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043
FOR EMERGENCY SERVICE FROM GERMANY - 00-800-7373-7882

Ticket/Invoice Information

Ticket for: JOHANNASUZANNE SCHIAVONI
Date issued: 8/16/2019 Invoice Nbr: 5548376
Ticket Nbr: UA7390492122 Electronic Tkt: Yes Amount: 9622.16 USD
Base: 8267.33 US Tax: 37.20 USD XT Tax: 1317.63 USD
Charged to: AX**********1013

Service fee: JOHANNA SUZANNE SCHIAVONI
Date issued: 8/16/2019
Document Nbr: XD0771752024 Amount: 40.00
Charged to: AX**********1013

Total Tickets: 9622.16
Total Fees: 40.00
Total Amount: 9662.16

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Click here to review Baggage policies and guidelines:
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T-MOBILE HOTSPOT GMBH
Friedrich-Ebert-Allee 140, D-53113 Bonn, Germany

Date 21/10/19
Invoice number 79746031393483735925
Transaction number POT-828f058d-9859-4307-ab70-dbd0c502085a

Johanna Schiavoni

USA

Questions about HotSpot?
From the German fixed network
0800 3 50 2000 (free)

In the Telekom mobile communications network
502 000 (free)

From abroad
00 800 8687 8687
(free of charge within EU-28, Switzerland and Norway)

HotSpotService@telekom.de

Your HotSpot Receipt

Service overview	Amounts (USD)
FlyNet® Mail and Surf	20.00

Purchased on 21/10/19 at 03:58 h

Information about your HotSpot Pass

Your username / e-mail address to use HotSpot: johanna.schiavoni@gmail.com

TOTAL (inc. 0% tax)	20.00

Total of 20.00 USD debited from your Credit Card

HOTSPOT

VILLA KENNEDY
FRANKFURT

A ROCCO FORTE HOTEL

Ms.
Johanna Schiavoni
[redacted]

Room: 333
Arrival: 21/10/19
Departure: 23/10/19

Reservation Ref: PL30100705101921P13
Page No: 1
Account No:

22. October 2019
KEN-VALE

Ms. Johanna Schiavoni Invoice Nr. 582036 - 2

Date	Qty	Description	VAT	Price	Total
21/10/19	1	Package Element	19.00	20,00	20,00
21/10/19	1	Accommodation 21/10/19/#333	7.00	230,00	230,00
22/10/19	1	Package Element	19.00	20,00	20,00
22/10/19	1	Accommodation 22/10/19/#333	7.00	230,00	230,00
22/10/19	1	z_Visa online z_Visa online	0.00	-500,00	-500,00

Total:	EUR	500,00
Payment:	EUR	-500,00
Balance Due:	EUR	0,00

VAT in % Included:

%	Net	VAT	Total
0.00	0,00	0,00	0,00
19.00	33,61	6,39	40,00
7.00	429,91	30,09	460,00

Die Abkürzung "VAT" bezeichnet die deutsche Umsatzsteuer. / The abbreviation "VAT" refers to German value added tax.

Visit www.roccofortehotels.com for celebration ideas and seasonal promotions.

CREDIT CARD (...1897)

$557.05
Sale

Oct 22, 2019
Transaction date

Oct 24, 2019
Posted date

VILLA KENNEDY

Description	VILLA KENNEDY
Method	In person
Card number	(...1897)
Category	Travel
Reference number	24463689296532969272108

Rewards earned with this transaction

+ 1 mile per $1 spent on all purchases	557.05
+ Additional miles earned on hotel stays	557.05
Total MileagePlus® Miles	1,114.10

Transaction details may be preliminary or incomplete and may not match the transaction as it appears on your periodic statement, which is the official record of your account activity.

J. Schiavoni
Mission to Germany
Villa Kennedy
(Frankfurt)

OANDA

Currency Converter

EUR/USD for the 24-hour period ending **Tuesday, Oct 22, 2019** 22:00 UTC @ +/- 0%

Currency I Have:
230.00 EUR

Currency I Want:
256.211 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Tuesday, Oct 22, 2019** 22:00 UTC @ +/- 0%

Selling 230.000 **EUR** → you get 256.211 **USD**
Buying 230.000 **EUR** → you pay 256.242 **USD**

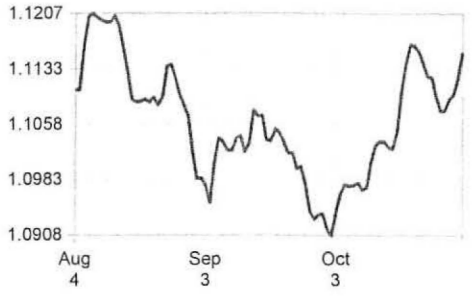
Rate Details

EUR/USD for the 24-hour period ending
Tuesday, Oct 22, 2019 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.11179	1.11191
AVG	**1.11396**	1.11410
MAX	1.11562	1.11575

Recent Trends

EUR/USD average daily bid prices
Last 90 days



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EUR/USD OANDA

Interbank Rate +/- 0%
Oct 23, 2019

EUR	USD	EUR	USD	EUR	USD
1	1.11	15	16.71	45	50.13
2	2.23	20	22.28	50	55.70
3	3.34	25	27.85	100	111.40
4	4.46	30	33.42	250	278.49
5	5.57	35	38.99	500	556.98
10	11.14	40	44.56	1,000	1,113.96

USD/EUR OANDA

Interbank Rate +/- 0%
Oct 23, 2019

USD	EUR	USD	EUR	USD	EUR
1	0.90	15	13.46	45	40.39
2	1.80	20	17.95	50	44.88
3	2.69	25	22.44	100	89.76
4	3.59	30	26.93	250	224.40
5	4.49	35	31.42	500	448.79
10	8.98	40	35.90	1,000	897.59

fold

THE CHARLES HOTEL
MUNICH

A ROCCO FORTE HOTEL

Ms.
Johanna Schiavoni
[redacted]

Room: 214
Arrival: 23/10/19
Departure: 25/10/19

Reservation Ref: PL30100819101923P14
Page No: 1
Account No:

25. October 2019
MUN-KARE

$UDF.Res.InRefNb2
Ms. Johanna Schiavoni Invoice Nr. 416901 - 2

Date	Qty	Description	VAT	Price	Total	
23/10/19	1	Included Breakfast	19.00	20,00	20,00	- PER DIEM
23/10/19	1	Accommodation 23/10/19/#214	7.00	230,00	230,00	
24/10/19	1	In-Room Dining invoice Nr.: 883922	19.00	5,00	5,00	
24/10/19	1	Included Breakfast	19.00	20,00	20,00	- PER DIEM
24/10/19	1	Accommodation 24/10/19/#214	7.00	230,00	230,00	
25/10/19	1	In-Room Dining invoice Nr.: 884006	19.00	5,00	5,00	
25/10/19	1	z_Visa online z_Visa online	0.00	-510.00	-510,00	

Total:	EUR	510,00
Payment:	EUR	-510,00
Balance Due:	EUR	0.00

VAT in % Included:

%	Net	VAT	Total
0.00	0,00	0,00	0,00
19.00	42,02	7,98	50,00
7.00	429,91	30,09	460,00

Die Abkürzung "VAT" bezeichnet die deutsche Umsatzsteuer. / The abbreviation "VAT" refers to German value added tax.

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*** AUTHORISED ***
Sale
25/10/2019
06:59:44
EUR
510.00 (EUR)
*****01751
****5101
30100819
**********1897
A0000000031010
Visa
A
05193D
01
ICC
SIGNATURE VERIFIED
Customer's Signature.....
Thank you for your custom
CHASE VISA

CREDIT CARD (...1897)

$567.32

Sale

Oct 25, 2019
Transaction date

Oct 27, 2019
Posted date

THE CHARLES HOTEL

Description	THE CHARLES HOTEL
Method	In person
Card number	(...1897)
Category	Travel
Reference number	24463689299572992785640

Rewards earned with this transaction

+ 1 mile per $1 spent on all purchases	567.32
+ Additional miles earned on hotel stays	567.32
Total MileagePlus® Miles	1,134.64

Transaction details may be preliminary or incomplete and may not match the transaction as it appears on your periodic statement, which is the official record of your account activity.

J. Schiavani
Mission to Germany
Charles Hotel
(Munich)

OANDA

Currency Converter

EUR/USD for the 24-hour period ending **Friday, Oct 25, 2019** 22:00 UTC @ +/- 0%

Currency I Have:
230.00 EUR

Currency I Want:
255.192 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Friday, Oct 25, 2019** 22:00 UTC @ +/- 0%

Selling 230.000 **EUR** → you get 255.192 **USD**
Buying 230.000 **EUR** → you pay 255.237 **USD**

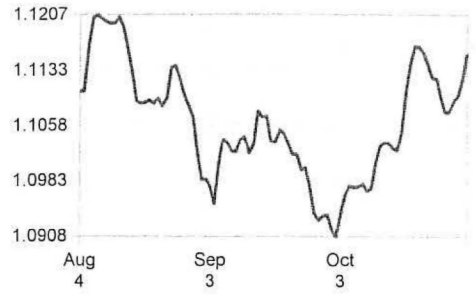
Rate Details

EUR/USD for the 24-hour period ending
Friday, Oct 25, 2019 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.10725	1.10737
AVG	**1.10953**	1.10973
MAX	1.11225	1.11237

Recent Trends

EUR/USD average daily bid prices
Last 90 days



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EUR/USD OANDA

Interbank Rate +/- 0%
Oct 26, 2019

EUR	USD	EUR	USD	EUR	USD
1	1.11	15	16.64	45	49.93
2	2.22	20	22.19	50	55.48
3	3.33	25	27.74	100	110.95
4	4.44	30	33.29	250	277.38
5	5.55	35	38.83	500	554.77
10	11.10	40	44.38	1,000	1,109.53

USD/EUR OANDA

Interbank Rate +/- 0%
Oct 26, 2019

USD	EUR	USD	EUR	USD	EUR
1	0.90	15	13.52	45	40.55
2	1.80	20	18.02	50	45.06
3	2.70	25	22.53	100	90.11
4	3.60	30	27.03	250	225.28
5	4.51	35	31.54	500	450.56
10	9.01	40	36.04	1,000	901.12

fold

*** AUTHORISED ***
Sale
22/10/2019
22:57:27
EUR
500.00 (EUR)
*****28527
****2701
30100705
**********1897
A0000000031010
Visa
A
09881D
01
ICC
SIGNATURE VERIFIED
Customer's Signature.....
Thank you for your custom
CHASE VISA

U.S. Department of

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

Country: GERMANY
Publication Date: 11/01/2019

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
GERMANY	Berlin	01/01	12/31	219	108	327	N/A	10/01/2019
GERMANY	Boeblingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Bonames	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Bonn	01/01	12/31	202	117	319	N/A	10/01/2019
GERMANY	Bremen	01/01	12/31	213	123	336	N/A	10/01/2019
GERMANY	Cologne	01/01	12/31	236	118	354	N/A	10/01/2019
GERMANY	Dresden	01/01	12/31	201	121	322	N/A	10/01/2019
GERMANY	Duesseldorf	01/01	12/31	230	124	354	N/A	10/01/2019
GERMANY	Echterdingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Erfurt	01/01	12/31	192	116	308	N/A	10/01/2019
GERMANY	Eschborn	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Esslingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Frankfurt am Main	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Garmisch-Partenkirchen	01/01	12/31	197	125	322	N/A	10/01/2019
GERMANY	Hamburg	01/01	12/31	219	106	325	N/A	10/01/2019
GERMANY	Hannover	01/01	12/31	158	96	254	N/A	10/01/2019
GERMANY	Heidelberg	01/01	12/31	192	116	308	N/A	10/01/2019
GERMANY	Herongen	01/01	12/31	230	124	354	N/A	10/01/2019
GERMANY	Hoechst	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Kalkar	01/01	12/31	230	124	354	N/A	10/01/2019
GERMANY	Koenigswinter	01/01	12/31	202	117	319	N/A	10/01/2019
GERMANY	Kornwestheim	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Leipzig	01/01	12/31	197	113	310	N/A	10/01/2019
GERMANY	Ludwigsburg	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Mainz	01/01	12/31	197	112	309	N/A	10/01/2019

GERMANY	Moenchen-Gladbach	01/01	12/31	230	124	354	N/A	10/01/2019
GERMANY	Munich	01/01	12/31	225	94	319	N/A	10/01/2019
GERMANY	Nellingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Oberammergau	01/01	12/31	197	125	322	N/A	10/01/2019
GERMANY	Offenbach	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Other	01/01	12/31	202	117	319	N/A	10/01/2019
GERMANY	Roedelheim	01/01	12/31	242	125	367	N/A	10/01/2019
GERMANY	Sindelfingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Stuttgart	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Tuebingen	01/01	12/31	212	103	315	N/A	10/01/2019
GERMANY	Twisteden	01/01	12/31	230	124	354	N/A	10/01/2019
GERMANY	Wiesbaden	01/01	12/31	190	103	293	N/A	10/01/2019

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Office of Allowances

Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$1	0	0	0	1
$2	0	0	1	1
$3	0	1	1	1
$4	1	1	1	1
$5	1	1	2	1
$6	1	2	2	1
$7	1	2	3	1
$8	1	2	3	2
$9	1	2	4	2
$10	2	2	4	2
$11	2	3	4	2
$12	2	3	5	2
$13	2	3	5	3
$14	2	4	5	3
$15	2	4	6	3
$16	2	4	7	3
$17	3	4	7	3
$18	3	5	7	3
$19	3	5	8	3
$20	3	5	8	4
$21	3	5	9	4
$22	3	6	9	4
$23	3	6	9	5
$24	4	6	9	5
$25	4	6	10	5
$26	4	7	11	5
$27	4	7	11	5
$28	4	7	11	6
$29	4	7	12	6
$30	5	7	12	6

$31	5	8	12	6
$32	5	8	13	6
$33	5	8	13	7
$34	5	9	13	7
$35	5	9	14	7
$36	5	9	15	7
$37	6	9	15	7
$38	6	10	15	7
$39	6	10	16	7
$40	6	10	16	8
$41	6	10	17	8
$42	6	11	17	8
$43	6	11	17	9
$44	7	11	17	9
$45	7	11	18	9
$46	7	12	18	9
$47	7	12	19	9
$48	7	12	19	10
$49	7	12	20	10
$50	8	12	20	10
$51	8	13	20	10
$52	8	13	21	10
$53	8	13	21	11
$54	8	14	21	11
$55	8	14	22	11
$56	8	14	23	11
$57	9	14	23	11
$58	9	15	23	11
$59	9	15	24	11
$60	9	15	24	12
$61	9	15	25	12
$62	9	16	25	12
$63	9	16	25	13
$64	10	16	25	13
$65	10	16	26	13
$66	10	17	26	13
$67	10	17	27	13
$68	10	17	27	14
$69	10	17	28	14
$70	11	17	28	14
$71	11	18	28	14
$72	11	18	29	14
$73	11	18	29	15
$74	11	19	29	15

$75	11	19	30	15
$76	11	19	31	15
$77	12	19	31	15
$78	12	20	31	15
$79	12	20	32	15
$80	12	20	32	16
$81	12	20	33	16
$82	12	21	33	16
$83	12	21	33	17
$84	13	21	33	17
$85	13	21	34	17
$86	13	22	34	17
$87	13	22	35	17
$88	13	22	35	18
$89	13	22	36	18
$90	14	22	36	18
$91	14	23	36	18
$92	14	23	37	18
$93	14	23	37	19
$94	14	24	37	19
$95	14	24	38	19
$96	14	24	39	19
$97	15	24	39	19
$98	15	25	39	19
$99	15	25	40	19
$100	15	25	40	20
$101	15	25	41	20
$102	15	26	41	20
$103	15	26	41	21
$104	16	26	41	21
$105	16	26	42	21
$106	16	27	42	21
$107	16	27	43	21
$108	16	27	43	22
$109	16	27	44	22
$110	17	27	44	22
$111	17	28	44	22
$112	17	28	45	22
$113	17	28	45	23
$114	17	29	45	23
$115	17	29	46	23
$116	17	29	47	23
$117	18	29	47	23
$118	18	30	47	23

Munich

$119	18	30	48	23
$120	18	30	48	24
$121	18	30	49	24
$122	18	31	49	24
$123	18	31	49	25
$124	19	31	49	25
$125	19	31	50	25
$126	19	32	50	25
$127	19	32	51	25
$128	19	32	51	26
$129	19	32	52	26
$130	20	32	52	26
$131	20	33	52	26
$132	20	33	53	26
$133	20	33	53	27
$134	20	34	53	27
$135	20	34	54	27
$136	20	34	55	27
$137	21	34	55	27
$138	21	35	55	27
$139	21	35	56	27
$140	21	35	56	28
$141	21	35	57	28
$142	21	36	57	28
$143	21	36	57	29
$144	22	36	57	29
$145	22	36	58	29
$146	22	37	58	29
$147	22	37	59	29
$148	22	37	59	30
$149	22	37	60	30
$150	23	37	60	30
$151	23	38	60	30
$152	23	38	61	30
$153	23	38	61	31
$154	23	39	61	31
$155	23	39	62	31
$156	23	39	63	31
$157	24	39	63	31
$158	24	40	63	31
$159	24	40	64	31
$160	24	40	64	32
$161	24	40	65	32
$162	24	41	65	32

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement | Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:** 11/22/2019

Name: Johanna Schiavoni **Dept:** 2 - Board Services

Departure Date: 10/20/2019 **Return Date:** 10/25/2019 **Report Due:** 12/8/19

Destination: Frankfurt and Munich, Germany

Business Purpose: S.D. World Trade Center - Trade Mission to Germany

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Air Fare, Railroad, Bus									-
Conference Fees									-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging									-
Telephone, Internet and Fax							37.33		37.33
Laundry									-
Miscellaneous:									-
									-
	$ -								$ 37.33

Expense items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic | US Dept of State Per Diem for International

	Enter Daily Per Diem Rate	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Breakfast									
Lunch									
Dinner									
Incidentals									
Total M&IE	$0.00								
Approved Meal Exception Above Per Diem Rate[1]									-
Total Meal and Incidental Expenses		$ -	$ -	$ -	$ -	$ -	$ -	$ -	-

Explanation:

T-Bill for mobile phone/data while traveling in Germany. (Additional expense - *see attached previous Travel Expense Reimbursement Report)*

Trip Grand Total	37.33
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	-
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	$ 37.33

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Linda Gehlken Ext.: x4557

Traveler's Signature: Johanna Schiavoni Date: 11/22/2019

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: _____

←Back to summary

Services	One-time charges	Balance
$0.00	$37.33	$0.00
ange from last month		

Other one-time charges

Johanna, [redacted]

International Pass	$35.00

Taxes & Fees

View tax breakdown

T-Mobile fees & charges	$0.92
Government taxes & fees	$1.41

Total $37.33

for mobile phone/data access while traveling in Germany 10/20-10/25 2019

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor

(To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. 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.

Policy 3.30 - Business and Travel Expense Reimbursement Businss and Travel Reimbursement Guidelines

Employee/Trip Information **Date:** 10/31/2019

Name: Johanna Schiavoni **Dept:** 2 - Board Services

Departure Date: 10/20/2019 **Return Date:** 10/25/2019 **Report Due:** 12/8/19

Destination: Frankfurt and Munich, Germany

Business Purpose: S.D. World Trade Center - Trade Mission to Germany

Expense Items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Air Fare, Railroad, Bus	9,662.16								-
Conference Fees	3,659.95								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging			256.21	256.21	255.19	255.19			1,022.80
Telephone, Internet and Fax			20.00						20.00
Laundry									-
Miscellaneous:									-
									-
	$ 13,322.11								$ 1,042.80

Expense Items included in Per Diem:

Meals & Incidental Expenses (M&IE)

Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

	GSA Per Diem for Domestic		US Dept of State Per Diem for International							
	Daily Per Diem (Frankfurt)	Daily Per Diem (Munich)	10/20/19 Sunday	10/21/19 Monday	10/22/19 Tuesday	10/23/19 Wednesday	10/24/19 Thursday	10/25/19 Friday	10/26/19 Saturday	
Breakfast	$19.00	$14.00			19.00	14.00	14.00	14.00		61.00
Lunch	$31.00	$24.00	31.00	31.00						62.00
Dinner	$50.00	$37.00								-
Incidentals	$25.00	$19.00	25.00	25.00	25.00	19.00	19.00	19.00		132.00
Total M&IE	$125.00	$94.00	56.00	56.00	44.00	33.00	33.00	33.00		255.00
										-
Total Meal and Incidental Expenses			$ 56.00	$ 56.00	$ 44.00	$ 33.00	$ 33.00	$ 33.00	$ -	255.00

Explanation:

* Per Diem Rates per U.S.Dept. of State International : Frankfurt - $125.00 (10/21 to 10/22) and Munich - $94.00 (10/23 to 10/25)

Trip Grand Total	14,619.91
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	13,322.11
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	$1,297.80

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

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certfiies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Linda Gehlken Ext.: x1557

Traveler's Signature: Johanna Schiavoni Date: 11/5/2019

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: _____

→ Administrator Signature: _____ Date: 11/6/19