

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## BOARD AGENDA

Thursday, March 5, 2020  
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.*

### Board Members

C. April Boling  
Chairman

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

### Ex-Officio Board Members

Cory Binns  
Col. Charles B. Dockery  
Gayle Miller

### President / CEO

Kimberly J. Becker

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**PRESENTATIONS:**

- A. RECOGNITION OF “FLY QUIET” AWARD RECIPIENTS BY THE AIRPORT NOISE ADVISORY COMMITTEE (ANAC):**  
Presented by Sjohnna Knack, Program Manager, Planning & Environmental Affairs
- B. SDCERS PENSION UPDATE – REPORT ON THE ACTUARIAL VALUATION AS OF JUNE 30, 2019:**  
Presented by Gregg Rademacher, Chief Executive Officer, SDCERS and Marcelle Voorhies Rossman, Deputy Chief Executive Officer, SDCERS
- C. DISCUSSION REGARDING THE PARAMETERS FOR THE FISCAL YEAR 2021 AND FISCAL YEAR 2022 OPERATING BUDGETS:**  
Presented by Scott Brickner, Vice President, Treasurer/Chief Financial Officer and John Dillon, Director, Finance and Risk Management

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

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

***ADVISORY COMMITTEES***

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

## **LIAISONS**

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

## **BOARD REPRESENTATIVES (EXTERNAL)**

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

## **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 1-8):**

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 February 6, 2020 regular meetings.

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

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

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

**3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM JANUARY 13, 2020 THROUGH FEBRUARY 9, 2020 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 13, 2020 THROUGH FEBRUARY 9, 2020:**

RECOMMENDATION: Receive the report.

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

**4. MARCH 2020 LEGISLATIVE REPORT:**

RECOMMENDATION: Adopt Resolution No. 2020-0027, approving the March 2020 Legislative Report.

**(Government Relations: Matt Harris, Director)**

***CLAIMS***

**5. REJECT THE CLAIM OF BARBARA LEONARD:**

RECOMMENDATION: Adopt Resolution No. 2020-0028, rejecting the claim of Barbara Leonard.

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

***COMMITTEE RECOMMENDATIONS***

**6. FISCAL YEAR 2020 SECOND 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)**

**CONTRACTS AND AGREEMENTS**

7. **AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 10, GROUP 6, PROJECT NO. 381006 TWENTY-SEVEN (27) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON EIGHTEEN (18) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2020-0029, awarding a contract to S&L Specialty Construction, Inc., in the amount of \$992,406.37 for Phase 10, Group 6, Project No. 381006, of the San Diego County Regional Airport Authority's ("Authority") Quieter Home Program.  
**(Planning and Environmental Affairs: Brendan Reed, Director)**
8. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FOURTH AMENDMENT TO THE AGREEMENT WITH DEVANEY PATE MORRIS & CAMERON LLP:**  
RECOMMENDATION: Adopt Resolution No. 2020-0030, approving and authorizing the President/CEO to execute a Fourth Amendment to the Agreement with Devaney Pate Morris & Cameron LLP for professional legal services extending the term for one year.  
**(Legal: Amy Gonzalez, General Counsel)**

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

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

9. **AUTHORIZE THE PRESIDENT/CEO TO GRANT A 30-YEAR FUEL SYSTEM LEASE AGREEMENT TO SAN FUEL COMPANY, LLC TO FINANCE, DESIGN, BUILD, OPERATE, AND MAINTAIN A FUEL SYSTEM FACILITY AT SAN DIEGO INTERNATIONAL AIRPORT AND AUTHORIZE THE PRESIDENT/CEO TO CONSENT TO RELATED ANCILLARY AGREEMENTS:**  
RECOMMENDATION: Adopt Resolution No. 2020-0031, authorizing the President/CEO to grant a thirty-year lease with SAN Fuel Company, LLC to finance, design, build, operate and maintain a fuel system facility at San Diego International Airport.
- RECOMMENDATION: Adopt Resolution No. 2020-0032, authorizing the President/CEO to consent to Ancillary Agreements related to the operation and management of the fuel system facility by SAN Fuel Company, LLC at San Diego International Airport.  
**(Revenue Generation & Partnership Development: Hampton Brown, Acting VP)**

- 10. DISCUSSION AND POSSIBLE ACTION TO AMEND AUTHORITY POLICY 3.30 – BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT POLICY:**  
RECOMMENDATION: The Executive Committee recommends that the Board discuss Authority Policy 3.30 and possibly take action regarding the policy.  
**(Board Services: Tony R. Russell, Director/Authority Clerk)**

**CLOSED SESSION:**

- 11. 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
- 12. 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
- 13. 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
- 14. 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
- 15. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Quiet Skies San Diego v. San Diego County Regional Airport Authority  
San Diego Superior Court Case No. 37-2020-00007998-CU-TT-CTL
- 16. 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

- 17. 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
- 18. 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
- 19. 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
- 20. 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
- 21. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**  
Property: Approximately 7.5 acres of land located on the north side of the San Diego International Airport property, north-east of Taxiway C  
Agency Negotiators: Scott Brickner, John Dillon, Hampton Brown, Eric Podnieks  
Negotiating Parties: AFCO, Chuck Stipancic  
Under Negotiation: price and terms of payment

**REPORT ON CLOSED SESSION:**

**GENERAL COUNSEL REPORT:**

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

**BOARD COMMENT:**

**ADJOURNMENT:**

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

- 1) Persons wishing to address the Board, ALUC, and Committees shall complete a "Request to Speak" form prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is 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](http://www.san.org).

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

**You may also reach the 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.**



# 2019 Fly Quiet Awards

Sjohnna Knack

Program Manager

Planning and Environmental (Noise)

March 5, 2020



# Goal of Fly Quiet

Encourage operators to fly as quietly as possible by urging the use of quieter aircraft and improvement in maintaining the curfew.

# What is the Fly Quiet Program?



Curfew Compliance



Fleet Quality Index



Noise Exceedance

The Fly Quiet Program was introduced in 2017 as a scoring system based on specific metrics to encourage operators at San Diego International Airport to fly as quietly as possible.

# Large Domestic Carrier United Airlines



United Airlines achieved this award with a high score in the Curfew Violation component. This was done through having only one penalized curfew violation throughout the year coupled with the cancellation of 14 departures that would have resulted in a violation.

# Small Domestic Carrier Allegiant Airlines



Allegiant Airlines achieved this award through the retirement of their MD-80 fleet, replacing them with significantly quieter A319 aircraft.

# International Carrier Japan Airlines



Japan Airlines achieved this award predominantly due their quiet aircraft fleet. They are the only international carrier at the airport that uses the Stage 4 Boeing 787. It is worth noting that while significant weather events and maintenance issues have been encountered over the years, Japan Airlines has not had a single curfew violation in their 7 years of operation at San Diego.

# Most Improved Carrier American Airlines



American Airlines improved their overall score in 2019 from 2018 by 17%. This was largely accomplished by their compliance with the curfew. In 2018, with a high number of curfew violations, staff worked with American Airlines corporate offices. They developed a strategy that brought the violation decision making process to the local San Diego level. This has resulted in a reduction of penalized violations for 2019 by nearly 70%.



# Presentation of Awards

Chris Cole, Member  
Airport Noise Advisory Committee

# San Diego City Employees' Retirement System



## **San Diego County Regional Airport Authority** June 30, 2019 Actuarial Valuation Preliminary Results

**March 5, 2020**

**Gregg Rademacher, Chief Executive Officer**

**Marcelle Voorhies Rossman, Deputy Chief Executive Officer**

## Mission

**Deliver Accurate and Timely Benefits to Participants**  
**Ensure the Trust Fund's Safety, Integrity, and Growth**

## Values

**Customer Service**  
**Accountability**  
**Professionalism**  
**Fiduciary**  
**Integrity**  
**Transparency**

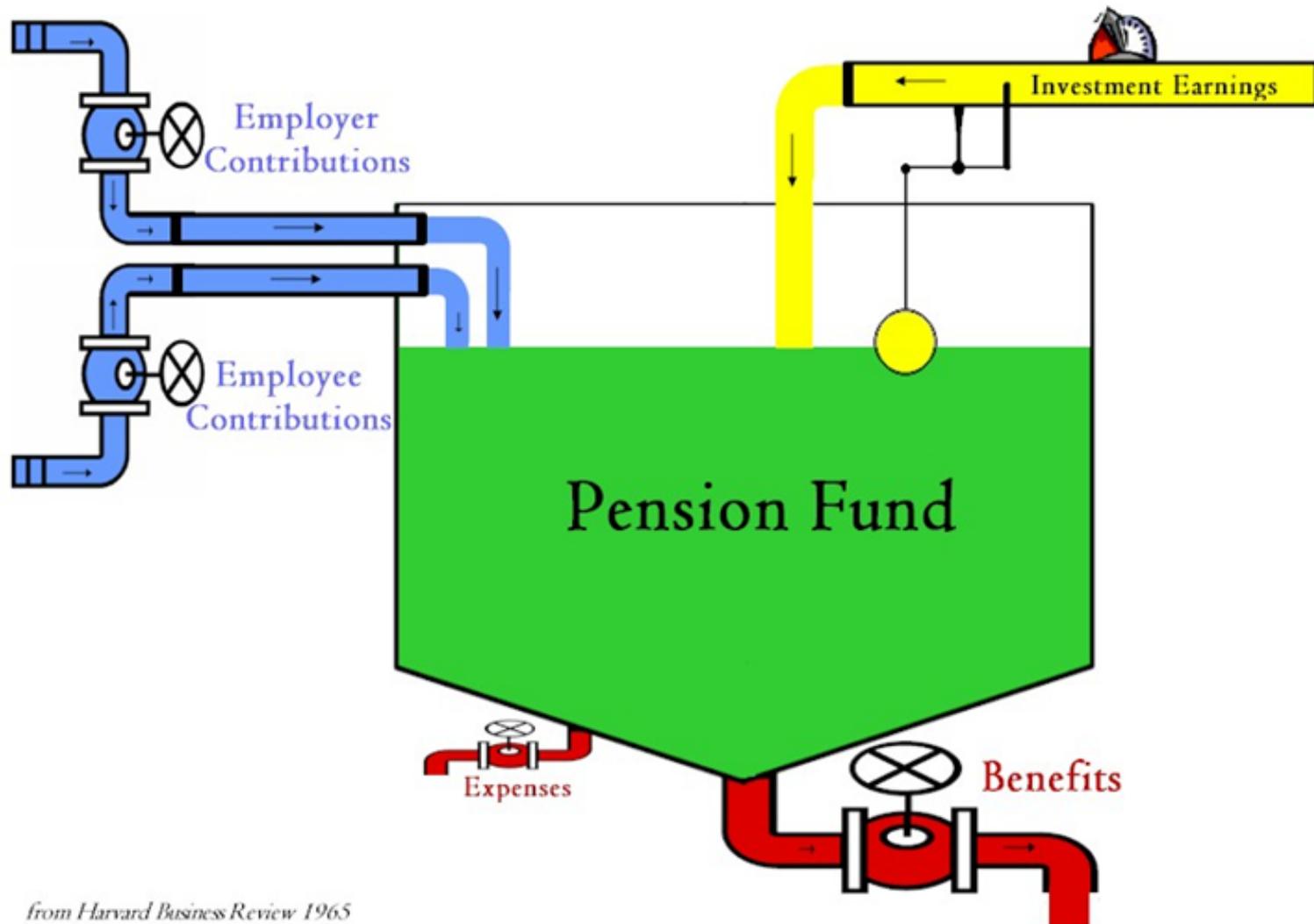


**C**ontributions + **I**nvestments

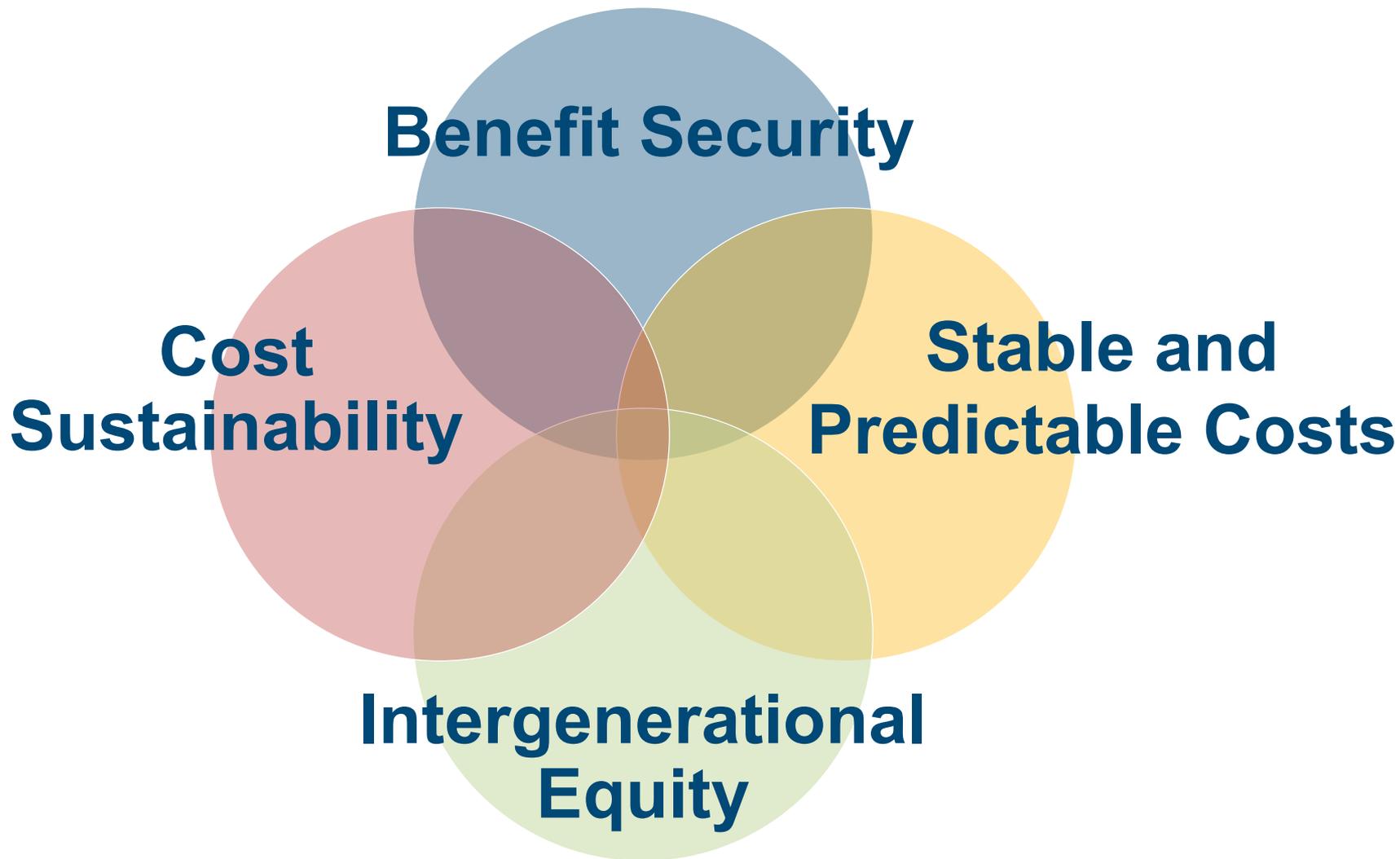
$$\mathbf{C} + \mathbf{I} = \mathbf{B} + \mathbf{E}$$

= **B**enefits + **E**xpenses

# The Valuation Process



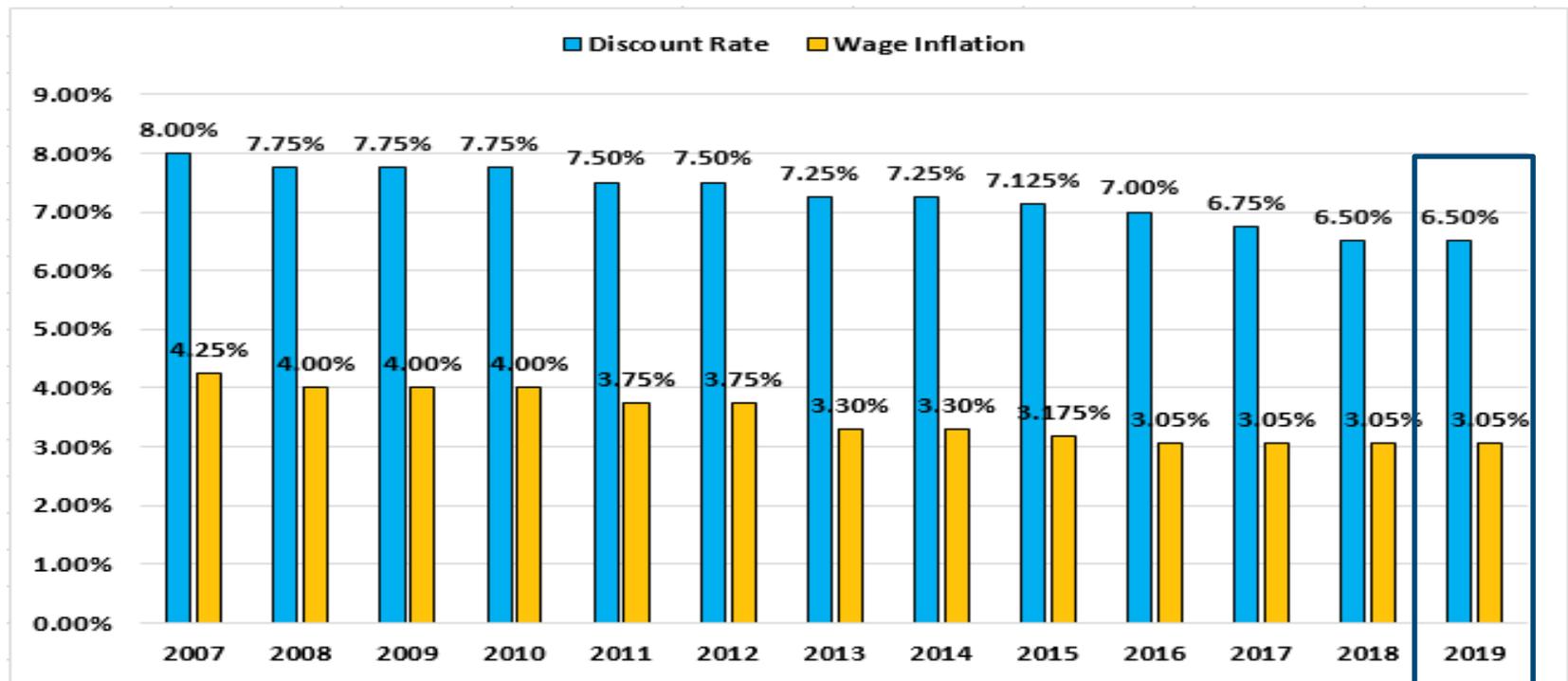
*from Harvard Business Review 1965*



# Discount Rate



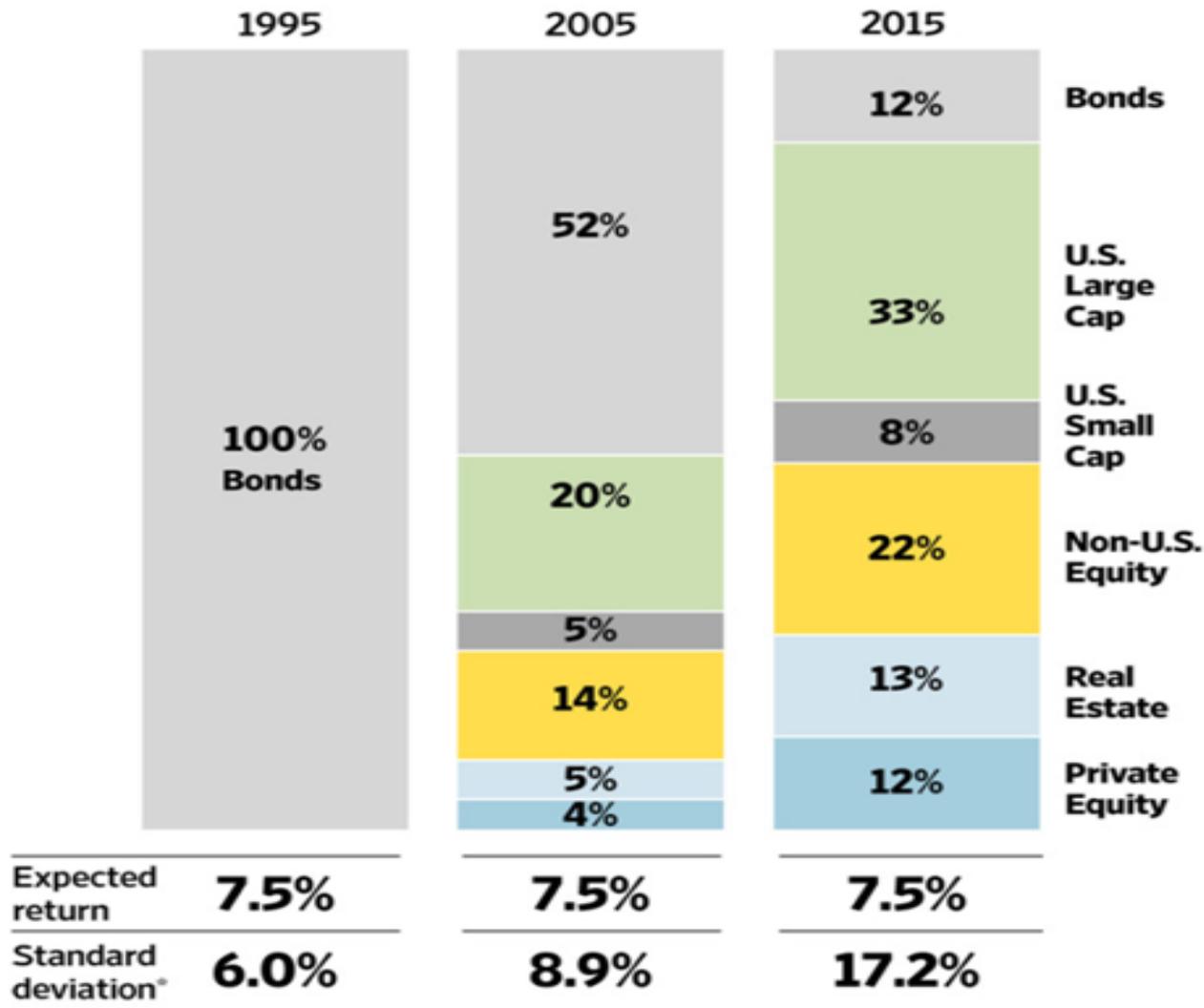
- Expected Long-Term Discount Rate: **6.5%**
- Expected Long-Term Wage Inflation: **3.05%**
- Gradual Reduction is a National Trend



# Declining Interest Rates

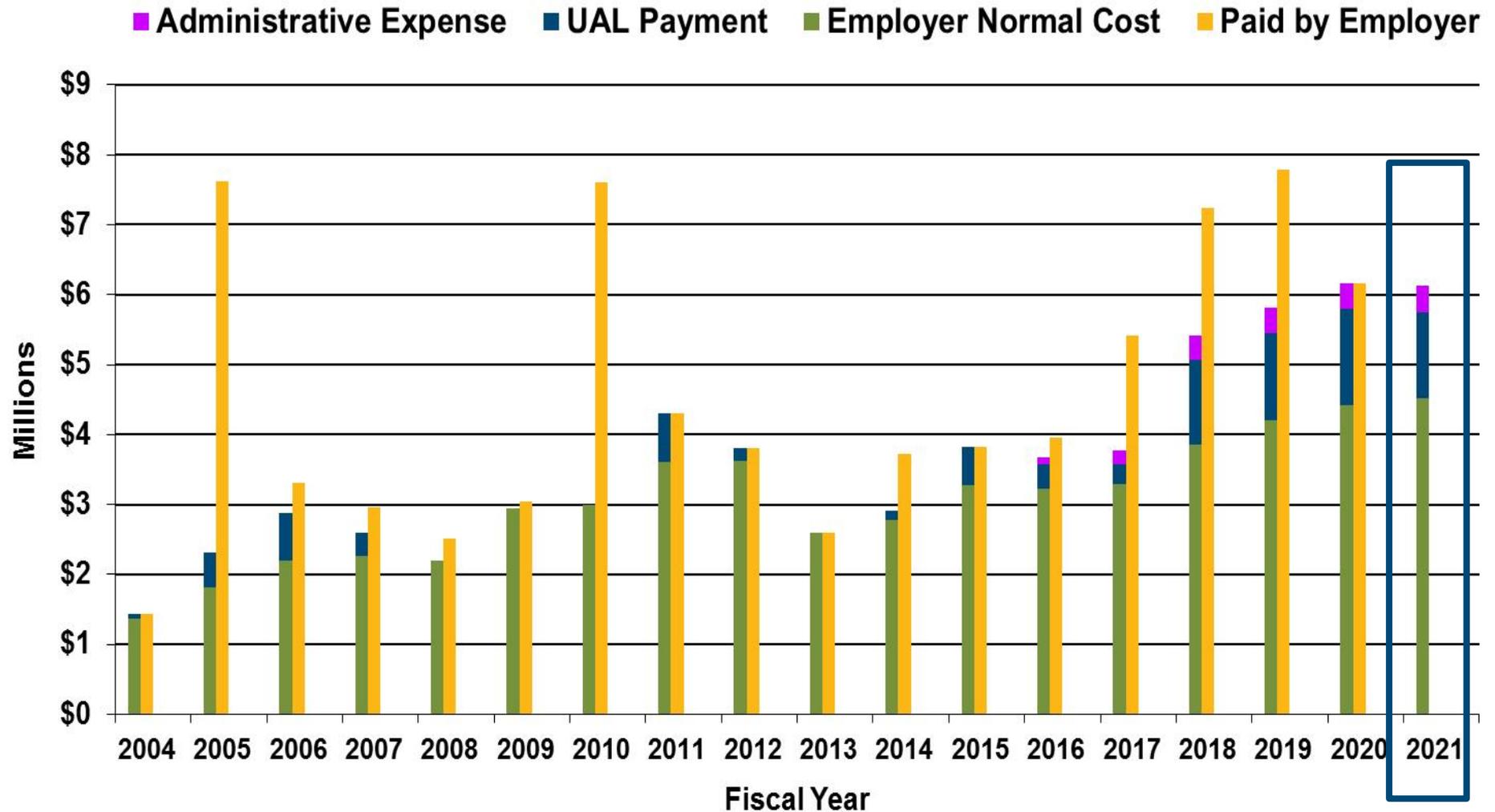


Estimates of what investors needed to earn 7.5%



\*Likely amount by which returns could vary  
Source: Callan Associates

# Contributions



# Assets and Liabilities



The percentage shown at the top of each bar is the ratio of the Actuarial Value of Assets to the Actuarial Liability (the funded ratio).

# Preliminary Valuation Results



Valuation as of June 30,				
		2018	2019	Change
<u>Membership</u>				
Actives		378	383	1.3%
Payroll (\$ in thousands)	\$	31,585	\$ 32,828	3.9%
Average Salary	\$	83,558	\$ 85,714	2.6%
In Pay Status		128	141	10.2%
Total Annual Benefits (\$ in thousands)	\$	5,768	\$ 6,462	12.0%
Average Benefit	\$	45,064	\$ 45,832	1.7%
<u>Assets and Liabilities (\$ in thousands)</u>				
Actuarial Liability	\$	204,270	\$ 219,658	7.5%
Actuarial Value Assets	\$	181,890	\$ 199,386	9.6%
Market Value Assets	\$	186,556	\$ 202,888	8.8%
Unfunded Actuarial Liability (UAL)	\$	22,380	\$ 20,272	-9.4%
Actuarial Value Funding Ratio		89.0%	90.8%	1.7%
Market Value Funding Ratio		91.3%	92.4%	1.0%
<u>Contributions (ADC in \$thousands)</u>				
Employer Normal Cost	\$	4,418	\$ 4,519	2.3%
UAL Payment	\$	1,373	\$ 1,228	-10.6%
Administrative Expenses	\$	368	\$ 377	2.5%
Total ADC (BOY)	\$	6,159	\$ 6,125	-0.6%

Numbers in table may not add due to rounding.

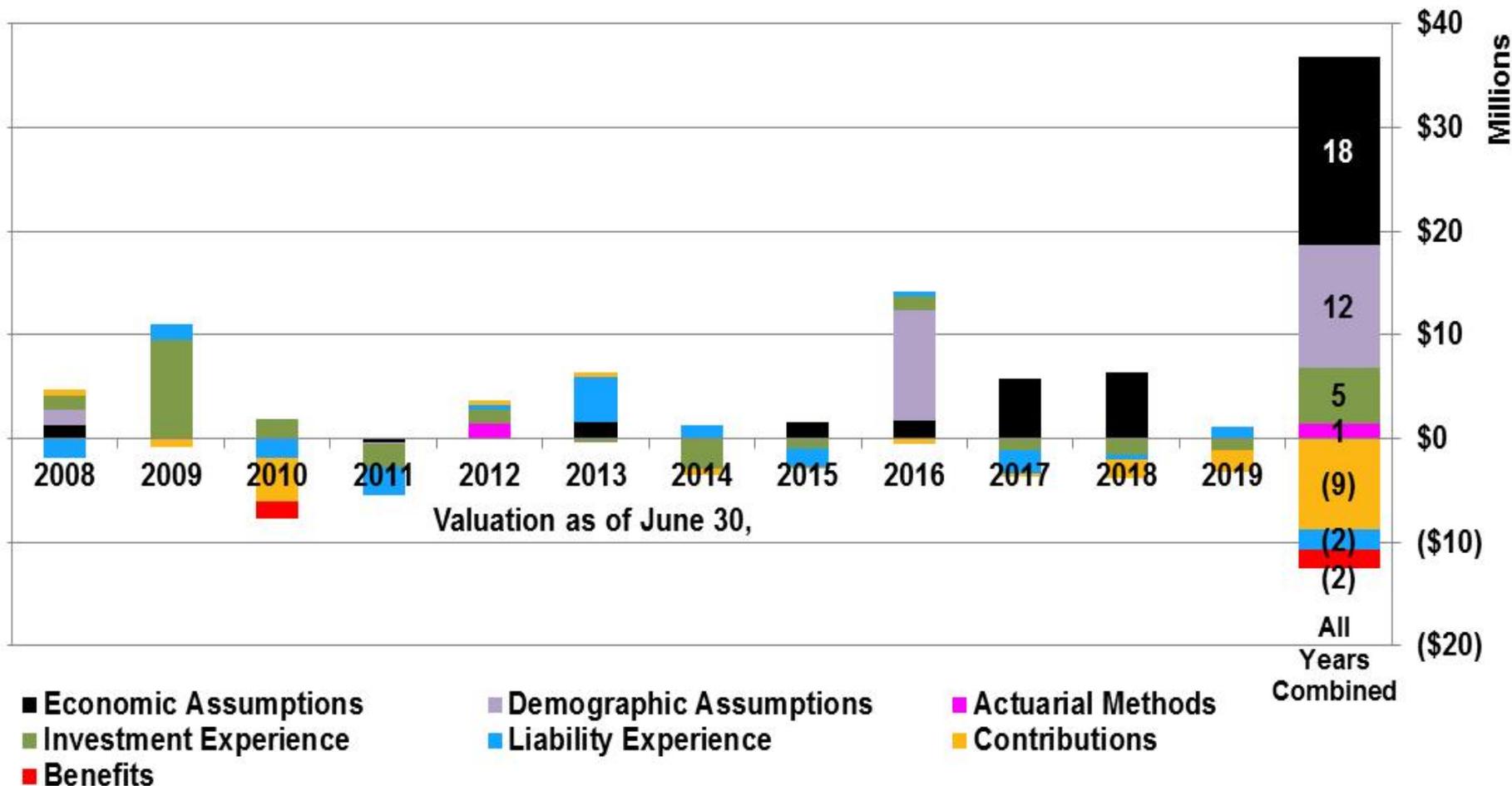
# Sources of Change



Preliminary Valuation Results	<u>Actuarial</u>	<u>Actuarial</u>	(\$ in thousands)	
	<u>Liability</u>	<u>Assets</u>	<u>UAL</u>	<u>ADC</u>
<b>2018 actual results</b>	\$ 204,270	\$ 181,890	\$ 22,380	\$ 6,159
<b>2019-expected (no changes)</b>	\$ 14,100	\$ 15,346	\$ (1,246)	\$ (59)
<b>FYE 2019 asset experience</b>	\$ -	\$ 2,008	\$ (2,008)	\$ (178)
<b>FYE 2019 liability experience</b>	\$ 1,147	\$ -	\$ 1,147	\$ 202
<b>change in economic assumptions</b>	\$ -	\$ -	\$ -	\$ -
<b>other misc (includes PSC, DROP)</b>	\$ 142	\$ 142	\$ -	\$ -
<b>2019 actual results</b>	\$ 219,658	\$ 199,386	\$ 20,272	\$ 6,125

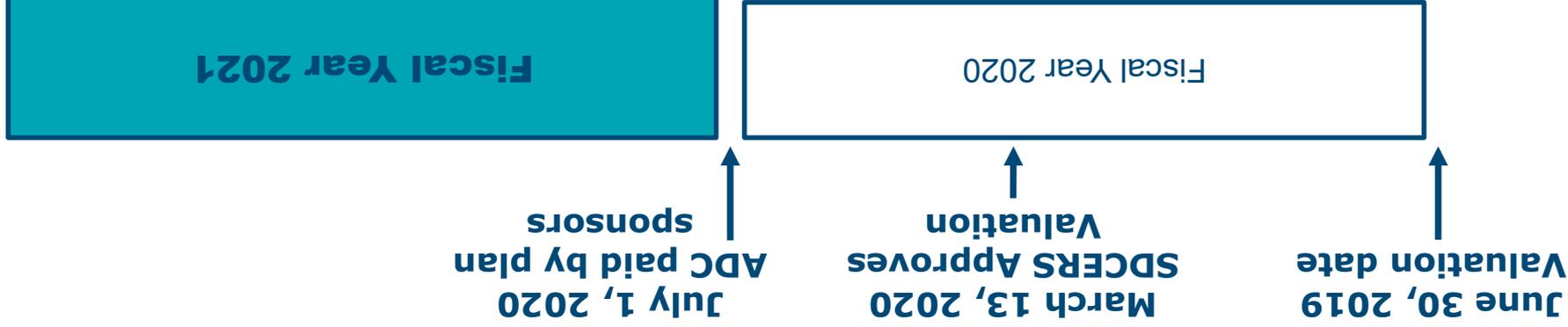
Numbers in table may not add due to rounding.

# Factors Contributing to UAL Changes





June 30, 2019 valuation results determine the FY 2021 Actuarially Determined Contribution (ADC) and member contributions



The SDCERS Board reviews preliminary Valuation results in January and then votes to approve the Valuation at their March meeting

# Required Disclosures



The purpose of this presentation is to present actuarial valuation results for the San Diego City Employees' Retirement System. This presentation is for the use of the Board of Administration and its auditors.

In preparing our presentation, we relied on information, some oral and some written, supplied by the San Diego City Employees' Retirement System. This information includes, but is not limited to, the plan provisions, employee data, and financial information. We performed an informal examination of the obvious characteristics of the data for reasonableness and consistency in accordance with Actuarial Standard of Practice No. 23.

This presentation and its contents have been prepared in accordance with generally recognized and accepted actuarial principles and practices and our understanding of the Code of Professional Conduct and applicable Actuarial Standards of Practice set out by the Actuarial Standards Board as well as applicable laws and regulations. Furthermore, as credentialed actuaries, we meet the Qualification Standards of the American Academy of Actuaries to render the opinion contained in this presentation. This presentation does not address any contractual or legal issues. We are not attorneys, and our firm does not provide any legal services or advice.

This presentation was prepared exclusively for the San Diego City Employees' Retirement System for the purpose described herein. Other users of this presentation are not intended users as defined in the Actuarial Standards of Practice, and Cheiron assumes no duty or liability to such other users.

The actuarial assumptions, data, and methods are those used in the preparation of the actuarial valuation reports as of June 30, 2019.

The assumptions reflect our understanding of the likely future experience of the System, and the assumptions as a whole represent our best estimate for the future experience of the System. Future results may differ significantly from the current results presented in this presentation due to such factors as the following: plan experience differing from that anticipated by the assumptions; changes in assumptions; and changes in plan provisions or applicable law.

Gene Kalwarski, FSA, MAAA, EA  
Principal Consulting Actuary

Alice Alsberghe, ASA, MAAA, EA  
Associate Actuary



# Discussion Regarding the Parameters for the FY 2021 and FY 2022 Operating Budgets

Presented by:

**Scott Brickner, CPA**

Vice President/Chief Financial Officer

March 5, 2020

# Agenda

- Strategic Plan
- Economic Update and Airports Outlook
- Authority Debt Profile
- Authority Financial Overview
- Budget Calendar



# Strategic Plan



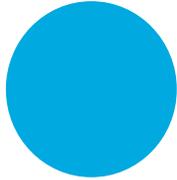
# Authority Vision

Mastering the Art of Airports

## Future State Description

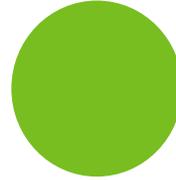
In 2022, our integrated leadership team has continued to evolve the Authority into a passenger-focused, business-driven, community-centered enterprise. We have achieved our five-year strategic plan and are widely recognized for successfully managing our financial, social and environmental sustainability.

# Strategic Goals



## Community

Enhance community understanding of SAN as an economic engine and portal for prosperity.



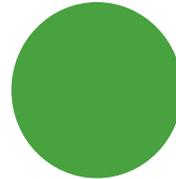
## Financial

Execute a Plan of Finance that provides the financial resources necessary to achieve the FY 2022 Future State while maintaining the enterprise's strong financial position.



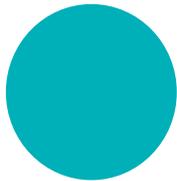
## Customer

Exceed our customers' expectations by introducing innovative service and facility enhancements.



## Operations

Grow and efficiently manage capacity, both landside and airside, including international facilities for future demand.



## Employee

Develop leaders and a workforce aligned to the needs of our Strategic Plan that reflects the diversity of our community.

# Focus Areas

In an effort to successfully align and coordinate strategic plan initiatives that require integrated, cross-functional action plans, three over-arching focus areas were established to assure effective decision-making and resource-allocation:

- Advance the Airport Development Plan (ADP)
- Transforming the Customer Journey
- Optimize Ongoing Business

These focus areas are guiding department goal setting efforts and guiding our budgeting process for the upcoming fiscal cycle.



# Economic Update and Airports Outlook



**SAN DIEGO**  
INTERNATIONAL AIRPORT.

LET'S GO.

# US Economy Growth

- Main economic indicators all showed growth:
  - GDP grew 2.3% in 2019, down from 2.9% in 2018
  - As of January 2019, U.S. unemployment declined to 3.6% compared to 4.0% last year
  - San Diego unemployment is down at 2.8% for December 2019 from 3.1% last year
- Calendar 2019 equity markets rose:
  - DJIA: 22.3%
  - S&P 500: 28.9%

## U.S. Gross Domestic Product



## Dow Jones Industrial Avg. and S&P 500 Indices



## U.S. Unemployment Rates



# Oil Prices & Interest Rates

## Decreasing

- Current oil price trades in the \$49+/- range per barrel, below its 12-month average of \$57.44
- 5-year Treasuries roughly flat with the yield on 2-year Treasuries.

### WTI Crude Oil Price (Per Barrel)



### U.S. Treasury Yields



# Rating Agencies Airport Outlook

Moody's and S&P – positive  
Fitch – stable

## Key drivers:

- Continued slow economic growth
- Additional seat capacity growth
- Expected enplanement growth
- Lower interest rates for debt service

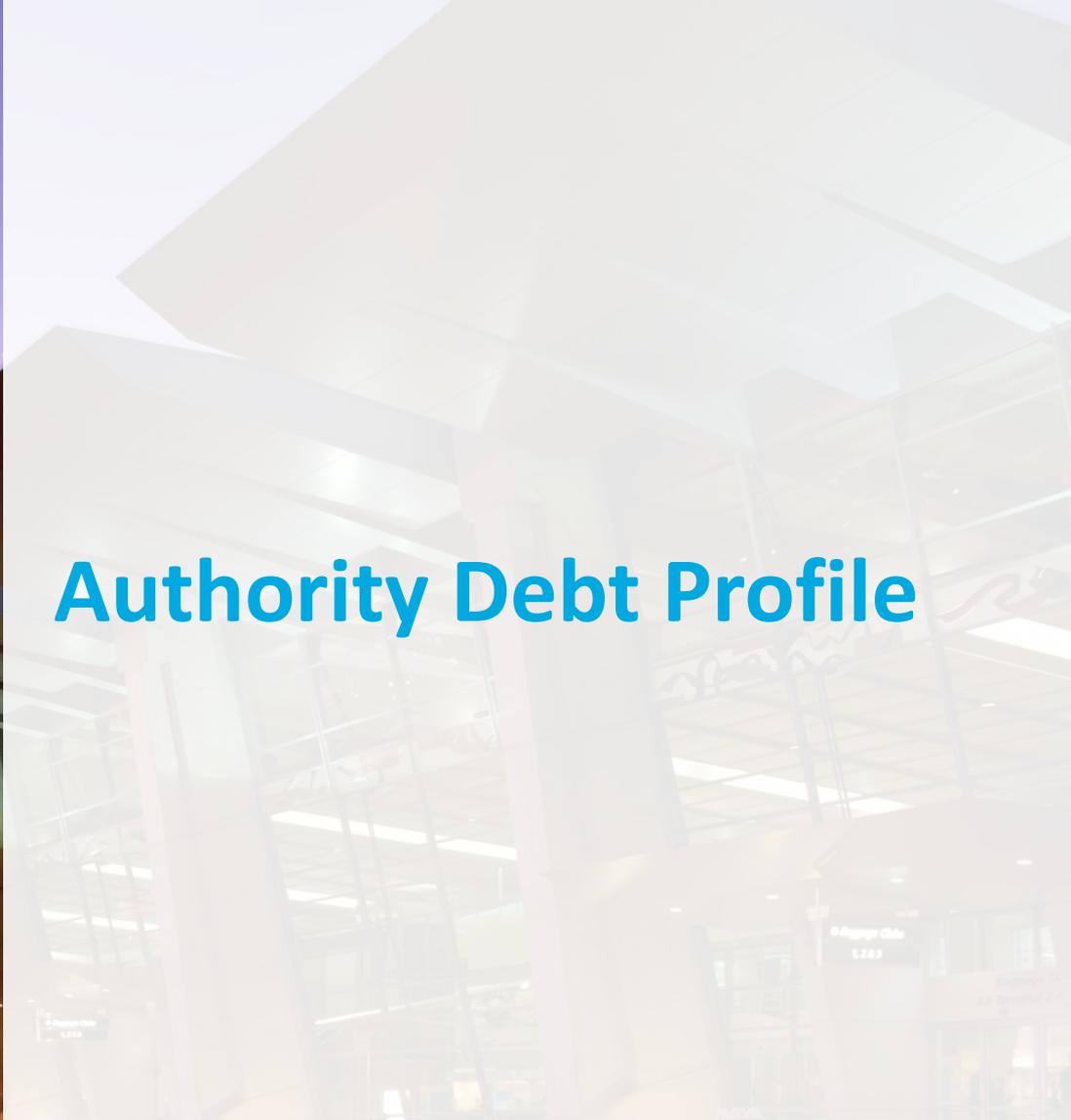
## SDCRAA Strong Credit

**Fitch:** AA- Senior and A+ Subordinate ratings (upgraded) with a stable outlook

**S&P:** A+ and A Subordinate ratings with a stable outlook; A rating for special facility bonds with a stable outlook



# Authority Debt Profile

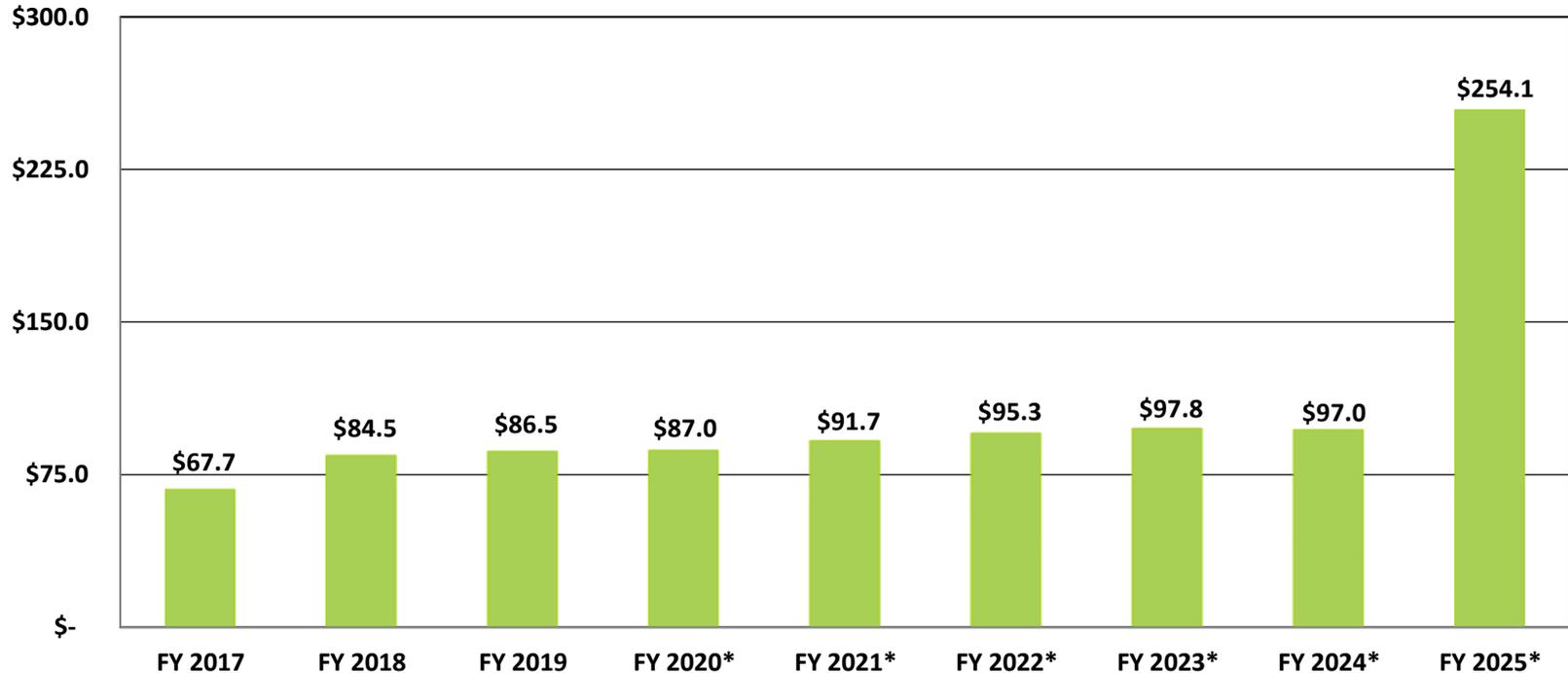


# General Airport Revenue Bonds and Variable Debt

Series	Lien	Principal Outstanding (Millions)	Maturity	Major Funded Projects
Revolving Line of Credit	Subordinate	\$13.7	2017 - 2020	Terminal expansion, employee parking improvements, HVAC/Central Plant upgrades
2010 Bonds	Subordinate	\$10.9	2020	Majority of bonds refunded in 2019/20 deal.
2013 Bonds	Senior	\$368.8	2015 - 2043	Green Build, expansion of T2E, concessions infrastructure, construct new 12kV electrical distribution system, Washington Street parking lot and access improvements, north side utilities infrastructure
2017 Bonds	Subordinate	\$281.8	2018 - 2047	T2W Parking Plaza and T2W FIS
2019 Bonds	Subordinate	\$487.0	2020-2049	Includes refunded 2010C bonds and New Money for Airport Support Facilities, Stormwater management, ADP programmatic documents, RON parking and Baggage Handling upgrades
2020 Bonds	Subordinate	\$255.5	2020-2049	Includes refunded 2010A/B bonds. 2010 bonds funded Green Build, expansion of T2E, concessions infrastructure, Receiving and Distribution Center (RDC) oversight.
<b>Total Current Debt</b>		<b>\$1,417.7</b>		
Airport Development Plan (ADP)		\$3,000.0- \$3,500.0	2025-2060	T1 replacement – 30 gates
<b>Total Anticipated Debt</b>		<b>\$4,417.7-4,917.7</b>		

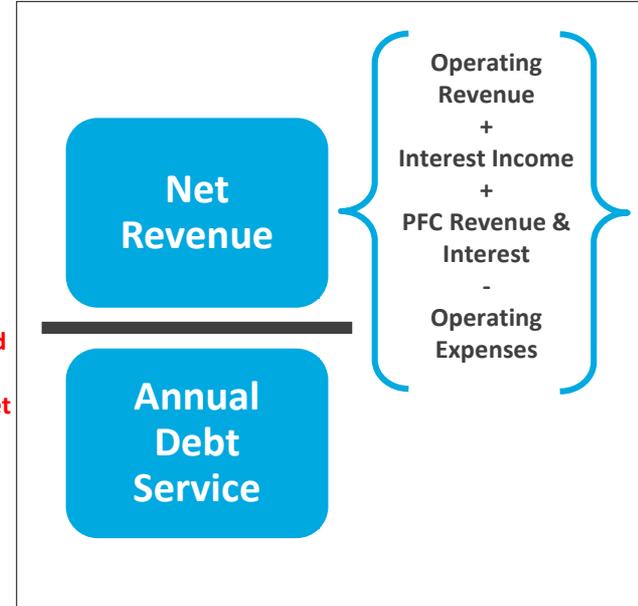
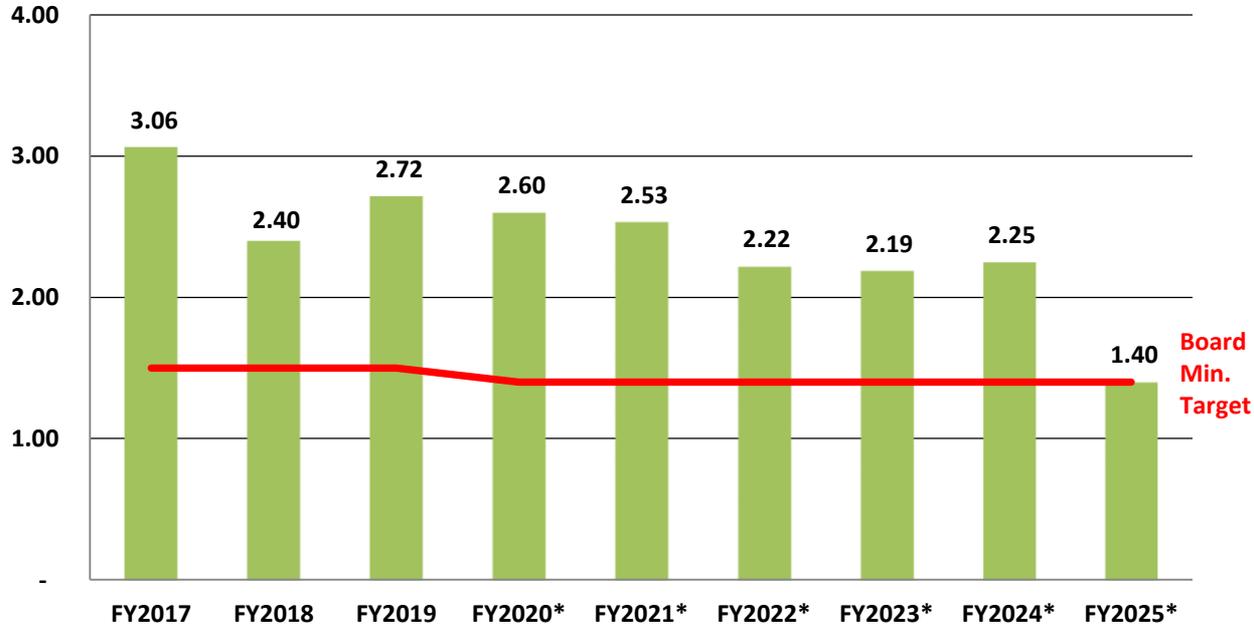
# General Airport Revenue Bond (GARB) and Variable Debt Service

(in millions)



# GARB Debt Service Coverage

(Ratio of Net Revenue over Debt Service)

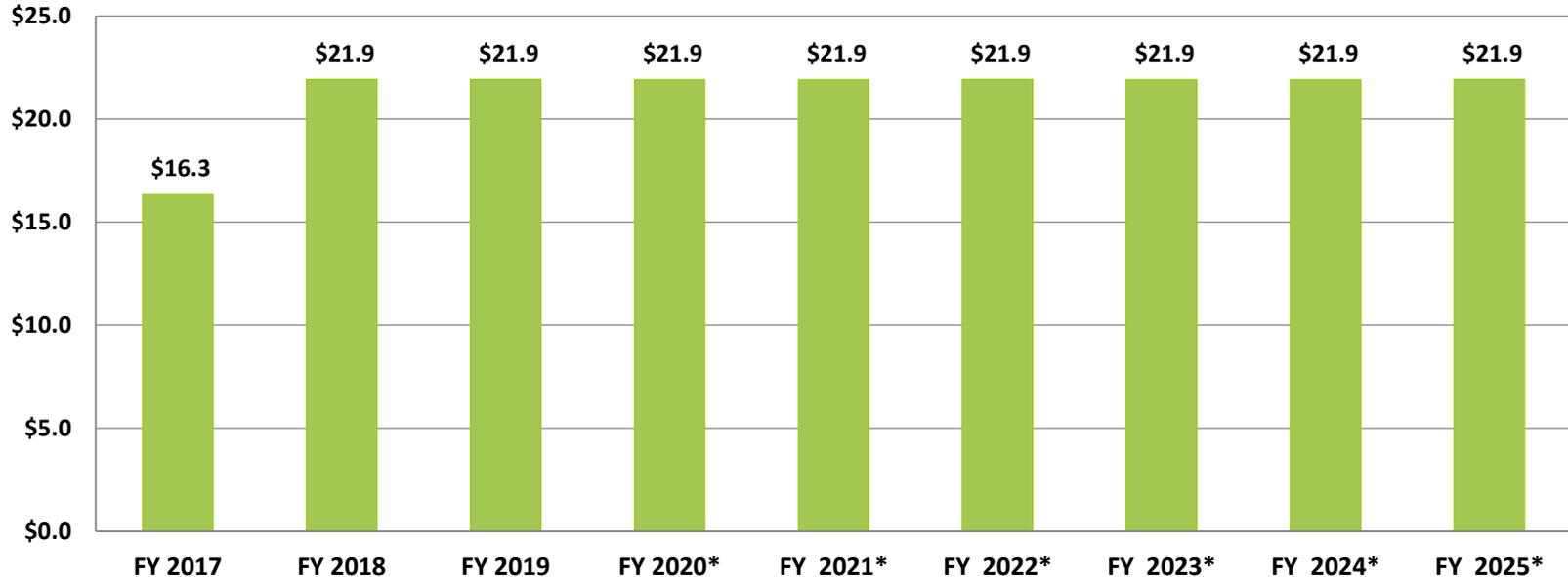


# Special Facilities Bond Debt

Series	Lien	Principal Outstanding (Millions)	Maturity	Major Funded Projects
2014 Bonds	Senior	\$294.0	2018 - 2043	Rental Car Center (RCC)
<b>Total</b>		<b>\$294.0</b>		

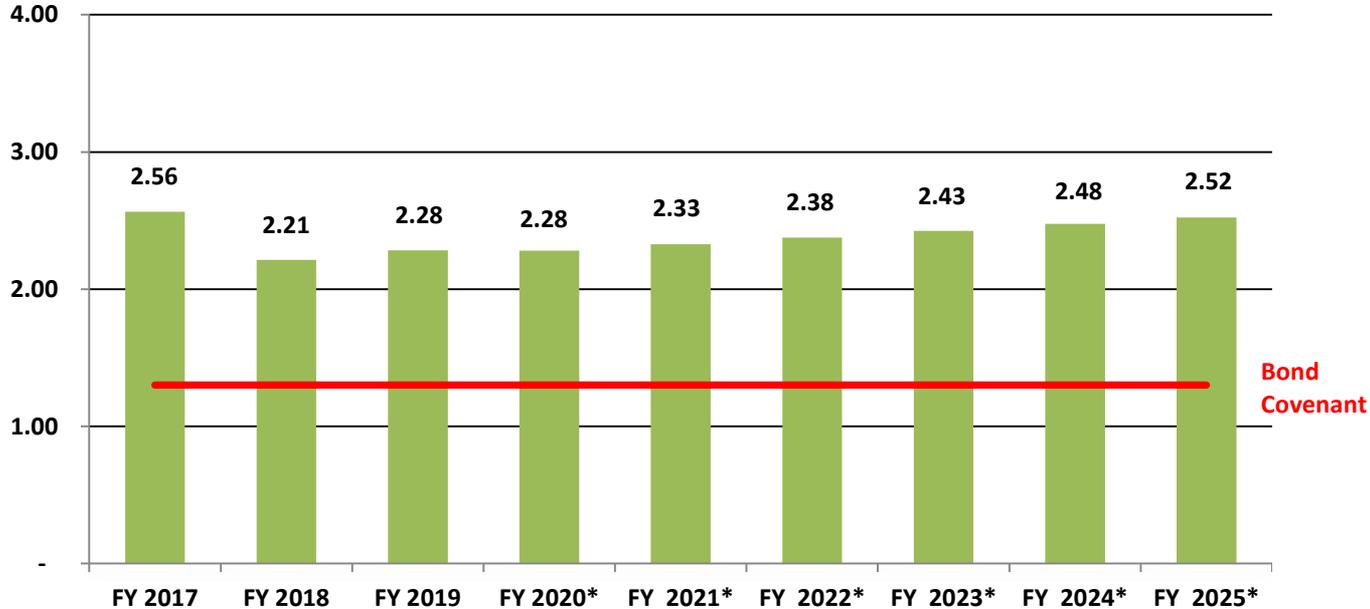
# Special Facilities Debt Service for RCC

(in millions)



# Special Facilities Debt Service Coverage

(Ratio of CFC Revenue over Debt Service)





# Authority Financial Overview

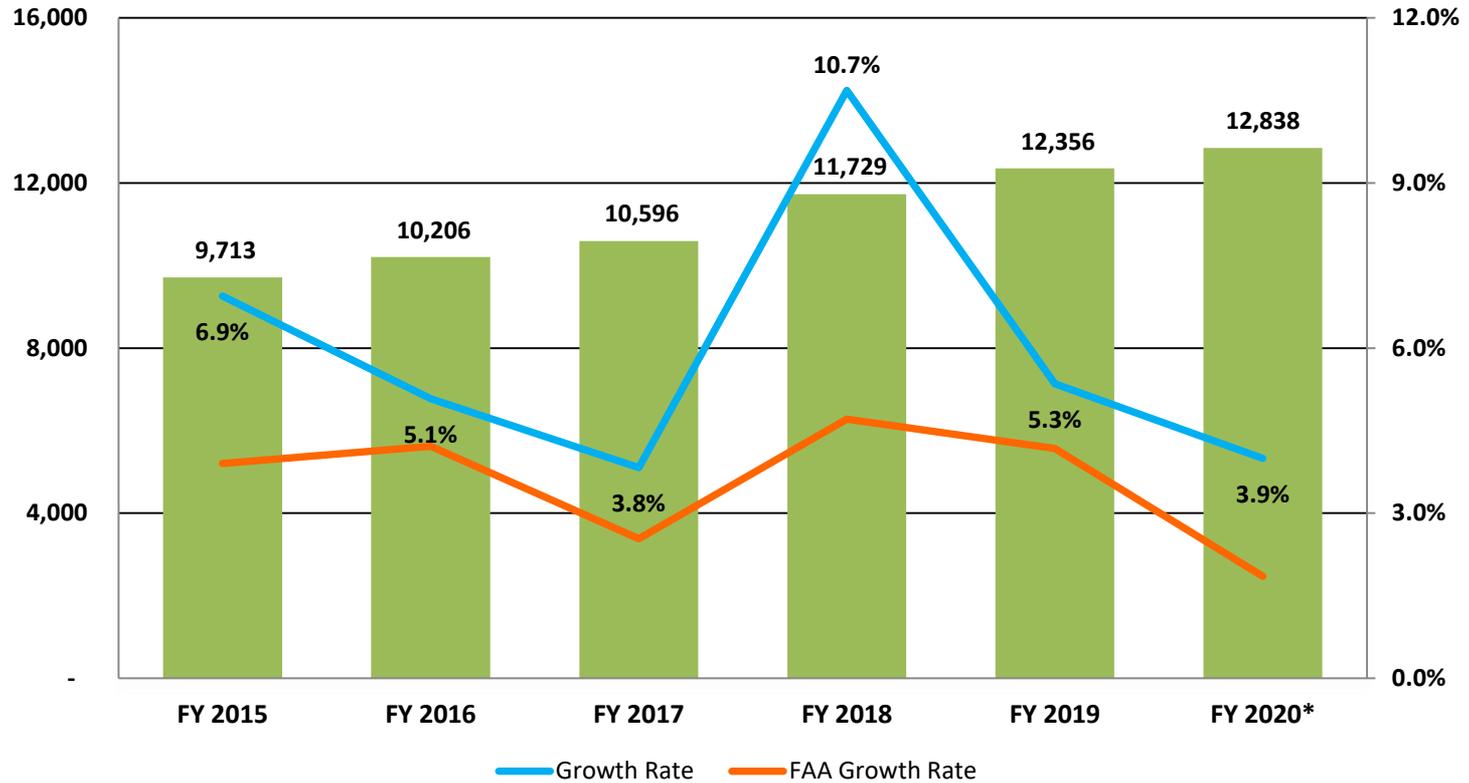


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INTERNATIONAL AIRPORT.

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# Enplanements

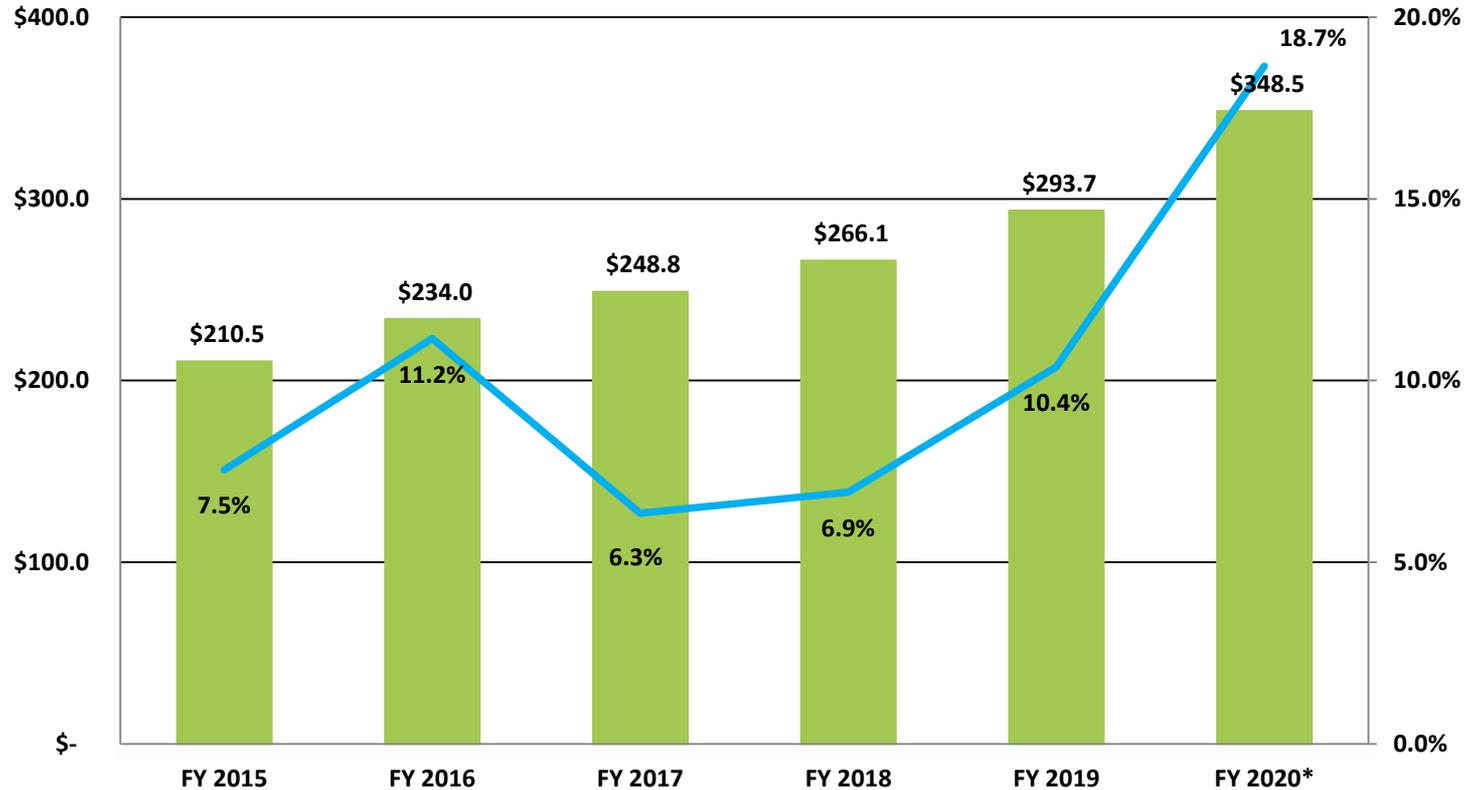
(in thousands)



\*Projected FY 2020

# Total Operating Revenue

(in millions)



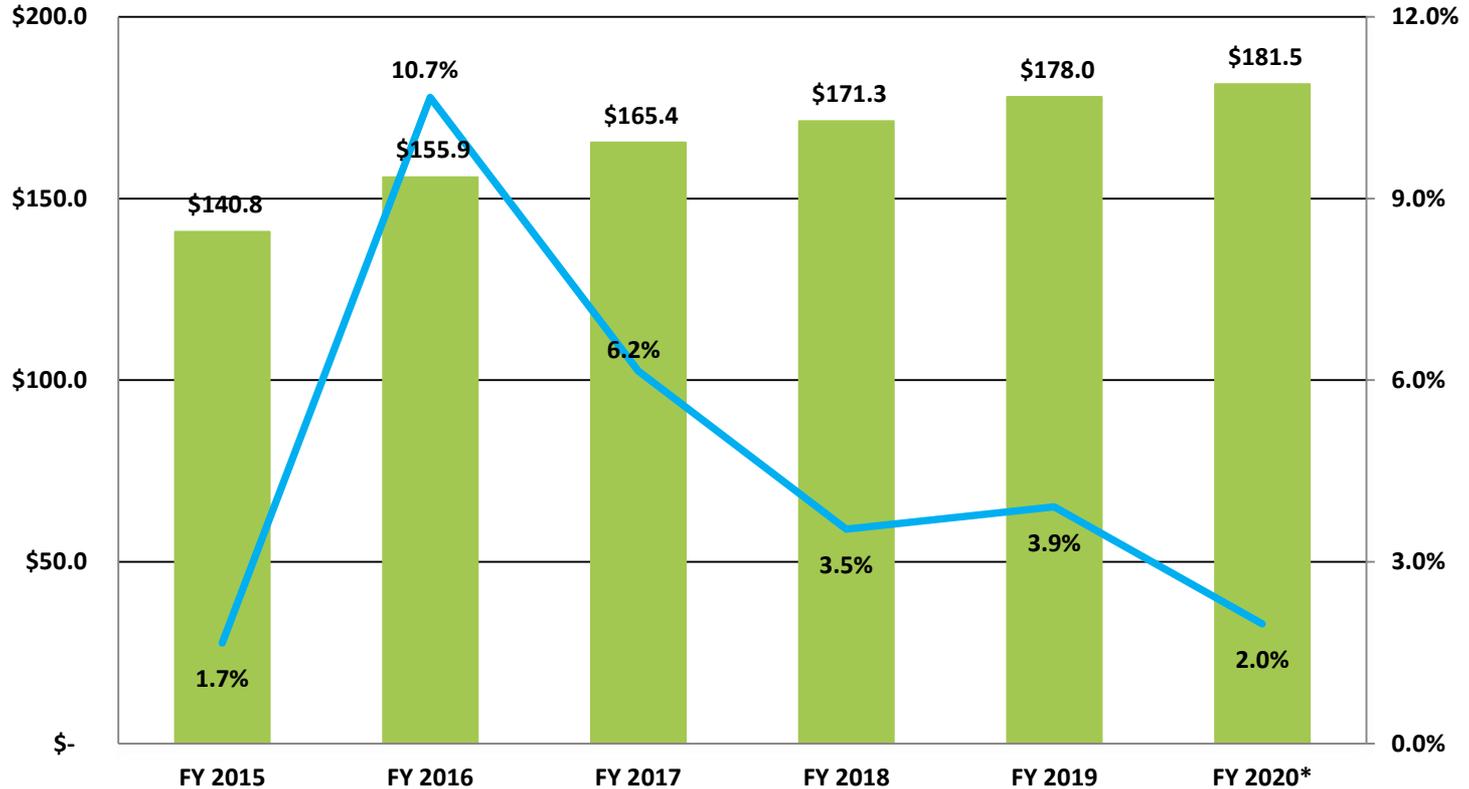
\*Projected FY 2020

# Revenue Budget Parameters

- Adjust revenue forecast based on the current trends
- Increase revenue with the growth of enplanements
- Parking
  - T1 Surface Lot and Harbor Parking Lot closures due to ADP construction at the end of CY 2021
- Concessions - new tenants in T2E and T2W expected to start operations in FY 2021
- Evaluating ground transportation trip fees

# Total Operating Expenses

(in millions)



\*Projected FY 2020

# Expense Budget Parameters

## Personnel

- Accommodate staffing due to increase in operations and ADP
- Pay-for-performance and contractually required union increases
- Considering market trends for employee benefits
- Retirement Benefits
  - FY 2021 actuarial rate of 19.2%
  - FY 2022 actuarial rate of 18.1%
  - FY 2021 – FY 2022: Additional contribution of 1% of Actuarial Liability until the funded ratio in the valuation is greater than or equal to 95%

# Expense Budget Parameters

## Non-Personnel

- Increase in expenses due to ADP
- Contain the increase in expenses by:
  - Ensure all activities are aligned with the Airport Authority's Strategic Plan
  - Considering alternative methods and solutions to meet the needs of the Airport Authority
- Maintenance cost evaluation in light of the future capital development
- Strain on facilities due to increase in enplanements
- Safety and security costs increases
- Utilities increases

# Budget Calendar



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# Budget – Timeline of Key Dates

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

**Jan. 29**

FY 2021- 2022  
Budget Kick-off  
Meeting

**Feb. 6**

Board Meeting  
Review Budget  
Calendar

**March 5**

Board Meeting  
Discussion of  
FY 2021 - FY 2022  
Operating  
Budget Parameters

**April 16**

Board Meeting  
Capital Program  
Budget Discussion

**April 30**

Distribute Draft  
of Proposed  
Budget to  
Board

**May 14**

Board Meeting  
Budget Workshop

**June 4**

Board Meeting  
Formal Budget  
Adoption



# Questions?

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MINUTES**  
**THURSDAY, FEBRUARY 6, 2020**  
**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 9:03 a.m. on Thursday, February 6, 2020, 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: Blakespear, Boling, Cox, Kersey,  
McNamara, Robinson, Schiavoni, West

ABSENT: Board Members: Dallarda (Ex-Officio), Dockery (Ex-Officio),  
Lloyd, Miller (Ex-Officio)

ALSO PRESENT: Angela Shafer-Payne, Vice President/COO; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Board Services/Authority Clerk; Dustin Heick, Assistant Authority Clerk I

Chairman Boling welcomed Mayor Blakespear to the Airport Authority Board.

**APPOINTMENT OF THE EXECUTIVE COMMITTEE MEMBERS AND ELECTION OF THE VICE CHAIR OF THE BOARD:**

Chairman Boling nominated Board Member Lloyd to serve on the Executive Committee, and Board Member Robinson to serve as Vice Chair.

**ACTION: Moved by Board Member Schiavoni and seconded by Board Member West to approve the appointment of Board Member Lloyd to the Executive Committee and Board Member Robinson as Vice Chair of the Board. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)**

**NEW BUSINESS:**

**15. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A MEMORANDUM OF UNDERSTANDING REGARDING MAJOR REGIONAL PROJECTS:**

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

Amy Gonzalez, General Counsel, requested that the recommendation be amended to authorize the President/CEO to make non-substantive changes to the Memorandum of Understanding and report back to the Board.

Chairman Boling requested that any non-substantive changes be made in collaboration with the Chair to determine if a change needs to be brought back to the Board for approval.

Coleen Clementson, SANDAG, spoke in support of staff's recommendation.

Job Nelson, PORT OF SAN DIEGO, spoke in support of staff's recommendation.

Rebecca Lieberman, SAN DIEGO REGIONAL CHAMBER OF COMMERCE, spoke in support of staff's recommendation.

Adrian Granda, CITY OF SAN DIEGO, registered support for the item but did not speak.

**RECOMMENDATION:** Adopt Resolution No. 2020-0025, approving and authorizing the President/CEO to execute a Memorandum of Understanding with the City of San Diego, San Diego Association of Governments, and San Diego Unified Port District regarding major regional projects.

**ACTION: Moved by Board Member Cox and seconded by Board Member Kersey to approve staff's recommendation as amended to authorize the President/CEO to make non-substantive changes in collaboration with the Chairman of the Board. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)**

### **PRESENTATIONS:**

#### **A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2019:**

Scott Brickner, Vice President/CFO, provided a presentation on the Unaudited Financial Statements for the Six Months ended December 31, 2019 that included Operating Revenues, Operating Expenses, Non-Operating Revenue and Expenses, Financial Summary, Statement of Net Positions. He also provided an overview of the Budget Timeline.

In response to Board Member West regarding whether staff has formulated a message to tell our story about the Authority's successful bond sale, Scott Brickner, Vice President/CFO, stated that a press release was prepared and distributed. He stated that he would forward it to the Board with some speaking points.

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

- **AUDIT COMMITTEE:** Board Member Robinson reported that a Special Audit Committee Meeting was held January 16, 2020 to interview public member candidates to serve on the Audit Committee. He stated that the Committee recommended that Carmen D. Vann and Agnes Wong Nickerson be appointed as public members to the Committee.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member Kersey reported that the Committee met January 16, 2020 and received an update on Capital Projects and the Small Business Program.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** Board Member Schiavoni reported that the Committee met on January 23, 2020 and received an update on the Authority's Health and Welfare Benefits Program, and met in closed session to conduct mid-year performance evaluation for the President/CEO, General Counsel and Chief Auditor.
- **FINANCE COMMITTEE:** None.

**ADVISORY COMMITTEES**

- **AUTHORITY ADVISORY COMMITTEE:** Board Member Robinson reported that the next meeting will be on February 19, 2020.
- **ART ADVISORY COMMITTEE:** Chris Chalupsky, Senior Manager, Art & Community Partnership, reported that on January 30, the Arts Program hosted a media event to celebrate the most recent exhibition of student projects created through the Arts Program's DesignAHEAD initiative and that the exhibition will be up for the next three months. He reported that Six TV stations and two print media outlets covered the event. He reported that the Airport's first Performing Arts Residency of 2020, Beck & Col, will be holding their first performance on, Friday, February 7th in Terminal 2 baggage claim from 2-4 pm.

**LIAISONS**

- **CALTRANS:** None.
- **INTER-GOVERNMENTAL AFFAIRS:** Board Member Cox reported that in February Authority staff continued outreach for the Airport Development Plan, including an update to Congresswoman Susan Davis, and to the University Community Association. He reported that in January, Democrats in the U.S. House of Representatives unveiled a broad \$760 billion infrastructure plan that calls for raising the federal cap on the local Passenger Facility Charge (PFC) to an unspecified amount and indexing it to inflation. He also reported that the infrastructure plan also proposes investing \$30 billion in airport and airway

infrastructure with an emphasis on funding for sustainability and noise projects. He reported that at the state level, the California State Legislature met the first significant deadline of the 2020 session, taking action on two-year bills that had yet passed from their house of origin. He reported that the next major deadline is February 21, when all new legislative proposals must be introduced for consideration.

- **MILITARY AFFAIRS:** None.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

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

- **SANDAG BOARD OF DIRECTORS:** Chairman Boling reported that the SANDAG Board of Directors has met three times since the last Board meeting – two regular meetings and one special joint meeting with two SANDAG committees. She reported that at the first regular meeting, the Board approved emergency repairs along the Del Mar Bluffs; and that the Board also heard an update on the Regional Bikeway Plan Early Action Program and authorized the issuance of up to \$90 million in bonds to support completion of the program. She reported that at the second regular meeting, the Board heard from a panel on the benefits of “data-powered governance;” and that the panel included four experts on data and analysis from UCSD, Ohio State University, the City of San Diego, and the private sector. She also reported that the additional meeting was a special joint meeting with the Transportation and Regional Planning Committees, which Board Member Schiavoni will address in her report.
- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Schiavoni reported that the SANDAG Transportation Committee met once since the last Board meeting in a joint meeting with the Regional Planning Committee and the full SANDAG Board of Directors. She reported that there were two main presentations at the meeting; a panel providing an introduction to the San Diego economy that included representatives from UC San Diego, Naval Base Point Loma, the San Diego Tourism Authority, Tech San Diego, and the Hospital Association of San Diego & Imperial Counties. She reported that the panel presented opportunities and provided suggestions to address the region’s transportation and housing needs through the upcoming 2021 Regional Transportation Plan. She reported that the second item was a presentation by SANDAG planning staff on the data-driven approach that they will use to help identify the appropriate transportation solutions in the 2021 Regional Transportation Plan.

**CHAIR'S REPORT:** Chairman Boling congratulated Board Member Cox on being unanimously elected as Chairman of the San Diego County Board of Supervisors on January 14, 2020 and that he will deliver the annual State of the County Address on February 19, 2020 aboard the USS Midway. She also shared a letter that the airport received from a local third grader, Evan Hesseltine, about how much he loves our airport and reported that the airport's Marketing team paid a visit to Evan's third-grade class; where they answered questions from the class.

**PRESIDENT/CEO'S REPORT:** Angela Shafer-Payne, Vice President/COO reported that the Airport Authority continues to monitor ongoing developments regarding the coronavirus and is in close contact with the Centers for Disease Control and Prevention (CDC and CDP). She reported that of particular concern last week, was clarifying some confusing information that had come out of CDC on our airports screening efforts. She reported that San Diego does not have direct flights to China and therefore have not been ordered by CDC to start thermal image screening of passengers. She reported that the Authority provided guidance to local Emergency Medical Services (EMS) providers responding to emergency calls at the airport, and in collaboration with CDC and CDP have posted information graphics on all of our monitors in the international arrivals area. She also reported that Airport Authority staff recently organized a site visit to Los Angeles International Airport (LAX) to tour their \$2 billion Midfield Satellite Concourse which is slated to open in 2020; and that staff also toured the Southwest Airlines new \$5 hundred thousand remodeled terminal one, which includes; a new ticket lobby, concession program and expanded hold rooms. She also reported that the Airport Authority, in partnership with San Diego Foundation convened a group of public agencies and environmental organizations to better understand barriers for local carbon offsets; and that the Airport Authority hopes to work with these stakeholders to identify ways to foster local offset projects so that initiatives like The Good Traveler Program can support them. She also reported that the Airport Authority received the gold level, which is the highest level, workplace health achievement recognition on January 22, 2020 from the American Heart Association (AHA). She reported that the AHA's health achievement index is a yearly nationally recognized award that is given to organizations for their implementation of quality workplace health programs and a culture of health best practices.

**NON-AGENDA PUBLIC COMMENT:** None.

**CONSENT AGENDA (Items 1-13):**

**ACTION:** Moved by Board Member West and seconded by Board Member Robinson to approve the Consent Agenda. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)

**1. APPROVAL OF MINUTES:**

**RECOMMENDATION:** Approve the minutes of the December 19, 2019 special and the January 9, 2020 regular meetings.

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

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

**3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM DECEMBER 9, 2019 THROUGH JANUARY 12, 2020 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM DECEMBER 9, 2019 THROUGH JANUARY 12, 2020:**

RECOMMENDATION: Receive the report.

**4. APPOINTMENTS TO BOARD COMMITTEES, LIAISON POSITIONS, OTHER REPRESENTATIVE AND ALTERNATE POSITIONS:**

RECOMMENDATION: Adopt Resolution No. 2020-0016, making appointments to Board committees, liaison and representative positions, the Authority Advisory Committee, the Art Advisory Committee, and the World Trade Center Board.

**5. AMEND AUTHORITY POLICY 1.50 – GOVERNANCE AND COMMITTEES:**

RECOMMENDATION: Adopt Resolution No. 2020-0017 approving amendments to Authority Policy 1.50 – Governance and Committees.

***CLAIMS***

**6. REJECT THE CLAIM OF MARIA CASTRO:**

RECOMMENDATION: Adopt Resolution No. 2020-0018, rejecting the claim of Maria Castro.

**7. REJECT THE CLAIM OF CAROLYN TODER:**

RECOMMENDATION: Adopt Resolution No. 2020-0019, rejecting the claim of Carolyn Toder.

**8. REJECT THE CLAIM OF JUDITH JOURDAIN EARL:**

RECOMMENDATION Adopt Resolution No. 2020-0020, rejecting the claim of Judith Jourdain Earl.

***COMMITTEE RECOMMENDATIONS***

**9. ACCEPTANCE OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2019:**

RECOMMENDATION: The Finance Committee recommends that the Board accept the information.

- 10. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF DECEMBER 31, 2019:**  
RECOMMENDATION: The Finance Committee recommends that the Board accept the report.

- 11. APPOINTMENT OF PUBLIC MEMBER TO THE AUDIT COMMITTEE:**  
RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2020-0021, appointing Carmen D. Vann as a public member to the Audit Committee to fill a vacancy which expires June 2022; and appointing Agnes Wong Nickerson as a public member to the Audit Committee to commence July 2020 for a three year term.

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

- 12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ACKNOWLEDGEMENT AND CONSENT TO ASSIGNMENT AGREEMENT WITH ATLAS AIR, INC. AND ABX AIR, INC.:**  
RECOMMENDATION: Adopt Resolution No. 2020-0014, approving and authorizing the President/CEO to execute an Acknowledgement and Consent to Assignment Agreement with Atlas Air, Inc. and ABX Air, Inc.

- 13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO ISSUE A TASK AUTHORIZATION TO HAZARD CONSTRUCTION COMPANY UTILIZING AN EXISTING ON-CALL AIRPORT PAVEMENT REPAIR SERVICES AGREEMENT:**  
RECOMMENDATION Adopt Resolution No. 2020-0022, approving and authorizing the President/CEO to issue a Task Authorization to Hazard Construction Company utilizing an existing On-Call Airport Pavement Repair Services Agreement No. 800563 OB for an amount not-to exceed \$2,800,000, for repairs to the asphalt pavement surface of Taxiway B at San Diego International Airport.

### **PUBLIC HEARINGS:**

- 14. CERTIFY THE FINAL ENVIRONMENTAL IMPACT REPORT AND ADOPT MITIGATION MONITORING AND REPORTING PROGRAM AND FINDING OF FACT FOR THE ADDITIONAL FUEL TANKS AT SAN DIEGO INTERNATIONAL AIRPORT:**  
Ted Anasis, Manager, Airport Planning, provided a presentation on Additional Fuel Tanks Project EIR Certification that included Project Background, Project Objective, Proposed Project Components, California Environmental Quality Act Review Process, Additional Fuel Tanks Project Impacts and Mitigation, Mitigation Monitoring and Reporting Program and Recommendation.

Ted Anasis, Manager, Airport Planning, also read into the record communication received from the Viejas Band of Kumeyaay Indians requesting that a Kumeyaay Cultural Monitor be on site during ground disturbing activities to inform of new development such as discovery of cultural artifacts, cremation sites, or human remains, which was included.

RECOMMENDATION: Adopt Resolution No. 2020-0024, certifying the Final Environmental Impact Report for the Additional Fuel Tanks at San Diego International Airport and adopting a Mitigation Monitoring and Reporting Program and California Environmental Quality Act (CEQA) Findings of Fact.

**ACTION: Moved by Board Member Cox and seconded by Board Member Robinson to approve the staff's recommendation. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)**

RECOMMENDATION: Adopt Resolution No. 2020-0026, approving the Additional Fuel Tanks Project at San Diego International Airport.

**ACTION: Moved by Board Member West and seconded by Board Member Kersey to approve the staff's recommendation. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)**

**OLD BUSINESS:**

**NEW BUSINESS:**

**16. APPROVE THE FEBRUARY 2020 LEGISLATIVE REPORT AND 2020 LEGISLATIVE AGENDA:**

Sam Whitehorn, Co-Founder/Principal, Elevate Government Affairs, provided a presentation on the 2020 Legislative Agenda that included 2019 – The Year in Perspective, State of Play: Trump Administration, State of Play: Congress, Aviation Safety Legislation and 2020 Federal Legislative Priorities.

Steve Cruz, Partner, Cruz Strategies, provided a presentation on the 2020 Legislative Agenda that included 2019 State Highlights, State Political Landscape, 2020 Governor's Budget Proposal and 2020 State Legislative Priorities.

In response to Board Member West as to whether AB 1277 will impact future road improvements, Matt Harris, Director, Government Relations, stated that the Authority is aware of the bill and will report back with more information.

Margo Tanguay, SAN DIEGO, spoke in support of helicopter safety legislation.

RECOMMENDATION: Adopt Resolution No. 2020-0023, approving the February 2020 Legislative Report and 2020 Legislative Agenda.

**ACTION: Moved by Board Member Schiavoni and seconded by Board Member West to approve the staff's recommendation. Motion carried by the following votes: YES – Blakespear, Boling, Cox, Kersey, McNamara, Robinson, Schiavoni, West; NO – None; ABSENT – Lloyd; (Weighted Vote Points: YES – 92; NO – 0; ABSENT – 8)**

**CLOSED SESSION:** The Board did not meet in Closed Session.

- 17. 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
- 18. 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
- 19. 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
- 20. 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
- 21. 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
- 22. 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

- 23. 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
- 24. 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
- 25. 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:** None

**GENERAL COUNSEL REPORT:** None.

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

**BOARD COMMENT:** None.

**ADJOURNMENT:** The meeting adjourned at 10:50 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 5<sup>TH</sup> DAY OF MARCH, 2020.

ATTEST:

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

APPROVED AS TO FORM:

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

**STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

**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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

**C. BLAKESPEAR**

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

SDCRAA

FEB 25 2020

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074 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 Board Services, Authority Clerk Staff.

<b>Period Covered:</b> 2/1/2020-2/29/2020		
<b>Board Member Name:</b> Catherine Blakespear		
<b>Date:</b> 2/21/20		
<b>Type of Meeting</b>	<b>Date/Time/Location of Event/Meeting/Training</b>	<b>Summary and Description of the Event/Meeting/Training</b>
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/5/2020 10:30 a.m. to 1:15 p.m. SDCRAA Admin Building	SDCRAA Briefing, Swearing-In, Tour
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/6/2020 9 a.m. to 11 a.m. SDCRAA Admin Building	Board Meeting; Airport Authority Recognition Reception
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/24/2020 9 a.m. to 11 a.m. SDCRAA Admin Building	Executive-Finance Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/13/2020 10 a.m. to 12 p.m. SDCRAA Admin Building	SDCRAA Special Audit Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature: Catherine Blakespear  
 Digitally signed by Catherine Blakespear  
 Date: 2020.02.25 11:48:01 -08'00'

**A. BOLING**



SDCRAA

**FEB 26 2020**

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

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<b>Period Covered:</b>		FEBRUARY, 2020
<b>Board Member Name:</b>		C. APRIL BOLING
<b>Date:</b>		2/25/2020
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/06/20 9:00 Airport	Board/ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/14/20 9:00 SANDAG	SANDAG BOD Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/24/20 9:00 Airport	Exec./Finance Comm. Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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: FEB 1-29, 2020

SDCRAA

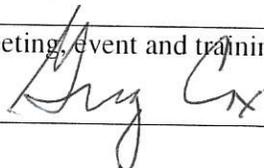
FEB 24 2020

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		FEBRUARY 24, 2020
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: FEB 6, 2020 Time: 9:00am Location: SDIA	BOARD MEETING ALVC MEETING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: FEB. 24, 2020 Time: 9:00am Location: SDIA	EXECUTIVE/FINANCE COMMITTEE SPECIAL BOARD MEETING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	

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  
INTERNATIONAL  
AIRPORT

**M. KERSEY**



# BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

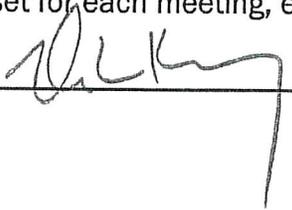
SDCRAA

FEB 25 2020

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<b>Period Covered:</b> February 2020		
<b>Board Member Name:</b> Mark Kersey		
<b>Date:</b> 2/25/20		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/6/2020 9:00am 3225 N Harbor Drive, 92101	ALUC / BOD Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/13/2020 10:00am 3225 N Harbor Drive, 92101	Audit Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/24/2020 9:00am 3225 N Harbor Drive, 92101	Executive/Finance Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature: 

**P. McNAMARA**

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

SDCRAA

FEB 26 2020

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. 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 Board Services, Authority Clerk Staff.

Board Services

<b>Period Covered:</b> February, 2020		
<b>Board Member Name:</b> Paul McNamara		
<b>Date:</b> 2/26/20		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/6/2020/0900/SDCRAA/Meeting	Board Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/13/2020/1000/SDCRAA/Meeting	Audit Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/24/2020/0900/SDCRAA/Meeting	Finance Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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: cn=Paul McNamara, o=San Diego County Regional Airport Authority, email=pmcnamara@atscand.sds.org, c=US  
Date: 2020.02.26 14:01:21 -0800

**P. ROBINSON**

UPDATED

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

SDCRAA

FEB 25 2020

Period Covered: 2/29/20

**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 Services

BOARD MEMBER NAME:		DATE:
PAUL ROBINSON		2/28/20
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: 2/6/20 Time: 9:00 a.m. Location: SDCRAA Bd Rm	SDCRAA Bd /ALVC Mtgs
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: 2/19/20 Time: 9 AM Location: SDCRAA 2nd Fl	Airport Advisory Cte
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: 2/24/20 Time: 9 AM Location: SDCRAA	Executive + Finance Cte
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: 2/20/2020 Time: 9 AM Location: SANDAG	SANDAG Board Mtg
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: TERON

**J. SCHIAVONI**

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

SDCRAA

FEB 26 2020

Board Services

Period Covered: Feb. 1-26, 2020

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

BOARD MEMBER NAME:		DATE:
Johanna Schiavoni		2/26/20
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: February 6, 2020 Time: 9:00 am Location: SDCRAA	SDCRAA Board meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: February 7, 2020 Time: 9:00 am Location: SANDAG	SANDAG Transportation Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input checked="" type="checkbox"/> Res2009-0149R	Date: February 10, 2020 Time: 10:00 am Location: Telephone	Quarterly meeting with CEO Kimberly Becker
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: February 21, 2020 Time: 9:00 am Location: SANDAG	SANDAG Transportation Committee
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: February 24, 2020 Time: 9:00 am Location: SDCRAA	SDCRAA Finance Committee meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> 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* \_\_\_\_\_

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

SDCRAA

FEB 26 2020

Period Covered: Jan. 9, 2020

Board Serv

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

BOARD MEMBER NAME:		DATE:
Johanna Schiavoni		2/26/20
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input checked="" type="checkbox"/> Res2009-0149R	Date: January 9, 2020 Time: 3:00 pm Location: Telephone	Teleconference with General Counsel A. Gonzalez re legal matters
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> 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

**D. TARTRE**



BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

SDSRAA

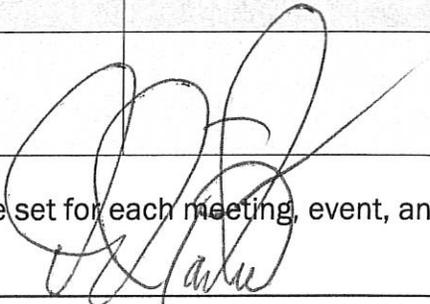
FEB 13 2020

Board Services

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Period Covered:		January & February 2020
Board Member Name:		Don Tartre
Date:		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	1/16-2020 10AM BoA Room	AC Atg (Interviews)
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/13-2020 10AM BoA Room	AC Atg
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature: 

**MARK WEST**

FEB 25 2020

Board Services



**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

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<b>Period Covered:</b>	February 2020	
<b>Board Member Name:</b>	Mark West	
<b>Date:</b>	2/25/20	
<b>Type of Meeting</b>	<b>Date/Time/Location of Event/Meeting/Training</b>	<b>Summary and Description of the Event/Meeting/Training</b>
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	Date: 2/6 Time: 9-11 am Location: SDCRAA	Board/ALUC Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	Date: 2/13 Time: 10-12 am Location: SDCRAA	AudR Cmte
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	Date: 2/14 Time: 9-12 am Location: SANDAG	Transportation Cmte w SANDAG
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature: mark west Digitally signed by mark west  
Date: 2020.02.25 10:51:08 -0800

**STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

**Subject:**

**Awarded Contracts, Approved Change Orders from January 13, 2020 through February 9, 2020 and Real Property Agreements Granted and Accepted from January 13, 2020 through February 9, 2020**

**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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**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 January 13, 2020 to February 9, 2020****New Contracts**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description</b>	<b>Solicitation Method</b>	<b>Owner</b>	<b>Contract Value</b>	<b>End Date</b>
1/14/2020		Ashley Blalock	The Artist will provide a detailed presentation of a proposed design, fabrication and installation for the "Admiral Boland Way Mural Art Work Project " at San Diego International Airport.	RFQ	Marketing & Air Service Development	\$500.00	1/8/2020
1/4/2020		Renee Fox	The Artist will provide a detailed presentation of a proposed design, fabrication and installation for the "Admiral Boland Way Mural Art Work Project " at San Diego International Airport.	RFQ	Marketing & Air Service Development	\$500.00	1/8/2020
1/14/2020		Aaron R. Glasson	The Artist will provide a detailed presentation of a proposed design, fabrication and installation for the "Admiral Boland Way Mural Art Work Project " at San Diego International Airport.	RFQ	Marketing & Air Service Development	\$500.00	1/8/2020
1/14/2020		Beliz Iristay	The Artist will provide a detailed presentation of a proposed design, fabrication and installation for the "Admiral Boland Way Mural Art Work Project " at San Diego International Airport.	RFQ	Marketing & Air Service Development	\$500.00	1/8/2020

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 13, 2020 to February 9, 2020**

**New Contracts Approved by the Board**

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 13, 2020 to February 9, 2020**

**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 January 13, 2020 to February 9, 2020**

**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

## Attachment "B"

REAL PROPERTY AGREEMENTS EXECUTED FROM January 13, 2020 through February 9, 2020

**Real Property Agreements**

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

**Real Property Agreement Amendments and Assignments**

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
2.12.20	LE-0647	Paradies	Amendment	Terminal 1	Retail	300 approximately	none	N/A
12.1.19	LE-0991	Verizon Wireless (VAW) LLC	Amendment	Terminal 1 & 2	Distribution Antenna System (cellular service)	Access Fee	Monthly Rent \$5,463.64 increase annually 3%	N/A
12.1.19	LE-0992	T-Mobile West, LLC	Amendment	Terminal 1 & 2	Distribution Antenna System (cellular service)	Access Fee	Monthly Rent \$2,731.82 increases annually 3%	N/A
12.1.19	LE-0094	Sprint/United Management Company	Amendment	Terminal 1 & 2	Distribution Antenna System (cellular service)	Access Fee	Monthly Rent \$6,556.36 increases annually by 3%	N/A
2.5.2020	LE-0669	SSP America, Inc.	Seventh Amendment to Concession Lease Package 6 F&B	Terminals 1 and 2	Operation of a Food and Beverage Concession	245	\$52.06 psf /year	Amendment to update support space

## **STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

### **Subject:**

**March 2020 Legislative Report**

### **Recommendation:**

Adopt Resolution No. 2020-0027, approving the March 2020 Legislative Report.

### **Background/Justification:**

The Authority's Legislative Advocacy Program Policy requires that staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A). The March 2020 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 deadline to introduce new bills passed on February 21, 2020. Legislative staff and the Authority's state legislative consultants continued to review the newly introduced legislative proposals. At this time, staff recommends that the Board adopt a WATCH position on AB 1850 (Gonzalez), AB 2081 (Boerner Horvath), AB 2093 (Gloria), AB 2138 (Chau), AB 2145 (Ting), AB 2148 (Quirk), SB 931 (Wieckowski), SB 950 (Jackson), SB 964 (Skinner), SB 988 (McGuire), SB 1044 (Allen), SB 1056 (Portantino), SB 1100 (Atkins), SB 1130 (Gonzalez).

AB 1850 (Gonzalez) is a placeholder (spot bill) that would recast and reorganize the statutory provisions established by Assembly Bill 5 (2019).

AB 2081 (Boerner Horvath) would appropriate from the General Fund the sum of \$2,500,000 to Scripps Institution of Oceanography at the University of California San Diego to conduct research on coastal cliff landslides and erosion in the County of San Diego, as provided. The bill would require the research to be completed by January 1, 2023. The bill would require by no later than March 15, 2023, the institution to provide a report to the Legislature with recommendations for developing an early warning coastal cliff landslide and erosion warning system based on that research.

AB 2093 (Gloria) would, unless a longer retention period is required by statute or regulation, or established by the Secretary of State pursuant to the State Records Management Act, require a public agency, for purposes of the California Public Records Act, to retain and preserve for at least 2 years every public record, as defined, that is transmitted by electronic mail.

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AB 2138 (Chau) is a placeholder (spot bill) making nonsubstantive changes to the California Public Records Act and would become operative on January 1, 2022.

AB 2145 (Ting) is a placeholder (spot bill) declaring the intent of the Legislature to enact legislation to reform the electric vehicle charging infrastructure approval process employed by the Public Utilities Commission to help ensure that by 2030, California will safely install enough electric vehicle charging ports to meet the demand for charging infrastructure through public and private investment.

AB 2148 (Quirk) declares the intent of the Legislature to enact legislation that would foster regional-scale adaptation, as specified; give regions a time to develop their regional plans, as specified; and consider, among other things, sea level rise and fire vulnerability.

SB 931 (Wieckowski) would require a local government legislative body to email a copy of the agenda or a copy of all the documents constituting the agenda packet if so requested.

SB 950 (Jackson) is a placeholder (spot bill) making non-substantive changes to the California Environmental Quality Act.

SB 964 (Skinner) is a placeholder (spot bill) making non-substantive changes to the Greenhouse Gas Reduction Fund related to the expenditure of moneys appropriated from the fund.

SB 988 would require an aviation fuel retailer to provide a quarterly information return, as specified, and would require the California Department of Tax and Fee Administration to collect and disseminate, as specified, information from those returns and calculate the amount of revenue collected from the sale, storage, use, or consumption of aviation fuel in the state. This bill would also require the department to report corresponding tax revenue information to local tax entities.

SB 1044 (Allen) would require any person, including a manufacturer, that sells firefighter personal protective equipment to any person or public entity to provide a written notice to the purchaser at the time of sale if the firefighter personal protective equipment contains perfluoroalkyl and polyfluoroalkyl substances (PFAS), and would provide that a violation of this requirement is punishable by a specified civil penalty. The bill would prohibit a manufacturer of class B firefighting foam from manufacturing, or knowingly selling, offering for sale, distributing for sale, or distributing for use in this state class B firefighting foam to which PFAS chemicals have been intentionally added, and would provide that a violation of this prohibition is punishable by a specified civil penalty. SB 1044 requires a manufacturer to provide a specified notice to persons that sell the manufacturer's products in the state and to recall prohibited products and prohibits a person or public entity from discharging or otherwise using for training purposes class B firefighting foam that contains intentionally added PFAS chemicals, and would provide that a violation of this prohibition is punishable by a specified civil penalty.

SB 1056 (Portantino) would require the State Water Resources Control Board, on or before January 1, 2022, to certify a methodology or methodologies for testing drinking water, groundwater, and surface water for perfluoroalkyl and polyfluoroalkyl substances, as provided, and to accredit qualified laboratories in California to analyze perfluoroalkyl and polyfluoroalkyl substances pursuant to the adopted methodology or methodologies.

SB 1100 (Atkins) would include, as part of the procedures the California Coastal Commission is required to adopt, recommendations and guidelines for the identification, assessment, minimization, and mitigation of sea level rise within each local coastal program, as provided. This bill would also create within state government the California Sea Level Rise State and Regional Support Collaborative. The bill would require, upon appropriation in the annual Budget Act, the collaborative to expend no more than \$100,000,000 annually from appropriate bond funds and other sources for the purpose of making grants to local governments to update local and regional land use plans to take into account sea level rise and for directly related investments to implement those plans, as provided. The bill would require the Secretary for Environmental Protection and the Secretary of the Natural Resources Agency, as part of the adoption of the annual Budget Act, to annually appear before the budget committees of both houses of the Legislature regarding the implementation of the above provisions.

SB 1130 (Gonzalez) is a placeholder (spot bill) that would make non-substantive changes to the State Aeronautics Act related to airport land use commissions.

In February, the Authority's legislative and environmental team advocated in support of a Sustainable Aviation Fuel (SAF) budget request in the California State Legislature. The Authority joined with representatives from San Francisco International Airport (SFO), Los Angeles International Airport, United Airlines, and SAF producers to ask the state to partner with airports, airlines, and fuel producers to help lower greenhouse gas emissions created by aircraft.

### **Federal Legislative Action**

Legislative staff and the Authority's state legislative consultants reviewed the newly introduced legislative proposals and recommends that the Board adopt a WATCH position on H.R. 5802 (Correa), H.R. 5823 (Richmond), H.R. 5827 (Lesko), S. 2035 (Duckworth).

H.R. 5802 would direct the Transportation Security Administration to commission an outside assessment of the agency's policies, procedures, and practices regarding personnel who are parents or guardians of a dependent minor with child care needs or who are expectant parents or guardians of a dependent minor with child care needs. The entity conducting this assessment is directed to consult with appropriate stakeholders, including labor organizations, airport operators, air carriers, and other aviation industry stakeholders.

H.R. 5823 would authorize a new federal grant program at DHS to address cybersecurity vulnerabilities on State and local government networks.

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H.R. 5827 would allow airline travelers in the U.S. to use PreCheck as an alternative to REAL ID when traveling beginning on October 1, 2020. This bill also requires TSA to develop a contingency plan to address travelers who attempt to travel without REAL ID-compliant credentials after October 1, 2020.

S. 2035 would direct the TSA to develop a plan to expand eligibility for PreCheck to transportation workers who have already gone through security reviews to obtain Transportation Worker Identification Credentials or Hazardous Materials Endorsements.

**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.

C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

MATT HARRIS  
DIRECTOR, GOVERNMENT RELATIONS

RESOLUTION NO. 2020-0027

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY APPROVING  
THE MARCH 2020 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 March 2020 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”) (Cal. Pub. Res. Code § 21065); and is not a “development” as defined by the California Coastal Act (Cal. Pub. Res. Code § 30106); and

BE IT FURTHER RESOLVED that the Board finds that this Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of March 2020, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY RUSSELL  
DIRECTOR, BOARD SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

March 2020 Legislative Report

State Legislation

New Assembly Bills

Legislation/Topic

AB 1850 (Gonzalez) – Employee Classification

Background/Summary

AB 1850 a placeholder (spot bill) that would recast and reorganize the statutory provisions established by Assembly Bill 5 (2019).

Anticipated Impact/Discussion

The Authority’s legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/18/20 – Referred to the Assembly Labor and Employment Committee

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**AB 2081 (Boerner Horvath) – Coastal Resources: Research: Landslides and Erosion: Early Warning System: County of San Diego**

**Background/Summary**

AB 2081 (Boerner Horvath) would appropriate from the General Fund the sum of \$2,500,000 to Scripps Institution of Oceanography at the University of California San Diego to conduct research on coastal cliff landslides and erosion in the County of San Diego, as provided. The bill would require the research to be completed by January 1, 2023. The bill would require by no later than March 15, 2023, the institution to provide a report to the Legislature with recommendations for developing an early warning coastal cliff landslide and erosion warning system based on that research.

**Anticipated Impact/Discussion**

If enacted, this bill could provide additional educational resources for the Airport Authority to use when planning and developing mitigation measures for sea level rise that may impact the airport's daily operations.

**Status:** 02/05/20 – Introduced in Assembly

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**AB 2093 (Gloria) – Public Records: Writing Transmitted by Electronic Mail: Retention**

**Background/Summary**

AB 2093 (Gloria) would, unless a longer retention period is required by statute or regulation, or established by the Secretary of State pursuant to the State Records Management Act, require a public agency, for purposes of the California Public Records Act, to retain and preserve for at least 2 years every public record, as defined, that is transmitted by electronic mail.

**Anticipated Impact/Discussion**

If enacted, the Airport Authority would need to amend its retention schedule to conform with the bill's provisions.

**Status:** 02/05/20 – Introduced in Assembly

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**AB 2138 (Chau) – California Public Records Act**

**Background/Summary**

AB 2138 (Chau) is a placeholder (spot bill) making non-substantive changes to the California Public Records Act and would become operative on January 1, 2022.

**Anticipated Impact/Discussion**

The Authority's legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/05/20 – Introduced in Assembly

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**AB 2145 (Ting) – Transportation Electrification: Vehicle Charging Stations**

**Background/Summary**

AB 2145 (Ting) is a placeholder (spot bill) declaring the intent of the Legislature to enact legislation to reform the electric vehicle charging infrastructure approval process employed by the Public Utilities Commission to help ensure that by 2030, California will safely install enough electric vehicle charging ports to meet the demand for charging infrastructure through public and private investment.

**Anticipated Impact/Discussion**

The Authority’s legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/10/20 – Introduced in Assembly

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**AB 2148 (Quirk) – Climate Change: Adaptation: Regional Plans**

**Background/Summary**

AB 2148 (Quirk) declares the intent of the Legislature to enact legislation that would foster regional-scale adaptation, as specified; give regions a time to develop their regional plans, as specified; and consider, among other things, sea level rise and fire vulnerability.

**Anticipated Impact/Discussion**

The Authority’s legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/10/20 – Introduced in Assembly

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **Assembly Bills from Previous Report**

### **Legislation/Topic**

#### **AB 245 (Muratsuchi) – California Aerospace and Aviation Commission**

### **Background/Summary**

AB 245 would establish a 15-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 a 2-year bill and is eligible for consideration in the 2020 legislative session.

**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 a 2-year bill and is eligible for consideration in the 2020 legislative session.

**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 a 2-year bill and is eligible for consideration in the 2020 legislative session.

**Position:** Watch (03/14/19)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **AB 1263 (Low) – Contracts: Consumer Services: Consumer Complaints**

#### **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**

AB 1263 was amended to prohibit a contract or proposed contract involving the provision of a consumer service by a licensee regulated by a licensing board from including a provision limiting the consumer's ability to file a complaint with that board or to participate in the board's investigation into the licensee. With these amendments, this bill no longer impacts the Airport Authority or San Diego International Airport (SDIA).

Prior to the amendments, 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:** 01/30/2020 – In Senate pending referral to policy committee

**Position:** Watch (03/14/19) – Remove position (3/5/20)

\*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.

The original version of AB 1360 would have prohibited 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. On September 6, 2019, AB 1360 was amended to remove this provision from the bill and no longer impacts San Diego International Airport or the Airport Authority.

#### **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 a 2 year bill that is eligible for consideration in the 2020 legislative session.

**Position:** Watch (04/04/19) – **Remove position (3/5/20)**

\*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 non-substantive 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**

AB 1433 failed to meet the two-year house of origin deadline and is no longer active.

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:** 02/03/20 – Failed the two-year house of origin deadline

**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 a 2-year bill and is eligible for consideration in the 2020 legislative session.

**Position:** Watch (03/14/19)

\*Shaded text represents new or updated legislative information

## **New Senate Bills**

### **Legislation/Topic**

**SB 931 (Wieckowski) – Local Government Meetings: Agenda and Documents**

### **Background/Summary**

SB 931 (Wieckowski) would require a local government legislative body to email a copy of the agenda or a copy of all the documents constituting the agenda packet if so requested.

### **Anticipated Impact/Discussion**

Currently, the Airport Authority, if requested, sends meeting agendas and provides links to the agenda and/or meeting materials by email. As currently drafted, it is unclear if this bill would require the Airport Authority to email the agenda packet as an email attachment, potentially creating delivery issues depending on the size of the packet.

**Status:** 02/11/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**SB 950 (Jackson) – California Environmental Quality Act**

**Background/Summary**

SB 950 (Jackson) is a placeholder (spot bill) making non-substantive changes to the California Environmental Quality Act.

**Anticipated Impact/Discussion**

The Authority’s legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/10/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**SB 964 (Skinner) – Greenhouse Gas Reduction Fund: Investment Plan**

**Background/Summary**

SB 964 (Skinner) is a placeholder (spot bill) making non-substantive changes to the Greenhouse Gas Reduction Fund related to the expenditure of moneys appropriated from the fund.

**Anticipated Impact/Discussion**

The Authority's legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/11/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic****SB 988 (McGuire) – Aviation Fuel****Background/Summary**

SB 988 would require an aviation fuel retailer to provide a quarterly information return, as specified, and would require the California Department of Tax and Fee Administration to collect and disseminate, as specified, information from those returns and calculate the amount of revenue collected from the sale, storage, use, or consumption of aviation fuel in the state. This bill would also require the department to report corresponding tax revenue information to local tax entities.

**Anticipated Impact/Discussion**

The Airport and Airway Safety and Capacity Expansion Act of 1987, narrowed the permitted uses of airport revenues and required local taxes on aviation fuel to be spent on the airport or, in the case of state taxes on aviation fuel, state aviation programs including noise mitigation. In 2014, the FAA finalized a policy clarification in effort to educate and direct out of compliance jurisdictions to resolve revenue diversion of aviation fuel taxes. In recent months the FAA has moved to an enforcement posture for entities still out of compliance and has been in communication with California to comply. SB 988 would create a reporting and enforcement mechanism of aviation fuel sales taxes collected in the state. If enacted, this bill could provide the Airport Authority with an additional source of funds.

**Status:** 02/12/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **SB 1100 (Atkins) – Coastal Resources: Sea Level Rise**

#### **Background/Summary**

SB 1100 (Atkins) would include, as part of the procedures the California Coastal Commission is required to adopt, recommendations and guidelines for the identification, assessment, minimization, and mitigation of sea level rise within each local coastal program, as provided. The bill would delete the timeframe by which the commission is required to adopt these procedures and would require the commission to take into account the effects of sea level rise in coastal resource planning and management policies and activities, as provided. In addition, the bill would require state and regional agencies to identify, assess, and, to the extent feasible and consistent with their statutory authorities, minimize and mitigate the impacts of sea level rise.

This bill would also create within state government the California Sea Level Rise State and Regional Support Collaborative. The bill would require the collaborative to consist of 5 members, as provided, including the Secretary for Environmental Protection and the Secretary of the Natural Resources Agency. The bill would require the collaborative to provide state and regional information to the public and support to local, regional, and other state agencies for the identification, assessment, and, where feasible, the mitigation of sea level rise. The bill would require, upon appropriation in the annual Budget Act, the collaborative to expend no more than \$100,000,000 annually from appropriate bond funds and other sources for the purpose of making grants to local governments to update local and regional land use plans to take into account sea level rise and for directly related investments to implement those plans, as provided. The bill would require the Secretary for Environmental Protection and the Secretary of the Natural Resources Agency, as part of the adoption of the annual Budget Act, to annually appear before the budget committees of both houses of the Legislature regarding the implementation of the above provisions.

This bill would instead authorize the secretary to expend up to \$2,000,000 per year for purposes of the grant program and would require up to \$500,000 of that money to be expended by the secretary for grants to organizations working to address and mitigate the effects of sea level rise in disadvantaged communities, as defined, impacted by sea level rise.

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

If enacted, bonds and other sources of funding for the purposes of making grants to local governments could be used to help implement the Authority's goals and efforts to implement the Climate Resilience Plan and airport development plan mitigation efforts.

**Status:** 02/19/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

SB 1130 (Gonzalez) is a placeholder (spot bill) that would make non-substantive changes to the State Aeronautics Act related to airport land use commissions.

**Anticipated Impact/Discussion**

The Authority's legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/19/20 – Introduced in Senate

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **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:** 02/03/20 – Failed the two-year house of origin deadline

**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 Assembly 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

#### Legislation/Topic

H.R. 5802 (Correa) – TSA Child CARE Act

#### Background/Summary

H.R. 5802 would direct the Transportation Security Administration to commission an outside assessment of the agency's policies, procedures, and practices regarding personnel who are parents or guardians of a dependent minor with child care needs or who are expectant parents or guardians of a dependent minor with child care needs. The entity conducting this assessment is directed to consult with appropriate stakeholders, including labor organizations, airport operators, air carriers, and other aviation industry stakeholders.

#### Anticipated Impact/Discussion

Although the legislative proposal does not have a direct impact on San Diego International Airport (SDIA) or the Airport Authority, it does require that the entity conducting the study to consult with airport operators.

**Status:** 02/12/20 – The bill is before the full House for consideration.

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

### **H.R. 5823 (Richmond) – State and Local Cybersecurity Improvement Act**

## **Background/Summary**

H.R. 5823 would authorize a new federal grant program at DHS to address cybersecurity vulnerabilities on State and local government networks. Specifically, the bill would: establish a \$400 million Department of Homeland Security (DHS) grant program that incentivizes States to increase their own cybersecurity funding; require DHS's Cybersecurity and Infrastructure Security Agency (CISA) develop a strategy to improve the cybersecurity of State, local, tribal, and territorial governments; require State, local, tribal, and territorial governments develop comprehensive Cybersecurity Plans to guide use of grant dollars; and establish a State and Local Cybersecurity Resiliency Committee so State, local, tribal, and territorial governments can advise CISA on their cybersecurity needs.

## **Anticipated Impact/Discussion**

H.R. 5823, if enacted, could create an opportunity for the Airport Authority to apply for grants for the purposes of enhancing San Diego International Airport's (SDIA) cyber security infrastructure.

**Status:** 02/10/20 – The bill is before the full House for consideration.

**Position:** Watch

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

**H.R. 5827 (Lesko) Trusted Traveler REAL ID Relief Act of 2020**

**Background/Summary**

H.R. 5827 allow airline travelers in the U.S. to use PreCheck as an alternative to REAL ID when traveling beginning on October 1, 2020. This bill also requires TSA to develop a contingency plan to address travelers who attempt to travel without REAL ID-compliant credentials after October 1, 2020.

**Anticipated Impact/Discussion**

H.R. 535 could have a direct on impact on San Diego International Airport (SDIA) as domestic travelers are required to obtain a REAL ID-compliant identification by October 1, 2020, to proceed through Transportation Security Administration (TSA) security screening.

**Status:** 02/10/20 – Introduced in House of Representatives

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **House Bills from Previous Report**

### **Legislation/Topic**

#### **H.R. 535 (Dingell) PFAS Action Act of 2019**

### **Background/Summary**

H.R. 535 requires the Environmental Protection Agency (EPA) to designate certain perfluoroalkyl and polyfluoroalkyl (PFAS) chemicals as hazardous substances within one year of enactment. An amendment to H.R. 535 created an exemption from liability for federally required use of PFAS at airports, so long as such use follows FAA standards and guidance. H.R. 535 passed the House in a 247-159 vote.

### **Anticipated Impact/Discussion**

H.R. 535 could have a direct on impact on San Diego International Airport (SDIA) as airports are federally mandated to use PFAS in their firefighting foam. While the Senate is not planning on considering H.R. 535, it is possible that language from the bill could be inserted in other legislation that could place liability for the cost of remediation on airports including SDIA.

**Status:** 01/13/20 – Received in the Senate and read twice and referred to the Committee on Environment and Public Works.

**Position:** Watch (02/06/20)

\*Shaded text represents new or updated legislative information

**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**

### **Legislation/Topic**

S. 2035 (Duckwork) – "TSA Credential and Endorsement Harmonization Act"

### **Background/Summary**

S. 2035 would direct the TSA to develop a plan to expand eligibility for PreCheck to transportation workers who have already gone through security reviews to obtain Transportation Worker Identification Credentials or Hazardous Materials Endorsements.

### **Anticipated Impact/Discussion**

Although this legislation is not expected to impact San Diego International Airport (SDIA) or the Airport Authority, the Authority's legislative team will closely monitor this bill for any potential impact to SDIA or the Airport Authority.

**Status:** 09/11/19 – Referred to the House Committee on Homeland Security

**Position:** Watch

\*Shaded text represents new or updated legislative information

## **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

**STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

**Subject:**

**Reject the Claim of Barbara Leonard**

**Recommendation:**

Adopt Resolution No. 2020-0028, rejecting the claim of Barbara Leonard.

**Background/Justification:**

On February 4, 2020, Barbara Leonard filed a claim (“Attachment A”) with the San Diego County Regional Airport Authority (“Authority”). Specifically, Leonard alleges that while ascending an escalator her foot or bag caught and caused her to fall in Terminal One at San Diego International Airport. Leonard claims damages in an unspecified amount under \$10,000.

As described above, Leonard alleges that on October 2, 2019, she and her husband were ascending the escalator to the gate area after proceeding through the security checkpoint. She claims she had her rolling suitcase with her and either it or her foot became caught, causing her to fall. Leonard was transported via ambulance for medical treatment.

Leonard’s claim should be denied. An investigation into the alleged incident revealed no allegation of an unsafe or dangerous condition, nor was there 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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

AMY GONZALEZ  
GENERAL COUNSEL



ACCIDENT OR DAMAGE

CLAIM FORM

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

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

1) Claimant Name: <u>Barbara LEONARD</u>	
2) Address to which correspondence regarding this claim should be sent: <u>4360 Fallsbrook Rd Fallsbrook, CA, 92028</u>	
Telephone No.: <u>520-247-4551</u>	Date: <u>Feb 4, 2020</u>
3) Date and time of incident: <u>OCT 2, 2019 - OCT 2, 2019 ~ 10 AM</u>	
4) Location of incident: <u>Terminal 1, S.D. Airport Escalator to Departing Airlines</u>	
5) Description of incident resulting in claim: <u>AFTER SECURITY CHECK &amp; GOING UP ESCALATOR TO DEPARTURE LOUNGE I WILLIAMY WENT FIRST. MY WIFE BARBARA BEHIND ME, WITH A ROLL SUITCASE. HER FOOT OR SUITCASE CAUGHT &amp; PULLED HER BACKWARD. THE SECURITY ATTENDANT STOPPED THE ESCALATOR &amp; CALLED SEVERAL OTHER ATTENDANTS TO TO HELP MY WIFE UP, SHE WAS ON HER BACK AND BADLY BRUISED. THEY CARRIED HER TO A CHAIR ADJACENT TO THE SECURITY AREA. ONE OF THE AGENTS CAME UP THE STAIRS TO GET ME AND JOIN HER. AFTER CLEANING THE BLOOD OFF HER HEAD &amp; FACE, THE POLICE JOINED THE SECURITY PEOPLE &amp; A SUPERVISOR OF SOUTHWEST AIRLINES. BARBARA TO PLACE ON A GURNIEY. DEMOBILIZED HER HEAD &amp; DRAINED BANDAGES ON HER HEAD &amp; BRUISES. SHE WAS DRIVEN IN AN AMBULANCE, WITH ME, &amp; TAKEN TO UC SAN DIEGO HOSPITAL ABOUT 10 MILES AWAY. SHE WAS TAKEN TO EMERGENCY ROOM FOR EVALUATION AND TREATMENT. THEY SAID THEY WERE CONCERNED ABOUT HER HEAD SWELLING AND BACK INJURY.</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: <u>UNKNOWN</u>	
7) Persons having firsthand knowledge of incident:	
Witness(es) <u>Security, Police, Hospital</u>	Physician(s): <u>UNKNOWN</u>
Name:	Name:
Address:	Address:
Phone:	Phone:

8 HEAD & BACK INJURIES

ATTACHMENT A

9) Owner and location of damaged property or name/address of person injured:

Only clothes she was wearing were damaged - Barbara Leonard  
4360 Fallsbrook Rd, Fallbrook, CA, 92028

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.

LESS THAN \$10,000

Dated: 2/4/2020

Claimant:

*Barbara Leonard*  
(Signature)

**Notice to Claimant:**

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

Mail completed original form to:

OR

Deliver completed original form in person to:

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

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

RESOLUTION NO. 2020-0028

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY REJECTING THE CLAIM OF BARBARA  
LEONARD

WHEREAS, on February 4, 2020, Barbara Leonard 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 escalator leading from the security checkpoint in Terminal One at San Diego International Airport; and

WHEREAS, at its regular meeting on March 5, 2020, the Board considered the claim filed by Barbara Leonard and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board rejects the claim of Barbara Leonard; 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 March, 2020, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## **STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

### **Subject:**

**Fiscal Year 2020 Second Quarter Report from the Office of the Chief Auditor**

### **Recommendation:**

The Audit Committee recommends that the Board accept the report.

### **Background/Justification:**

The Charter of the Office of the Chief Auditor directs that 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, an account of activities accomplished by the Office of the Chief Auditor (OCA) from October 1, 2019, through December 30, 2019, is provided as Attachment A, *Fiscal Year 2020 Second Quarter Report*.

On February 13, 2020, during a special meeting of the Audit Committee, a report on the OCA Second Quarter activities was presented, and the Committee voted unanimously to forward this item to the Board.

### **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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not applicable

**Prepared by:**

LEE M. PARRAVANO  
CHIEF AUDITOR

# Office of the Chief Auditor Fiscal Year 2020 Second Quarter Report

ATTACHMENT A

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY



## Second Quarter Audit Progress



■ Completed (31.82%) ■ In Progress (40.91%)  
■ Not Started (27.27%)

## Audits Completed vs. Benchmark & Goal

Completed



Benchmark



Goal



## FY 2020 Audit Activities - By the Numbers

18

Recommendations Issued

\$35,174

Revenue / Savings Identified

4.7

Customer Satisfaction Rating (Out of 5)

43%

Audits Completed within Budget

65%

Auditor Utilization Percentage

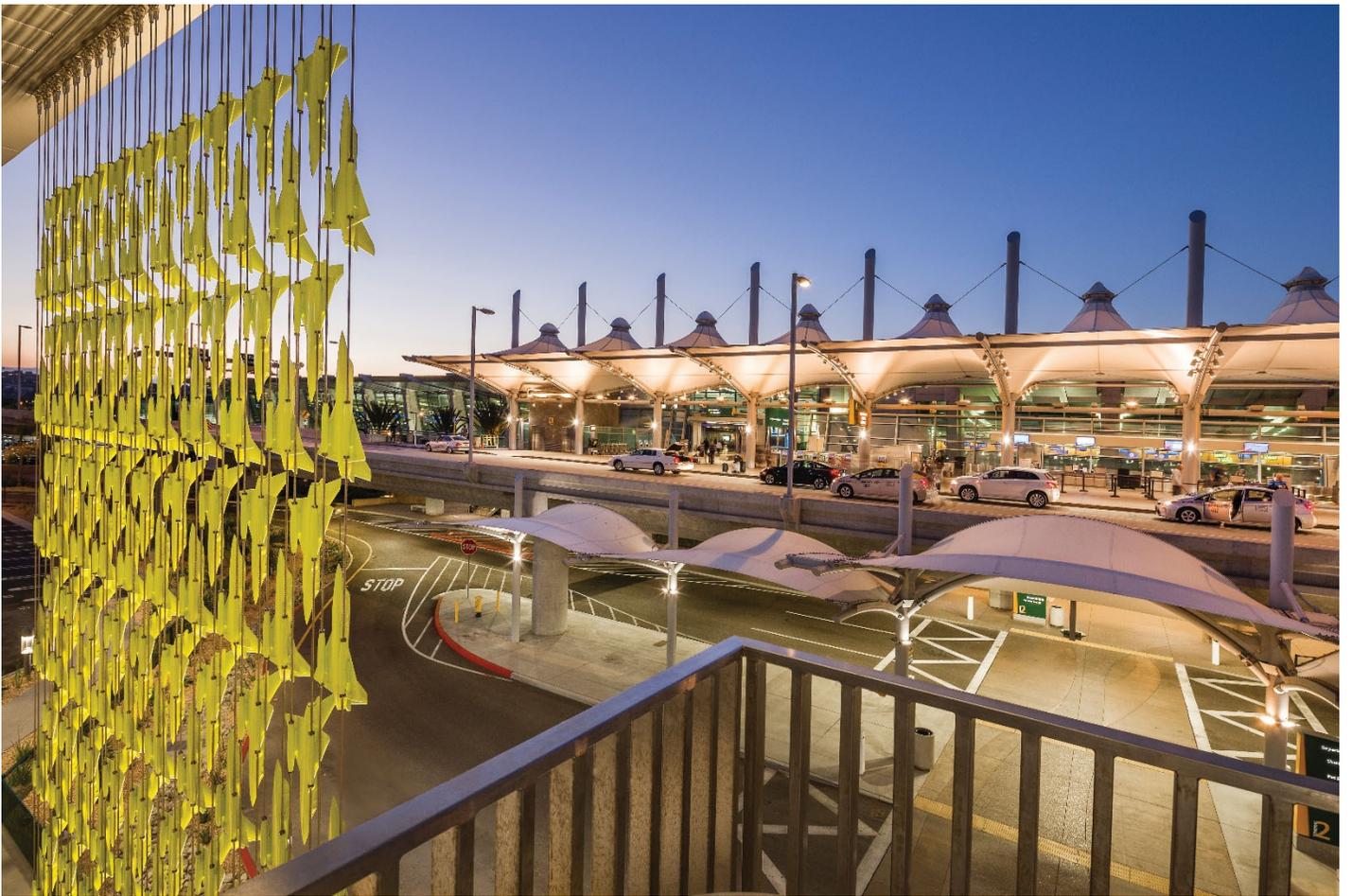
100%

Recommendations Accepted by Management



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# Office of the Chief Auditor Fiscal Year 2020 Second Quarter Report

**Issue Date: February 4, 2020**

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY

## Second Quarter Summary

The Fiscal Year 2020 Audit Plan is comprised of 22 audits, seven (7) general audit activities, and administrative activities to be completed in the Fiscal Year. 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. Each performance measure is detailed below along with supplemented explanation.

### Performance Measures

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

Figure 1: Status of Performance Measures as of December 31, 2019

Performance Measure	Goal	Actual	Benchmark
Percentage of Audits Completed	40%	32%	30%
Number of Recommendations	13	18	13
Revenue/Cost Savings Identified	\$330,800	\$35,174	\$314,160
Percentage of Staff Time Spent on Audit Activities	70%	65% / 69% including/ excluding Chief Auditor	70%
Percentage of Audits Completed within Budget	80%	43%	75%
Percentage of Recommendations Accepted	95%	100%	83%
Auditee Satisfaction Rating	4.0	4.7	4.0

#### Percentage of Audits Completed:

As of the second quarter, the OCA completed and issued seven (7) audit reports, or 32%, of the audits included in the Audit Plan (7/22=32%). In addition to the seven (7) audits completed, the OCA had nine (9) audits in progress as of the end of the second quarter. A summary of the audits completed in the second quarter 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 nine (9) 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 43% through December 31, 2019. Specifically, the OCA expended 3,719 hours through December 31, 2019, conducting audit work, and estimates 8,694 total audit hours will be needed to complete all Fiscal Year 2020 audits (3,719/8,694=43%).

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. In Fiscal Year 2020 to date the OCA has provided 18 recommendations to management to remediate a risk identified.

<sup>1</sup> 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. As of the second 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<sup>2</sup> rather than administrative activities. The OCAs goal for Fiscal Year 2020 is 70%. The OCA actually spent 65% of time on audit activities, which includes the Chief Auditor's time (69% 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 3 out of 7 audits under budget, or 43%. The seven audits completed had a budget of 1,375 hours. The total hours expended were actually 1,527 or 152 total hours over budget. While over budget, in total by approximately 11%, this is considered by the OCA to be a minor amount due to the complexity and number of recommendations issued for these audits.

*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 second 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 4.7.

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<sup>2</sup> Audit activity time consists of hours spent on audits and general audit activities. Appendix A details all planned Audits and General Audit Activities.

## Audits

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### Issued

During the second quarter, the Office of the Chief Auditor (OCA) issued a total of four (4) audit reports, as described below.

*AECOM Technical Services, Inc.:* The objective of this audit was to determine if the agreement with AECOM Technical Services (AECOM) was administered appropriately. The audit concluded that AECOM generally complied with the agreement requirements. However, the audit did identify one recommendation to strengthen internal controls, by having an enhanced final review of each invoice prior to payment and by verification that amounts billed are within the approved budget and time period.

*Acquisition & Implementation of Information Technology Assets:* The objective of this audit was to determine if the controls, compliance, and performance related to the Authority's Information Technology (IT) acquisition and implementation are adequate. The audit concluded that procedures are adequate for the acquisition and implementation of desktop computers, warranties, and software licenses. However, the audit identified four recommendations directed to improve centralization of IT inventory and regarding purchases made without the Information & Technology Services department approval.

*Transportation Network Company Trip Fees:* The objective of this audit was to determine if the Transportation Network Companies (TNC) operating at the Authority are accurately reporting pick-ups, drop offs, vehicle make/models, and remitting the proper amount of trip fees. The audit concluded that the TNCs accurately reported pick-ups, drop offs, and correct vehicle make/models, and remitted the proper amount of trip fees. No recommendations were identified.

*Active Directory Listing Management:* The objective of this audit was to determine if computer network user account provisioning and deprovisioning are performed timely related to the Authority's Active Directory Listing. The audit concluded that Information & Technology Services' management of the Authority's Active Directory was appropriate regarding internal Active Directory Listing users. However, the audit identified six recommendations to strengthen controls related to internal and external user accounts and to the management and documentation of the Active Directory Listing.

### In Progress

At the close of the second quarter there were a total of nine (9) audits in progress, representing 41% of the audits on the Fiscal Year 2020 Audit Plan. Of those, one (1) audit was in the reporting/review stage and eight (8) were in the fieldwork stage or the preliminary survey stage.

## ***General Audit Activities***

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In addition to performing audits, the OCA is involved in other audit activities that do not result in a formal audit report/opinion being issued. The OCA is either required<sup>3</sup> 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 a document presented in May of each year to the Audit Committee that includes the proposed Audit Plan for the coming fiscal year. It is the culminating 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 second quarter of Fiscal Year 2020 consisted of attending meetings 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 second 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 insight regarding rental car company activity at the San Diego International Airport. The OCA would utilize this information to identify possible risks early on and to determine if an audit should be initiated. This audit approach 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.

As of the end of the second quarter, the OCA had collaborated with the Revenue Generation & Partnership Development Department, Information & Technology Services, Data Analytics team, and other Authority staff. The OCA has provided the Data Analytics team sample test data for preliminary analysis. 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 second quarter of Fiscal Year 2020, eight (8) reports were received, one of which was a potential code violation and was investigated. Tips/reports that are not investigated by the OCA are forwarded to management, as appropriate. A summary of the tip(s)/report(s) received during the second quarter of Fiscal Year 2020 is shown in Figure 2 below.

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<sup>3</sup> 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*).

Additionally, as a result of the ethics training provided to employees in Fiscal Year 2019, four (4) ethics questions regarding conflicts of interest were received by the Ethics Officer in the second quarter of Fiscal Year 2020.

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)
<b>General Workplace Concerns</b>					
Workplace Practices/Behavior	8	1	1	1	0

\*As required by the Charter for the Office of the Chief Auditor, any fraud or illegal acts that the Chief Auditor becomes aware of are communicated to the Chair of the Audit Committee, General Counsel, and the President/CEO.

**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.

**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 December 31, 2019. Figure 3 below shows the status of recommendations that were *Completed* or *In Progress* during the second 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	2	1	-	3
In Progress	11	3	2	16

**Completed:** This designation is used for recommendations that the OCA determined to be adequately implemented or for recommendations where alternate action is taken that adequately addresses the risk identified. Of the completed recommendations, two (2) or 66% were completed within the initial timeframe identified when the recommendations were issued.

**In Progress:** These recommendations have been partially addressed 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 (required every 5 years). 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.

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 results were presented in the Fiscal Year 2019 OCA Annual Report. In the second quarter, the OCA continues to examine its practices and procedures to improve efficiencies and to ensure that quality is delivered.

## ***Administrative Activities***

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### **Tracking Budget and Expenses**

The OCA expenses totaled approximately \$565,000 through the end of the second quarter, which represents 46% of the Fiscal Year 2020 budget. No unexpected or large outlays occurred within the department during the first or second quarter, and we expect to remain on budget through the fiscal year-end.

### **Continuing Professional Development**

OCA staff continues to obtain Continuing Professional Education credits as required by their various certifications. During the second quarter, staff attended training on topics that included information technology, cybersecurity, audit risks, privacy, data analytics, leadership, outsourcing, fixed assets, accounts receivables, and dashboards.

### **Procedural/Supervisory**

One Audit Committee meeting took place on November 4, 2019. This meeting contained all of the regularly scheduled November agenda items as well as the agenda items from the cancelled September Audit Committee meeting.

Until mid-December 2019, the OCA had both Audit Intern positions filled. At the end of the second quarter one Audit Intern position was open. The OCA continues to examine the Intern position and potentially filling the vacancy.

**Appendix A - Fiscal Year 2020 Audit Plan Progress**

#	Audit / Activity	Status as of 12/31/19	Over/ Under Budget	No. of Recom.	Revenue / Cost Savings Identified
<b>Audits</b>					
1	Owner Controlled Insurance Program (OCIP) Management	In Progress			
2	IT Asset Acquisition & Implementation	Completed	Over	4	-
3	Capital and Maintenance Project Selection and Planning	Completed	Under	-	-
4	Transportation Network Company (TNC) Reviews and Assistance	Completed	Over	-	-
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	In Progress			
10	Account Provisioning and De-Provisioning	Completed	Over	6	-
11	Formal Bidding and Contracting	Not Started			
12	Rental Car Shuttle Service Contract Administration	In Progress			
13	Contractor Monitoring - AECOM	Completed	Under	1	-
14	Contractor Monitoring - Turner	In Progress			
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	In Progress			
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	In Progress			
21	Parking Management Contract Admin–Ace Parking	Not Started			
22	Business and Real Estate Agreements – Rental Car Facility Land Lease	Not Started			
	<b>Totals</b>			<b>18</b>	<b>\$35,174</b>
<b>General Audit Activities</b>					
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			
<b>Administrative Activities</b>					
30	Attendance at Staff/Board/Committee Meetings, Vacation, Holiday Time, Continuing Professional Development, and Other.	In Progress			

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019
<b>Completed</b>					
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	The lease requirement identified has been determined to be not applicable for this concessionaire.
20-08	Audit Report 20006 Issued: October 3, 2019 Title: AECOM Technical Services, Inc.  Department: AIRPORT DESIGN & CONSTRUCTION	Low	Airport Design & Construction should evaluate and update all internal controls surrounding the review and approval of invoices and supporting documentation, including personnel authorizations and task authorizations. We suggest an enhanced final review of the invoice prior to payment. The monthly report from AECOM should accompany the invoice in order to verify that all of the personnel authorizations and/or task authorizations billed are within the approved maximum amounts payable and budgeted amounts, and within the approved time period.	4/30/2020	Improvements that were made after the audit findings of October 3, 2019, include a new emphasis and focus on processes.  Key data from each Task Authorization and Personnel Authorization are summarized in a spreadsheet, including start/end dates, rates, job classifications, total funds authorized, and balance remaining. <ul style="list-style-type: none"> <li>• Each invoice is analyzed against the applicable TA and/or PA spreadsheet</li> <li>• Hours billed must match the key data on the spreadsheets. Discrepancies are resolved prior to payment.</li> <li>• Reimbursables require complete backup, and the invoices are segregated by PA and TA number.</li> <li>• Payments are tracked by TA and PA number.</li> <li>• Each invoice payment is given a detailed QA, and then a final review by the Sr. Program Manager.</li> </ul> A new TA process has been implemented, beginning in November, 2019. AECOM now prepares a Billing Rate Matrix with the following information: <ul style="list-style-type: none"> <li>• The employee name • Job classification • TA number(s) • Rate</li> </ul> AECOM uses that matrix to QA its invoices. Cost Control then uses that matrix as a cross-reference to aid in its analysis of the invoice. If the job classification and rate don't match the referenced TA, Cost Control rejects the invoice and requests a correction.  AECOM also creates a monthly report, which will be put into PMWeb. Each report is validated against the previous month's invoice, as approved, and that data will be used in future process improvements.

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019
<b>Completed</b>					
20-12	Audit Report 19006 Issued: November 27, 2019 Title: Acquisition & Implementation of Information Technology Assets  Department: INFORMATION & TECHNOLOGY SERVICES	Low	Information & Technology Services (I&TS) should define what is considered "computer related hardware, software, and accessory or telecom equipment" and work with the Procurement Department to include that definition within the Procurement Card Program Procedures & Regulations Manual. In addition, I&TS should determine a dollar threshold for Information Technology (IT) related purchases by P-Card holders that do not require I&TS approval.	1/31/2020	The Procurement Card Program Procedures & Regulations Manual has been updated to clarify what is considered "computer related hardware, software, and accessory or telecom equipment". All IT related purchases will require I&TS approval regardless of dollar value.

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
20-09	Audit Report 19006 Issued: November 27, 2019 Title: Acquisition & Implementation of Information Technology Assets  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should conduct an inventory of all Information Technology (IT) assets currently in use and in storage, which exceed the Authority's dollar threshold, to verify accuracy of I&TSs asset list and the general ledger fixed asset report. Additionally, on a periodic basis, a physical inventory of all IT assets should take place.	6/1/2020	Over the next 3 months, I&TS will inventory IT assets in use and in storage that have a value exceeding \$5,000. Triennially, a physical inventory of all IT assets exceeding \$5,000 will take place.	5/1/2020
20-10	Audit Report 19006 Issued: November 27, 2019 Title: Acquisition & Implementation of Information Technology Assets  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should implement and utilize the updated version of Track-it to consolidate and centralize all Information Technology (IT) asset databases and maintain a perpetual inventory of all IT assets. In addition, I&Ts should determine the type of information to track for each IT asset.	3/1/2020	I&TS is in the process of upgrading the Track-it asset management tool to centralize the location of all IT assets and enhance reporting functionality. Each asset will include the PO number, location, project and tag number.	3/1/2020
20-11	Audit Report 19006 Issued: November 27, 2019 Title: Acquisition & Implementation of Information Technology Assets  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should develop a capital asset tagging system for all newly acquired Information Technology (IT) assets that exceed the Authority's dollar threshold. In addition, I&TS should consider the cost/benefit of tagging historical IT assets currently in use given the level of effort needed to tag all historical assets.	4/1/2020	Currently all new capital assets exceeding \$5,000 are being documented by our Management Analyst and will be imported into Track-it once the upgrade has been completed. I&TS is in the process of asset tagging all mobile devices including laptops, surfaces, iPads and cell phones.	4/30/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
20-13	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should conduct periodic reviews on all internal and external user accounts in the Active Directory Listing (ADL) to determine if access is warranted.	2/1/2020	I&TS will conduct quarterly audits of internal and external users listed in Active Directory to determine if access is warranted. Accounts that are no longer needed will be removed from Active Directory.	2/1/2020
20-14	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services should review the Active Directory Listing (ADL) on a periodic basis, and consider removing all users in the ADL that are either disabled, have never logged in, or have not logged in in over 90 days.	2/1/2020	I&TS will conduct quarterly audits of internal and external users listed in Active Directory to identify accounts that have never logged in or not done so within 90 days and accounts that are disabled. Accounts that are no longer needed will be removed from Active Directory.	2/1/2020
20-15	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should conduct a review of all external Active Directory (AD) user accounts to determine if any user accounts and/or passwords have been classified to "never expire". Additionally, I&TS should enforce the policy that requires password changes after a specified time (i.e., 90 days) for all user accounts.	2/1/2020	I&TS has deleted or disabled all external AD user accounts classified to "never expire". I&TS will enforce a policy that does not allow user accounts and passwords to be configured to never expire.	2/1/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
20-16	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	High	Information & Technology Services (I&TS) should review all users in the Active Directory Listing (ADL) and delete any generic accounts. Additionally, consider implementing a new policy that requires all Active Directory (AD) users to be a unique individual (i.e., no generic AD user accounts).	2/1/2020	I&TS has reviewed all users in the ADL and deleted any generic accounts. I&TS will enforce a policy that requires all AD user accounts assigned to employees and contractors to be a unique individual (i.e., no generic AD user accounts).	2/1/2020
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	We continue to work with the Port Risk Management and Finance teams for a process by which we receive quarterly updates on the ongoing monetary total for work comp claims by "shared" HPD officers.	7/1/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
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 will work with the Office of Chief Auditor and Accounting to identify the areas of expense with the highest potential risk. Once these areas are identified, several months of contract data in these risk areas will be sampled and examined. If substantial misstatements or potential contract savings are identified, then the scope of the exam will be broadened. If there are no substantial misstatements or potential contract savings identified, then staff will not examine further. Either way, these potential risk areas will be more closely examined on an ongoing basis by GT staff with the assistance of the accounting team. GT Staff will report back on progress by April 30, 2020.	4/30/2020
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	(1) The Authority will designate Ace Parking Management, Inc. as the ALPR training administrator. (2) Authority employees with access to ALPR data will attend catch-up training to be provided by Ace before 02/29/2020. (3) After that, Authority employees will attend all regularly scheduled ALPR training sessions provided by Ace in June and December each year. (4) Ace will provide the training and a training roster, which Authority employees will sign. (5) Ace will provide the training roster to the Authority Contract Administrator to be saved in ECMS. (6) Authority personnel who do not attend training will have their ALPR access removed. (7) Ace and the Authority will review users with ALPR database access and training records in June and December each year to ensure that ONLY users who have attended training are allowed access to ALPR data. (8) GT will develop a formal, documented SOP to ensure compliance with both Ace and Authority ALPR Policy requirements.	4/30/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
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	<b>(1)</b> Due to cost and network server capacity issues, Option 1 is the preferred option - Adjusting the Authority Policy on retention of ALPR data from two years down to six months. <b>(2)</b> GT will bring this change request to the Board at the 03/05/2020 Authority Board meeting. <b>(3)</b> Updated status will be provided by 03/31/2020. <b>(4)</b> GT will also develop the new formal documented SOP, in alignment with the new Board Policy, to ensure compliance with both Ace and Authority ALPR Policy requirements by 03/31/2020.	4/30/2020
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, this review of approved users should contain analysis to determine if they have utilized the system and if their 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	<b>(1)</b> The Authority will designate Ace Parking Management, Inc. as the ALPR database administrator. <b>(2)</b> Ace will review, on a quarterly basis, the list of users with access to ALPR data. <b>(3)</b> Ace will ensure that only users requiring access will have active login credentials. <b>(4)</b> Ace will also maintain the list of active users to determine <b>a)</b> if the listing is correct, <b>b)</b> that all staff with access meet the requirements of either the Ace or Authority ALPR policy, <b>c)</b> all staff with access have received the appropriate ALPR training, <b>d)</b> any staff that have not received training have their access removed, and <b>e)</b> that all ALPR training records are up to date and in good order. <b>(5)</b> Ace will positively remove the access of any users who no longer require access, and mark them with a "Z" next to their name in the system, signifying their inactive status. <b>(6)</b> Ace will ensure that the Sentry/Skidata system is automatically inactivating users who have not accessed the system for 90 days. <b>(7)</b> The Ace review of the list of active users will contain documented analysis to determine if authorized users have accessed the system in the past 90 days. <b>(8)</b> GT will develop a formal, documented SOP to ensure compliance with both Ace and Authority ALPR Policy requirements.	4/30/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
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	On November 11, Planning & Environmental Affairs held a conference call with Leigh Fisher (per their request) to review the Authority's demand letters, answer any of their questions, and hear their initial findings. On December 30, Planning & Environmental Affairs received a formal response letter from Leigh Fisher, which staff is now evaluating in concert with the General Counsel's Office.	2/28/2020
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	On November 11, Planning & Environmental Affairs held a conference call with Leigh Fisher (per their request) to review the Authority's demand letters, answer any of their questions, and hear their initial findings. On December 30, Planning & Environmental Affairs received a formal response letter from Leigh Fisher, which staff is now evaluating in concert with the General Counsel's Office.	2/28/2020
20-17	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	Medium	Information & Technology Services (I&TS) should implement/enforce a policy that requires a NARF or VPN form for all ADL changes. In addition, I&TS should ensure that the NARF and VPN forms are completed in full, including both the requesting department and the I&TS sections.	3/1/2020	I&TS will implement and enforce a policy that requires a NARF for all AD changes. The VPN form will be removed and the content combined into the NARF form. We will remove the sections to be manually completed by I&TS in the NARF and include these sections in the TrackIT work order. We will streamline the process of submitting the NARF by automatically creating a work order when the NARF is submitted.	3/1/2020

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Status as of December 31, 2019	Revised / Current Estimated Completion Date
<b>In Progress</b>						
20-18	Audit Report 20003 Issued: December 16, 2019 Title: Active Directory Listing Management  Department: INFORMATION & TECHNOLOGY SERVICES	Medium	Talent, Culture and Capability (TCC) should notify Information & Technology Services (I&TS) of any planned off-boarding of an employee to allow adequate time to deactivate the internal user from the Active Directory Listing (ADL).	2/1/2020	TCC will notify I&TS three business days prior to any planned off-boarding of an employee to allow adequate time to deactivate the internal user from the ADL.	2/1/2020

## STAFF REPORT

Meeting Date: MARCH 5, 2020

### Subject:

**Award a Contract to S&L Specialty Construction, Inc. for Quieter Home Program Phase 10, Group 6, Project No. 381006 Twenty-Seven (27) Non-Historic Single-Family and Multi-Family Units on Eighteen (18) Residential Properties Located East and West of the San Diego International Airport**

### Recommendation:

Adopt Resolution No. 2020-0029, awarding a contract to S&L Specialty Construction, Inc., in the amount of \$992,406.37 for Phase 10, Group 6, Project No. 381006, of the San Diego County Regional Airport Authority's ("Authority") Quieter Home Program.

### Background/Justification:

The Authority's Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 10, Group 6, project number 381006 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to twenty-seven (27) non-historic single-family and multi-family units on eighteen (18) residential properties located east and west of the Airport (refer to Attachment A).

To date, the Program has completed 4,183 residences, of which 969 are historic and 3,214 are non-historic. 2,658 residences are located west of SDIA and 1,525 are located east of SDIA.

Project No. 381006 was advertised on January 2, 2020, and bids were opened on February 4, 2020. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Construction, Inc.	\$992,406.37
G&G Specialty Contractors, Inc.	\$1,088,772.37

The Engineer's estimate is \$963,611.10.

The low bid of \$992,406.37 is considered responsive and S&L Specialty Construction, Inc. is considered responsible. Award to S&L Specialty Construction, Inc. is, therefore, recommended in the amount of \$992,406.37.

**Fiscal Impact:**

Adequate funds for the contract with S&L Specialty Construction, Inc. are included in the adopted FY 2020 and conceptual FY 2021 Operating Expense Budgets within the Quieter Home Program budget line item. Sources of funding include federal Airport Improvement Program grants and Passenger Facility Charges.

**Authority Strategies/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 a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code §21065. The individual projects under the Quieter Home Program are part of a class of projects that are categorically exempt from CEQA: 14 Cal. Code Regs. §15301 – "Existing Facilities: Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination."
- B. California Coastal Act. This Board action is a "development" as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – "Improvements to Single-Family Residences." The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – "Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits."
- C. NEPA: This Board action is a project that involves approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA issued a Categorical Exclusion under NEPA on December 29, 2015 for these Quieter Home Program projects.

**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, and Policy 5.12. These programs/policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses, 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.

The Authority's DBE Program, as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally-funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policy 5.12. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. S&L Specialty Construction, Inc. proposed 6.6% DBE participation on QHP Phase 10, Group 6.

**Prepared by:**

BRENDAN REED  
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

# Attachment A



## LEGEND

-  66 dB Boundary
-  65 dB CNEL Contour

San Diego County Regional Airport Authority  
Quieter Home Program  
Project 381006

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 381006  
 BIDS OPENED: February 4, 2020 at 2:00 p.m.  
 ENGINEER'S ESTIMATE: \$963,611.10

CONTRACTOR:				Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				
ADDRESS:								315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				
GUARANTEE OF GOOD FAITH:								Liberty Mutual Insurance Company				Hartford Casualty Insurance Company				
Res No.	Bid Item Number - Name/Address	Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	
380911.27	MURPHY 4403 MENTONE STREET	1	Lump Sum	\$19,955.25	\$0.00	\$0.00	\$19,955.25	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$24,020.00	\$0.00	\$0.00	\$24,020.00	
380911.27	MURPHY 2628 CLOVIS STREET	1	Lump Sum	\$13,230.16	\$0.00	\$0.00	\$13,230.16	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$15,139.00	\$0.00	\$0.00	\$15,139.00	
380911.27	MURPHY 2630 CLOVIS STREET	1	Lump Sum	\$13,230.16	\$0.00	\$0.00	\$13,230.16	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$15,139.00	\$0.00	\$0.00	\$15,139.00	
381006.02	ANDERSON 1322 32ND STREET	1	Lump Sum	\$21,435.84	\$9,996.67	\$3,192.83	\$34,625.33	\$21,000.00	\$7,000.00	\$4,000.00	\$32,000.00	\$25,514.00	\$11,600.00	\$2,700.00	\$39,814.00	
381006.03	ANDERSON 3176 A STREET	1	Lump Sum	\$26,289.62	\$10,767.67	\$3,072.15	\$40,129.45	\$36,000.00	\$8,000.00	\$2,000.00	\$46,000.00	\$37,639.00	\$12,900.00	\$1,400.00	\$51,939.00	
381006.04	BAUSTISTA 4510 GREENE STREET	1	Lump Sum	\$14,899.58	\$0.00	\$0.00	\$14,899.58	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$14,266.00	\$0.00	\$0.00	\$14,266.00	
381006.05	BERRY 2365 WILLOW STREET	1	Lump Sum	\$60,547.32	\$14,447.77	\$6,959.68	\$81,954.77	\$81,000.00	\$11,000.00	\$6,000.00	\$98,000.00	\$81,412.00	\$14,200.00	\$5,100.00	\$100,712.00	
381006.06	CANNAVINO 4639 LARKSPUR STREET	1	Lump Sum	\$12,374.43	\$0.00	\$0.00	\$12,374.43	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$15,318.00	\$0.00	\$0.00	\$15,318.00	
381006.06	CANNAVINO 4639 1/2 LARKSPUR STREET	1	Lump Sum	\$12,386.67	\$0.00	\$0.00	\$12,386.67	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$15,318.00	\$0.00	\$0.00	\$15,318.00	
381006.09	ELINOFF 3982 VALETA STREET UNIT 265	1	Lump Sum	\$17,214.40	\$8,509.87	\$3,073.16	\$28,797.43	\$21,000.00	\$7,000.00	\$5,000.00	\$33,000.00	\$24,832.00	\$12,200.00	\$4,400.00	\$41,432.00	
381006.19	KUHR 4504 GREENE STREET	1	Lump Sum	\$29,118.78	\$13,369.25	\$3,835.53	\$46,323.55	\$35,000.00	\$10,000.00	\$4,000.00	\$49,000.00	\$41,023.00	\$14,600.00	\$2,800.00	\$58,423.00	
381006.20	LAIN 4110 UDALL STREET UNIT A	1	Lump Sum	\$34,876.59	\$6,092.90	\$1,642.75	\$42,612.25	\$39,000.00	\$6,000.00	\$2,000.00	\$47,000.00	\$36,097.00	\$8,600.00	\$2,000.00	\$46,697.00	
381006.20	LAIN 4110 UDAL STREET UNIT B	1	Lump Sum	\$32,746.04	\$6,092.90	\$1,642.75	\$40,481.70	\$36,000.00	\$6,000.00	\$2,000.00	\$44,000.00	\$31,266.00	\$8,600.00	\$2,000.00	\$41,866.00	
381006.20	LAIN 4110 UDALL STREET UNIT C	1	Lump Sum	\$30,167.49	\$6,092.90	\$1,642.75	\$37,903.14	\$36,000.00	\$6,000.00	\$2,000.00	\$44,000.00	\$31,266.00	\$8,600.00	\$2,000.00	\$41,866.00	
381006.20	LAIN 4110 UDAL STREET UNIT D	1	Lump Sum	\$27,261.51	\$6,092.90	\$854.71	\$34,209.13	\$35,000.00	\$3,000.00	\$1,000.00	\$39,000.00	\$28,638.00	\$4,700.00	\$2,000.00	\$35,338.00	
381006.22	MARTINEZ/PEREZ/PEREZ 1317 FERN STREET	1	Lump Sum	\$33,080.72	\$11,039.66	\$5,108.26	\$49,228.63	\$36,000.00	\$8,000.00	\$5,000.00	\$49,000.00	\$31,890.00	\$13,200.00	\$3,700.00	\$48,790.00	
381006.24	McHUGH 4633 LOTUS STREET	1	Lump Sum	\$27,647.83	\$11,114.47	\$2,588.80	\$41,351.10	\$24,000.00	\$9,000.00	\$3,000.00	\$36,000.00	\$31,841.00	\$12,600.00	\$2,900.00	\$47,341.00	
381006.24	McHUGH 4635 LOTUS STREET	1	Lump Sum	\$22,881.37	\$10,764.50	\$1,876.76	\$35,522.62	\$23,000.00	\$9,000.00	\$2,000.00	\$34,000.00	\$26,530.00	\$12,600.00	\$1,700.00	\$40,830.00	
381006.25	ARIZTIA 2636 WORDEN STREET UNIT 120	1	Lump Sum	\$16,537.57	\$10,339.80	\$8,317.75	\$35,195.13	\$17,000.00	\$7,000.00	\$5,000.00	\$29,000.00	\$20,811.00	\$12,600.00	\$4,400.00	\$37,811.00	
381006.28	NICOLETTI 4452 MUIR AVENUE	1	Lump Sum	\$45,559.78	\$18,975.91	\$6,536.33	\$71,072.01	\$52,000.00	\$14,000.00	\$6,000.00	\$72,000.00	\$52,165.00	\$16,500.00	\$4,900.00	\$73,565.00	
381006.30	O'BRIEN 4636 LOTUS STREET	1	Lump Sum	\$27,838.31	\$10,406.50	\$12,485.96	\$50,730.77	\$34,000.00	\$9,000.00	\$5,000.00	\$48,000.00	\$31,510.00	\$12,600.00	\$6,500.00	\$50,610.00	
381006.30	O'BRIEN 4636 1/2 LOTUS STREET	1	Lump Sum	\$23,496.68	\$10,379.16	\$2,738.80	\$36,614.65	\$25,000.00	\$9,000.00	\$5,000.00	\$39,000.00	\$23,741.00	\$13,200.00	\$3,000.00	\$39,941.00	
381006.31	SCHEIBNER 540 HAWTHORNE STREET UNIT 3A	1	Lump Sum	\$17,690.02	\$0.00	\$0.00	\$17,690.02	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$18,135.00	\$0.00	\$0.00	\$18,135.00	
381006.32	RENWICK 4650 LOTUS STREET	1	Lump Sum	\$23,874.64	\$11,294.66	\$3,074.82	\$38,244.12	\$26,000.00	\$9,000.00	\$3,000.00	\$38,000.00	\$28,418.00	\$12,200.00	\$2,200.00	\$42,818.00	
381006.33	SCHUSTER 4453 MUIR AVENUE	1	Lump Sum	\$26,568.59	\$0.00	\$0.00	\$26,568.59	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$30,821.00	\$0.00	\$0.00	\$30,821.00	
381006.35	VEGA 4550 LONG BRANCH AVENUE	1	Lump Sum	\$26,405.11	\$11,067.57	\$10,058.17	\$47,530.85	\$28,000.00	\$9,000.00	\$5,000.00	\$42,000.00	\$34,349.00	\$12,600.00	\$8,000.00	\$54,949.00	
381006.35	VEGA 4552 LONG BRANCH AVENUE	1	Lump Sum	\$15,248.71	\$9,268.45	\$1,826.09	\$26,343.25	\$13,000.00	\$7,000.00	\$5,000.00	\$25,000.00	\$14,468.00	\$12,000.00	\$5,000.00	\$31,468.00	
						Subtotal	\$949,204.73				Subtotal	\$978,000.00			Subtotal	\$1,074,366.00
						Probable Cost for Permits:	\$14,406.37				Probable Cost for Permits:	\$14,406.37			Probable Cost for Permits:	\$14,406.37
						TOTAL	\$963,611.10				TOTAL BID	\$992,406.37			TOTAL BID	\$1,088,772.37

RESOLUTION NO. 2020-0029

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC., IN THE AMOUNT OF \$992,406.37 FOR PHASE 10, GROUP 6, PROJECT NO. 381006, OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY'S QUIETER HOME PROGRAM

WHEREAS, the San Diego County Regional Airport Authority ("Authority") has established a residential sound insulation program, known as the Quieter Home Program ("Program"), to reduce aircraft noise levels in the homes of residents living within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("Airport"); and

WHEREAS, Phase 10, Group 6, of the Program will include installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 10, Group 6, of the Program provides sound attenuation to twenty-seven (27) non-historic single-family and multi-family units on eighteen (18) residential properties located east and west of the Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 10, Group 6, on January 2, 2020; and

WHEREAS, on February 4, 2020, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder S&L Specialty Construction, Inc. submitted a bid of \$992,406.37 and the Authority's staff has duly considered the bid and has determined that S&L Specialty Construction, Inc. is responsible and its bid is responsive in all material respects; and

WHEREAS, the San Diego County Regional Airport Authority Board ("Board") believes that it is in the best interest of the Authority and the public that it serves to award S&L Specialty Construction, Inc., the lowest bidder, the contract for Phase 10, Group 6, upon the terms and conditions set forth in the Bid Solicitation Package.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to S&L Specialty Construction, Inc., in the amount of \$992,406.37 for Phase 10, Group 6, Project No. 381006, of the San Diego County Regional Airport Authority's Quieter Home Program; and

BE IT FURTHER RESOLVED that the Authority's President/CEO or designee is hereby authorized to execute and deliver such contract to S&L Specialty Construction, Inc.; and

BE IT FURTHER RESOLVED that the Authority and its officers, employees, and agents are hereby authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriate in order to effectuate fully the foregoing; and

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that this is a "project" as defined by the California Environmental Quality Act ("CEQA"), Cal. Pub. Res. Code §21065 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253; and

BE IT FURTHER RESOLVED that the Board finds this is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – "Improvements to Single-Family Residences" and that the proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – "Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits; and

BE IT FURTHER RESOLVED THAT this is a project that involves approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts and that the FAA issued a Categorical Exclusion under NEPA on December 29, 2015 for these Quieter Home Program projects.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of March 2020, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Item No.  
**8**

## **STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

### **Subject:**

**Approve and Authorize the President/CEO to Execute a Fourth Amendment to the Agreement with Devaney Pate Morris & Cameron LLP**

### **Recommendation:**

Adopt Resolution No. 2020-0030 approving and authorizing the President/CEO to execute a Fourth Amendment to the Agreement with Devaney Pate Morris & Cameron LLP for professional legal services extending the term for one year.

### **Background/Justification:**

On September 6, 2013, the Authority released a Request for Proposals (“RFP”) to obtain the legal services of one or more qualified firms to assist the General Counsel with general legal issues. Seven law firms submitted timely proposals in response to the RFP. An evaluation panel, comprised of four attorneys from the Office of the General Counsel, reviewed the proposals submitted and selected a short list of six firms for interviews. On February 4 and 5, 2014, the evaluation panel, with a representative from the Procurement Department in attendance to facilitate the interviews, reviewed the written proposals and documents submitted and interviewed representatives from the six firms. The lawyers from the law firm of Stutz Artiano Shinoff & Holtz APC (“Stutz”) that participated in the interview included Leslie Devaney, William Pate, Jeffrey Morris and Christina Cameron. The decision of the evaluation panel to recommend award to the Stutz firm was based upon the resumes and response to interview questions provided by these attorneys. At the conclusion of the interviews, the evaluation panel ranked the firms and concluded that the best and most responsive proposer was the Stutz firm and recommended an award for general legal services to Stutz Artiano Shinoff & Holtz APC.

On April 3, 2014, the Board awarded an Agreement for Legal Services to Stutz Artiano Shinoff & Holtz APC for a term of three years with two one-year options to renew at the discretion of the General Counsel and the President/CEO with a maximum compensation amount of \$300,000.

On May 1, 2014, the Authority entered into a Legal Services Agreement with the Stutz Firm which lists attorneys Devaney, Pate, Morris and Cameron as individuals approved to provide legal services. On November 19, 2014, the parties entered into a First Amendment to the Agreement, revising the insurance requirements. On April 1, 2016, Devaney, Pate, Morris and Cameron formed a new law firm. On April 21, 2016, the Board authorized the assignment of the Legal Services Agreement to Devaney Pate Morris & Cameron LLP (“Devaney Pate”) [Resolution No. 2016-0031]. Devaney Pate is handling the pending litigation entitled *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] (hereinafter “Litigation”). On February 17, 2017, the President/CEO exercised the first option to extend the term. On July 11, 2018, the parties entered into a Second Amendment extending the term by one additional year

and increasing the not to exceed amount of compensation by \$200,000 for a total not-to-exceed amount of \$500,000. [Resolution No. 2018-0045]. The Parties executed a Third Amendment increasing the term by one year resulting in a termination date of April 30, 2020. The purpose of this Fourth Amendment is to extend the term one year to April 30, 2021. The General Counsel recommends that the Legal Services Agreement be amended to increase the term by one year, resulting in a termination date of April 30, 2021, to allow Devaney Pate to continue representing the Authority in the ongoing Litigation.

**Fiscal Impact:**

Adequate funding for this agreement is included in the adopted FY 2018 and conceptually approved FY 2021 Operating Expense Budgets within the Contractual Services line item.

**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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not applicable.

**Prepared by:**

AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO 2020-0030

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A FOURTH AMENDMENT TO THE AGREEMENT WITH DEVANEY PATE MORRIS & CAMERON LLP FOR PROFESSIONAL LEGAL SERVICES EXTENDING THE TERM FOR ONE YEAR

WHEREAS, the Authority and Devaney Pate Morris & Cameron LLP (“Law Firm”) are parties to a Legal Services Agreement; and

WHEREAS, Law Firm is representing the Authority in the litigation entitled *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]; and

WHEREAS, the General Counsel recommends that the Legal Services Agreement be amended to increase the term by one year to allow Law Firm to continue representing the Authority in this ongoing litigation; and

WHEREAS, due to the Law Firm’s knowledge of and involvement in the litigation, the General Counsel believes it is in the best interest of the Authority to continue to retain Law Firm to handle this matter.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a fourth amendment to the Legal Services Agreement with Devaney Pate Morris & Cameron LLP extending the term by one year; 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

BE IT FURTHER RESOLVED that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code § 30106); and

BE IT FURTHER RESOLVED that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

PASSED, ADOPTED, AND APPROVED by the Board at the San Diego County Regional Airport Authority at a regular meeting this 5<sup>th</sup> day of March 2020, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Item No.  
**9**

## **STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

### **Subject:**

**Authorize the President/CEO to Grant a 30-Year Fuel System Lease Agreement to SAN Fuel Company, LLC to Finance, Design, Build, Operate, and Maintain a Fuel System Facility at San Diego International Airport and Authorize the President/CEO to Consent to Related Ancillary Agreements**

### **Recommendation:**

Adopt Resolution No. 2020-0031, authorizing the President/CEO to grant a thirty-year lease with SAN Fuel Company, LLC to finance, design, build, operate and maintain a fuel system facility at San Diego International Airport.

Adopt Resolution No. 2020-0032, authorizing the President/CEO to consent to Ancillary Agreements related to the operation and management of the fuel system facility by SAN Fuel Company, LLC at San Diego International Airport.

### **Background/Justification:**

The San Diego County Regional Airport Authority (“Authority”) and individual airlines hereinafter known as “the Airlines” are currently parties to a lease for the operation and maintenance of the existing fuel system facility at San Diego International Airport (“Airport”). Under the current lease, the Airlines operate and maintain the current fuel system facility at the Airport which includes two 1,000,000 gallon storage tanks, six truck refueler stations and other fueling apparatus required to operate and maintain the fuel system facility. The fuel system facility receives, stores and distributes jet fuel, aviation gasoline and automotive fuels to users of fuel at the Airport.

The term of the current lease and subsequent amendments ended on October 31, 2016 and is on a month-to-month holdover tenancy. The lease expiration in 2016 coincided with the need for expanded fuel capacity in the form of additional fuel tanks, the environmental and operational need of an aircraft fuel hydrant system, as well as revised financial and business terms, and led the Authority to open negotiations with the Airlines.

### **SAN Fuel Company, LLC**

SAN Fuel Company, LLC (“SAN Fuel Company”) is a legal fuel consortium entity whose members include some of the Airlines that operate at the Airport. Any airline and the Fixed Base Operator, general aviation, operating at the Airport has the option to join the fuel consortium or be a non-contracting user of the fuel facility. The fuel consortium is a business model that allows the members to work together to manage collective activities more efficiently and cost effectively in financing capital projects along with operating and maintaining a fuel distribution system. SAN Fuel Company hired Menzies Aviation who is an experienced operator to handle day-to-day operations and management of the fuel system facility.

### Fuel System Lease Agreement

The negotiations of the Fuel System Lease Agreement (“Fuel Lease”) was conducted by a cross functional team that was led by Revenue Generation & Partnership Development and General Counsel. The team included Finance and Risk Management, Airport Design & Construction, Planning & Environment Affairs and Airside & Terminal Operations. The Authority’s key considerations for the Fuel Lease are:

- Reduce the Authority’s environmental liability;
- Include robust environmental provisions;
- Provide a source of non-airline revenue;
- Install an aircraft fuel hydrant system that services existing and new terminal gates (replaces the need for large fuel trucks to deliver jet fuel directly to each aircraft) that is financed, maintained and operated by the SAN Fuel Company;
- Mitigate the impacts to aircraft operations during the construction of the aircraft fuel hydrant system by SAN Fuel Company;
- Increase capacity for fuel storage; and
- Include terms acceptable to both parties that support a long term partnership.

The following provides a summary of the business terms included in the proposed Fuel Lease.

<b>Term</b>	Thirty-years
<b>Area</b>	259,574 surface SF and 44,566 subsurface SF
<b>Annual Rent</b>	\$1,400,000* *Rent will increase with the addition of SF from the airport fuel operator building and the addition of aircraft fuel hydrant system over the next seven years
<b>Rent Adjustment</b>	Culmination of Consumer Price Index every five-years
<b>Reserve Account</b>	SAN Fuel Company shall fund a reserve account in the amount \$250,000 (if funds are submitted directly to the Authority) or \$500,000 (if funds remain on deposit) to be used by the Authority to secure SAN Fuel Company’s obligations under the Fuel Lease.
<b>Maintenance, Repair and Operation</b>	SAN Fuel Company will have sole responsibility for the maintenance, repair and operation of the fuel system facility at its expense
<b>Major Environmental Provisions</b>	SAN Fuel Company accepts all responsibility for environmental response and associated costs for current and future contamination; SAN Fuel Company is required to comply with the Alternative Fuel Vehicles MOU; in the event SAN Fuel Company does not reimburse the Authority for any environmental response and associated costs for current and future contamination, these costs will be paid for by the Airlines through AOLA rates and charges.

### Fuel Distribution Projects

The Authority is not obligated to construct or install any fuel distribution projects related to the fuel system. Under the terms of the Fuel Lease, SAN Fuel Company must finance, design, construct and place into service by December of 2027, the following fuel distribution projects:

- Three fuel storage tanks;
- Decommission and demolition of the east refueler load rack;
- Aircraft hydrant fuel system for existing Terminal 2 and new Terminal 1 gates.

Four fuel distribution projects were constructed and funded by the Authority whose time-line required to be designed and constructed by December of 2020. The Authority will be reimbursed by SAN Fuel Company for the following four fuel distribution projects:

- Aircraft hydrant piping at gates 46 and 47;
- Airport fueling operator building;
- Hydrant fueling infrastructure and hydrant piping at gates 48 through 51;
- West refueler load rack.

SAN Fuel Company is required to adhere to the Authority's tenant improvement process and SAN Fuel Company's estimated cost for design and construction of the above mentioned fuel distribution projects along with reimbursement for the four fuel distribution projects is \$216,800,000.

#### **Aircraft Fuel Hydrant System**

The current refueling operation is an outdated, slow and inefficient way to refuel aircraft. Sixteen diesel-powered trucks deliver fuel from the refueler racks to aircraft gates, with some long-haul aircraft requiring up to three trucks' work of fuel to fill its tanks. Refueling by fuel trucks emits air pollutants and poses safety concerns with other ground support equipment servicing the aircraft at the terminal gates. An aircraft fuel hydrant system is an underground fueling system that includes fuel hydrant pits at each gate along with associated fuel pipeline network. By transitioning to an aircraft fuel hydrant system, over 22,000 fuel truck trips from the refueler racks to the gates and back would be avoided annually which will improve safety and efficiency of aircraft refueling and reduce environmental effects.

#### **Authority Leasing Policy**

Authority Policy 6.01 states that the "Authority shall grant leases of real property on a competitive basis to the prospective tenant." A competitive process was not conducted for this lease for the following reasons: the fuel consortium business model was viewed as the best method to ensure the Authority's key considerations as listed above were achieved; the use of the fuel consortium model allows the use of the AOLA as a backstop in the event any fuel related costs are not covered by SAN Fuel Company; the land rent under the Fuel Lease is based on fair market value and is consistent with the rates paid by the airlines for aeronautical uses at the Airport; under the fuel consortium model, the airlines agree to develop and pay for fuel infrastructure projects; and the fuel consortium model has proven successful at comparable airports in the United States. For the foregoing reasons, staff recommends that the Board waive Policy 6.01.

#### **Ancillary Agreements**

Authority Policy 6.01 requires the President/CEO to bring all proposed subleases exceeding five years in duration to the Board for its prior consent. There are seven ancillary agreements associated with the Fuel Lease that require consent by the Board. The following provides a summary of the ancillary agreements.

Limited Liability Company Agreement	Allows formation of SAN Fuel Company as a limited liability company
Interline Agreement	Agreement is between each member of the fuel consortium and SAN Fuel Company which defines responsibilities among the members
Non-Contracting User Agreement	Agreement is between non-member and SAN Fuel Company that allows a non-member to access the fuel system facility
Fuel System Maintenance, Operation & Management Service Agreement	Agreement is between Aircraft Service International, Inc. d/b/a Menzies Aviation and SAN Fuel Company that contain the terms and conditions to operate and maintain the fuel system facility
Fuel System Access Agreement	Agreement is between the into-plane provider (Menzies Aviation) and SAN Fuel Company to access the fuel system facility
Motor Fuel System Access Agreement	Agreement is between each member and non-member and SAN Fuel Company to access motor fuel (gasoline, diesel, and alternative fuels)
Avgas System Access Agreement	Agreement is between each member and non-member and SAN Fuel Company to access to avgas (fuel for certain general aviation aircraft)

**Fiscal Impact:**

SAN Fuel Company will pay the Authority monthly rent during the term of the Fuel Lease. The annual amount of rent is \$1.4 million dollars, this will increase as new assets are brought on board along with culmination of CPI increases every five-years. Additionally, they will be responsible for the maintenance, operation and management of the fuel system facility at their sole expense. Any fuel related costs incurred by the Authority that are attributable to the fuel system or costs related to fuel distribution projects; SAN Fuel Company shall reimburse the Authority in accordance with the terms and conditions of the Fuel Lease.

**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 a “project” subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code §21065 due to components related to the construction of a fuel hydrant system and additional fuel tanks. A Categorical Exemption was prepared and filed for the hydrant system on March 18, 2019, and an Environmental Impact Report was prepared and certified for the fuel tanks on February 6, 2020.

- B. California Coastal Act Review: This Board action is a project that is a "development" as defined by the California Coastal Act. An application for a coastal development permit will be submitted to the California Coastal Commission for review and consideration, prior to the commencement of any related site preparation or construction activities.
- C. NEPA: This Board action is a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA's NEPA environmental review process will be completed prior to the commencement of any related site preparation or construction activities.

**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, service disabled/ veteran owned, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

Federal funds will not be utilized under this agreement and Policy 5.12 does not apply. Therefore, upon execution of the lease, the lessee will submit to the Authority for approval a small business inclusionary plan. This includes but is not limited to documentation of small business, local business and service disabled/veteran owned small businesses participation during lessee capital improvements and other significant improvements during the term of the lease.

**Prepared by:**

SUSAN C. DIEKMAN  
ASSET MANGER

RESOLUTION NO. 2020-0031

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE PRESIDENT/CEO TO GRANT A THIRTY-YEAR LEASE WITH SAN FUEL COMPANY, LLC TO FINANCE, DESIGN, BUILD, OPERATE AND MAINTAIN A FUEL SYSTEM FACILITY AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Airport Authority (“Authority”) and certain airlines operating at San Diego International Airport (“SDIA”) are parties to a lease to operate and maintain the current fuel system facility at SDIA; and

WHEREAS, the lease term ended October 31, 2016 and is currently on a month-to-month holdover tenancy; and

WHEREAS, the fuel system facility receives, stores and distributes jet fuel, aviation gasoline and automotive fuels to users of fuel at SDIA; and

WHEREAS, the Authority and airlines serving SDIA wish to enter into a new fuel lease agreement to: continue to provide fuel service at SDIA; upgrade the existing fuel system; install a new hydrant fueling system; operate, manage and maintain a fuel system at SDIA; and

WHEREAS, certain airlines have formed SAN Fuel Company, LLC (“SAN Fuel Company”), a limited liability company formed for the purpose of managing collective activities to finance fuel system-related projects and operate and maintain the current and future fuel system facility at SDIA; and

WHEREAS, airlines operating at SDIA and the operator of SDIA’s general aviation Fixed Base Operator (“FBO”) may become members of SAN Fuel Company; and

WHEREAS, airlines and others desiring to use the fuel system facility will have access to the fuel system facility either by becoming a member of SAN Fuel Company or being a non-contracting user; and

WHEREAS, the Authority’s key considerations for the Fuel Lease are:

- Reduce the Authority’s environmental liability;
- Include robust environmental provisions;
- Provide a source of non-airline revenue;

- Install an aircraft fuel hydrant system that services existing and new terminal gates (replaces the need for large fuel trucks to deliver jet fuel directly to each aircraft) that is financed, maintained and operated by the SAN Fuel Company;
- Mitigate the impacts to aircraft operations during the construction of the aircraft fuel hydrant system by SAN Fuel Company;
- Increase capacity for fuel storage;
- Include terms acceptable to both parties that support a long term partnership; and

WHEREAS, consistent with the above-cited priorities, staff negotiated a new thirty-year Fuel System Lease Agreement (“Fuel Lease”) to allow SAN Fuel Company to finance, design, construct, maintain and operate the fuel system at SDIA; and

WHEREAS, under the terms of Fuel Lease, SAN Fuel Company must, among other things, finance, design, construct, manage, maintain and operate an aircraft fueling system at SDIA which includes placing into service fueling distribution projects that include:

- Aircraft fuel hydrant system for existing Terminal 2 and new Terminal 1 gates;
- Three fuel storage tanks;
- Decommission and demolition of the east refueler load rack; and

WHEREAS, under the terms of the Fuel Lease, SAN Fuel Company must reimburse, in accordance with the terms and conditions of the Fuel Lease, the Authority for the following fuel related projects that have been or will be completed:

- Aircraft hydrant piping at gates 46 and 47;
- Airport fueling operator building;
- Hydrant fueling infrastructure and hydrant piping at gates 48 through 51;
- West refueler load rack; and

WHEREAS, the Board finds that an aircraft fuel hydrant system will improve safety and efficiency of aircraft refueling and reduce environmental effects for existing aircraft refueling operations; and

WHEREAS, Policy 6.01 states that the “Authority shall grant leases of real property on a competitive basis to the prospective tenant”; and

WHEREAS, a competitive process was not conducted for this lease for the following reasons: the fuel consortium business model was viewed as the best method to ensure the Authority's key considerations as listed above were achieved; the use of the fuel consortium model allows the use of the AOLA as a backstop in the event any fuel related costs are not covered by SAN Fuel Company; the land rent under the Fuel Lease is based on fair market value and is consistent with the rates paid by the airlines for aeronautical uses at the Airport; under the fuel consortium model, the airlines agree to develop and pay for fuel infrastructure projects; and the fuel consortium model has proven successful at comparable airports in the United States; and

WHEREAS, the Board finds it in the best interest of the Authority to waive Policy 6.01 in this instance for the reasons set forth herein and authorize the award of a Fuel Lease to SAN Fuel Company LLC.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby waives Policy 6.01 requiring that leases of real property be granted on a competitive basis; and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to grant a thirty-year lease to SAN Fuel Company, LLC to finance, design, build, operate and maintain a fuel system facility at San Diego International Airport; and

BE IT FURTHER RESOLVED that this Board action is a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code §21065 due to components related to the construction of a fuel hydrant system and additional fuel tanks. A Categorical Exemption was prepared and filed for the hydrant system on March 18, 2019, and an Environmental Impact Report was prepared and certified for the fuel tanks on February 6, 2020; and

BE IT FURTHER RESOLVED that this Board action is a project that is a "development" as defined by the California Coastal Act. An application for a coastal development permit will be submitted to the California Coastal Commission for review and consideration, prior to the commencement of any related site preparation or construction activities; and

BE IT FURTHER RESOLVED that this Board action is a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA's NEPA environmental review process will be completed prior to the commencement of any related site preparation or construction activities.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of March, 2020, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

RESOLUTION NO. 2020-0032

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE PRESIDENT/CEO TO CONSENT TO ANCILLARY AGREEMENTS RELATED TO THE OPERATION AND MANAGEMENT OF THE FUEL SYSTEM FACILITY BY SAN FUEL COMPANY, LLC AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Airport Authority (“Authority”) and eighteen airlines are parties to a lease and to operate and maintain the current fuel system facility, at their expense at San Diego International Airport (“SDIA”); and

WHEREAS, the term of the lease ended on October 31, 2016 and is currently on a month-to-month holdover tenancy; and

WHEREAS, the fuel system facility receives, stores and distributes jet fuel, aviation gasoline and automotive fuels to users of fuel; and

WHEREAS, staff negotiated a new Fuel System Lease Agreement (“Fuel Lease”) with SAN Fuel Company to design, construct, operate and maintain the fuel system at SDIA; and

WHEREAS, there are seven ancillary agreements that accompany the Fuel Lease that require consent by the Board in accordance with Authority Policy 6.01; and

WHEREAS, the seven ancillary agreements are: Limited Liability Company Agreement, Inter-Line Agreement, Non-Contracting User Agreement, Fuel System Maintenance, Operation & Management Service Agreement, Fuel System Access Agreement, Motor Fuel System Access Agreement and the Avgas System Access Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the President/CEO to consent to these ancillary agreements related to the operation of the fuel system facility by SAN Fuel Company, LLC at SDIA; and

BE IT FURTHER RESOLVED that this Board action is a “project” subject to the California Environmental Quality Act (“CEQA”), Pub. Res. Code §21065 due to components related to the construction of a fuel hydrant system and additional fuel tanks. A Categorical Exemption was prepared and filed for the

hydrant system on March 18, 2019, and an Environmental Impact Report was prepared and certified for the fuel tanks on February 6, 2020; and

BE IT FURTHER RESOLVED that this Board action is a project that is a "development" as defined by the California Coastal Act. An application for a coastal development permit will be submitted to the California Coastal Commission for review and consideration, prior to the commencement of any related site preparation or construction activities; and

BE IT FURTHER RESOLVED that this Board action is a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA's NEPA environmental review process will be completed prior to the commencement of any related site preparation or construction activities.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 5th day of March, 2020, 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:

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AMY GONZALEZ  
GENERAL COUNSEL



## Grant a 30-Year Fuel System Lease Agreement to SAN Fuel Company, LLC

Susan Diekman  
Asset Manager  
Revenue Generation & Partnership  
Development

March 5, 2020

# Overview of Existing Fuel System Facility



# Fuel System Facility



# Who is SAN Fuel Company, LLC

Description: A legal fuel consortium entity whose members include the Airlines and FBO. Option to join the fuel consortium or be non-contracting user.

Benefits: Allows Airlines to work together to manage collective activities more efficiently and cost effectively in financing fuel distribution projects.

Fuel System Operator: Menzies Aviation

# Key Considerations of the Fuel Lease

- Terms acceptable to both parties that support a long-term partnership;
- Reduce the Authority's environmental liability;
- Include robust environmental provisions;
- Provide a source of non-airline revenue;
- Install an aircraft fuel hydrant system;
- Increase capacity of fuel storage; and
- Mitigate the impacts to aircraft operations during construction of the aircraft fuel hydrant system by SAN Fuel Company.

# Business Terms

Term	30-years
Fuel System Facility Area	259,574 SF surface and 44,566 SF subsurface
Annual Ground Rent	\$1,400,000 (will increase with addition of Premises)
Rent Adjustment	CPI every 5-years (cumulative)
Reserve Account	\$250,000 if funds are submitted directly to the Authority or \$500,000 if funds remain on deposit to be use to secure SAN Fuel Company obligations
Maintenance, Repair & Operation	SAN Fuel Company responsibility at their sole expense
Major Environmental Provisions	<ul style="list-style-type: none"> <li>• SAN Fuel Company accepts all responsibility for environmental response and associated costs for current and future contamination;</li> <li>• Comply with alternative fuel vehicles MOU;</li> <li>• Carry a \$100M pollution legal liability; and</li> <li>• If current and future contamination are not covered by SAN Fuel Company, costs will be paid for by the Airlines through AOLA rates and charges.</li> </ul>

# Aircraft Fuel Hydrant System

Current System: Is operated by 16 diesel-powered tanker trucks. In 2019, there were over 22,000 fuel truck trips that transported 220.6M gallons jet fuel to aircraft gates.

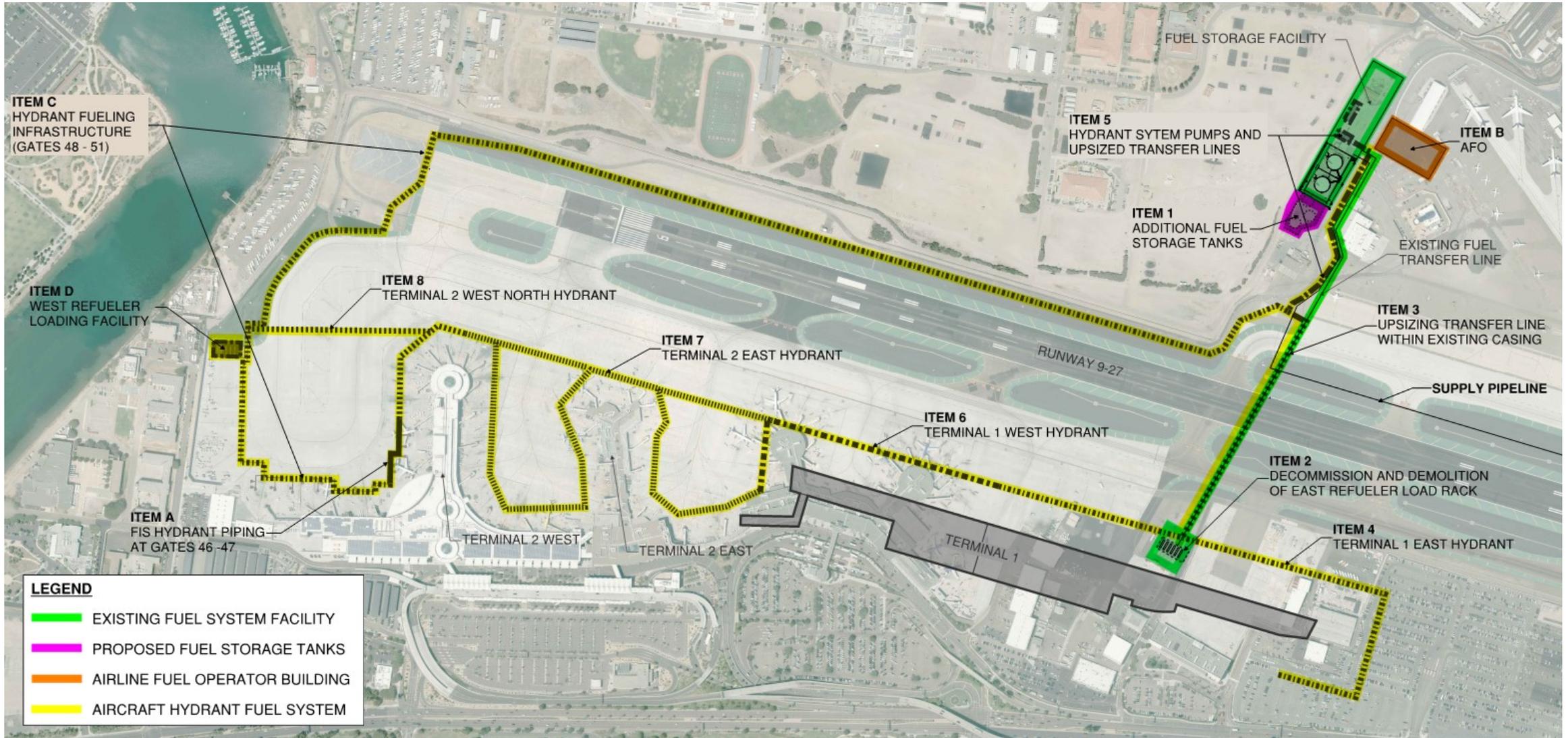
Outdated, slow and inefficient and emits air pollutants and poses safety concerns.

What is Aircraft Fuel Hydrant System?: Underground fueling system with pits at each gate and associated fuel pipeline network.

## Benefits of an Aircraft Fuel Hydrant System:

- *Environmental:* Reduce environmental effects with lower emissions and air quality impact.
- *Safety:* Reduce the congestion of fuel trucks on the vehicle service road and at the gates.
- *Operational and Financial:* Fuel trucks add congestion that generates potential delays that have significant financial impact to the Airlines and to our passengers customer experience.

# Fuel Distribution Projects



# Ancillary Agreements

Limited Liability Company Agreement	Allows formation of SAN Fuel Company as a limited liability company
Inter-Line Agreement	Agreement is between each member of the fuel consortium and SAN Fuel Company which defines responsibilities among the members
Non-Contracting User Agreement	Agreement is between non-member and SAN Fuel Company that allows a non-member to access the fuel system facility
Fuel System Maintenance, Operation & Management Service Agreement	Agreement is between Aircraft Service International, Inc. d/b/a Menzies Aviation and SAN Fuel Company that contain the terms and conditions to operate and maintain the fuel system facility
Fuel System Access Agreement	Agreement is between each member and non-member and SAN Fuel Company to access the fuel system facility
Motor Fuel System Access Agreement	Agreement is between each member and non-member and SAN Fuel Company to access motor fuel (gasoline, diesel, and alternative fuels)
Avgas System Access Agreement	Agreement is between each member and non-member and SAN Fuel Company to access to avgas (fuel for certain general aviation aircraft)

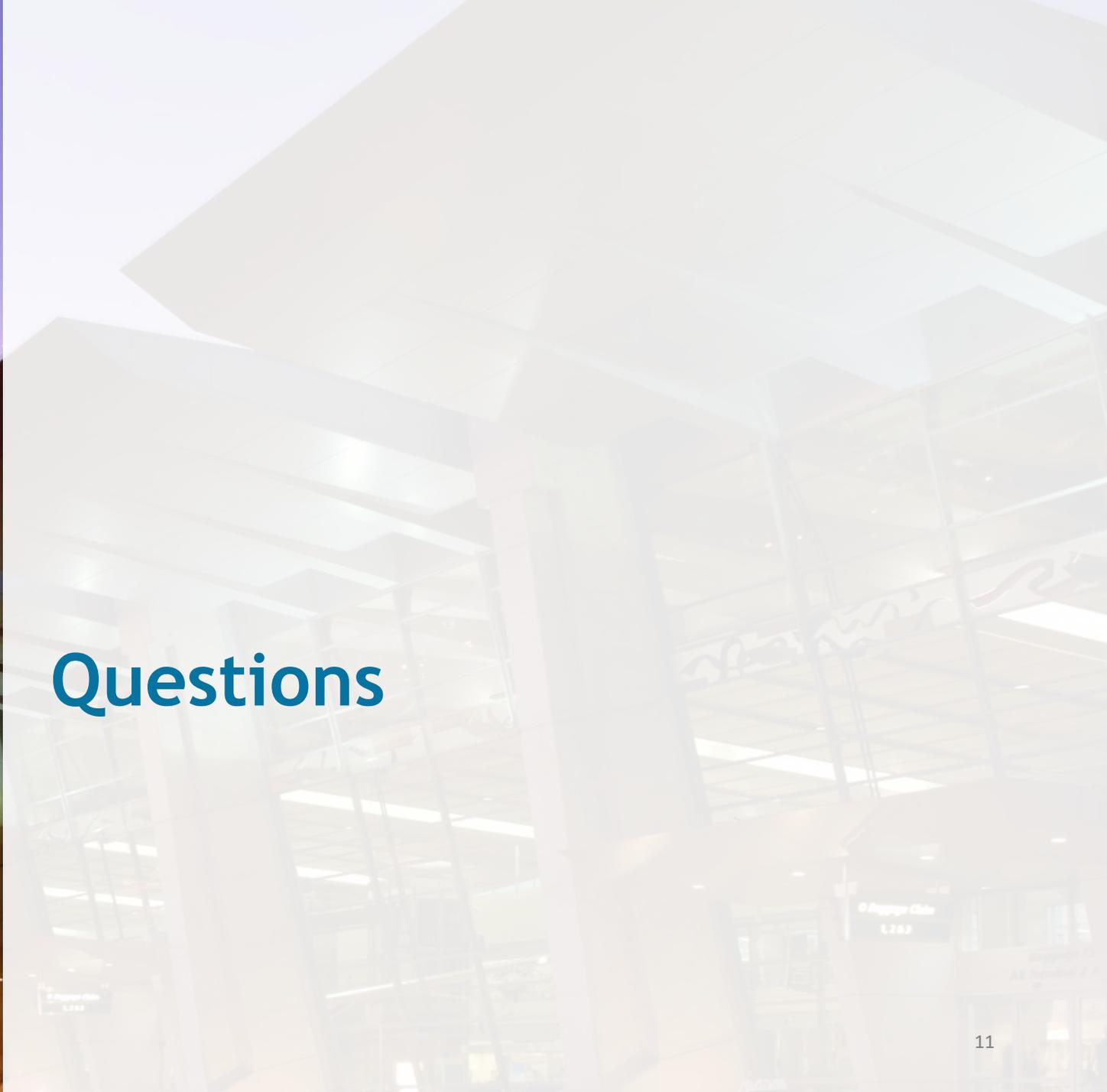
# Staff Recommendations

Adopt Resolution No. 2020-0031 authorizing the President/CEO to grant a thirty-year lease with SAN Fuel Company, LLC to finance, design, build, operate and maintain a fuel system facility at San Diego International Airport.

Adopt Resolution No. 2020-0032 authorizing the President/CEO to consent to Ancillary Agreements related to the operation and management of the fuel system facility by SAN Fuel Company, LLC at San Diego International Airport.



# Questions



**STAFF REPORT**

Meeting Date: **MARCH 5, 2020**

**Subject:**

**Discussion and Possible Action Regarding Authority Policy 3.30 – Business and Travel Expense Reimbursement Policy**

**Recommendation:**

The Executive Committee recommends that the Board discuss Authority Policy 3.30 and possibly take action regarding the policy.

**Background/Justification:**

Authority Policy 3.30 establishes the policies for the reimbursement of business and travel expenses for the members of the Airport Authority Board and employees of the Authority.

After a comprehensive review, staff recommended substantial revisions to Authority Policy 3.30, which the Board unanimously approved on January 3, 2019, with an effective date of July 1, 2019. The current policy is attached as Attachment A.

At its February 24, 2020 meeting, at the request of the Chairman, the Executive Committee voted to add to the March 5, 2020 Board Agenda an item for discussion of and possible action related to Authority Policy 3.30.

**Fiscal Impact:**

Funding for business and travel expenses is included in the adopted FY2020 budget and FY2021 conceptual budgets.

**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.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**Application of Inclusionary Policies:**

Not Applicable

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**POLICIES**

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

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

**POLICY STATEMENT:**

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

(2) **GENERAL PROVISIONS.**

- (a) Board members and employees may be reimbursed for actual, necessary, and reasonable Business and Travel Expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the San Diego International Airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority. Directly related is defined as a Board member or employee actively engaged, during a business or travel activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the benefit of the Authority.
- (b) Board members attending meetings at the expense of the Authority shall provide a brief oral or written report at the next regularly scheduled meeting of the Board.
- (c) Reimbursement of Board members, the President/CEO, the General Counsel and/or the Chief Auditor for any expense that does not fall within this Policy shall require the approval of the Board Executive Committee at a regularly scheduled meeting. Reimbursement of other employees for any expense that does not fall within this Policy shall require the approval of the President/CEO.
- (d) Authority Board members or employees who are uncertain whether a proposed expenditure is reimbursable in accordance with this Policy may request, within a reasonable time prior to the incurrence of such expenditure, pre-approval of such expenditure with the appropriate Administrator.
- (e) Expenses specifically excluded from this Policy are: political contributions, specifically expenses incurred for the purpose of supporting or opposing or raising money to support or oppose any candidate, ballot measure, or political party; gifts to Board members and/or employees; expenses incurred with any club or organization that discriminates on the basis of race, gender, religion, sexual orientation or other legally protected criteria in its membership policy.
- (f) All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred in currencies other than U.S. dollars.

- (g) As used in this Policy, the following terms shall have the meanings indicated:
- (i) “**Administrator**” means person or entity with authority to approve travel and business expense reimbursement as set forth in this Policy
  - (ii) “**Business and Travel Expenses**” means direct, out-of-pocket expenses incurred by a Board member or employee while conducting Authority business, and as further described in Section 6 of this Policy entitled “Business and Travel Expenses”;
  - (iii) “**Domestic Travel**” means travel among the fifty (50) United States;
  - (iv) “**International Travel**” means travel outside the fifty (50) United States;
  - (v) “**In-Town**” means a location within San Diego county;
  - (vi) “**Out-of-Town**” means a location outside San Diego county; and
  - (vii) “**Supporting Documentation**” means documents that must be submitted with each reimbursement or travel request as set forth in Section 5 of this Policy entitled “Supporting Documentation.”

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

- (a) Responsibilities of Administrator. An Administrator, in authorizing a travel request or approving a request for reimbursement of Business and Travel Expenses, is responsible for ensuring that such request meets the requirements of this Policy. In discharging this responsibility, the Administrator shall review the request and supporting documentation to determine whether the request conforms to the standards and specifications in this Policy. Specifically, the Administrator shall:
- (i) Make inquiries as necessary to determine that the travel request or individual expenses are reasonable under the circumstances and directly related and reasonable necessary to the Authority’s business;
  - (ii) Verify that the means of transportation and lodging arrangements conform to the requirements of this Policy;
  - (iii) Determine that the projected costs of the travel are objectively reasonable in comparison to the anticipated benefits to the Authority;
  - (iv) Confirm that each reimbursement request or travel pre-approval request is accompanied by the documentation as set forth in Section 5 of this Policy entitled “Supporting Documentation”;
  - (v) Verify that the documentation for each unusual expense adequately supports the reasonableness and necessity of the expense;

- (vi) Reject those expenses that are not consistent with this Policy;
  - (vii) For those expenses that are approved for reimbursement, provide written certification that the Administrator, based on reasonable inquiry, determines such expenses were reasonable, necessary, directly related to the Authority's business, and the corresponding expenditure is a reimbursable expense under this Policy; and
  - (viii) Not approve the reimbursement of a Business or Travel Expense that directly benefits the Administrator.
- (b) Designation of Administrator. As used in this Policy, the appropriate Administrator shall be designated in accordance with the following:
- (i) Board Members, President/CEO, General Counsel, and Chief Auditor.
    - (A) For Pre-Approval of Travel Requests:
      - (I) The Board Executive Committee will act as the Administrator; or
      - (II) Where time demands require that travel commence or travel arrangements be made prior to the next meeting of the Board Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair's designee from the Board Executive Committee, will act as the Administrator.
    - (B) For Approval of Business and Travel Expense Reimbursement Requests:
      - (I) The Board Executive Committee will act as the Administrator; or
      - (II) Where delayed reimbursement would cause financial hardship and more timely reimbursement is requested, the Chair of the Board, or in the Chair's absence, the Chair's designee from the Board Executive Committee, will act as the Administrator.
    - (C) The Board Executive Committee may pre-approve a set dollar amount of expenses to be used by the President/CEO, General Counsel and Chief Auditor for routine, In-Town business expenses (i.e., parking, meals). All expenses pre-approved pursuant to this provision shall be documented and presented to the Board for information no later than 12 months from the date of the Board's pre-approval.
    - (D) All travel pre-approvals and reimbursement requests approved by the Chair or the Chair's designee shall be subject to approval of the Board Executive Committee at its next meeting.
    - (E) All approved requests will be presented to the Board for its information at its next regular meeting.

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

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

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

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

(a) Board members and employees shall request pre-approval and reimbursement for Business and Travel Expenses by submitting to the respective Administrator the appropriate form(s) together with the required Supporting Documentation described in Section 5 of this Policy.

(b) The date by which reimbursement requests for Business and Travel Expenses must be submitted to the appropriate Administrator varies according to the following schedule:

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

(ii) Out-of-Town expenses that include only Domestic Travel shall be submitted no later than thirty (30) days after the conclusion of the Out-of-Town travel.

(iii) Out-of-Town expenses that include International Travel shall be submitted no later than forty-five (45) days after the conclusion of the Out-of-Town travel.

- (c) Reimbursement requests for Business and Travel Expenses that include participants other than the Board member or employee requesting reimbursement shall itemize (1) the Business or Travel Expense, (2) the name, title and Authority affiliation of the business associate(s) who participated in the meal or entertainment activity, and (3) a description of the business-related purpose of the Business or Travel Expense. If a Board member or employee requests reimbursement for an expense that includes business associate(s) who are not directly related to the transaction of the Authority's business, then expenses relating to these individuals shall be excluded from the reimbursement request.
- (d) When meals are reimbursable under this policy and more than one employee is on the same reimbursement request, the Administrator of the most senior employee shall approve reimbursement of the meal. If a meal reimbursement request includes a Board member, the expense shall be approved pursuant to Section 3(b)(i) of this Policy.
- (e) The President/CEO shall establish and communicate to all Board members and employees further procedures governing submission, processing, and approval of Business and Travel Expenses.

**(5) SUPPORTING DOCUMENTATION.**

- (a) Each travel pre-approval request must include the following supporting documentation:
  - (i) An explanation of the business purpose of the proposed travel;
  - (ii) The means and class of transportation; and
  - (iii) All expected costs to the Authority associated with the travel.
- (b) Each reimbursement request must include the following supporting documentation:
  - (i) An explanation of the business purpose of the expenditures, including, without limitation, the type of expenditure and the reason why such expenditure directly relates to Authority business;
  - (ii) A detailed list of individual expenses. All expenses must be itemized (no groupings of expenses). For example, if a Board member or employee pays for a meal of an Authority customer or business associate, then the name and business affiliation of the customer or business associate, as well as the purpose for the meeting, must be listed on the reimbursement request;

- (iii) All itemized, detailed receipts. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances explaining why the receipt is not submitted. Excluded from this requirement are the payments of meals and incidental expenses covered by Per Diem, and where receipts are generally not available or required; and
    - (iv) For expenses incurred outside of the United States, a currency conversion rate explanation.
  - (c) Reimbursement requests that have not been properly prepared, authorized or include Supporting Documentation shall be returned to the Board member or employee within fourteen (14) days with the reasons given for not processing the request.
  - (d) Lack of itemized receipts or acceptable documentation may result in non-reimbursement or require re-payment to the Authority by the Board member or employee.
- (6) **BUSINESS AND TRAVEL EXPENSES.** This section lists Business and Travel Expenses that are generally reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses.
  - (a) Meals, Entertainment and Incidental Expenses.
    - (i) Definitions.
      - (A) Meal expenses include the costs of food, beverages, gratuities and taxes.
      - (B) Entertainment expenses include the costs incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events.
      - (C) Incidental expenses are minor expenses associated with travel such as tips or fees given to porters or hotel/venue staff.

- (ii) Out-of-Town Meals and Incidental Expenses.
  - (A) When traveling on official Authority business, Board members and employees may be reimbursed for meals and incidental expenses at the then per diem rate established that year by the U.S. General Services Administration for destinations within the United States and the U.S. Department of State for international destinations (“Per Diem Rate”). Receipts shall not be required for meals and incidental expenses for which the Per Diem Rate is paid.
  - (B) In special circumstances, Board members and employees may be reimbursed for meals above the Per Diem Rate. For employees other than the President/CEO, General Counsel and Chief Auditor, the Administrator for expenses reimbursed under this paragraph shall be the President/CEO or a Vice President. Receipts shall be required for any meal reimbursed above the Per Diem Rate.
- (iii) In-Town Meals.
  - (A) In-Town meals are reimbursable if the Board member or employee is actively engaged, during the meal, in discussions, meetings, negotiations, or other business transactions with business associate(s) for the purpose of generating revenues for the Authority or another specific business benefit such as the enhancement of the Authority’s image.
  - (B) In-Town meals solely between Authority employees and/or Board members are generally not reimbursable. Board members and employees will be reimbursed for such business-related meals solely with other Board members and employees only when:
    - (I) For confidentiality reasons, business must be conducted off-premises;
    - (II) Authorization is given by the Administrator for a meal to reward or recognize a group of employees; or
    - (III) When the meal is an integral part of a job-related seminar, conference, convention, meeting or training that occurs during the meal.

(iv) Entertainment Expenses.

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

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

(v) Alcohol Expenses.

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

(vi) Requirements for Reimbursement.

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

(b) Seminars and Conferences.

(i) Definition.

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

(ii) Requirements for Reimbursement.

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

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

(i) Definition.

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

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

(I) Taxi, Transportation Network Company (TNC) and shuttle fees;

(II) Rental car payments in limited circumstances; and

(III) Parking, toll, and fuel expenses associated with the use of a rental car.

(ii) Requirements for Reimbursement.

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

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

(d) Telephone Services.

(i) Definition.

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

(ii) Requirements for Reimbursement.

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

(e) Air Travel.

(i) Definition.

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

(ii) Airline Tickets.

- (A) Board members and employees shall submit a travel request that describes the proposed air travel to the respective Administrator as soon as the travel requirement is known and at least three (3) weeks prior to the anticipated travel departure date. This advance notice period is not required if the Authority provides less than three (3) weeks' notice in requesting that a Board member or employee participate in travel.
- (B) Board members and employees are encouraged to use the Authority's approved travel agent or system. The Administrator must pre-approve travel arranged not using the Authority's approved travel agent or system.
- (C) Board members and employees must book coach fares for Domestic Travel. Board members and employees may elect to book business class or its equivalent for International Travel when the scheduled flight time exceeds six (6) hours.
- (D) Board members and employees who opt to upgrade their airline tickets beyond the standards set forth in this Policy will be responsible for paying any additional expense for such upgrade.
- (E) In booking air travel, Board members and employees should give preference to airlines with operations at San Diego International Airport.

(iii) Early and Late Departures.

- (A) Board Members and employees are permitted to extend business trips to reduce the total travel and airfare costs when pre-approved by the Administrator. Additional lodging and meal expense is allowable, provided that the total does not exceed the airfare cost savings. Documentation that the extension of the business trip does not increase the expense to the Authority must be provided to and approved by the Administrator.
- (B) Personal side trips Combined with Business Trips are permitted for Board members and employees when approved by the Administrator. Side trips must be taken on the Board member's or employee's own time and at no expense to the Authority. Any additional expense over the least expensive ticketing cost for the business portion of the trip is the responsibility of the Board Member or employee. Documentation that the personal side trip does not increase the expense to the Authority must be provided to and approved by the Administrator.

- (iv) Business Travel from Destinations Other than San Diego.
  - (A) Board members and employees are permitted to depart from a destination other than San Diego for the purpose of business travel if pre-approved by the Administrator.
- (v) Other Air Travel Expenses.
  - (A) Board members and employees, as approved by the Administrator, may be reimbursed for in-flight internet service and reasonable miscellaneous fees charged by airlines such as ticket change fees, baggage fees and charges for aisle or window seats, extra leg room, early check-in, etc.
- (vi) Frequent Flyer Award Programs.
  - (A) The Authority does not reimburse Board members or employees for the value of frequent flyer miles or points that are redeemed to acquire airline tickets or hotel rooms on Authority business. Membership dues in frequent flyer and similar award programs are a personal expense and not reimbursable by the Authority.
- (vii) Requirements for Reimbursement.
  - (A) Air travel expenses to Out-of-Town locations are only reimbursable if the expenses are (1) actual and (2) directly related to the transaction of the Authority's business.
- (f) Means of Travel Other Than Air Carrier or Vehicle.
  - (i) As approved by the Administrator, when traveling by means other than commercial air carrier or vehicle (e.g. passenger train), Board members and employees may be reimbursed for the actual transportation costs.
- (g) Lodging and Associated Expenses.
  - (i) Definition.
    - (A) Lodging and associated expenses may include the cost of the lodging, fitness gym, laundry, dry cleaning, and internet expenses in certain circumstances.

- (ii) Lodging.
  - (A) When traveling on official Authority business, Board Members and employees may be reimbursed for actual lodging expenses. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the Board member or employee shall use comparable lodging.
- (iii) Internet Expenses.
  - (A) Board members and employees may request reimbursement for reasonable internet access expenses at a hotel or other location.
- (iv) Fitness Facility Fees.
  - (A) If the traveler's lodging does not offer a fitness facility, Board members and employees may request reimbursement for reasonable fees for the use of a fitness facility at another location. This does not include spa services or personal trainer services.
- (v) Laundry and Dry Cleaning.
  - (A) Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs that are incurred on or after the fourth consecutive day of an Out-of-Town travel assignment.
- (vi) Requirements for Reimbursement.
  - (A) Expenses for Out-of-Town lodging and associated expenses are only reimbursable if the expenses are (1) actual, (2) directly related to the transaction of the Authority's business, and (3) used available group rates for lodging (if available).
- (h) Travel Advances.
  - (i) Travelers may request an advance of up to 100 percent (100%) of the estimated Business and Travel Expenses expected to be paid by the traveler. Any advance request must be approved by the Administrator and generally shall not be paid to traveler more than seven (7) days prior to the travel.
  - (ii) All Domestic Travel advances must be cleared no later than thirty (30) days after completion of the Domestic Travel.
  - (iii) All International Travel advances must be cleared no later than forty-five (45) days after the completion of the International Travel.

- (iv) Should the Board member or employee owe the Authority for a portion of any unused travel advances, the Board member or employee must pay to the Authority the unused portion by cash or personal check
- (v) Failure to adhere to the requirements for travel advances outlined in this Policy shall result in the suspension of privileges to obtain advances for one (1) year.

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

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

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

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

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

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

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

[Amended by Resolution No. 2019-0003 dated January 3, 2019, effective July 1, 2019.]

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

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

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

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

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

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

## Board Communication

Date: March 5, 2020  
To: Board Members  
From: Tony R. Russell, Director, Board Services/ Authority Clerk  
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

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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.

# **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: 01/29/2020 DATE OF DEPARTURE/RETURN: 03/09/2020 / 03/14/2020

DESTINATION / BUSINESS PURPOSE:

Destination: Seoul, Korea Business Purpose: Air Service Development Visit with Korea Airlines and Air Premia Airlines

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input checked="" type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>5,000.00</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>\$1,100.00</u>
C. Meals and Incidental Expenses ( <u>Per Diem</u> )	\$ <u>816.00</u>
D. Seminar and Conference Fees	\$ _____
E. Entertainment	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ <u>7,116.00</u></b>

**CERTIFICATION BY TRAVELER**

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

Travelers Signature: Kimberly J. Becker Date: 1/29/2020

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

- By my signature below, I certify the following:
- 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
  - I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: [Signature] Date: 1/29/20

**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)

**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: 02/14/2020 DATE OF DEPARTURE/RETURN: 04/14/2020 / 04/15/2020

**DESTINATION / BUSINESS PURPOSE:**

Destination: Sacramento, CA Business Purpose: CAC Board Meeting

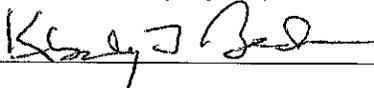
**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:		
• Airfare <input checked="" type="checkbox"/> <i>check box for business class or equivalent (international only)</i>		\$ <u>500.00</u>
• Rental Car		\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)		\$ <u>50.00</u>
• Auto (Gas, Parking/Tolls, Mileage)		\$ _____
B. Lodging		\$ <u>\$250.00</u>
C. Meals and Incidental Expenses ( <i>Per Diem</i> )		\$ <u>50.00</u>
D. Seminar and Conference Fees		\$ _____
E. Entertainment		\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>		\$ <u>850.00</u>

**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: 2/14/2020

**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, \_\_\_\_\_, certify that this document was approved  
 (Name of Clerk)  
 by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Meeting Date)



## **SCHEDULE**

California Airports Council – Board of Directors Meeting

Embassy Suites Sacramento

100 Capitol Mall

Sacramento, CA

### **TUESDAY, APRIL 14**

5:30 P.M. Board shuttle to dinner.

6:00 P.M. Dinner  
Origami Asian Grill  
4801 Folsom Blvd.  
Sacramento, CA  
916.400.3075

### **WEDNESDAY, APRIL 15 – Central Pacific Room**

Members on their own for breakfast.

8:30 A.M. CAC Meeting  
Business Casual Attire

1:00 P.M. Adjournment and Lunch

**MARK WEST**

**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: Mark West Department: 2  
 Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 1/31/20 DATE OF DEPARTURE/RETURN: 3/22/20 3/25/20

DESTINATION / BUSINESS PURPOSE:

Destination: Mexico City, Mexico Business Purpose: 2020 S.D. Chamber Binational Delegation to Mexico City

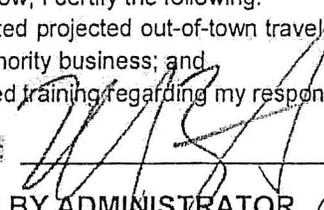
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ 50.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 850.00
C. Meals and Incidental Expenses (Per Diem)	\$
D. Seminar and Conference Fees	\$ n/c
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 900.00

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

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

Traveler's Signature:  Date: 2/5/2020

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

By my signature below, I certify the following:

- 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
- I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature:  Date: 2/7/20

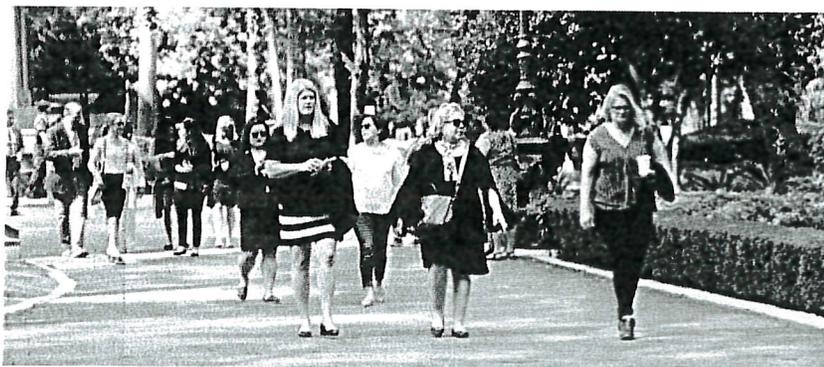
**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
 (Name of Clerk)  
 by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Meeting Date)

« All Events (<https://sdchamber.org/events/>)

## 2020 BINATIONAL DELEGATION TO MEXICO CITY

March 22 @ 7:00 pm - March 25 @ 12:30 pm



In the last few months, we've seen significant progress on several of our region's key priorities like USMCA, the new North American free-trade agreement, solutions to address pollution issues in Tijuana River Valley, and completion of landmark border infrastructure projects. Reaching these milestones is a testament to the power of our region's longstanding commitment binational collaboration.

We need all the voices that make up our diverse and dynamic cross-border business community to make a strong, lasting impact. That message is most effective when we have a large, diverse representation of business and community leaders joining with us.

The 15<sup>th</sup> Annual Binational Delegation to Mexico City provides an opportunity for participants to meet with key federal officials and diverse business industry leaders to discuss 2020's major areas of focus: border infrastructure, transboundary pollution impacting Tijuana River, immigration & workforce integration, and trade & economic opportunities.

Delegates will also benefit from the opportunity to network and cultivate strong political and business relationships.

Please click here (<https://sdchamber.org/2019/04/2019-binational-delegation-to-mexico-city-recap/>) for a recap of the 2019 trip and see what can be accomplished when we work together with a strong, unified binational voice. Plus, see video recaps of each day here: Welcome Reception (<https://www.facebook.com/sdchamber/videos/2288105401464057/>) | Day 1 (<https://www.facebook.com/sdchamber/videos/396429387815115/>) | Day 2 (<https://www.facebook.com/sdchamber/videos/1080380608823810/>) | Day 3 (<https://www.facebook.com/sdchamber/videos/280024419582573/>)

### DEADLINES & IMPORTANT DATES

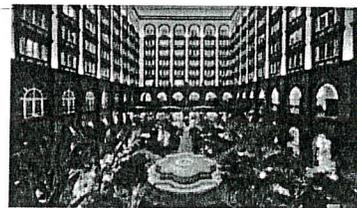
- February 6 – Last day for early-bird pricing

- February 21 – Hotel room block closes at 3:00 PM PST
- March 7 – Last day to cancel room at Four Seasons without penalty
- March 13 – Last day for regular pricing
- March 18 – Last day to submit an application for the trip
- March 18 – Pre-trip orientation for delegates at Chamber Office at 9:00 AM

## EVENT DETAILS

Date: Sunday, March 22 (7:00 PM) – Wednesday, March 25, 2020 (12:30 PM)

Location: (/wp-content/uploads/2016/11/MEX\_314\_original.jpg)  
Four Seasons Hotel Mexico City  
Paseo de la Reforma 500  
Cuauhtémoc, Juarez, 06600 Mexico City, Mexico  
[Click for map/directions](#)



(<https://www.google.com/maps/dir//Four+Seasons+Mexico+D.F./data=!4m5!4m4!1m0!1m2!1m1!1s0x85d1ff4eecb66801:0x60bfab50fe53fe4f?sa=X&ved=0ahUKewjlkfXSgaLRAhXGIIQKHczIDp8Q9RcljAEwDg>)

### Contact Details:

Katie Tran (English)

Ph: 619-544-1370

Email: [ktran@sdchamber.org](mailto:ktran@sdchamber.org) (<mailto:ktran@sdchamber.org>)

Kenia Zamarripa (Español)

Ph: 619-544-1316

Email: [kzamarripa@sdchamber.org](mailto:kzamarripa@sdchamber.org) (<mailto:kzamarripa@sdchamber.org>)

## PARTICIPATION FEE\*

The participation fees below do not include hotel or airfare. Fees include hosted events and meetings.

### Applications submitted by 02/07/20:

Chamber members: \$1,800

Additional attendee or spouse/companion: \$1,400

Non-members: \$3,500

### Between 2/8/20 – 3/13/20:

Chamber members: \$2,300

Additional attendee or spouse/companion: \$1,800

Non-members: \$3,500

### Between 3/14/20 – 3/18/20:

Chamber members: \$3,300

Additional attendee or spouse/companion: \$3,300

Non-members: \$4,200

APPLICATIONS CLOSE AT 5:00 PM ON WEDNESDAY, MARCH 18, 2020.

*\*Participation subject to application approval.*

## HOTEL

Four Seasons Hotel Mexico City (<http://www.fourseasons.com/mexico/>) | Paseo de la Reforma 500, Cuauhtémoc, Juarez, 06600 Mexico City

We have secured a special room rate of \$290++ per night for standard rooms between March 21 – 25, 2020. Attendees must mention the group block "San Diego Regional Chamber" when booking to receive the discounted rate.

Reservations can be made directly to the hotel's reservations office at +52-55-5230-1818 or email this form (</wp-content/uploads/2016/11/Reservations-Form.pdf>) to [reservations.mex@fourseasons.com](mailto:reservations.mex@fourseasons.com) (<mailto:reservations.mex@fourseasons.com>) by Friday, February 21 at 3:00 PM PST.

After February 21, the hotel will confirm reservations subject to availability. Cancellations must be done directly to the hotel 15 days before the arrival date by 3:00 PM PST in order to avoid no-show charges.

Alternative hotel: Marquis Reforma Hotel & Spa (<http://www.marquisreforma.com/default-en.html>) | Avenida Paseo de La Reforma 465, Col. Cuauhtemoc, Mexico City 06500, Mexico

## FLIGHTS

For your planning purposes, most delegates arrive in the afternoon on Sunday, March 22, prior to the Welcome Reception at 7:00 PM. The trip will conclude around 12:00 PM on Wednesday, March 25.

Suggested Flights: *Details coming soon*

Be sure to stay through the end of the trip for a chance to win flight vouchers, free trip registration, and more exclusive prizes!

## PRE-TRIP MEETING

Delegates are invited to attend the pre-trip meeting to receive full information and updates on the trip:

Wednesday, March 18, 2020 | 9:00 – 10:00 AM

Location: Chamber Office, 402 W Broadway, Ste. 1000, San Diego 92101

(<https://www.google.com/maps/dir//402+W+Broadway+%231000,+San+Diego,+CA+92101/@32.7162428,-117.1691516,17z/data=!4m1!1m7!3m6!1s0x80d954a979e0e74f:0x532e042dd4bacabb!2s402+W+Broadway+%231000,+San+Diego,+CA+92101!3b1!8m2!3d32.7162428!4d-117.1669629!4m7!1m0!1m5!1m1!1s0x80d954a979e0e74f:0x532e042dd4bacabb!2m2!1d-117.1669629!2d32.7162428>)

## THANK YOU SPONSORS

Click here (</wp-content/uploads/2016/11/Sponsorship-Package-min-1.pdf>) for sponsorship opportunities, or contact Sherman Stocker at [sstocker@sdchamber.org](mailto:sstocker@sdchamber.org) (<mailto:sstocker@sdchamber.org>) or (619) 544-1354.

## APPLICATION

**APPLY NOW!**  
 (HTTP://WWW.CVENT.COM/D/JHQBZN/4W)

*Cancellation/Refund Policy: Cancellations must be in writing and sent to [ktran@sdchamber.org](mailto:ktran@sdchamber.org) (<mailto:ktran@sdchamber.org>). Full refunds will be issued if canceled by **midnight on March 15**. If canceled between March 16 – 18, 50% of the registration fee will be refunded. No refunds will be given if cancellations are made after March 18.*

+ GOOGLE CALENDAR (HTTPS://WWW.GOOGLE.COM/CALENDAR/EVENT?ACTION=TEMPLATE&TEXT=2020+BINATIONAL+DELEGATION+TO+MEXICO+CITY&DATES=;0A++++++%0A++++%0A%0AIN+THE+LAST+FEW+MONTHS%2C+WE%E2%80%99VE+SEEN+SIGNIFICANT+PROGRESS+ON+SEVERAL+OF+OUR+R2C+THE+NEW+NORTH+AMERICAN+FREE+TRADE+AGREEMENT%2C+SOLUTIONS+TO+ADDRESS+POLLUTION+ISSUES+II2C+AND+COMPLETION+OF+LANDMARK+BORDER+INFRASTRUCTURE+PROJECTS.+REACHING+THESE+MILESTONES+IS+A+TESTAMENT+II99S+LONGSTANDING+COMMITMENT+BINATIONAL+COLLABORATION.+%0AWE+NEED+ALL+THE+VOICES+THAT+MAKE+UP+OUR+DIVERSE+AND+DYNAMIC+2C+LASTING+IMPACT.+THAT+MESSAGE+IS+MOST+EFFECTIVE+WHEN+WE+HAVE+A+LARGE%2C+DIVERSE+REPRESENTATION+OF+BUSINESS+OATHE+15TH+ANNUAL+BINATIONAL+DELEGATION+TO+MEXICO+CITY+PROVIDES+AN+OPPORTUNITY+FOR+PARTICIPANTS+TO+MEET+WITH+KEY+FEDERAL+OFFICI26%238217%3BS+MAJOR+AREAS+OF+FOCUS%3A+BORDER+INFRASTRUCTURE%2C+TRANSBOUNDARY+POLLUTION+IMPACTING+TIJUANA+RIVER%2C+IMMIGRATI3A+HTTPS%3A%2F%2FSDCHAMBER.ORG%2FEVENT%2FMXC2020%2F%29&LOCATION=PASEO+DE+LA+REFORMA+500%2C+CUAUHT%3%A9MOC2C+DF&TRP=FALSE&SPROP=WEBSITE:HTTPS://SDCHAMBER.ORG&CTZ=AMERICA%2FLOS\_ANG

+ ICAL EXPORT (HTTPS://SDCHAMBER.ORG/EVENT/MXC2020/?ICAL=1&TRIBE\_DISPLAY=)

### Details

**Start:**  
 March 22 @ 7:00 pm (2020-03-22)  
**End:**  
 March 25 @ 12:30 pm (2020-03-25)

#### Event Categories:

International  
 (<https://sdchamber.org/events/category/international/>)

Networking  
 (<https://sdchamber.org/events/category/networking/>),

Policy  
 (<https://sdchamber.org/events/category/policy/>),

Signature  
 (<https://sdchamber.org/events/category/signature/>)

#### Event Tags:

featured-chamber  
 (<https://sdchamber.org/tag/featured-chamber/>)

### Venue

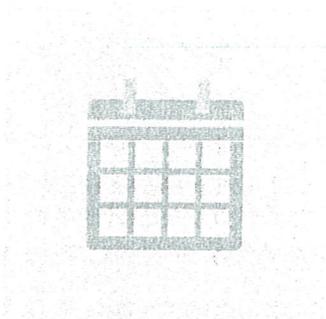
Four Seasons Hotel Mexico City  
 (<https://sdchamber.org/venue/four-seasons-hotel-mexico-city/>)

Paseo de la Reforma 500  
 Cuauhtémoc, Juarez, 06600 Mexico

### Organizer

Lisa Kelley  
**Phone:**  
 619.544.1343  
**Email:**  
[lkelly@sdchamber.org](mailto:lkelly@sdchamber.org)

## Related Events



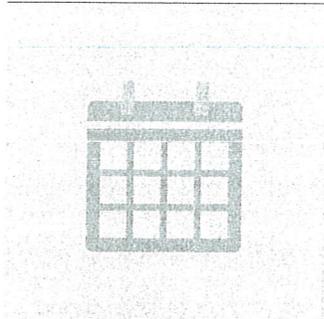
(<https://sdchamber.org/event/defense-veterans-military-affairs-committee-13/2020-11-04/>)

Defense, Veterans & Military Affairs Committee

(<https://sdchamber.org/event/defense-veterans-military-affairs-committee-13/2020-11-04/>)

November 4 @ 8:00 am - November 5 @ 7:59 am

Recurring Event (See all) (<https://sdchamber.org/event/defense-veterans-military-affairs-committee-13/all/>)

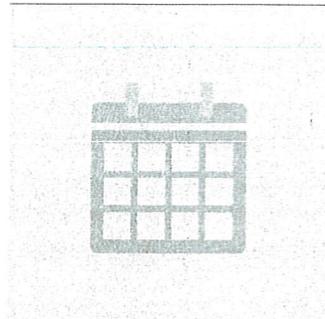


(<https://sdchamber.org/event/mxc2020/>)

2020 Binational Delegation to Mexico City

(<https://sdchamber.org/event/mxc2020/>)

March 22 @ 7:00 pm - March 25 @ 12:30 pm



(<https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/2020-09-15/>)

Infrastructure, Housing & Land Use Committee

(<https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/2020-09-15/>)

September 15

Recurring Event (See all) (<https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/all/>)

# **BUSINESS EXPENSE**

**A. BOLING**



**J. SCHIAVONI**



# **TRAVEL EXPENSE**

**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

Business and Travel Reimbursement Guidelines

**Employee/Trip Information** Date: \_\_\_\_\_

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

Departure Date: 2/4/2020 Return Date: 2/9/2020 Report Due: 3/10/20

Destination: Bonita Springs, FL

Business Purpose: ACI-NA CEO Forum & Winter Board Meeting

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		2/4/20 Tuesday	2/5/20 Wednesday	2/6/20 Thursday	2/7/20 Friday	2/8/20 Saturday	2/9/20 Sunday	2/10/20 Monday	
Air Fare, Railroad, Bus	456.00								-
Conference Fees	845.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare		30.28							30.28
Lodging		372.42	372.42	372.42					1,117.26
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	<b>\$ 1,301.00</b>								<b>\$ 1,147.54</b>

**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.

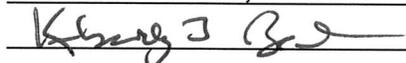
	Enter Daily Per Diem Rate	US Dept of State Per Diem for International							
		2/4/20 Tuesday	2/5/20 Wednesday	2/6/20 Thursday	2/7/20 Friday	2/8/20 Saturday	2/9/20 Sunday	2/10/20 Monday	
Breakfast	\$14.00	14.00							14.00
Lunch	\$16.00	16.00			16.00				32.00
Dinner	\$26.00	26.00			26.00				52.00
Incidentals	\$5.00	5.00	5.00	5.00	5.00				20.00
<b>Total M&amp;IE</b>	<b>\$61.00</b>	<b>61.00</b>	<b>5.00</b>	<b>5.00</b>	<b>47.00</b>				<b>118.00</b>
Approved Meal Exception Above Per Diem Rate <sup>1</sup>									-
<b>Total Meal and Incidental Expenses</b>		<b>\$ 61.00</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>	<b>\$ 47.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>118.00</b>

<b>Explanation:</b> Substantiation for exception should be attached  Kim drove to Tampa to visit family for Saturday and Sunday.	<b>Trip Grand Total</b>	<b>2,566.54</b>
	Less Cash Advance (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	1,301.00
	<b>Due Traveler</b> - if positive amount, prepare check request <b>Due Authority</b> - if negative, attach check payable to SDCRAA	<b>\$1,265.54</b>

**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: Diane Casey Ext.: 2445

Traveler's Signature:  Date: 2/14/2020

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

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at its meeting on \_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kim Becker  
Bonita Springs  
02/04 - 02/09/20

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

# TRAVELTRUST

ADD TO OUTLOOK

Thursday, 21NOV 2019 1:41 PM EST

**Passengers:** KIMBERLY JANE BECKER (02)

Agency Reference Number: XPZHVZ

Click here to view your current itinerary or ETicket receipt on-line: [tripcase.com](http://tripcase.com)

American Airlines Confirmation XPZHVZ

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

<b>AIR</b>	<b>Tuesday, 4FEB 2020</b>	
<b>American Airlines</b> <b>From:</b> San Diego CA, USA <b>To:</b> Charlotte NC, USA Stops: Nonstop Seats: 05D Equipment: Airbus A321 Jet DEPARTS SAN TERMINAL 2 Frequent Flyer Number: [REDACTED] EXTRA LEG ROOM AISLE SEAT CONFIRMED <b>American Airlines Confirmation number is XPZHVZ</b>		<b>Flight Number:</b> 1651 <b>Class:</b> Q- Coach/Economy <b>Depart:</b> 6:20 AM <b>Arrive:</b> 1:59 PM Duration: 4 hour(s) 39 minute(s) <b>Status:</b> CONFIRMED Miles: 2072 / 3315 KM MEAL: Food and Bev for Purchase
<b>AIR</b>	<b>Tuesday, 4FEB 2020</b>	
<b>American Airlines</b> <b>From:</b> Charlotte NC, USA <b>To:</b> Fort Myers FL, USA Stops: Nonstop Seats: 10C Equipment: Airbus A321 Jet Frequent Flyer Number: [REDACTED] EXIT ROW AISLE SEAT CONFIRMED <b>American Airlines Confirmation number is XPZHVZ</b>		<b>Flight Number:</b> 0569 <b>Class:</b> Q- Coach/Economy <b>Depart:</b> 2:40 PM <b>Arrive:</b> 4:35 PM Duration: 1 hour(s) 55 minute(s) <b>Status:</b> CONFIRMED Miles: 599 / 958 KM
<b>AIR</b>	<b>Sunday, 9FEB 2020</b>	
<b>American Airlines</b> <b>From:</b> Tampa Intl FL, USA <b>To:</b> Charlotte NC, USA Stops: Nonstop Seats: 05D Equipment: Airbus A321 Jet Frequent Flyer Number: [REDACTED] EXTRA LEG ROOM AISLE SEAT CONFIRMED <b>American Airlines Confirmation number is XPZHVZ</b>		<b>Flight Number:</b> 2001 <b>Class:</b> G- Coach/Economy <b>Depart:</b> 1:46 PM <b>Arrive:</b> 3:30 PM Duration: 1 hour(s) 44 minute(s) <b>Status:</b> CONFIRMED Miles: 512 / 819 KM

Kim Becker  
Bonita Springs  
02/04 - 02/09/20

**AIR Sunday, 9FEB 2020**



<b>American Airlines</b>	<b>Flight Number:</b> 0409	Class: G- Coach/Economy
<b>From:</b> Charlotte NC, USA	<b>Depart:</b> 4:25 PM	
<b>To:</b> San Diego CA, USA	<b>Arrive:</b> 6:45 PM	
Stops: Nonstop	Duration: 5 hour(s) 20 minute(s)	
Seats: 05D	Status: CONFIRMED	Miles: 2072 / 3315 KM
Equipment: Airbus A321 Jet	MEAL: Food and Bev for Purchase	
ARRIVES SAN TERMINAL 2		
Frequent Flyer Number: <b>AAAMTJA330</b>		
EXTRA LEG ROOM AISLE SEAT CONFIRMED		
<b>American Airlines Confirmation number is XPZHVZ</b>		

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 - XPZHVZ FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

**Ticket/Invoice Information**

Ticket for: KIMBERLY JANE BECKER  
Date issued: 11/20/2019 Invoice Nbr: 5562631  
Ticket Nbr: AA7477031928 Electronic Tkt: Yes Amount: 426.00 USD  
Base: 356.28 US Tax: 26.72 USD XT Tax: 43.00 USD  
Charged to: AX\*\*\*\*\*1013

Service fee: KIMBERLY JANE BECKER  
Date issued: 11/20/2019  
Document Nbr: XD0791855043 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Total Tickets: 426.00  
Total Fees: 30.00  
Total Amount: 456.00

**Click here 24 hours in advance to obtain boarding passes:**  
[American](#)

**Click here to review Baggage policies and guidelines:**  
[American](#)

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](http://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  
Bonita Springs  
02/04 - 02/09/20

Casey Diane

**From:** meetings@aci-na.org  
**Sent:** Wednesday, October 30, 2019 1:00 PM  
**To:** Becker Kimberly; dyamaki@sjc.org  
**Subject:** 2020 CEO Forum & Winter Board of Directors Meeting - Confirmation

10/30/2019



### Meeting Confirmation Notice

Please review your **CONTACT** information below as it will be used for rosters and badges. Any changes should be sent to [meetings@aci-na.org](mailto:meetings@aci-na.org) immediately.

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

Ms. Kimberly J. Becker  
President and CEO  
Nick Name: Kim  
San Diego County Regional Airport Authority  
San Diego International Airport PO Box 82776 San Diego, CA 92138-2776

PH: (619) 400-2444  
FX:  
EM: kbecker@san.org

You are registered for the following:

#### 2020 CEO Forum & Winter Board of Directors Meeting

From Wednesday, February 05, 2020 through Friday, February 07, 2020

Description	UnitPrice	Quantity	Price
Airport Members Registration Fee	\$ 845.00	1	\$ 845.00
		Total	845.00
		Payments	845.00
		<b>Balance</b>	<b>0.00</b>

Thank you for registering for the 2020 CEO Forum & Winter Board of Directors Meeting, February 5-7, 2020. The meeting will be held at the Hyatt Regency Coconut Point in Bonita Springs, FL.

#### HOTEL RESERVATIONS

Please call the Hyatt Regency Coconut Point directly at (239) 444-1234. Be sure to identify yourself as an ACI-NA Meeting attendee to receive the discounted rate of \$329.00 USD single/double occupancy per night, plus applicable taxes.

The last day to receive this rate is January 6, 2020. Rooms may sell out before this date. Make your reservations early.

Kim Becker  
Bonita Springs  
02/04 - 02/09/20

**Casey Diane**

---

**From:** meetings@airportscouncil.org  
**Sent:** Wednesday, October 30, 2019 12:06 PM  
**To:** Becker Kimberly  
**Subject:** Your Purchase Information

Dear Ms. Kimberly J. Becker,

Thank you for registering.

**Purchase Information**

Date of Purchase: **Oct 30 2019 3:05PM**

**Ms. Kimberly J. Becker**

Purchase Number: **19724**

Payment method: **Credit card**

Card Type: **VISA**

Credit Card Number: **\*\*\*\*\*6785**

Order Number: **107889.00**

Transaction Numbers:

**Detail**

<b>Code</b>	<b>Type</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	
20401/REG	MEETING	Airport Members Registration F	1	\$845.00	\$845.00	
					Total:	\$845.00
					Total Payments:	-\$845.00
					Balance:	\$0.00

**Registrant Detail**

<b>Registrant ID</b>	<b>Registrant Name</b>	<b>Meeting</b>	<b>Confirmation Number</b>
43863	Ms. Kimberly J. Becker	2020 CEO Forum & Winter Board of Directors Meeting	107889



Kim Becker  
 Bonita Springs  
 02/04 - 02/09/20  
**Hyatt Regency Coconut Point  
 Resort & Spa**  
 5001 Coconut Road  
 Bonita Springs, FL 34134  
 Tel: 239-444-1234  
 Fax: 239-390-4344  
 www.coconutpoint.hyatt.com

INVOICE

Mrs Kim Becker

[Redacted Address]

Room No. 0527  
 Arrival 02-04-20  
 Departure 02-08-20  
 Folio Window 1  
 Folio No.

Confirmation No. 4668549101  
 Group Name Airports Council Intl N America

Date	Description	Charges	Credits
02-04-20	Group Room	329.00	Room 2/4
02-04-20	Room State Sales Tax	21.39	
02-04-20	Room County Occ Tax	16.45	\$ 372.42
02-04-20	Resort Fee	5.00	
02-04-20	Resort Fee State Sales Tax	0.33	
02-04-20	Resort Fee County Occ Tax	0.25	
02-05-20	Group Room	329.00	Room 2/5
02-05-20	Room State Sales Tax	21.39	
02-05-20	Room County Occ Tax	16.45	\$ 372.42
02-05-20	Resort Fee	5.00	
02-05-20	Resort Fee State Sales Tax	0.33	
02-05-20	Resort Fee County Occ Tax	0.25	
02-06-20	Group Room	329.00	Room 2/6
02-06-20	Room State Sales Tax	21.39	
02-06-20	Room County Occ Tax	16.45	\$ 372.42
02-06-20	Resort Fee	5.00	
02-06-20	Resort Fee State Sales Tax	0.33	
02-06-20	Resort Fee County Occ Tax	0.25	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	

**Total** 1,122.84 0.00

Guest Signature

**Balance** 1,122.84

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.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for your patronage. Our goal is to exceed your expectations. If we have not done so on this visit, we would appreciate your comments. Please contact Quality Assurance at qualitynaprn@hyatt.com. We would be delighted to assist you.

**World of Hyatt Summary**

Membership: [Redacted]  
 Bonus Codes: [Redacted]  
 Qualifying Nights: 4  
 Eligible Spend: 1,501.75  
 Redemption Eligible: 326.36

Brian Kramer  
 General Manager

For inquiries concerning your bill please call 855-869-0846

Please remit payment to:



Kim Becker  
Bonita Springs  
02/04 - 02/08/20  
**Hyatt Regency Coconut Point  
Resort & Spa**  
5001 Coconut Road  
Bonita Springs, FL 34134  
Tel: 239-444-1234  
Fax: 239-390-4344  
www.coconutpoint.hyatt.com

INVOICE

Mrs Kim Becker

8138 Laurel St  
San Diego CA 92104

Confirmation No. 4668549101  
Group Name Airports Council Intl N America

Room No. 0527  
Arrival 02-04-20  
Departure 02-08-20  
Folio Window 1  
Folio No.

Summary Invoice, please see front desk  
for eligibility details.

Hyatt Regency Coconut Point  
840904 Dallas, TX 75284

Kim Becker  
Bonita Springs  
02/04-02/09/20

**Casey Diane**

**From:** Kim Becker <kbeckersj@yahoo.com>  
**Sent:** Tuesday, February 4, 2020 3:06 PM  
**To:** Casey Diane  
**Subject:** Fwd: Receipt for Your Payment to Lyft

To hotel

Begin forwarded message:

**From:** "service@paypal.com" <service@paypal.com>  
**Date:** February 4, 2020 at 6:05:11 PM EST  
**To:** Kimberly Becker <kbeckersj@yahoo.com>  
**Subject:** Receipt for Your Payment to Lyft



Feb 4, 2020 15:04:42 PST  
Transaction ID: 66T0235384946350C

Hello Kimberly Becker,

You sent a payment of \$30.28 USD to Lyft  
(support@lyft.com)

It may take a few moments for this transaction to appear in your account.

**Merchant**  
Lyft  
support@lyft.com

**Instructions to merchant**  
You haven't entered any instructions.

Description	Unit price	Qty	Amount
	\$28.28 USD	1	\$28.28 USD

Kim Becken  
Bonita Springs  
02/04 - 02/09/20

<b>Subtotal</b>	\$28.28 USD
Tax	\$2.00 USD
<b>Total</b>	\$30.28 USD

**Payment** \$30.28 USD

Payment sent to support@lyft.com  
Payment sent from [REDACTED]

**Funding Sources Used (Total)**

LOGIX FEDERAL CREDIT UNION [REDACTED] \$30.28 USD

Invoice ID: d4e9920787eb6452\_1368157768937709236\_723af46c

**Issues with this transaction?**

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.



Questions? Go to the Help Center at [www.paypal.com/help](http://www.paypal.com/help).

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click **Help** in the top right corner of any PayPal page or please contact us toll free at 1-888-221-1161.

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# FY 2020 Per Diem Rates for Florida

## Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fort Myers	Lee	\$61	\$14	\$16	\$26	\$5	\$45.75
Naples	Collier	\$66	\$16	\$17	\$28	\$5	\$49.50

Kim Becker  
Bonita Springs  
02/04 - 02/09/20

**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: 10/18/19 DATE OF DEPARTURE/RETURN: 02/04/2020 / 02/09/20

DESTINATION / BUSINESS PURPOSE:

Destination: Bonita Springs, FL

Business Purpose: ACI-NA CEO Forum & Winter Board of Directors Meeting

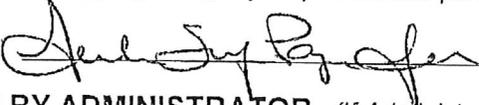
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ 525.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 100.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 1050.00
C. Meals and Incidental Expenses ( <u>Per Diem</u> )	\$ 200.00
D. Seminar and Conference Fees	\$ 845.00
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 2720.00

**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: 10.18.19

**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,  (Name of Clerk) certify that this document was approved by the Executive Committee at its October 28, 2019 (Meeting Date) meeting.



Kim Becker  
Donita Springs  
02/04 - 02/09/20  
Hosted By



**Tuesday, February 4, 2020**

- 11:00 AM – 1:30 PM **Executive Committee and ACI-NA Past Chairs Meeting** *Invite Only*
- 2:00 PM – 5:00 PM **Executive Committee Meeting** *Invite Only*

**Wednesday, February 5, 2020**

- 8:00 AM – 3:00 PM **Registration**
- 8:00 AM – 9:00 AM **Networking Breakfast**
- 8:00 AM – 11:00 AM **Canadian Large Airport Caucus Meeting** *Airports Only*
- 8:00 AM – 11:00 AM **Canadian Small Airport Caucus Meeting** *Airports Only*
- 8:00 AM – 11:00 AM **U.S. Small Airports Committee Meeting** *Airports Only*
- 9:00 AM – 11:00 AM **U.S. Medium Hub Committee Meeting** *Airports Only*
- 9:00 AM – 11:00 AM **U.S. Large Hub Committee Meeting** *Airports Only*
- 11:30 AM – 1:30 PM **Lunch and Joint U.S. and Canadian Policy Council Meeting** *Airports Only*
- 1:45 PM – 3:15 PM **U.S. Policy Council Meeting**
- 1:45 PM – 3:15 PM **Canadian Policy Council and Membership Meeting**
- 3:30 PM – 4:30 PM **ACI-NA Board of Directors Meeting**
- 4:30 PM – 5:30 PM ~~WBP/Associates Board of Directors Meeting~~ *Concession mtg  
Estero C  
Candace McGraw*
- 5:45 PM – 7:00 PM **Welcome Networking Reception**
- 7:00 PM **ACI-NA Political Action Committee Dinner**  
*Separate registration required. Contact Rachel Tristan at [rtristan@airportscouncil.org](mailto:rtristan@airportscouncil.org) for details.*



Kim Becker  
Bonita Springs  
02/04 - 02/09/20

As of October 15, 2019.  
Working agenda subject to change.

## Thursday, February 6, 2020

7:00 AM – 3:00 PM

### Registration

8:00 AM – 9:00 AM

### Exec-to-Exec Meeting

*ACI-NA and WBP/Associates Board Executive Committee Members Only*

8:00 AM – 9:00 AM

### Networking Breakfast

9:00 AM – 9:15 AM

### Welcome and Introductions

**Lew Bleiweis, A.A.E.**, *Chair-Elect*, ACI-NA and *Executive Director*, The Greater Asheville Regional Airport Authority

**Kevin M. Burke**, *President & CEO*, ACI-NA

9:15 AM – 9:30 AM

### State of the Association

**Kevin M. Burke**, *President & CEO*, ACI-NA

9:30 AM – 10:30 AM

### Travel Industry Trends & Where Airports Can Make Their Mark

Demographics, changing expectations and greater reliance on technology are all factors creating disruption in the travel industry. What strategies are other sectors in the industry employing to take advantage of the dynamic environment we now face and how can airport operators be a part of the travel industry revolution?

**Rafat Ali**, *Chief Executive Officer & Founder*, Skift

10:30 AM – 11:00 AM

### Morning Networking Break

11:00 AM – 12:00 PM

### Global Security Approaches

Airports share many similarities with other large facilities where large groups of people pass through on a constant basis. Securing these facilities requires a continual state of vigilance – always staying ahead of those who seek to inflict damage and suffering. This panel will discuss strategies and best practices from other industries for ensuring the highest level of protection and security no matter the circumstances.

**Jennifer Sullivan**, *Senior Director, Corporate Security*, Maple Leafs Sports & Entertainment

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Banta Springs  
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As of October 15, 2019.  
Working agenda subject to change.

12:00 PM – 1:00 PM

**Networking Lunch**

1:00 PM – 1:45 PM

**Trends & Benchmarks in Executive Compensation**

Competition for the top spots at airports is as high as it has ever been and organizations are negotiating strong compensation packages to attract or retain the highest level of talent. Hear from a renowned recruiting executive on the latest strategies and tactics to ensure you and your team are keeping up with your peers.

**Michael Bell**, *Senior Client Partner, Aviation & Aerospace, Korn/Ferry International*

1:45 PM – 2:30 PM

**Don't Get Hacked – Best Practices in Cyber Hygiene**

This session will feature an exciting, informative and entertaining look at real world cyber threats, cases and solutions. This includes threats from employees and physical attacks, as well as interruptions in IT services from organized crime, cyber terrorists and nation states. Learn about actions you should take today to innovate and protect your airports and the ecosystems of your partners.

**Bryan Hurd**, *Vice President, Head of Office – Seattle, Aon Cyber Solutions*

2:30 PM – 3:30 PM

**Airport Director's Roundtable**

*Airport CEOs Only*

**Deputy Director's Roundtable**

*Preparing for the Next Level with Michael Bell  
Airports Only*

3:30 PM – 6:00 PM

**Networking Time**

4:30 - 6:00 pm

6:00 PM – 7:00 PM

**Networking Reception**

EWIA Happy Hour  
mangroves Bar

**Friday, February 7, 2020**

7:30 AM – 8:15 AM

**Networking Breakfast**

8:15 AM – 9:15 AM

**Closing Keynote**

9:30 AM – 11:15 AM

**Moderated Open Discussion Roundtable** *Airports Only*

In this closed-door session, your airport director peers will discuss the most urgent issues facing the airport c-suite. Please take a moment to complete [this survey](#) to submit the topics you want to discuss face-to-face with other airport executives.

Kim -  
Discussion Leader

11:15 AM – 11:30 AM

**ACI-NA Wrap-Up & Conclusion**

**Kevin M. Burke**, *President & CEO, ACI-NA*

**Lew Bleiweis**, *Chair-Elect, ACI-NA and Executive Director, The Greater Asheville Regional Airport Authority*

11:30 AM

**Adjourn**