

Board Members

Gil Cabrera (Chair)
Mary Casillas Salas (Vice Chair)
Catherine Blakespear
Paul McNamara
Paul Robinson
Johanna Schiavoni
James Sly
Nora E. Vargas
Marni von Wilpert

Board Meeting Agenda

Thursday, March 3, 2022

9:00 A.M.

San Diego International Airport
SDCRAA Administration Building
3225 N. Harbor Drive
San Diego, California 92101

Ex-Officio Board Members

Col. Thomas M. Bedell
Gustavo Dallarda
Gayle Miller

President/CEO

Kimberly J. Becker

This meeting of the Board of the San Diego County Regional Airport Authority will be conducted pursuant to the provisions of California Assembly Bill 361 which suspends certain requirements of the Ralph M. Brown Act. On February 3, 2022, the San Diego County Regional Airport Authority Board adopted Resolution No. 2022-0021 finding that as a result of the continuing State of Emergency and the fact that local officials have recommended measures to promote social distancing and a finding that meeting in person continues to present imminent risks to the health and safety of attendees, it is in the best interest of the Authority and the public to continue to conduct meetings of the Board and Committees virtually pursuant to AB 361. Therefore, in the interest of public health, all Board Members will be participating in the meeting electronically. In accordance with Assembly Bill 361 and Authority Board Resolution No. 2022-0021, there will be no members of the public in attendance at the Meeting. We are providing alternatives to in-person attendance for viewing and participating in the meeting. In lieu of in-person attendance, members of the public may submit their comments in the following manner.

Public Comment during Board/Committee Meetings

If you'd like to speak live during the meeting, please follow these steps to request to speak:

- **Step 1:** Watch the meeting via the live Webcast located at the following link, <https://www.san.org/Airport-Authority/Meetings-Agendas/authority-board?EntryId=15010>
PLEASE NOTE: There is approximately 20 seconds of lag time between the meeting and the Webcast.
- **Step 2:** When the Chair introduces the item that you would like to comment on, (*or indicates that it is time for Non-Agenda Public Comment*), call into the public comment line by following the following directions:
REMINDER: Please do not call until the item you want to comment on is being discussed.

1. **Dial 1-619-737-2396**
2. **When prompted, input Conference ID: 215 571 796#**
3. **You will then hear: "If you're the meeting organizer, press star now. You are now joining the meeting." Ignore this message.**
4. **After a few seconds, you will hear: "Please wait for the leader to admit you into the meeting, thank you for your patience." This is an indication that you are in the waiting room, Authority staff will admit you into the meeting when it is your time to speak.**
5. **After being admitted into the meeting, your microphone will be live, please turn off your webcast to avoid feedback. Staff will then ask you to state your name and begin your comments.**

Written Non-Agenda Public comment and/or Public Comment on agenda items may also be submitted to the Authority clerk at clerk@san.org. Comments received no later than 8:30 a.m. on the day of the meeting will be distributed to the Board or Committee and included in the record.

How to Watch the Meeting

You may also view the meeting online at the following link: <https://www.san.org/Airport-Authority/Meetings-Agendas/authority-board?EntryId=15010>

Requests for Accessibility Modifications or Accommodations

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Authority Clerk at (619) 400-2550 or clerk@san.org. The Authority is committed to resolving accessibility requests swiftly in order to maximize accessibility.

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.

CALL TO ORDER:

ROLL CALL:

PRESENTATIONS:

A. DISCUSSION REGARDING THE PARAMETERS FOR THE FISCAL YEAR 2023 AND FISCAL YEAR 2024 OPERATING BUDGETS:

Presented by Scott Brickner, Vice President/Chief Financial Officer

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

- **AUDIT COMMITTEE:**
Committee Members: Blakespear, Casillas Salas, Schiavoni, Sly, Vann (Chair), Newsom, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Blakespear, McNamara, Schiavoni, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Cabrera, McNamara, Robinson (Chair), Vargas
- **FINANCE COMMITTEE:**
Committee Members: McNamara, Schiavoni (Chair), Sly, von Wilpert

ADVISORY COMMITTEES

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

LIAISONS

- **CALTRANS:**
Liaison: Dallarda
- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cabrera
- **MILITARY AFFAIRS:**
Liaison: Bedell

- **PORT:**
Liaisons: Cabrera (Primary), Robinson, Vargas
- **WORLD TRADE CENTER:**
Representatives: Robert H. Gleason

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**
Representative: Cabrera (Primary), Robinson
- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Schiavoni (Chair), Sly

CHAIR REPORT:

PRESIDENT/CEO REPORT:

NON-AGENDA PUBLIC COMMENT:

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

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

CONSENT AGENDA (ITEMS 1- 12):

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

1. **APPROVAL OF MINUTES:**
RECOMMENDATION: Approve the minutes of the February 3, 2022, regular Board meeting.

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

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

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

3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM JANUARY 10, 2022 THROUGH FEBRUARY 6, 2022 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 10, 2022 THROUGH FEBRUARY 6, 2022:

RECOMMENDATION: Receive the Report.

(Procurement: Jana Vargas, Procurement Director)

4. MARCH 2022 LEGISLATIVE REPORT:

RECOMMENDATION: Adopt Resolution No. 2022-0022, approving the March 2022 Legislative Report.

(Government Relations: Matt Harris, Director)

5. CONSIDERATION OF WHETHER TO CONTINUE VIRTUAL MEETINGS FOR AUTHORITY BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361:

RECOMMENDATION: Adopt Resolution No. 2022-0023, finding that it is in the best interest of the Authority and the public it serves to continue to hold virtual public meetings of the Board and its Committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its Committees to meet safely in person and state and local officials recommend measures to promote social distancing.

(General Counsel: Amy Gonzalez, General Counsel)

CLAIMS

6. REJECT THE CLAIM OF VICKY TRAN:

RECOMMENDATION: Adopt Resolution No. 2022-0024, rejecting the claim of Vicky Tran.

(General Counsel: Amy Gonzalez, General Counsel)

COMMITTEE RECOMMENDATIONS

7. FISCAL YEAR 2022 SECOND QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:

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

(Chief Auditor: Lee Parravano, Chief Auditor)

8. REVISION TO THE FISCAL YEAR 2022 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:

RECOMMENDATION: The Audit Committee recommends that the Board Adopt Resolution No. 2022-0025, approving the revision to the Fiscal Year 2022 Audit Plan.
(Chief Auditor: Lee Parravano, Chief Auditor)

CONTRACTS AND AGREEMENTS

9. AWARD A CONTRACT TO UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS, INC., FOR AIRCRAFT & RESCUE FIRE FIGHTING (ARFF) BUILDING HVAC IMPROVEMENTS AT SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2022-0026, awarding a contract to University Mechanical & Engineering Contractors, Inc., in the amount of \$565,362 for Project No. 104291, Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements at San Diego International airport.
(Airport Design & Construction: Bob Bolton, Director)

10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH SILKROAD TECHNOLOGY, INC.:

RECOMMENDATION: Adopt Resolution No. 2022-0027, approving and authorizing the President/CEO to execute an amendment to the Agreement with Silkroad Technology, Inc. for Talent Management Software Solution, extending the term for one year to February 28, 2023.
(Talent, Culture & Capability: Monty Bell, Director)

11. APPROVE SUPPLEMENTAL PAID SICK LEAVE AND ALL FUTURE COVID-RELATED SICK LEAVE TO BE PENSIONABLE EARNINGS UNDER THE SDCERS AMENDED AND RESTATED RETIREMENT PLAN AND TRUST:

RECOMMENDATION: Adopt Resolution No. 2022-0028 approving Supplemental Paid Sick Leave and all future COVID-Related sick leave to be pensionable earnings under the SDCERS Amended and Restated Retirement Plan and Trust.
(Talent, Culture & Capability: Monty Bell, Director)

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

- 12. APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY AND INCREASE THE CONTRACT DURATION FOR REMODEL T2E FOR ACCESS CONTROL OFFICE (ACO) & HARBOR POLICE DEPARTMENT (HPD) RELOCATIONS AT SAN DIEGO INTERNATIONAL AIRPORT:**
RECOMMENDATION: Adopt Resolution No. 2022-0029, approving and authorizing an increase in the President/CEO's change order authority from \$223,587.72 to an amount not to exceed \$1,400,000 and an increase in the contract duration from 90 calendar days to not to exceed 180 calendar days, for Project No. 104290 Remodel T2E for ACO & HPD Relocations at San Diego International Airport.
(Airport Design & Construction: Bob Bolton, Director)

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

CLOSED SESSION:

- 13. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: John Van De Walker v. Brian K. Widener, et al., United States District Court Case No. 21-cv-1829-BAS-BG
- 14. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9:
Number of Cases: 1
A claim received from Leonida Builders, Inc. regarding Contract No. 104226 awarded pursuant to Resolution No. 2018-0013

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 submit an email to the Clerk at clerk@san.org 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 submit an email 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.

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) 400-2550 at least three (3) working days prior to the meeting to ensure availability.

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

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

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

Discussion Regarding the Parameters for the FY 2023 and FY 2024 Operating Budgets

Presented by:

Scott Brickner

Vice President & Chief Financial Officer

John Dillon

Director, Finance & Risk Management

Maya Dayan

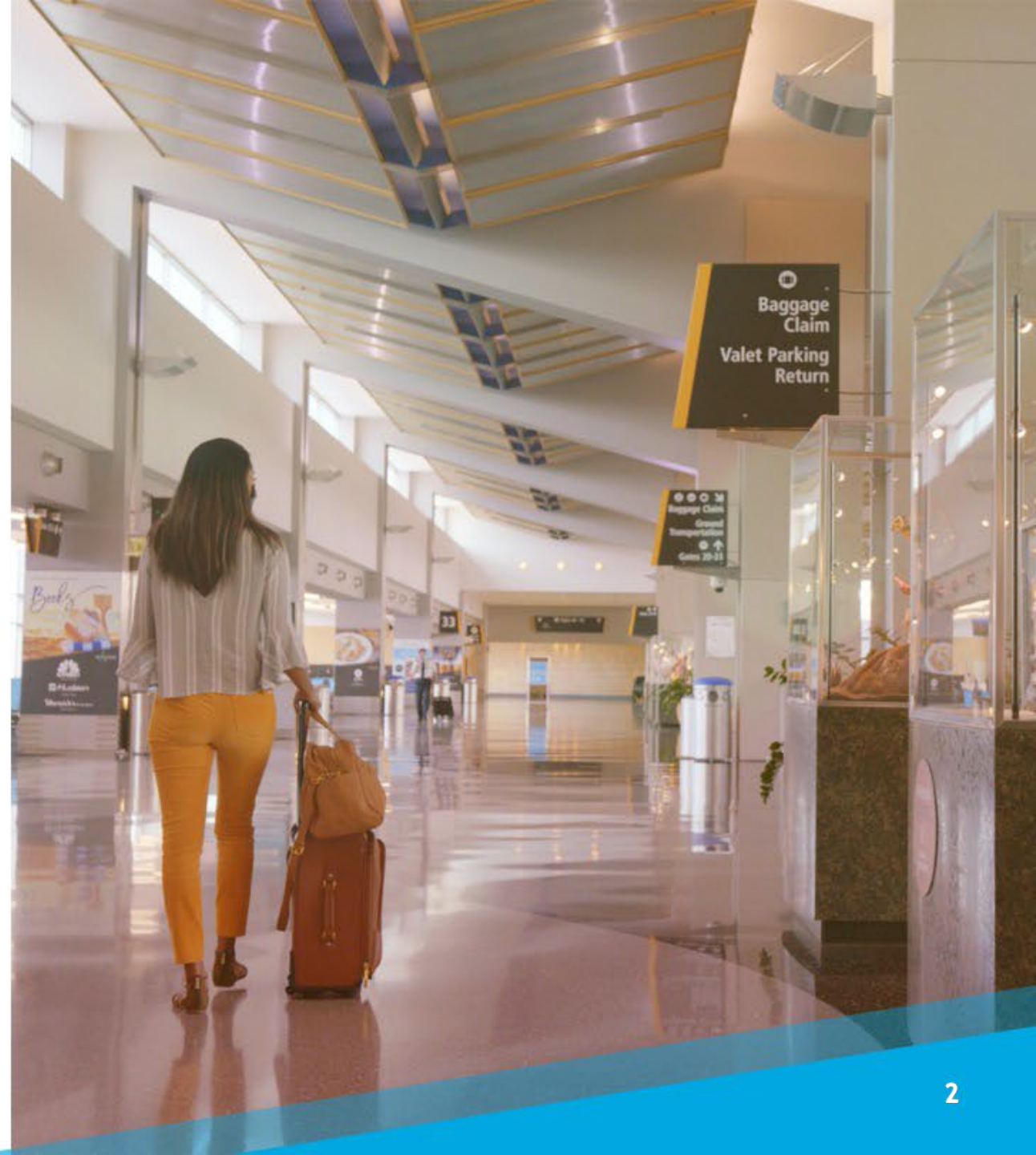
Senior Manager, Finance & Risk Management

San Diego County Regional Airport Authority

March 3, 2022

Agenda

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





Strategic Plan

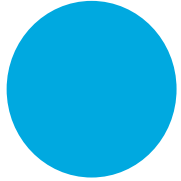
Strategic Plan Future State Description

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.

Our Brand Promise

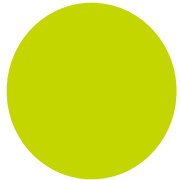
Good Feelings. Non-Stop.

Strategic Goals



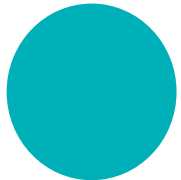
Community

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



Customer

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



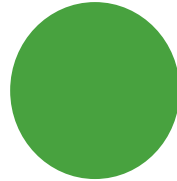
Employee

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



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.



Operations

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

Focus Area

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 New T-1
- Transforming the Customer Journey
- Optimize Ongoing Business

Top Three Priorities

- Achieve planned New T1 progress by: 1) Keeping program on time and on budget; and 2) Delivering a communication plan to educate the traveling public, community and airport employees, providing excellent customer service and building excitement
- Sustain confidence of traveling public and business partners through effective management of ongoing airport operations
- Maintain employee safety, confidence and engagement

New T-1 Action Items


- Continue construction on key Authority infrastructure (Administration Building, T1 Parking Structure, Airfield Improvements, New T1 Terminal/Roadway, Northside Shuttle Hold Lot)
- Execute New T1 staffing plan
- Pursue and obtain additional terminal grants from BIL legislation
- Ensure ongoing compliance with EIR mitigation, Coastal Commission conditions, and other environmental permit requirements

Optimize Ongoing Business (OOB) Action Items

- Determine concession business terms
- Develop parking management and revenue strategy
- Promote airport products and services in support of revenue growth
- Restoring and increasing domestic and international air service destinations while working with key federal partners
- Procure new shuttle and parking operations contracts
- Increase level of service for passengers and airline tenants through execution of ongoing CIP projects
- Continue outreach efforts to small and local businesses ensuring supplier diversity

Transforming Customer Experience (TCE) Action Items

- Create a customer journey experience, from home to destination, that fulfills the airport's brand promise and continues to lead the way in sustainability
- Execute New T1 communication plan including engagement with regional stakeholders on future planning and off-airport improvements
- Develop and implement competitive pay and benefit strategies
- Complete negotiations for 2022 Union Contract
- In coordination with the FAA and FCC, begin the implementation of 5G/cellular infrastructure throughout the airport
- Implement short-term DEI initiatives identified by workstreams and develop plan for longer-term DEI initiatives

A woman with long dark hair, wearing a light-colored striped shirt, stands with her back to the camera in a large, modern airport terminal. The terminal features tall, light-colored concrete pillars and a high ceiling with a large, golden spherical light fixture. Large windows on the left side allow natural light to enter. In the background, there are airport check-in counters and digital display screens. A semi-transparent blue diagonal banner covers the lower half of the image, containing the title text.

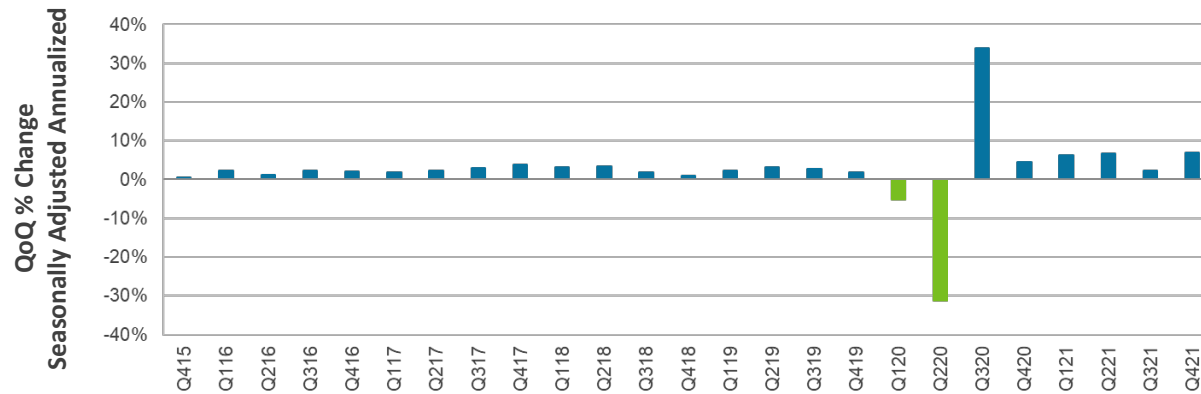
Economic Update and Airports Outlook

US Economy – GDP & Unemployment

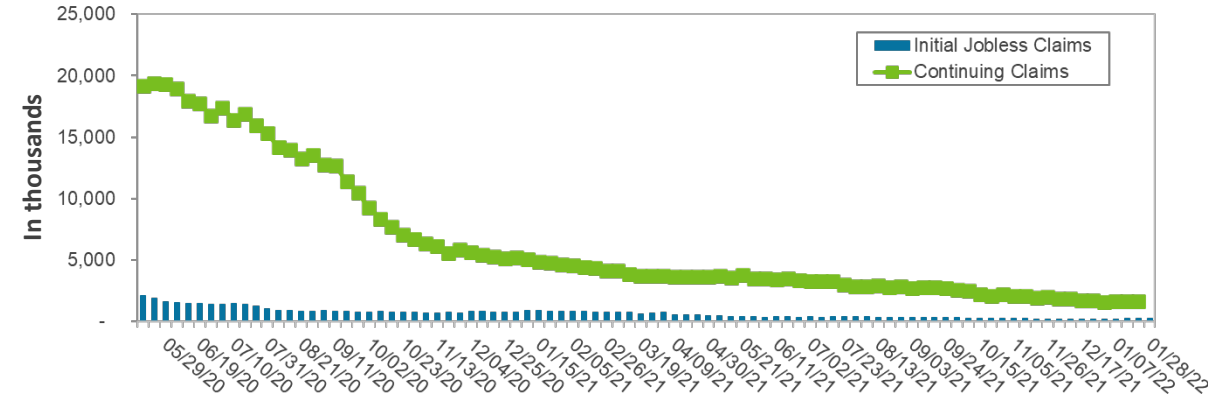
- Main economic indicators:

- 4th Quarter of 2021 U.S. GDP increased at an annual rate of 6.9%
- As of January 2022, U.S. unemployment decreased to 4.0% compared to 6.8% last year
- San Diego unemployment is down at 4.2% for December 2021 from 8.0% last year

U.S. Gross Domestic Product



U.S. Unemployment Rates



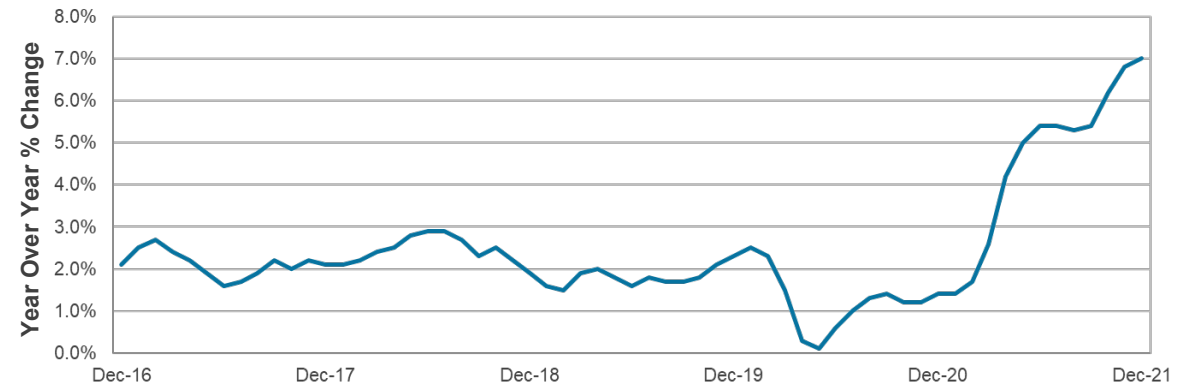
US Economy – Index & Inflation

- Calendar 2021 equity markets rose:
 - DJIA: 19%
 - S&P 500: 27%
- Inflation:
 - CPI for all items up 7.5% YoY in January 2022

Dow Jones Industrial Avg. and S&P 500 Indices



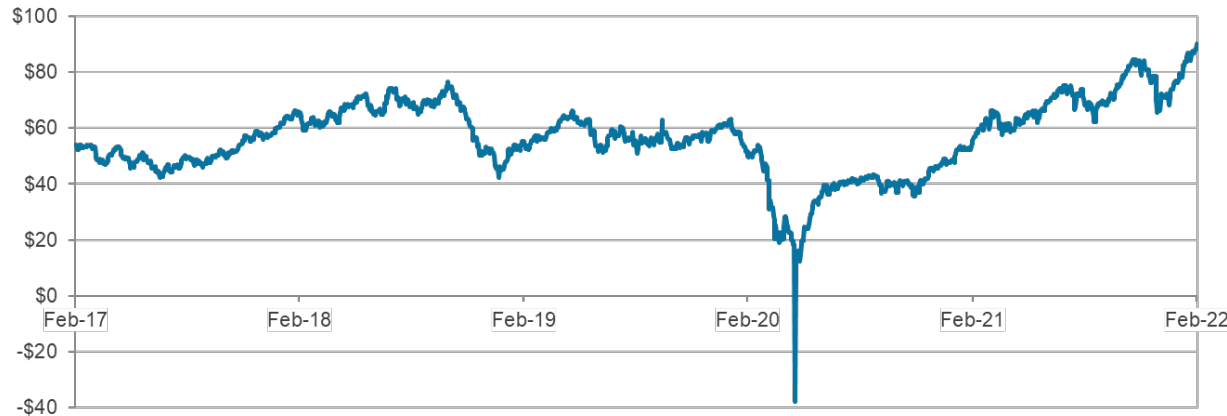
Consumer Price Index



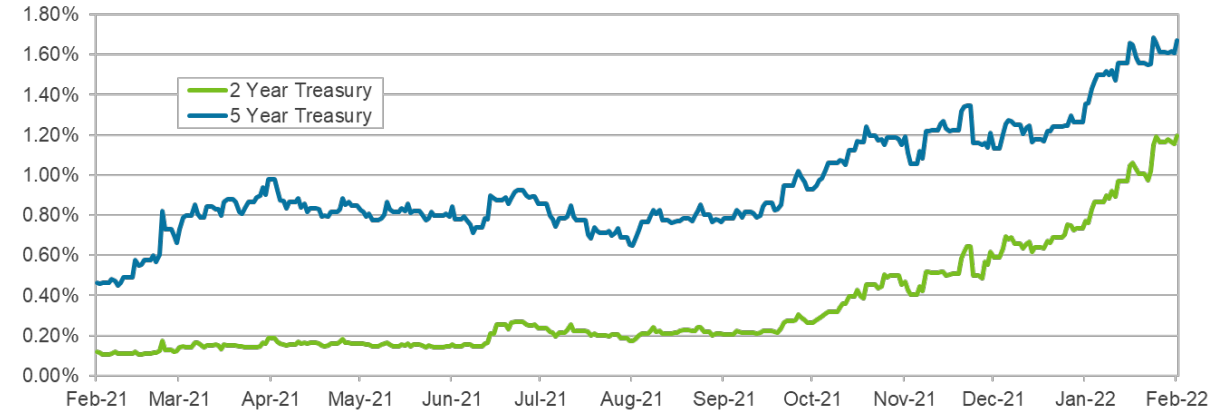
Oil Prices & Interest Rates

- Current oil price trades in the \$90.27+/- range per barrel, above its 12-month average of \$70.85
- Year-to-date, Treasury yields have inclined 42 basis points on 5-year Treasury and 48 basis points on 2-year Treasury. The yield on 5-year Treasury is now higher than the yield on 2-year Treasury.

WTI Crude Oil Price (Per Barrel)



U.S. Treasury Yields



Rating Agencies Airport Outlook

Moody's and S&P – Positive
Fitch - Stable

Key Drivers:

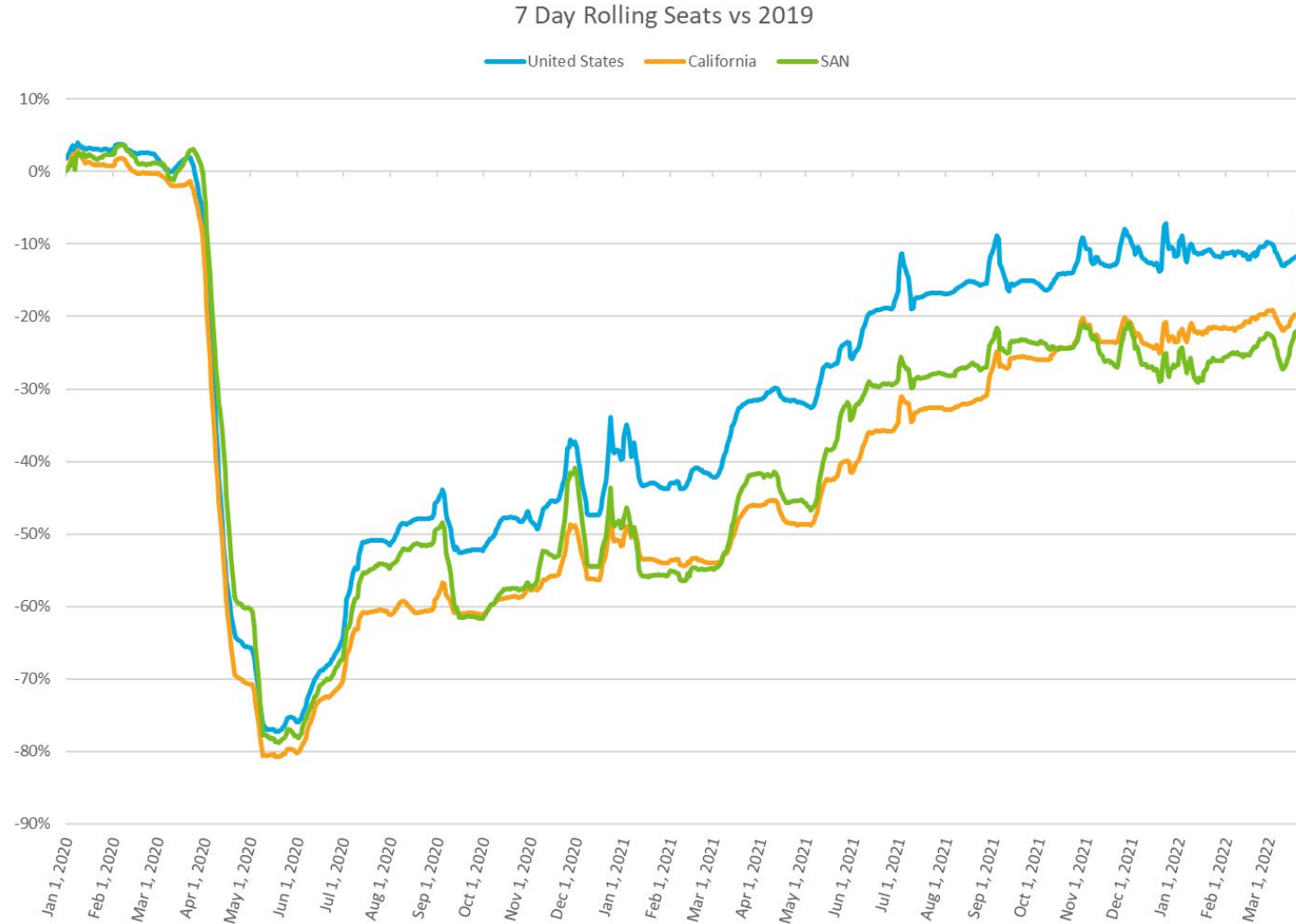
- Domestic leisure travel increase
- International & Business Travel expected to resume once travel restrictions are eased
- Increase in vaccinations
- Less severe impact of omicron
- Government infrastructure bill

SDCRAA Credit

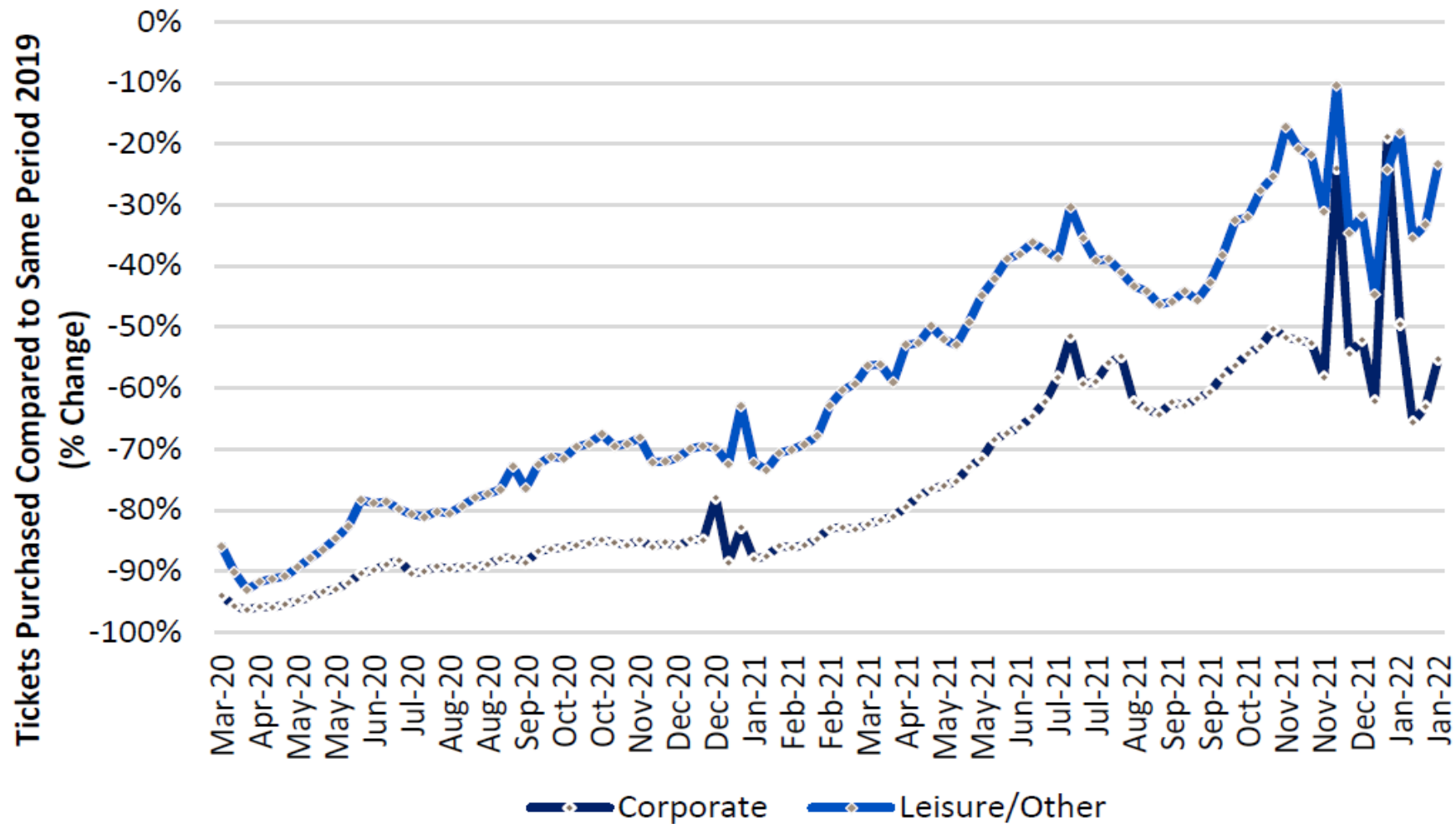
Fitch: AA- Senior and A+ Subordinate ratings with a stable outlook

Moody's: A1 Senior and A2 Subordinate ratings with a stable outlook; A3 rating for special facility bonds with a negative outlook

Seats Capacity Change- Nationwide and SAN



U.S. Market Corporate vs. Leisure domestic ticket volume growth





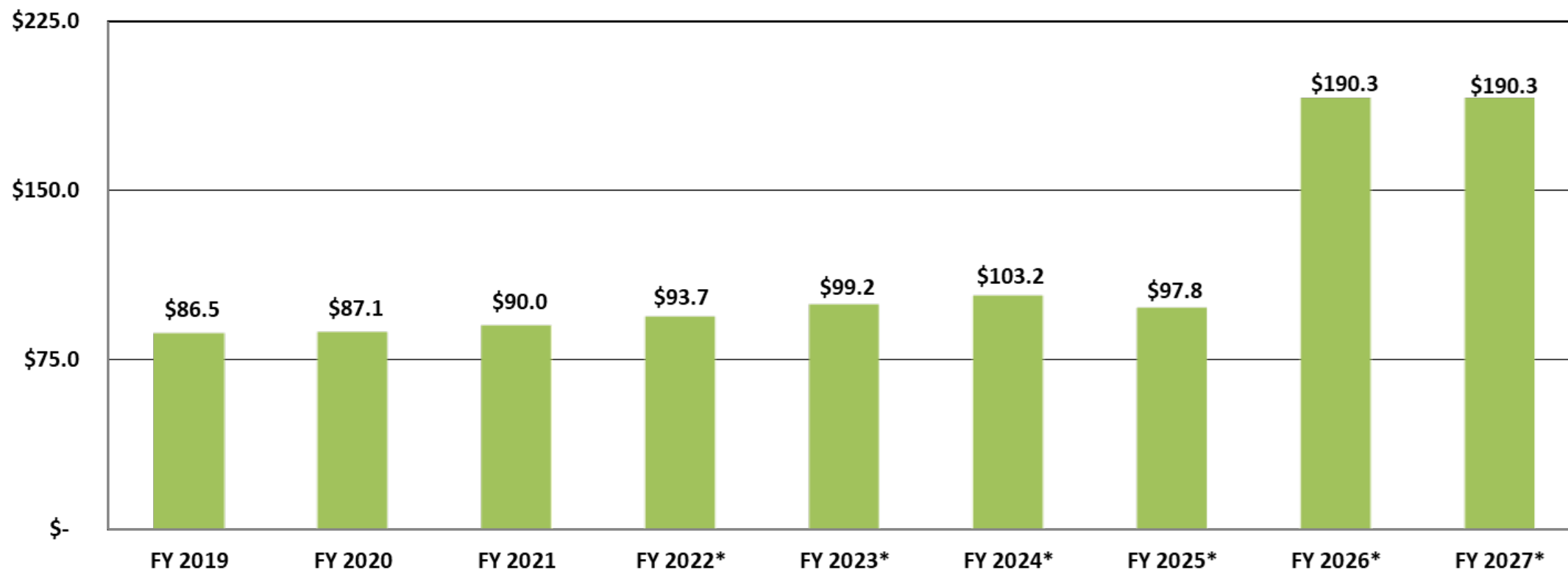
Authority Debt Profile

General Airport Revenue Bonds

Series	Lien	Principal Outstanding (Millions)	Maturity	Major Funded Projects
Revolving Line of Credit	Subordinate	\$80.1	2024	Used to fund initial spending on New T1
2017 Bonds	Subordinate	\$271.9	2022 - 2047	T2W Parking Plaza and T2W FIS
2019 Bonds	Subordinate	\$459.0	2022-2049	Includes refunded 2010C bonds and New Money for Airport Support Facilities, Stormwater management, ADP prpgramatic documents, RON parking amd Baggage Handling upgrades
2020 Bonds	Subordinate	\$227.0	2022-2049	Includes refunded 2010A/B bonds. 2010 bonds funded Green Build, expansion of T2E, concessions infrastructure, Receiving and Distribution Center (RDC) oversight.
2021 Bonds	Subordinate	\$1,941.7	2026-2056	Includes all projects within the New T1 Program (\$1,585m) . Also refunding of 2013A and 2013B (\$357m) senior Bonds that funded Green Build, expansion of T2E, concessions infrastructure, construct new 12kV electrical distribution system, Washington Street parking lot and access improvements, north side utilities infrastructure
Total Current Debt		\$2,979.8		
New T1 additional Bond requirements		\$1,600- \$1,900	2026-2060	All New T1 projects
Total Anticipated Debt		\$4,579.8-4,879.8		

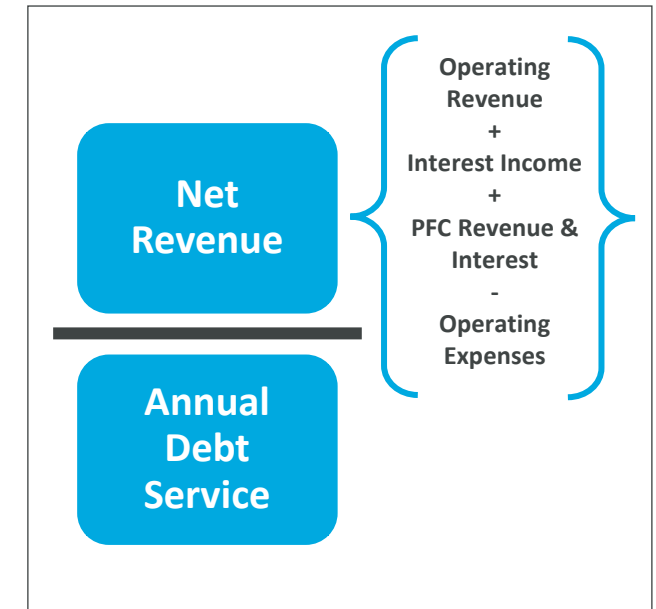
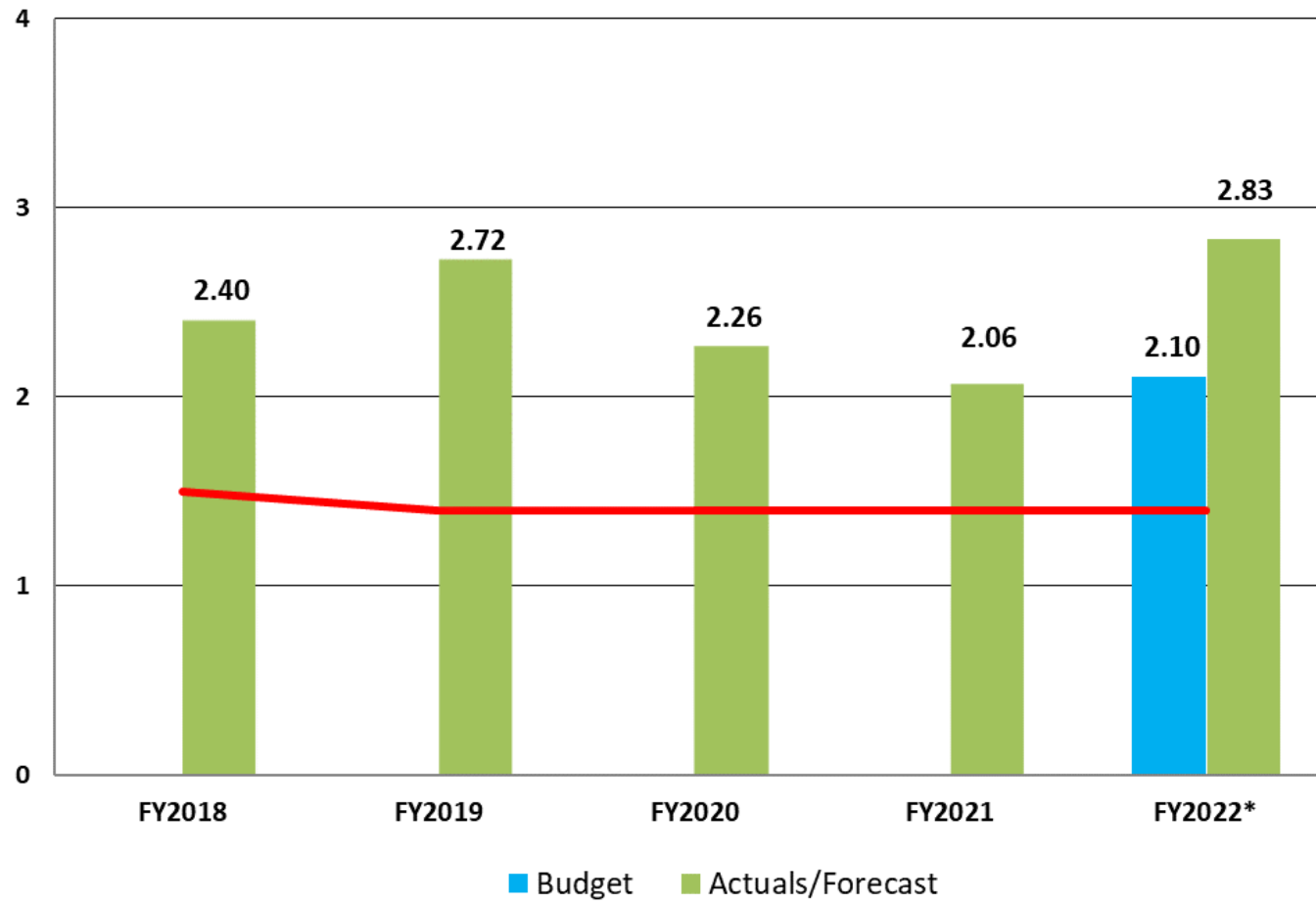
General Airport Revenue Bond (GARB) and Variable Debt Service

(in millions)



GARB Debt Service Coverage

(Ratio of Net Revenue over Debt Service)

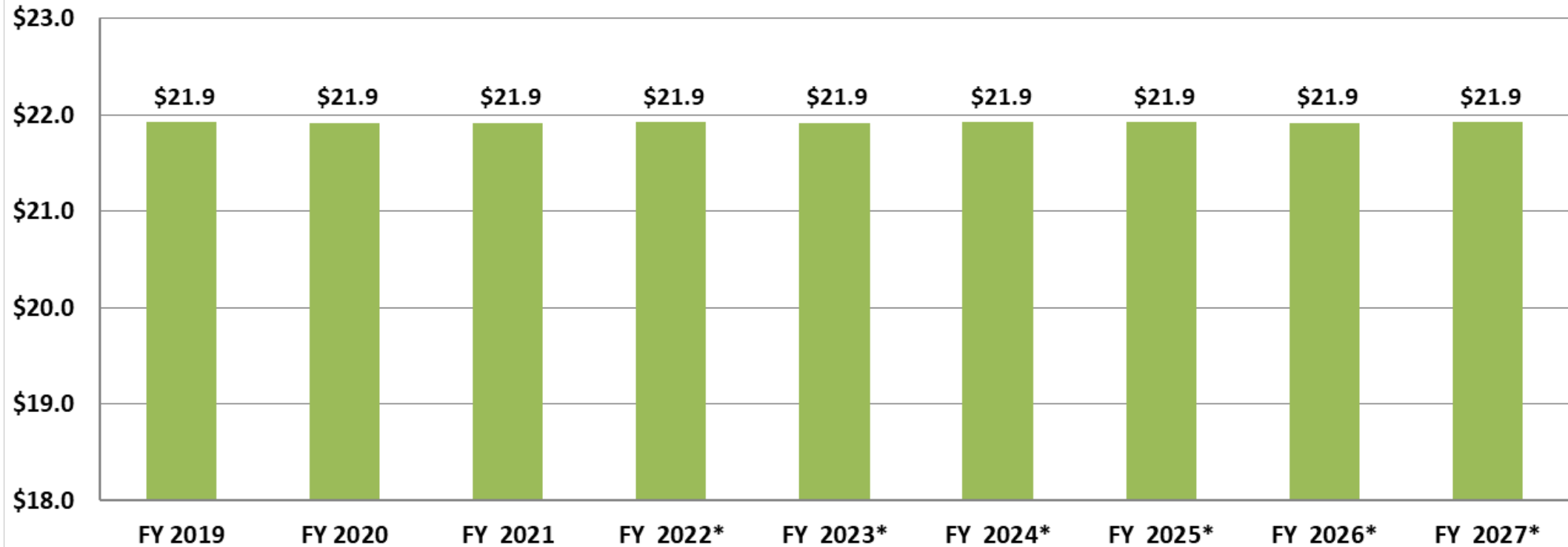


Special Facilities Bond Debt

Series	Lien	Principal Outstanding (Millions)	Maturity	Major Funded Projects
2014 Bonds	Senior	\$282.0	2022 - 2043	Rental Car Center (RCC)
Total		\$282.0		

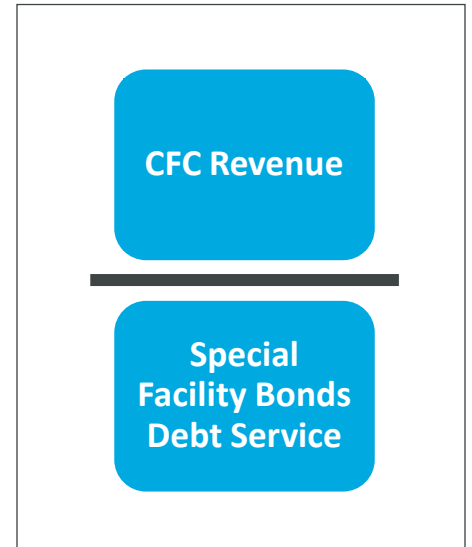
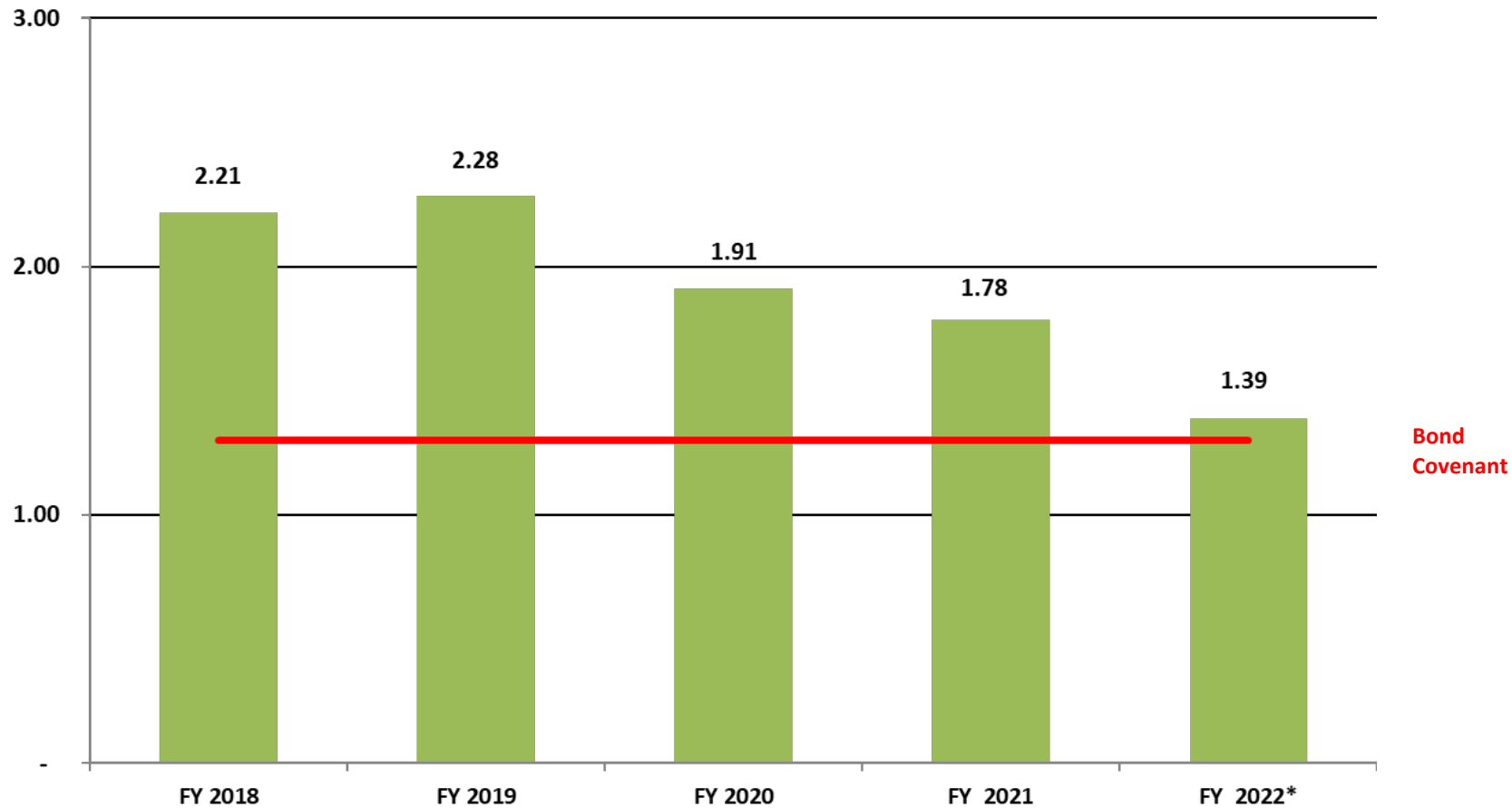
Special Facilities Debt Service for RCC

(in millions)



Special Facilities Debt Service Coverage

(Ratio of CFC Revenue over Debt Service)



Authority Financial Overview

Connecting the world safely
We're raising the bar to bring you a safe and clean travel experience. Here's how you can join us:



Practice social distancing:
Help out by spreading out



Wear face coverings:
See a United representative if you need one



Use the United app:
For a more touchless airport experience and up-to-date information

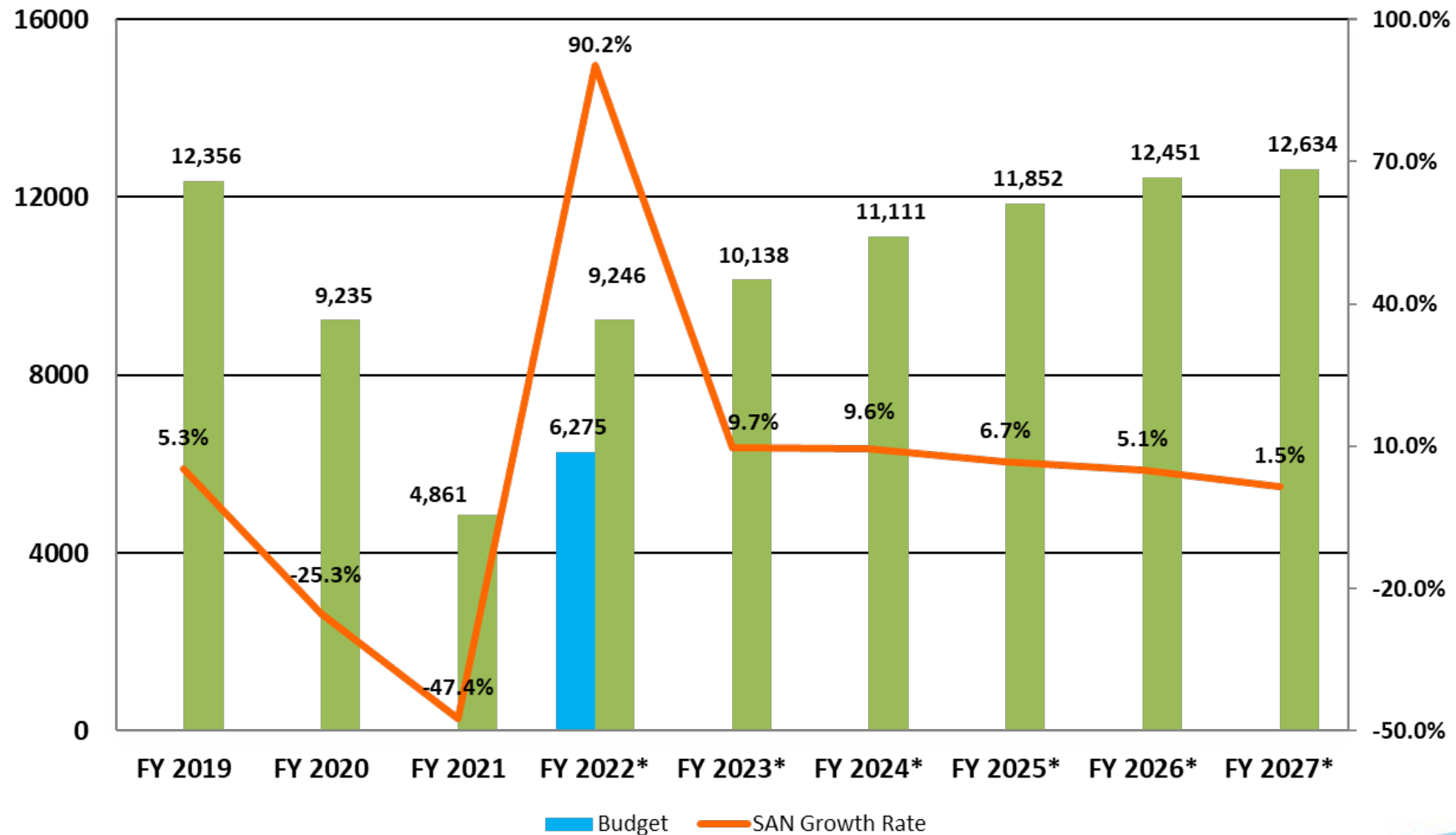
Learn more about our United CleanPlus commitment at [united.com/cleanplus](https://www.united.com/cleanplus)



A STAR ALLIANCE MEMBER

Enplanements

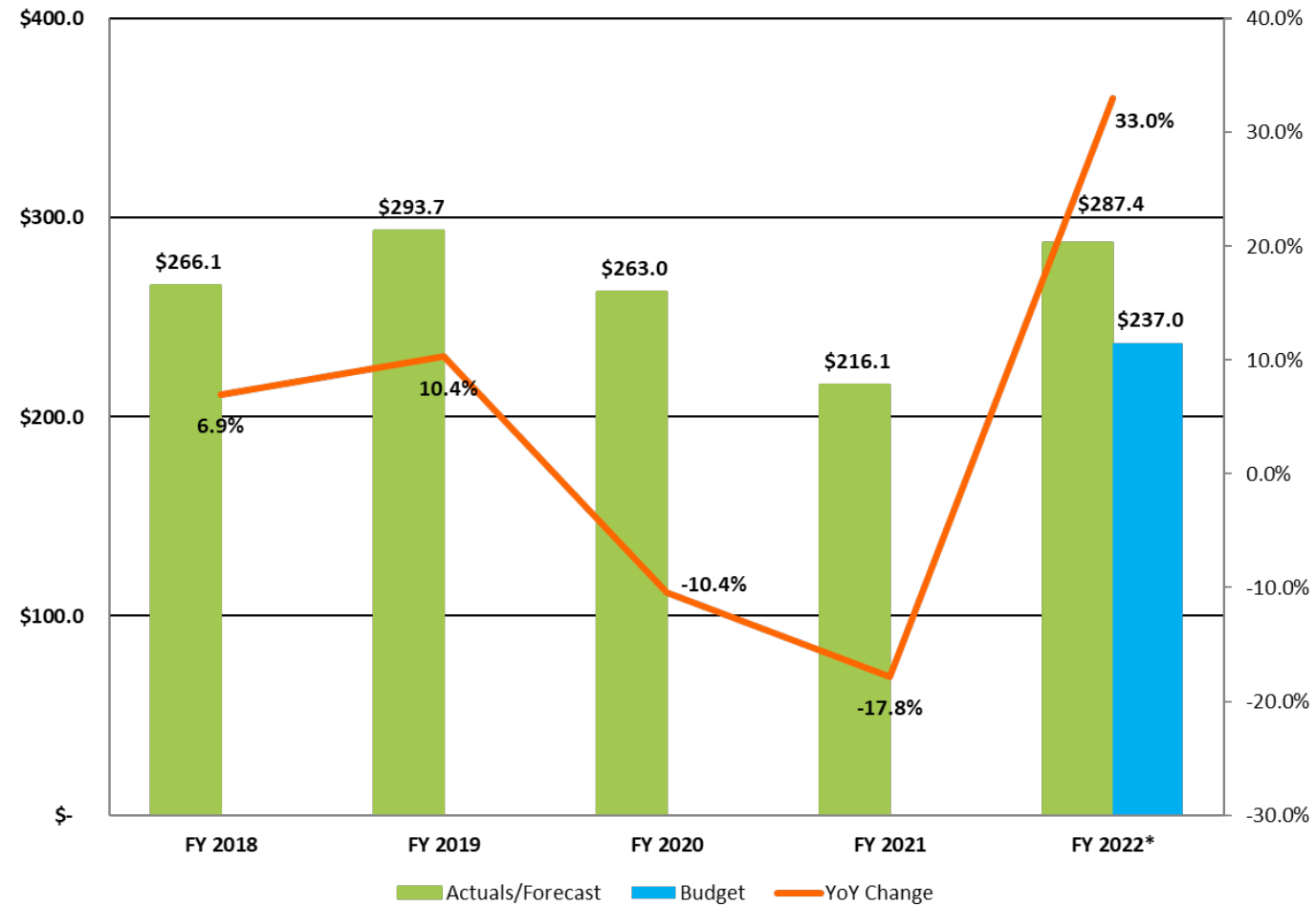
(in thousands)



*Projected FY 2022 – FY 2027

Total Operating Revenue

(in millions)

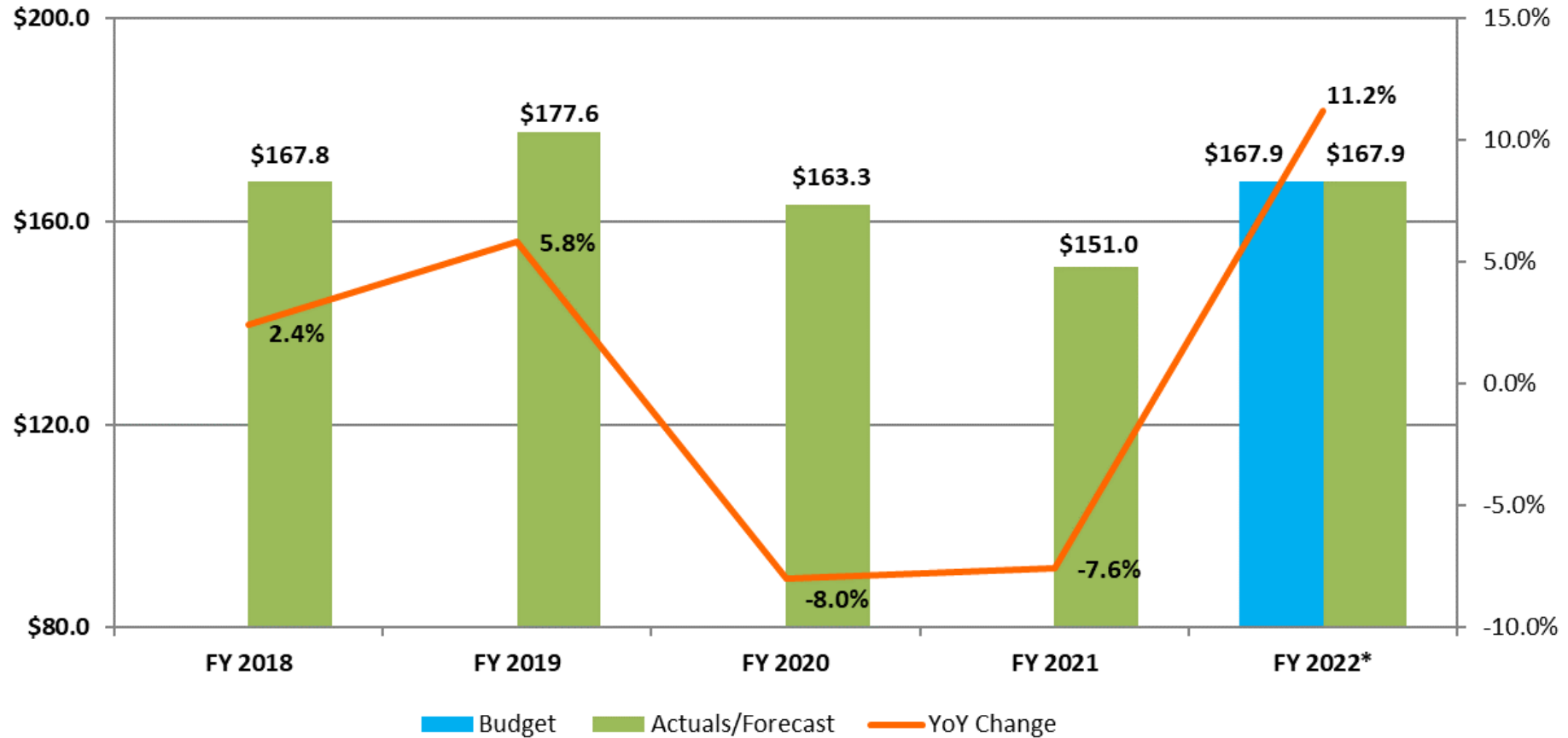


Revenue Budget Parameters

- Adjust revenue forecast based on the current trends and contractual terms
- Increase revenue with the growth of enplanements
- Parking
 - Full T1 Surface Lot closure due to New T1 construction starting July, 2022
 - Creating a parking revenue strategy to enhance customer service and revenue
- Evaluating Ground Transportation trip fees
- Airline revenue
 - Restart of Major Maintenance Fund (MMF) collection
 - Increase in debt service reflecting start of PFC accumulation to smooth Airline Rents, Fees, and Charges when New T1 is placed in service according to AOLA
- No additional extraordinary federal relief

Total Operating Expenses & Equipment Outlay

(in millions)



Expense Budget Parameters

Personnel

- Review personnel vacancies – ELT approval required for all new hires
- Pay for performance for non-represented employees
- Union agreement negotiations
- Considering market trends for employee benefits/ wages
- Retirement Benefits
 - FY 2023 actuarial rate of 19.45%
 - FY 2024 actuarial rate of 15.83%
 - FY 2023 – FY 2024: Per Board policy, additional contribution of 1% of Actuarial Liability until the funded ratio in the valuation is greater than or equal to 95%
- Accommodate staffing for New T1 construction

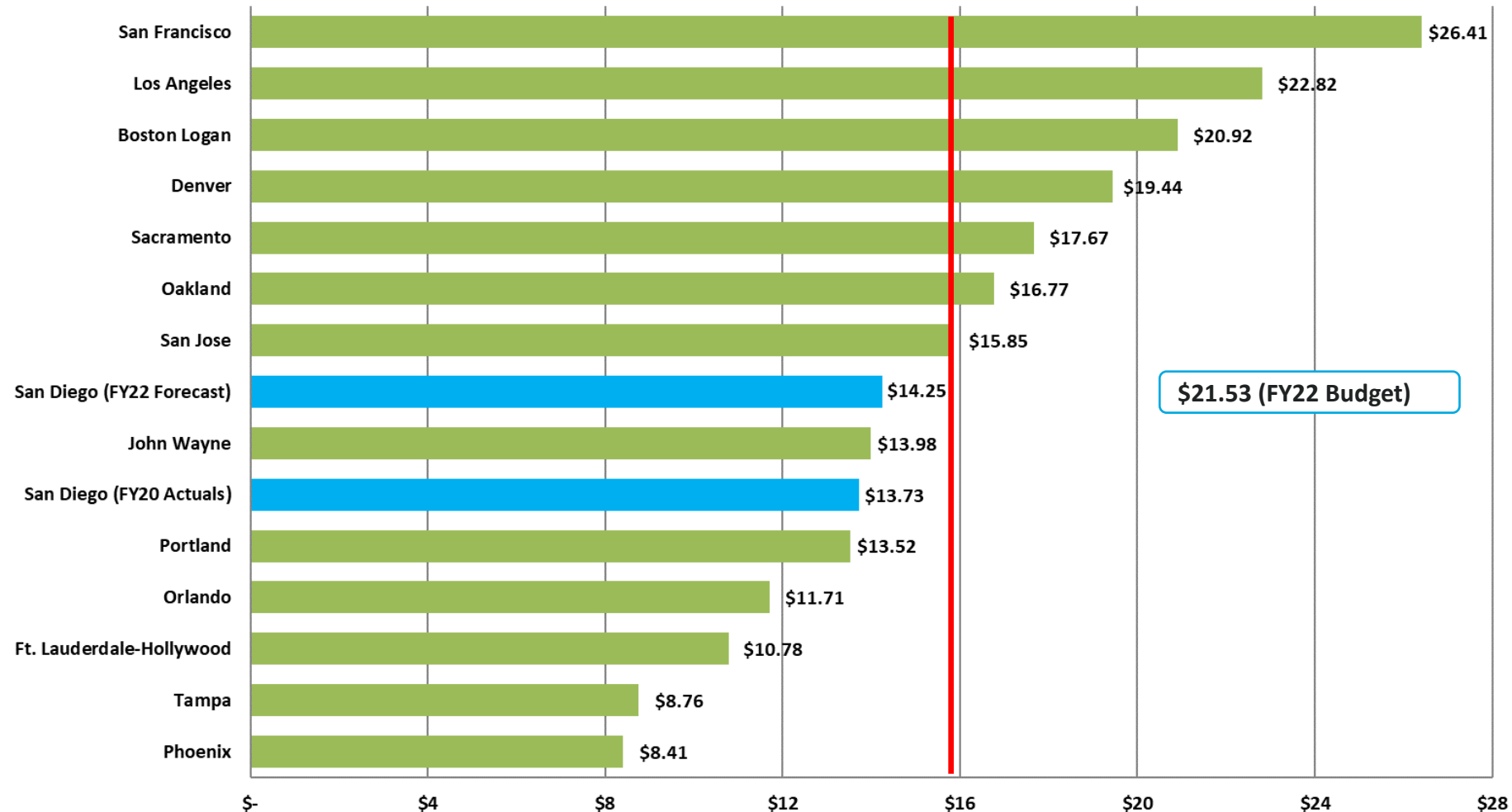
Expense Budget Parameters

Non-Personnel

- Continue to evaluate all expenditures
 - Ensure all activities are aligned with the Airport Authority's Strategic Plan, focus areas and top three priorities
 - Contracts renegotiations
 - Considering alternative methods and solutions to meet the needs of the Airport Authority
- Increase in contractual obligations
- Maintenance cost evaluation in light of the future capital development and the increase in passengers
- Full year of shuttles operations- employee shuttle, inter-terminal shuttle and San Diego Flyer
- Safety and security costs increases
- Utilities increases
- Moderate increases in employee & business development, equipment, and supplies
- Anticipated increase in expenses due to New T1 construction

CPE by Selected Airports

by Select Airports, as of FY 2020



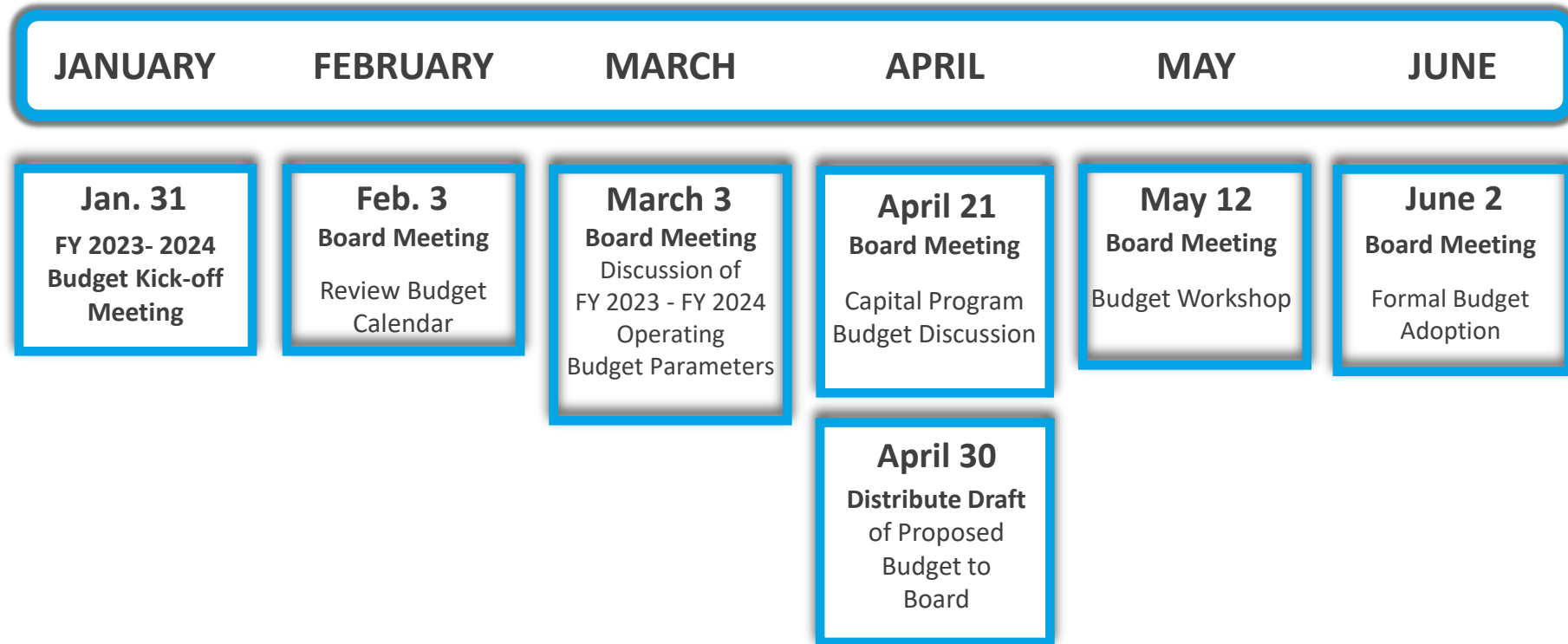
Median (\$15.85) for the above selected airports

Sources: Airport Council International-North America as of October 2021 and SWS Q4 2021 Airport Sector Update as of January 2022.



Budget Calendar

Budget – Timeline of Key Dates





Questions?

DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, FEBRUARY 3, 2022
SAN DIEGO INTERNATIONAL AIRPORT
BOARD ROOM

CALL TO ORDER: Chair Cabrera called the regular meeting of the San Diego County Regional Airport Authority Board to order at 9:01 a.m. on Thursday, February 3, 2022, electronically and via teleconference pursuant to the provisions of California Assembly Bill 361 and Resolution No. 2022-0004 at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

ROLL CALL:

PRESENT: Board Members: Blakespear, Cabrera, Casillas- Salas, Dallarda (Ex-Officio), McNamara, Robinson, Schiavoni, Sly, Vargas, von Wilpert

ABSENT: Board Members: Bedell (Ex-Officio), Miller (Ex-Officio)

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

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

Chair Cabera nominated Board Member Robinson to be appointed to the Executive Committee and Board Member Casillas Salas to serve as Vice Chair.

ACTION: Moved by Board Member Schiavoni and seconded by Board Member von Wilpert to approve the appointment of Board Member Robinson to the Executive Committee Member and Board Member Casillas Salas as Vice Chair of the Board. Motion carried by the following votes: YES - Blakespear, Cabrera, Casillas-Salas, McNamara, Robinson, Schiavoni, Sly, Vargas, von Wilpert; NO - None; ABSENT - None, (Weighted Vote Points: YES -100; NO - 0; ABSENT - 0)

PRESENTATIONS:

A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2021:

Scott Brickner, Vice President/CFO, provided a presentation on the Review of the Unaudited Financial Statements for the Six Months Ended December 31, 2021. that included Operating Revenues; Non-Operating Revenue and Expenses; Financial Summary; Statement of Net Position Assets and Deferred Outflow of Resources; Liabilities, Deferred Outflow of Resources and Net Position, and Budget – Timeline of Key Dates.

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

- **AUDIT COMMITTEE:** None.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Board Member McNamara reported that the Committee met on January 20, 2022, where the focus of the meeting was a broad overview and details of the new Terminal 1 Project, Capital Improvement Projects, Finance and Small Business updates.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Board Member Robinson reported that the Committee met on January 27, 2022, to review the performance of the President/CEO, General Counsel and Chief Auditor.
- **FINANCE COMMITTEE:**
Board Member von Wilpert reported that the Committee met on January 24, 2022, where they reviewed the Unaudited Financial Statements for the six months ending December 31, 2021, as well as the Authority's Investment Report as of December 31, 2021. She reported that the Committee was also provided with an update on the Authority's Revolving Credit Facility and Outstanding Balances.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** None.
- **ARTS ADVISORY COMMITTEE:** Chris Chalupsky, Senior Manager, Arts Program, reported that the RFQ for arc handling, fabrication, installation services for the New T1 Public Art Projects was released on January 11, 2022.

LIAISONS

- **CALTRANS:** Board Member Dallarda reported that on January 31, 2022, CALTRANS released the draft environmental document for a suicide prevention barrier project on the Coronado bridge. He also reported that CALTRANS will be holding an event at the Otay Mesa East New Planned Port of Entry to celebrate the signing of a new agreement with the Mexican government regarding toll revenue share between SANDAG and Mexico. He also reported that CALTRANS will be holding an event in North County to celebrate the opening of the next 9 miles of the HOV lanes on the I-5. He reported that on February 1, 2022, CALTRANS received approximately 326 applications for local and state projects. He also reported that the US Department of Transportation released the first grant program under the Bipartisan Infrastructure Bill, that will achieve climate action goals, environmental justice, and also provide jobs and surface transportation related to Airport projects.
- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that President Biden continues to negotiate with House and Senate leaders to pass the Build Back Better Act, which is the Presidents 1.7-billion-dollar spending proposal that contains significant funding for climate and social initiatives, including funding to support the creation and use of sustainable aviation fuel. He also reported that on February 18, 2022, federal funding expires and that top congressional appropriators continue to work on a fiscal package to prevent a government shutdown. He reported that, in Sacramento, the deadline to introduce new legislation is February 18, 2022. He also reported that the Government Relations Team and the Authority's State legislative consultants are reviewing newly introduced bill and will highlight those that have impact on the Airport Authority in the March 2022 Legislative Report.
- **MILITARY AFFAIRS:** None.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**

Chair Cabrera reported that the SANDAG Board of Directors met twice since the last Board meeting and at the first meeting, the Board of Directors approved funding to construct State Route 11 and the Otay Mesa East Port of Entry projects. He reported that at the second meeting, an update was provided on the SANDAG Equity Plan. He also reported that the Board of Directors was asked to approve and accept new grant funding from the US Department of Justice on behalf of 4 US Attorney's offices in California for Project Safe Neighborhoods.

- **SANDAG TRANSPORTATION COMMITTEE:**

Board Member Robinson reported that the SANDAG Transportation Committee met once since the last Board Meeting and at that meeting the Committee recommend that the Board of the Directors approve funding for the construction of State Route 11 and the Otay Mesa East Port of Entry projects. He reported that the committee also recommended that the Board of Directors approve supporting the 2022 State-wide Safety Targets established by CALTRANS.

CHAIR'S REPORT:

Chair Cabrera welcomed Board Member James Sly to the Board and congratulated Supervisor Vargas on her appointment by Governor Newsom to the California Air Resources Board.

PRESIDENT/CEO'S REPORT:

Kim Becker, President/CEO, reported that the Authority was recently notified that the airport was awarded the Airport Council International's Health Accreditation for the second consecutive year. She reported that last month the American Institute of Aeronautics and Astronautics held their event in San Diego, the 2022 Side Tech Forum, the world's largest event for aerospace research and development and that the airport played a prominent role in the forum. She reported that as far as construction impacts, the next big change will be Allegiant Airlines moving from Terminal 1 to Terminal 2 on February 18, 2022, and JetBlue will be moving from T1 to T2 West on February 24, 2022; parking is temporarily reduced in front of both terminals; and in July, there is a plan to close the T1 parking lot entirely to accommodate construction. She also reported that curbside valet resumed last month and that there is a new electric shuttle terminal loop that runs between T1 and T2 every 3 minutes to accommodate passengers. She reported that the San

Diego Flyer is running from the Old Town Transit Center and that the Authority is doing its best to minimize the impacts from the new T1 construction on the passengers. She reported that the Authority continues to monitor the 5G situation. She also reported that after reviewing the latest information from the FAA, that it appears our airports systems will not be affected by the new 5G service. She reported that, in regard to Air Service numbers and end of year passenger numbers, the airport served 15.6 million passengers in 2021, a 69% increase over 2020's passenger numbers of 9.2 million. She reported that the airport added 18 new routes to both domestic and international destinations and one new carrier. She also reported that Southwest Airlines continued to be the number 1 carrier at SAN in 2021 at a 33% share of the seats and that they are expanding their presence with service to 3 additional Hawaiian destinations and 6 new routes overall; that Alaska Airlines maintained the number 2 spot with 19% of total seats and growing 5% from their seat share in 2019 and added service to 5 new cities; that Allegiant Air grew its capacity the most out of all the carriers serving 77% and adding 5 new routes to its summer seasonal service, and that Swoop was the new airline added in 2021 providing the first non-stop service to Edmonton to Alberta, Canada.

NON-AGENDA PUBLIC COMMENT:

NEIL SHOLANDER, Teamsters 911, spoke regarding the essential employees they represent and expressed concern regarding the existing 12-step salary structure.

CONSENT AGENDA (Items 1- 16):

ACTION: Moved by Board Member Robinson and seconded by Board Member Casillas Salas to approve the Consent Agenda. Motion carried by the following votes: YES – Blakespear, Cabrera, Casillas Salas, McNamara, Robinson, Schiavoni, Sly, Vargas, von Wilpert; NO – None; ABSENT – None, (Weighted Vote Points: YES –100; NO – 0; ABSENT – 0)

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the January 6, 2022, regular Board meeting.

2. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM DECEMBER 6, 2021 THROUGH JANUARY 9, 2022 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM DECEMBER 6, 2021 THROUGH JANUARY 9, 2022:

RECOMMENDATION: Receive the Report.

(Procurement: Jana Vargas, Procurement Director)

3. 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)

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

RECOMMENDATION: Adopt Resolution No. 2022-0011, making appointments to Board committees, liaison and representative positions.

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

5. FEBRUARY 2022 LEGISLATIVE REPORT:

RECOMMENDATION: Adopt Resolution No. 2022-0012, approving the February 2022 Legislative Report.

(Government Relations: Matt Harris, Director)

6. CONSIDERATION OF WHETHER TO CONTINUE VIRTUAL MEETINGS FOR AUTHORITY BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361:

RECOMMENDATION: Adopt Resolution No. 2022-0021, finding that it is in the best interest of the Authority and the public it serves to continue to hold virtual public meetings of the Board and its Committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its Committees to meet safely in person and state and local officials recommend measures to promote social distancing.

(General Counsel: Amy Gonzalez, General Counsel)

CLAIMS

COMMITTEE RECOMMENDATIONS

7. ACCEPT THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2021:

RECOMMENDATION: Accept the report.

(Finance: Scott Brickner, Vice President/CFO)

8. ACCEPT THE AUTHORITY INVESTMENT REPORT AS OF DECEMBER 31, 2021:

RECOMMENDATION: Accept the report.

(Finance: Scott Brickner, Vice President/CFO)

CONTRACTS AND AGREEMENTS

9. AWARD A TWELVE-YEAR CONCESSION LEASE TO AD PARTNERSHIP, LLC TO DESIGN, BUILD AND OPERATE A COMMON USE LOUNGE WITHIN TERMINAL 2 WEST AND RESCIND RESOLUTION NO. 2021-0130:

RECOMMENDATION: Adopt Resolution No. 2022-0020 rescinding Resolution No. 2021-0130 and awarding a non-exclusive concession lease to AD Partnership, LLC to design, build and operate an airport lounge within Terminal 2 West at San Diego International Airport for a term not to exceed twelve (12) years with rent of the greater of 30% gross revenues or the required Minimum Annual Guarantee for each year and authorizing the President/CEO to take all necessary actions to execute the concession lease.

(Revenue Generation & Partnership Development: Jim DeCock, Interim Director)

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

10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH COMPUTER AID, INC. FOR ON-SITE TECHNICAL SUPPORT SERVICES:

RECOMMENDATION: Adopt Resolution No. 2022-0015, approving and authorizing the President/CEO to execute an Agreement with Computer Aid, Inc., under the Sourcewell cooperative agreement for on-site technical support services for a term of three (3) years, with the option for two one-year extensions, to be exercised at the discretion of the President/CEO for an amount not-to-exceed \$7,000,000.

(Information & Technology Services: Jessica Bishop, Director)

11. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL SOLID AND HAZARDOUS WASTE MANAGEMENT SERVICES AGREEMENT WITH OCEAN BLUE ENVIRONMENTAL SERVICES, INCORPORATED:

RECOMMENDATION: Adopt Resolution No. 2022-0016, approving and authorizing the President/CEO to execute an On-Call Solid and Hazardous Waste Management Service Agreement with Ocean Blue Environmental Services, Incorporated, for a term of three years, with the option for two one-year extensions exercisable at the sole discretion of the President/CEO, in an amount not-to-exceed \$9,000,000.

(Airport Planning & Environmental Affairs: Brendan Reed)

12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A HEATING, VENTILATION, AND AIR CONDITIONING MAINTENANCE AND REPAIR SERVICE AGREEMENT:

RECOMMENDATION: Adopt Resolution No. 2022-0017, approving and authorizing the President/CEO to execute an Agreement for Heating, Ventilation, and Air Conditioning ("HVAC") Maintenance and Repair Service with Mesa Energy Systems, Inc. for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed amount of \$11,500,000, to provide HVAC maintenance and repair services at San Diego International Airport ("SDIA").

(Facilities Management: David LaGuardia, Director)

13. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE ON-CALL ELECTRICAL SERVICE AGREEMENTS WITH BAKER ELECTRIC, INC.; CHULA VISTA ELECTRIC CO.; MORROW-MEADOWS CORPORATION; NEAL ELECTRIC, INC.; AND, SATURN ELECTRIC, INC.:

RECOMMENDATION: Adopt Resolution No. 2022-0018, approving and authorizing the President/CEO to execute On-Call Electrical Service Agreements with Baker Electric, Inc.; Chula Vista Electric Co.; Morrow-Meadows Corporation; Neal Electric Inc.; and Saturn Electric, Inc. - each agreement, for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$5,000,000, to provide on-call electrical services, at San Diego International Airport ("SDIA").

(Facilities Management: David LaGuardia, Director)

14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE ON-CALL FLOORING SERVICE AGREEMENTS WITH DFS FLOORING LP; HASENIN ENTERPRISES LLC, DBA STAR FLOORING & REMODELING; AND PRO INSTALLATION, INC., DBA PROSPECTRA CONTRACT FLOORING:

RECOMMENDATION: Adopt Resolution No. 2022-0019, approving and authorizing the President/CEO to execute On-Call Flooring Service Agreements with DFS Flooring, LP; Hasenin Enterprises LLC, dba Star Flooring & Remodeling; and Pro Installation, Inc., dba ProSpectra Contract Flooring - each agreement, for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for an aggregate total not-to-exceed amount of \$2,000,000, to provide on-call flooring services, at San Diego International Airport ("SDIA").

(Facilities Management: David LaGuardia, Director)

15. AWARD A CONTRACT TO GRIFFITH COMPANY FOR SHUTTLE LOT RELOCATION AT SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2022-0013, awarding a contract to Griffith Company in the amount of \$6,363,363 for Project No. 413002, Shuttle Lot Relocation at San Diego International Airport.

(Airport Design & Construction: Bob Bolton, Director)

16. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER NON-RESIDENTIAL PROGRAM PHASE 11, GROUP 4, PROJECT NO. 381104 THREE (3) NON-HISTORIC UNITS FOR A PLACE OF WORSHIP LOCATED WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2022-0014, awarding a contract to S&L Specialty Construction, Inc., in the amount of \$709,255.00 for Phase 11, Group 4, Project No. 381104, of the San Diego County Regional Airport Authority's Quieter Non-Residential Program.

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

PUBLIC HEARINGS: None.

OLD BUSINESS: None.

NEW BUSINESS:

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: John Van De Walker v. Brian K. Widener, et al., United States District Court Case No. 21-cv-1829-BAS-BG

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:

Board Member Blakespear stated that she learned that a shuttle service is provided from the CBX to the airport increasing the capacity of our airport because of CBX additional flights. She also noted that there will soon be a transit line connecting both airports as part of the Purple Line, which is also in SANDAG's plan.

Chair Cabrera requested a briefing for Board Members on all connections the Authority has with CBX.

ADJOURNMENT: The meeting adjourned at 9:54 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY BOARD THIS 3rd DAY OF MARCH, 2022.

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Item No. 2

Staff Report

Meeting Date: February 3, 2022

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 2023 Budget

Authority Strategies/Focus Areas:

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

Staff Report

Meeting Date: February 3, 2022

Page 2 of 2

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

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:	February 2022	
Board Member Name:	Catherine Blakespear	
Date:	2/22/22	
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	Thursday, February 3, 2022 9am- 12:00 PM Microsoft Teams	Board/ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	Monday, February 7, 2022 10 am - 12:00 PM Microsoft Teams	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		
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<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: 2022.02.22 12:42:50 -08'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:	February 1 through February 28, 2022	
Board Member Name:	Gil Cabrera	
Date:	2/25/22	
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	2/3/2022 - 9am-11:30am - Teams	SDCRAA Board of Directors Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/11/2022 - 9am-12pm - Zoom	SANDAG Board of Directors Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/25/2022 - 9am-11am - Zoom	SANDAG Board of Directors Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
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<input checked="" 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: Gil Cabrera Digitally signed by Gil Cabrera
Date: 2022.02.25 10:52:22 -08'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:	January - February 2022	
Board Member Name:	Paul McNamara	
Date:	2/28/22	
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	1/27/2022/0900/Zoom Meeting	EPCC Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/3/2022/0900/Zoom Meeting	Board Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
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<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
Date: 2022.02.28 13:28:18 -08'00'

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:		
Board Member Name:		
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		
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<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:  _____



BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:		
Board Member Name: <u>Robinson</u>		
Date: <u>2/01/2022</u>		
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	<u>1/3/22 9:00 a.m.</u> <u>Microsoft</u>	<u>SDRAA Bd/ALUC Meetings</u>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	<u>1/17/22 9:00 a.m.</u> <u>MicroFoft</u>	<u>Exec. Finance Comm. Meetings</u>
<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		
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<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.

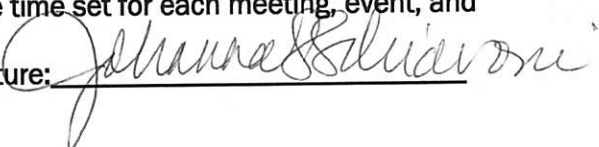
Signature: 

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:	1/21/2022-2/17/2022	
Board Member Name:	Johanna S. Schiavoni	
Date:	2/17/22	
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	1/24/2022, 9:00am video conference	SDCRAA Executive/Finance Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/3/2022, 9:00am, video conference	SDCRAA Board meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/17/2022, 9:00am, video conference	SDCRAA 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		
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<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: 

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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.

Period Covered:	2/1/2022 - 2/28/2022	
Board Member Name:	Marni von Wilpert	
Date:	2/28/22	
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	February 3, 2022 : 9:00 am - 12:00 pm Virtual - Microsoft Teams	Board / ALUC 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		
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<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: Marni von Wilpert

Staff Report

Meeting Date: March 3, 2022

Subject:

Awarded Contracts, Approved Change Orders from January 10, 2022 through February 6, 2022 and Real Property Agreements Granted and Accepted from January 10, 2022 through February 6, 2022

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 (*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:

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 10, 2022 to February 6, 2022****New Contracts**

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
1/26/2022		Bottomline Technologies, Inc.	The Contractor will provide maintenance and licence subscription support services for the transform software for San Diego County Regional Airport Authority.	Informal RFP	Information Technology & Services	\$7,540.77	2/28/2023

Attachment "A"**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 10, 2022 to February 6, 2022****New Contracts Approved by the Board**

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
1/11/2022		Orrick, Herrington & Sutcliffe	The Contract was approved by the Board at the October 7, 2021 Meeting. The Contractor will provide Bond and/or Disclosure Counsel Legal Services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$ 500,000.00	11/14/2024
1/18/2022		HNTB Corporation	The Contract was approved by the Board at the April 1, 2021 Board Meeting. The Contractor is one of two (2) contractors to provide on call engineering consulting services for the San Diego County Regional Airport Authority. The contract value reflects the total not to exceed cost for the entire pool of contractors for this service.	RFQ	General Counsel	\$ 10,000,000.00	1/17/2025
1/18/2022		C & S Engineers Inc.	The Contract was approved by the Board at the April 1, 2021 Board Meeting. The Contractor is one of two (2) contractors to provide on call engineering consulting services for the San Diego County Regional Airport Authority. The contract value reflects the total not to exceed cost for the entire pool of contractors for this service.	RFQ	General Counsel	\$ 10,000,000.00	1/17/2025
1/21/2022	381105	S & L Specialty Construction Inc.	The Contract was approved by the Board at the November 4, 2021 Board Meeting. The Contractor will provide the sound attenuation for certain residences around the San Diego International Airport.	RFB	QHP & Noise Mitigation	\$ 1,419,951.90	10/5/2022

Attachment "A"									
AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 10, 2022 to February 6, 2022									
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
1/18/2022		Miller Public Affairs LLC	The 1st Amendment decreases the total compensation by \$146,000.00 as a result of a revision to Exhibit B by reducing the monthly retainer fee. This Contractor provides local government consulting services for the San Diego County Regional Airport Authority.	Government Relations	\$ 700,000.00	\$ (146,000.00)	-21.0%	\$554,000.00	6/30/2022

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 10, 2022 to February 6, 2022

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
			NO AWARDED AMENDMENTS APPROVED BY THE BOARD.						

Attachment "B"								
REAL PROPERTY AGREEMENTS EXECUTED FROM January 10, 2022 through February 6, 2022								
Real Property Agreements Policy 6.01)								(Per Board Only list Agreements that
have not been approved by the Board								
	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
			NO AWARDED REAL PROPERTY AGREEMENTS APPROVED.					
Real Property Agreement Amendments and Assignments Policy 6.01)								(Per Board
Only list Amendments and Assignments that have not been approved by the Board								
Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
			NO AWARDED AMENDMENTS APPROVED.					

Staff Report

March 3, 2022

Subject:

March 2022 Legislative Report

Recommendation:

Adopt Resolution No. 2022-0022, approving the March 2022 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 2022 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.

Federal Legislative Action

In Washington, Congress passed, and the President signed a short-term spending bill to prevent a federal government shutdown. The measure, known as a continuing resolution, extends funding for the federal government through March 11, 2022.

Congressional leaders also reached an overarching agreement on a spending framework, paving the way for a comprehensive deal to fund the government into the fall. These bipartisan negotiations are expected to produce a final fiscal year 2022 spending package in the coming weeks.

The Airport Authority Government Relations staff and Federal legislative consultants are closely monitoring the progress of these negotiations, including any new funding opportunities that are available to support the Authority's initiatives and operations.

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

State Legislative Action

The Authority's legislative team recommends that the Board adopt a WATCH position on AB 1944 (Lee).

AB 1944 would require local governments to permanently offer the option of virtual participation in public meetings. In addition to making permanent remote access to and live streaming of public meetings, this bill would allow local government bodies to waive a provision of the Brown Act that requires public officials to disclose their private address if they participate in meetings virtually.

The Airport Authority has joined a coalition that includes the California Airports Council, destination marketing organizations, chambers of commerce, and various organizations representing the hospitality industry to support the Governor's budget request for \$45 million for state tourism marketing. The budget proposal is similar to SB 285 (McGuire) in 2021, which requested \$45 million to support the state's efforts to attract domestic and international travelers to California. The Airport Authority supported Senator McGuire's proposal, which was ultimately increased by the Legislature to \$90 million and signed by the Governor as a part of the fiscal year 2021-22 budget.

The deadline to introduce new bills was February 18, 2022, and over 2,000 new pieces of legislation were introduced. Government Relations staff and the Authority's state legislative consultants are reviewing newly introduced bills and will highlight those that impact the Airport Authority or San Diego International Airport in the April 2022 Legislative Report.

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. 2022-0022

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPROVING THE MARCH 2022 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 2022 Legislative Report (“Attachment A”); and

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

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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

March 2022 Legislative Report

State Legislation

New Assembly Bills

Legislation/Topic

AB 1944 (Lee) Local government: open and public meetings.

Background/Summary

AB 1944 would require local governments to permanently offer the option of virtual participation in public meetings. In addition to making permanent remote access to and live streaming of public meetings, AB 1944 would allow local government bodies to waive a provision of the Brown Act that requires public officials to disclose their private address if they participate in meetings virtually.

Anticipated Impact/Discussion

This bill would provide the local governments, including the Airport Authority with additional flexibility to conduct virtual and hybrid (in-person and virtually) once the current COVID-19 State of Emergency Executive Orders expire. The Authority's legislative team will closely monitor the development of this bill language for any additional impacts on San Diego International Airport (SDIA) and the Airport Authority.

Status: 2/10/22 – Introduced.

Position: Watch (3/3/22)

*Shaded text represents new or updated legislative information

Assembly Bills from Previous Report

Legislation/Topic

AB 55 (Boerner Horvath) Employment: telecommuting.

Background/Summary

AB 55 is a placeholder (spot bill) that would declare the intent of the Legislature to enact future legislation to ensure certain rights and benefits for telecommuting employees.

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: 1/31/22 – AB 55 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Watch (1/7/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**AB 377 (Rivas) Water quality: impaired waters.****Background/Summary**

AB 377 requires, by January 1, 2025, the California State Water Resources Control Board and the Regional Water Quality Control Boards to evaluate impaired state surface waters and report to the Legislature a plan to bring all water segments into attainment by January 1, 2050. Requires, by January 1, 2023, the State Water Board and Regional Water Boards to prioritize enforcement of water quality standard violations that are causing or contributing to an exceedance of a water quality standard in a surface water of the state.

Anticipated Impact/Discussion

The Airport Authority's legislative team will work with the California Airports Council (CAC) to determine an industry-wide position and will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

Status: 1/31/22 – AB 377 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Watch (5/6/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**AB 426 (Bauer-Kahan) Toxic air contaminants.****Background/Summary**

Existing law authorizes local air pollution control districts and air quality management districts, in carrying out their responsibilities with respect to the attainment of state ambient air quality standards, to adopt and implement regulations that accomplish certain objectives.

This bill would additionally authorize the districts to adopt and implement regulations to require data regarding air pollution within the district's jurisdiction from area wide stationary sources of air pollution, including mobile sources drawn by those stationary sources, to enable the calculation of health risks from toxic air contaminants. This bill would additionally authorize the districts to adopt and implement regulations to accomplish these objectives in carrying out their responsibilities with respect to the reduction of health risks from toxic air contaminants.

Anticipated Impact/Discussion

The Airport Authority's legislative team will work with the California Airports Council (CAC) to determine an industry-wide position and will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

Status: 1/31/22 – AB 426 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Watch (3/4/21)

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 513 (Bigelow) Employment: telecommuting employees.

Background/Summary

AB 513 would authorize an employee working from home to receive legally required notices and postings electronically and sign certain documents electronically. The bill would also require that a working from home employee's wages due at the time of separation of employment be deemed to have been paid on the date that the wages are mailed to the employee.

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: 1/31/22 – AB 513 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Watch (3/4/21)

*Shaded text represents new or updated legislative information

New Senate Bills

No new Senate bills to report.

*Shaded text represents new or updated legislative information

Senate Bills from Previous Report

Legislation/Topic

SB 37 (Cortese) Contaminated Site Cleanup and Safety Act.

Background/Summary

Existing law requires the Department of Toxic Substances Control to compile a list of specified information, including, but not limited to, hazardous waste facilities where the department took, or contracted for the taking of, corrective action to remedy or prevent, for example, an imminent substantial danger to public health. Existing law requires the State Department of Health Care Services to compile a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis by local health officers.

This bill would enact the Dominic Cortese “Cortese List” Act of 2021 and would recodify the above-described provisions with certain revisions. The bill would require the Department of Toxic Substances Control to also list hazardous waste facilities where the department issued an order for corrective action after determining that there is or has been a release of hazardous waste or constituents into the environment from a facility. The bill would require the State Water Resources Control Board, instead of the State Department of Health Care Services, to compile and update a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis by local health officers. The bill would require the Secretary for Environmental Protection to post the information on the California Environmental Protection Agency’s internet website.

On March 11, 2021, SB 37 was amended to replace “Dominic Cortese “Cortese List” Act of 2021” to “Hazardous Waste Site Cleanup and Safety Act.”

On April 13, 2021, SB 37 was amended to remove the requirement that the Department of Toxic Substances Control to also list hazardous waste facilities where the department issued an order for corrective action after determining that there is or has been a release of hazardous waste or constituents into the environment from a facility. The amendments also remove the requirement that the State Water Resources Control Board, instead of the State Department of Health Care Services, to compile and update a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis by local health officers.

The April 13, 2021 amendments require the Secretary for Environmental Protection to post the list or links to the information on the California Environmental Protection Agency’s internet website of all solid waste disposal facilities from which there is a known migration of hazardous waste.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

SB 37 could have an impact on San Diego International Airport (SDIA) as airports are federally mandated to store certain chemicals, including perfluoroalkyl and polyfluoroalkyl (PFAS) for firefighting purposes. The Airport Authority's legislative team will work with the California Airports Council (CAC) to determine an industry-wide position, if applicable, and will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

Status: 9/08/21 – Ordered to the inactive file.

Position: Watch (1/7/21)

*Shaded text represents new or updated legislative information

Legislation/Topic

SB 46 (Stern) American Rescue Plan Act funds: federal recovery funds: funded projects.

Background/Summary

This bill would state the intent of the Legislature to enact legislation that would require an employer to develop and implement contact tracing and safety policies for its employees, including requiring notice to the employer when an employee receives a positive COVID-19 test.

On March 10, 2021, this bill was amended to require a state agency that receives and disburses American Rescue Plan funds or other federal recovery funds, to the extent authorized by federal law, to consider projects' potential impact on specified goals, including, among other things, restoring frontline communities and rapidly accelerating achievement of environmental justice and climate goals, including, but not limited to, climate, environmental, and biodiversity protection and stimulating growth.

Anticipated Impact/Discussion

Although this legislation in its newly amended form is not expected to have a direct impact on the Airport Authority or San Diego International Airport (SDIA), the Airport Authority's legislative team will continue to monitor as it moves through the legislative process.

Status: 2/1/22 – SB 46 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Watch (1/7/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**SB 285 (McGuire) California Tourism Recovery Act.****Background/Summary**

SB 285 would require the California Travel and Tourism Commission to, upon a determination by the Department of Public Health that it is safe to resume travel in California, implement a strategic media and jobs recovery campaign known as the “Calling All Californians” program for the purpose of reversing the impact of the COVID-19 pandemic on the travel and tourism industry in California, as specified. The bill would require the commission to report to the Legislature, on or before January 1, 2024, regarding the cost of the program and the impact of the program on the tourism industry in California. The bill would require, only upon appropriation by the Legislature, the Controller to transfer \$45,000,000 to the commission for the purpose of implementing the “Calling all Californians” program.

Anticipated Impact/Discussion

California’s travel industry is one of the largest economic drivers for the state. Domestic and international travelers spend an estimated \$145 billion annually at California businesses, generating \$12.3 billion in state and local tax revenues. International travelers spent \$28.1 billion in California in 2019, making travel the state’s largest export. This bill would provide necessary funding to promote the State and the San Diego region to in-state and out-of-state travelers, benefiting operations at San Diego International Airport (SDIA) and the regional economy.

Status: 2/1/22 – SB 285 did not meet the two-year bill deadline will be removed from Attachment A in the April 2022 report.

Position: Support (3/16/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**SB 612 (Portantino) Ratepayer Equity****Background/Summary**

SB 612 requires electric investor-owned utilities (IOUs) to offer an allocation of certain electrical resources to other load-serving entities (LSEs), specifically, community choice aggregators (CCAs) and electric service providers (ESPs), that serve departing load customers who bear cost responsibility for those resources. These electrical resources include product attributes to comply with resource adequacy (RA), Renewable Portfolio Standard (RPS) program, and others.

Anticipated Impact/Discussion

Over the next few months, the Airport Authority will be joining San Diego Community Power (SDCP), a new Community Choice Aggregation (CCA) program that serves customers within the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, and San Diego. All CCAs are subject to a departing load charge from the Investor-Owned Utility (IOU) -- also known as a Power Charge Indifference Adjustment (PCIA) -- because San Diego Gas and Electric (SDG&E) originally purchased energy generation contracts to serve its customers. In theory, the PCIA makes SDG&E whole. However, SDCP will be subject to fluctuating PCIA costs on an annual basis and paying the departing load doesn't provide the CCA access to the generation contracts that will provide resource adequacy to its customers. SDCP aspires to keep rates competitive to SDG&E but paying the departing load charge (PCIA) without the assurance of getting access to SDG&E's long-term contracts is not in the best interest of SDCP's customers as the PCIA cost is passed on to customers. As one of those customers, the Airport Authority will be subject to a fluctuating PCIA on an annual basis, but that cost may be in addition to the cost the Authority will pay for 100% grid-delivered renewable electricity to power the airport campus.

Status: 6/28/21 – This bill is in the Assembly Utilities and Energy Committee

Position: Support (6/22/21)

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

No new House bills to report.

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 741 (Brownley) Sustainable Aviation Fuel Act.****Background/Summary**

This bill would establish a national goal for the U.S. aviation sector to achieve a net 35% reduction in GHG emissions by 2035 and net zero emissions by 2050. The bill authorizes \$1 billion over five years, in competitive grants and costing sharing agreements to carry out projects in the U.S. to produce, transport, blend or store sustainable aviation fuel (SAF). The bill also requires EPA to establish an aviation-only Low Carbon Fuel Standard (LCFS) that regulates aviation fuel producers and importers.

Anticipated Impact/Discussion

San Diego International Airport has partnered with airports, airlines, sustainable aviation fuel producers and other stakeholders to find ways to reduce greenhouse gas emissions in the aviation sector. 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: 2/4/21 – Introduced.

Position: Watch (4/1/21)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 1346 (Horsford) / S. 477 (Cortez Masto) Hospitality and Commerce Job Recovery Act of 2021.

Background/Summary

H.R. 1346 and S. 477 would provide federal tax credits to support the travel, convention, trade show, entertainment, tourism, and hospitality industries. Specifically, these legislative proposals allow a convention and trade show restart tax credit; extend the employee retention tax credit through 2021; suspend for taxable years 2021 through 2022, the limitation on entertainment expenses related to a trade or business; allow a restaurant and dining restart credit for businesses closed or forced to reduce services due to COVID-19 (i.e., coronavirus disease 2019); allow a 50% tax credit for travel expenditures; and allow a tax credit for unmerchantable inventory for the period between December 31, 2019, and before April 1, 2021.

Anticipated Impact/Discussion

H.R. 1346 and S. 477 are identical pieces of legislation that would provide temporary tax incentives to help restore business travel.

The COVID-19 pandemic has had a devastating impact on the hospitality and travel industries. In California, tourism spending dropped \$59 billion in 2020, and overall travel-related spending in the State is not expected to reach pre-COVID-19 levels until 2025. H.R. 1346 and S. 477 could provide a much-needed stimulus to promote travel growth, jobs and help accelerate the recovery of the tourism industry, benefiting operations at San Diego International Airport (SDIA) and the regional economy.

Status: 2/25/21 – Introduced.

Position: Support (9/2/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 1813 (DeFazio) Funding for Aviation Screeners and Threat Elimination Restoration (FASTER) Act.****Background/Summary**

In 2013, Congress began diverting one-third of the revenue collected from airline passenger security fees to be deposited into the general fund of the U.S. Treasury. This diversion has caused the Transportation Security Administration (TSA) to forgo an estimated \$19 billion in these fees. H.R. 1813 would repeal the requirement to divert funds and ensure that passenger security fees are used for aviation security purposes. H.R. 1813 would also provide 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

Providing 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: 3/11/21 – Introduced.

Position: Support (4/1/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 2719 (Blumenauer) Rebuilding America's Airport Infrastructure Act.****Background/Summary**

This bill would incrementally increase the Passenger Facility Charge (PFC) cap by \$1.00 annually starting in 2023, until it reaches a level of \$8.50 in 2026. Thereafter, the PFC cap would be adjusted annually for inflation.

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 competition. This bill would increase 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: 4/22/21 – Introduced.

Position: Support (6/3/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 3340 (Garamendi) The TIFIA Airport Act.****Background/Summary**

H.R. 3340 would expand Transportation Infrastructure Finance and Innovation Act (TIFIA) eligibility to airports. As of the end of Fiscal Year 2019, approximately \$1.88 billion of federal financing is available. Privately owned airports or general aviation airport projects are not eligible.

Anticipated Impact/Discussion

H.R. 3340 would provide an additional low-interest federal funding option for airport projects, including the Airport Authority's Airport Development Plan (ADP) and other capital projects. These projects stimulate local economic growth that is desperately needed post-COVID-19 pandemic. The Legislative team is monitoring the status of this bill and working with industry partners and associations to support this measure and any other additional sources of airport funding and resources.

Status: 5/20/21 – Referred to the Subcommittee on Highways and Transit.

Position: Support (6/3/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 3440 (Schneider) Sustainable Skies Act****Background/Summary**

H.R. 3440 would create a new tax credit specifically aimed at incentivizing the production and use of low-carbon Sustainable Aviation Fuel (SAF). Under the proposal, SAF that achieves a 50% or greater reduction in lifecycle greenhouse gas (GHG) emissions as compared to conventional jet fuel would be eligible to receive a tax credit ranging from \$1.50/gallon up to \$2.00/gallon for fuels that achieve a 100% GHG emissions reduction. Eligible fuels would receive an additional \$0.01/gallon of tax credit for each percentage point of additional GHG reductions the fuel achieves beyond 50%. The tax credit would sunset after 10 years, and aviation fuel would no longer be eligible to receive the existing Biodiesel/Renewable Diesel Blender's Tax Credit.

Anticipated Impact/Discussion

San Diego International Airport has partnered with airports, airlines, sustainable aviation fuel producers and other stakeholders to advocate for policies that would increase the use of low-carbon Sustainable Aviation Fuel to reduce greenhouse gas emissions in the aviation sector. The Airport Authority's Legislative team is monitoring the status of this bill and is working with industry partners and associations to support this measure and any additional sources of funding to incentivize the use of SAF.

Status: 5/20/21 – Introduced.

Position: Support (11/4/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 4892 (Meng) Quiet Communities Act of 2021.****Background/Summary**

This bill would reestablish the Environmental Protection Agency's (EPA) Office of Noise Abatement and Control (ONAC) and require it to study aircraft noise. H.R. 4892 would authorize ONAC to be funded at a level of \$21 million for each of fiscal years 2022 through 2026 and would require the EPA Administrator to conduct a study of aircraft noise and the effects of that noise on surrounding communities. The EPA would be required to submit its noise study to Congress within two years with specific recommendations on new measures that can be implemented to mitigate the impact of aircraft noise on surrounding communities.

Anticipated Impact/Discussion

While this bill is not anticipated to have a direct impact on operations at San Diego International Airport (SDIA), 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: 7/30/21 – Introduced.

Position: Watch (10/7/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**H.R. 5574 (Titus) TSA Reaching Across Nationalities, Societies, and Languages to Advance Traveler Education Act (TRANSLATE Act)****Background/Summary**

This bill directs the Transportation Security Administration (TSA) to develop a plan to ensure that TSA material disseminated in major airports is better understood by people accessing such airports, including by foreign language speakers and people with vision or hearing impairments.

In developing the plan, the TSA must take into consideration data regarding international enplanement and local populations surrounding major airports.

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) operations, including concessions, signage, and airline check in and boarding processes.

Status: 11/19/21 – This bill is currently in the Senate Committee on Commerce, Science, and Transportation.

Position: Watch (1/6/22)

*Shaded text represents new or updated legislative information

New Senate Bills

No new Senate bills to report.

*Shaded text represents new or updated legislative information

Legislation/Topic**S. 303 (Blumenthal) Essential Transportation Employee Safety Act of 2021.****Background/Summary**

This bill would require the Secretary of Transportation to work with the Centers for Disease Control and Prevention (CDC) and the Federal Emergency Management Agency (FEMA) to support the efforts of state and local governments to provide for priority testing of transportation workers. The bill would also implement personal protective equipment and cleaning, disinfection, and sanitization requirements for owners and operators of equipment or facilities used by certain transportation employers, including airports. The bill would also codify the mask mandate Executive Order requiring face mask usage in airports, on airplanes, as well as on other forms of public transportation for the duration of the pandemic.

Anticipated Impact/Discussion

As critical infrastructure to the San Diego Region, airport employees have continuously served travelers throughout the COVID-19 pandemic. This bill would ensure basic health safety measures, such as mask wearing, would continue through the duration of the pandemic.

Status: 2/8/21 – Introduced.

Position: Watch (3/4/21)

*Shaded text represents new or updated legislative information

Legislation/Topic**S. 479 (Wicker) Lifting Our Communities through Advance Liquidity for Infrastructure (LOCAL Infrastructure) Act****Background/Summary**

States and local governments issue debt as municipal bonds, specifically to fund and support infrastructure and other capital improvement projects. Bonds are usually federally tax-exempt and when interest rates drop, states and local governments oftentimes opt to refinance bonds at a lower rate and therefore allow them to save money. Advance refunding is a mechanism that allows states and local governments to save a substantial amount of capital but was repealed in the 2017 Tax Cuts and Jobs Act.

Specifically, S. 479 amends Section 149(d) of the Tax Code to restore advance funding and make capital available for use by states and local governments. As a result of this legislation, states and local governments would be able to access advance funding and refinance municipal bonds in a way that allows for more favorable rates, similar to refinancing one's mortgage at a lower interest rate. Statistics show that advance refunding has allowed states and local governments to save billions, but the mechanism has not been available to them since January 2018.

Anticipated Impact/Discussion

S. 479 would provide the Airport Authority additional flexibility to refinance existing debt and potentially achieve significant interest savings if an advance refunding is executed due to the ability to refund with tax-exempt rather than taxable debt.

Status: 2/25/21 – Introduced.

Position: Support (4/1/21)

*Shaded text represents new or updated legislative information

Legislation/Topic

S. 1715 (Duckworth) Transportation Infrastructure Finance and Innovation Act (TIFIA) for Airports.

Background/Summary

S. 1715 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: 5/19/21 – Referred to the Committee on Environment and Public Works.

Position: Support (4/1/21)

*Shaded text represents new or updated legislative information

Staff Report

Meeting Date: March 3, 2022

Subject:

Consideration of Whether to Continue Virtual Meetings for Authority Board and Committee Meetings Pursuant to AB 361

Recommendation:

Adopt Resolution No. 2022-0023, finding that it is in the best interest of the Authority and the public it serves to continue to hold virtual public meetings of the Board and its Committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its Committees to meet safely in person and state and local officials recommend measures to promote social distancing.

Background/Justification:

California Government Code §54953(e), added by Assembly Bill 361, allows local agencies to use teleconferencing and to provide the public an opportunity to address local agencies via a call-in option or an internet-based service option, during a proclaimed state of emergency when measures to promote social distancing are in effect or the local agency has determined meeting in person would present imminent risks to the health or safety of attendees. To benefit from AB 361's provisions, a legislative body such as the Authority must make findings that meeting in person would result in imminent risk to the health and safety of attendees. The Authority must reconsider the findings every 30 days to continue conducting its public meetings virtually.

Currently, the Brown Act provides that if a legislative body elects to use teleconferencing, then it must identify each teleconference location in the public notice and agenda and post agendas at all teleconference locations. All teleconference locations must be publicly accessible and there must be an opportunity for public comment at each teleconference location. Additionally, a quorum of the members of the legislative body must participate from locations physically within the jurisdictional boundaries of the agency. (See Government Code §54953(b)(3).)

Governor Newsom issued Executive Orders suspending these requirements during the COVID-19 pandemic to facilitate social distancing measures and the remote work environment. (See Executive Orders N-29-20, Paragraph 3, and N-08-21, Paragraph 42.) These Executive Orders expired on Sept. 30, 2021 and AB 361 replaced them.

The Authority and its standing committees, may elect to use AB 361's teleconferencing procedures where a state of emergency has been formally proclaimed, and if:

1. State or local officials have imposed or recommended measures to promote social distancing at the time the legislative body holds the meeting (Government Code §54953(e)(1)(A); or
2. The legislative body holds a meeting for the first time for the purpose of determining by majority vote whether, as a result of the proclaimed state of emergency, meeting in person would present imminent risks to the health and safety of attendees (Government Code §54953(e)(1)(B)), or
3. The legislative body has determined (per #2 above) that, as a result of the proclaimed state of emergency, meeting in person would continue to present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(C)).

AB 361 further imposes on local legislative bodies a duty to make factual findings to justify its election to continue to use AB 361's teleconferencing procedures. (Government Code §54953(e)(3)). Local legislative bodies who wish to consider using AB 361's teleconferencing procedures must make the following factual findings within 30 days after teleconferencing for the first time under the provisions of AB 361 and every 30 days thereafter:

1. The legislative body has reconsidered the circumstances of the state of emergency.
2. Either of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

On September 23, 2021, Dr. Wilma Wooten, the Public Health Officer for the County of San Diego, issued a "Health Officer Teleconferencing Recommendation" finding that:

1. COVID-19 disease prevention measures, endorsed by the Centers for Disease Control and Prevention, include physical distancing.
2. Using technology to allow for virtual participation in public meetings is a social distancing measure that may help control the transmission of the SARS-CoV virus.
3. Public meetings bring together many individuals (both vaccinated and potentially unvaccinated), from multiple households, in a single indoor space for an extended time.

4. For those at increased risk for infection, or subject to isolation or quarantine order, teleconferencing allows for full participation in public meetings, while protecting themselves and others from the COVID-19 Virus.
5. Utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease.

On January 6, 2022, the Board adopted Resolution No. 2022-0004 finding that it is in the Authority's best interest to continue to hold virtual public meetings of the Board and its standing committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its committees to meet safely in person and local officials recommend measures to promote social distancing.

Under AB 361, the Authority has the following options: (1) adopt a resolution making findings that it is in the interest of public health to continue holding virtual public meetings until March 5, 2022; or (2) direct staff to commence holding in-person public meetings beginning March 5, 2022.

On December 1, 2021, the California and San Francisco Department of Public Health confirmed the first case of the Omicron Variant in California. The Centers for Disease Control and Prevention found that the "recent emergence of the Omicron variant further emphasizes the importance of vaccinations, boosters, and general prevention strategies," which includes social distancing.

On December 9, 2021, the San Diego County Health and Human Services Agency announced that the first case of the Omicron variant was identified in San Diego County and recommended social distancing along with other measures to protect against the variants. On January 24, 2022, the California Department of Public Health (CDPH) reported that "at least three health systems in California have reported approximately 50-70% of COVID-19 cases are consistent with Omicron."

As a result of the spread of Omicron, the CDPH has mandated mask wearing in all indoor public spaces, workplaces and public transit until February 15, 2022.

As a result of the continued State of Emergency, the fact that local officials have imposed or recommended measures to promote social distancing, and a finding that meeting in person would continue to present imminent risks to the health or safety of attendees, staff recommends that the Board continue to conduct meetings of the Authority Board and its standing committees virtually pursuant to the provisions of AB 361.

Fiscal Impact:

Adequate funding for continuing teleconference meetings is included in the adopted FY 2022 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. 2022-0023

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY FINDING THAT IT IS IN THE BEST INTEREST OF THE AUTHORITY AND THE PUBLIC IT SERVES TO CONTINUE TO HOLD VIRTUAL PUBLIC MEETINGS OF THE BOARD AND ITS COMMITTEES BECAUSE A DECLARED STATE OF EMERGENCY IS ONGOING AND CONTINUES TO DIRECTLY IMPACT THE ABILITY OF THE BOARD AND ITS COMMITTEES TO MEET SAFELY IN PERSON AND STATE AND LOCAL OFFICIALS RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

WHEREAS, California Government Code §54953(e), added by Assembly Bill 361, allows local agencies to use teleconferencing and to provide the public an opportunity to address local agencies via a call-in option or an internet-based service option, during a proclaimed state of emergency when measures to promote social distancing are in effect or the local agency has determined meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, to benefit from AB 361's provisions, a legislative body such as the Authority must make findings that meeting in person would result in imminent risk to the health and safety of attendees; and

WHEREAS, on November 4, 2021, the Board adopted Resolution No. 2021-0123 finding that it is in the Authority's best interest to continue to hold virtual public meetings of the Board and its standing committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its committees to meet safely in person and local officials recommend measures to promote social distancing; and

WHEREAS, on December 2, 2021, the Board adopted Resolution No. 2021-0133 finding that it is in the Authority's best interest to continue to hold virtual public meetings of the Board and its standing committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its committees to meet safely in person and local officials recommend measures to promote social distancing; and

WHEREAS, on December 20, 2021, the Board adopted Resolution No. 2021-0147 finding that it is in the Authority's best interest to continue to hold virtual public meetings of the Board and its standing committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its committees to meet safely in person and local officials recommend measures to promote social distancing; and

WHEREAS, on January 6, 2022, the Board adopted Resolution No. 2022-0004 finding that it is in the Authority's best interest to continue to hold virtual public meetings of the Board and its standing committees because a declared state of emergency is ongoing and continues to directly impact the ability of the Board and its committees to meet safely in person and local officials recommend measures to promote social distancing; and

WHEREAS, the findings of Resolution Nos. 2021-0123, 2021-0133, 2021-0147 and 2022-0004 are incorporated herein; and

WHEREAS, the Authority must reconsider the findings every 30 days to continue conducting its public meetings virtually; and

WHEREAS, the Authority and its standing committees, may elect to use AB 361's teleconferencing procedures where a state of emergency has been formally proclaimed, and if:

1.State or local officials have imposed or recommended measures to promote social distancing at the time the legislative body holds the meeting (Government Code §54953(e)(1)(A) or

2.The legislative body holds a meeting for the first time for the purpose of determining by majority vote whether, as a result of the proclaimed state of emergency, meeting in person would present imminent risks to the health and safety of attendees (Government Code §54953(e)(1)(B)) or

3.The legislative body has determined that, as a result of the proclaimed state of emergency, meeting in person would continue to present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(C)); and

WHEREAS, on September 23, 2021, Dr. Wilma Wooten, the Public Health Officer for the County of San Diego, issued a "Health Officer Teleconferencing Recommendation" finding that:

1.COVID-19 disease prevention measures, endorsed by the Centers for Disease Control and Prevention, include physical distancing.

2.Using technology to allow for virtual participation in public meetings is a social distancing measure that may help control the transmission of the SARS-CoV virus.

3.Public meetings bring together many individuals (both vaccinated and potentially unvaccinated), from multiple households, in a single indoor space for an extended time;

4.For those at increased risk for infection, or subject to isolation or quarantine order, teleconferencing allows for full participation in public meetings, while protecting themselves and others from the COVID-19 Virus.

5.Utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease. [See, Health Officer Teleconference Recommendation attached as Exhibit 1]; and

WHEREAS, on December 1, 2021, the California and San Francisco Department of Public Health confirmed the first case of the Omicron Variant in California. The Centers for Disease Control and Prevention found that the “recent emergence of the Omicron variant further emphasizes the importance of vaccinations, boosters, and general prevention strategies,” which includes social distancing; and

WHEREAS, on December 9, 2021, the San Diego County Health and Human Services Agency announced that the first case of the Omicron variant was identified in San Diego County and recommended social distancing along with other measures to protect against the variants; and

WHEREAS, on December 13, 2021, Governor Gavin Newsom and the California Department of Public Health (CDPH) announced a renewed mask mandate for all indoor settings. The new mandate requires that face coverings be worn by all individuals in public settings, irrespective of vaccine status, from December 15, 2021, through January 15, 2022; and

WHEREAS, on January 5, 2022, the CDPH revised its guidance for the use of face masks to extending the universal indoor masking requirement through February 15, 2022; and

WHEREAS, as a result of the continued State of Emergency, the fact that local officials have imposed or recommended measures to promote social distancing, and a finding that meeting in person would continue to present imminent risks to the health or safety of attendees, the Board finds it is in the best interest of the Authority to continue to conduct meetings of the Authority Board and its standing committees virtually pursuant to the provisions of AB 361.

NOW THEREFORE BE IT RESLOVED that meetings of the Authority Board and its standing committees shall continue to be held virtually pursuant to the provisions of AB 361 because a continued State of Emergency exists, local officials have recommended measures to promote social distancing and meeting in person would continue to present imminent risks to the health and safety of attendees; 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 of the San Diego County Regional Airport Authority at a Board meeting this 3rd day of March 2022 by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE
SERVICES/ AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL



County of San Diego

NICK MACCHIONE, FACHE
AGENCY DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY
PUBLIC HEALTH SERVICES

WILMA J. WOOTEN, M.D.
PUBLIC HEALTH OFFICER

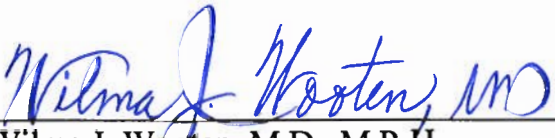
HEALTH OFFICER TELECONFERENCING RECOMMENDATION

COVID-19 disease prevention measures, endorsed by the Centers for Disease Control and Prevention, include vaccinations, facial coverings, increased indoor ventilation, handwashing, and physical distancing (particularly indoors).

Since March 2020, local legislative bodies—such as commissions, committees, boards, and councils—have successfully held public meetings with teleconferencing as authorized by Executive Orders issued by the Governor. Using technology to allow for virtual participation in public meetings is a social distancing measure that may help control transmission of the SARS-CoV-2 virus. Public meetings bring together many individuals (both vaccinated and potentially unvaccinated), from multiple households, in a single indoor space for an extended time. For those at increased risk for infection, or subject to an isolation or quarantine order, teleconferencing allows for full participation in public meetings, while protecting themselves and others from the COVID-19 virus.

Utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease. This recommendation is further intended to satisfy the requirement of the Brown Act (specifically Gov't Code Section 54953(e)(1)(A)), which allows local legislative bodies in the County of San Diego to use certain available teleconferencing options set forth in the Brown Act.

September 23, 2021



Wilma J. Wooten, M.D., M.P.H.
Public Health Officer
County of San Diego

Staff Report

Meeting Date: March 3, 2022

Subject:

Reject Claim of Vicky Tran

Recommendation:

Adopt Resolution No. 2022-0024, rejecting the claim of Vicky Tran.

Background/Justification:

On February 8, 2022, Vicky Tran filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Tran alleges that on August 24, 2021, her son, Jaxon Nguyen, tripped over exposed electrical cords plugged into the floor in Terminal Two at San Diego International Airport. Tran claims damages in an unspecified amount over \$10,000 to cover first aid supplies.

As described above, Tran alleges that early on August 24, 2021, she and her family were preparing to depart from Gate 21 in Terminal Two for a Maui vacation. She claims her son tripped over exposed electrical cords on the ground, causing him to fall into the waiting area seats and cut his forehead. She claims the cut caused a permanent scar in her son's forehead and that their trip was ruined because her son could not swim with an open wound.

Tran's claim should be denied. An investigation into the incident revealed the Authority had no notice of a dangerous or unsafe 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

SAN DIEGO
COUNTY
REGIONAL
AIRPORT
AUTHORITY

ACCIDENT OR DAMAGE

CLAIM FORM

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

FOR AUTHORITY USE ONLY

Document No.: _____

Filed: _____

1) Claimant Name: vicky Tran	
2) Address to which correspondence regarding this claim should be sent: 1415 Rosemonde Lane Santee, CA 92071	
Telephone No.: 619-277-4429	Date: 2/2/2022
3) Date and time of incident: 8/24/2021 around 7:00 a.m.	
4) Location of incident: San Diego International Airport Gate 21	
5) Description of incident resulting in claim: we were getting ready to depart on our trip to Maui from San Diego at Gate 21 and my son tripped over exposed electrical cords on the ground. He fell into the waiting area seats and cut his forehead open. We notified the supervisor at the airport and he said that the waiting area seats were suppose to be covering the electrical cords. This is a safety issue which has caused a permanent scar on my sons forehead.	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: N/A	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): N/A
Name: Stephen Elliott	Name:
Address: 9118 Buckwheat St. San Diego, CA 92129	Address:
Phone: 858-735-5391	Phone:

ATTACHMENT A

8) Describe property damage or personal injury claimed:

My son has a permanent scar on his forehead from the injury. This incident ruined our Hawaii trip because he was unable to go swimming due to his open wound.

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

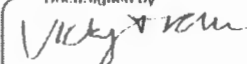
Jaxon Nguyen
1415 Rosemonde Lane
Santee, CA 92071

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.

We purchased bandaids and triple antibiotic ointment to treat his cut on forehead.

Dated: 02/02/2022

Claimant:

DocuSigned by

Vicky Nguyen

(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, 3rd Floor
San Diego, CA 92101

RESOLUTION NO. 2022-0024

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
REJECTING THE CLAIM OF VICKY TRAN

WHEREAS, on February 8, 2022, Vicky Tran filed a claim with the San Diego County Regional Airport Authority ("Authority") for losses she claims were the result of her son tripping and falling in Terminal Two at San Diego International Airport; and

WHEREAS, at its regular meeting on March 3, 2022, the Board considered the claim filed by Vicky Tran and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Vicky Tran; 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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March, 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: March 3, 2022

Subject:

Fiscal Year 2022 Second Quarter Report from the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board accept the report.

Background/Justification:

As directed in the Charter for the Office of the Chief Auditor, the Chief Auditor shall communicate to the Authority's Audit Committee and executive management on the performance relative to the Office of the Chief Auditor's (OCA) Audit Plan, results of audit engagements or other activities completed, and to report any risk exposures or control issues identified.

The Fiscal Year 2022 Second Quarter Report from the OCA (Attachment A) is submitted to provide an account of activities and undertakings of the department during the period October 1, 2021, through December 31, 2021, and includes details on all recommendations completed or in progress during the second quarter.

On February 7, 2022, during a regular meeting of the Audit Committee, a presentation was provided to the Committee by the OCA on its activities for the second quarter of Fiscal Year 2022. The Audit Committee subsequently voted to forward the report to the Board for acceptance.

Fiscal Impact:

None

Authority Strategies/Focus Areas:

This item supports one or more of the following:

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 2022 2nd Quarter Report

ATTACHMENT A

SAN DIEGO
COUNTY
REGIONAL
AIRPORT
AUTHORITY

By The Numbers



Recommendations
Issued



Customer
Satisfaction
Rating



Audit Engagements
Completed Under
Budget



Auditor Utilization
Percentage

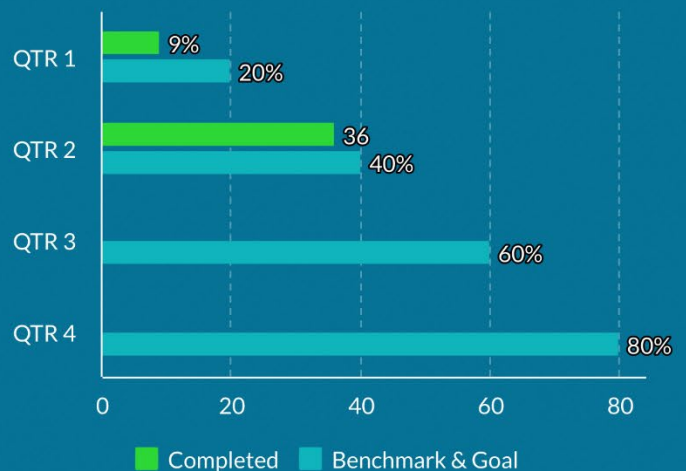


Recommendations
Accepted By
Management

Audit Engagement Progress



Audit Engagements Completed vs. Benchmark & Goal





Fiscal Year 2022

Second Quarter Report

SAN DIEGO
COUNTY
REGIONAL
AIRPORT
AUTHORITY

Issue Date: February 7, 2022

OFFICE OF THE CHIEF AUDITOR

Second Quarter Summary

Executive Summary

During the second quarter we made significant progress on our Fiscal Year 2022 Audit Plan, partnered with our construction auditor to complete a Risk Assessment for the Validation Phase of the Terminal and Roadways related to the New T1, and we commenced work on a new fraud manual. As of the end of the second quarter we completed 36% of planned audits and have approximately 46% of our planned audits in progress. The Risk Assessment completed for the Validation Phase for Terminals and Roadways will be utilized to initiate new construction audits to be performed by the Office of the Chief Auditor (OCA) and/or the external construction auditor.

Performance Measures

For Fiscal Year 2022, six major performance measures were developed to evaluate the OCA. The OCAs performance against the selected performance measures is displayed in Table 1.¹

Table 1: Status of Performance Measures as of December 31, 2021

#	Performance Measure	Goal	Actual	Benchmark
1	Customer satisfaction ratings from auditee	4.0	4.2	4.0
2	Number of recommendations	13	18	13
3	Percentage of audit engagements completed	40%	36%	40%
4	Percentage of recommendations accepted	95%	100%	83%
5	Percentage of staff time spent on audit engagements and general audit activities	70%	65%	70%
6	Percentage of audit engagements completed within budget	80%	100%	75%

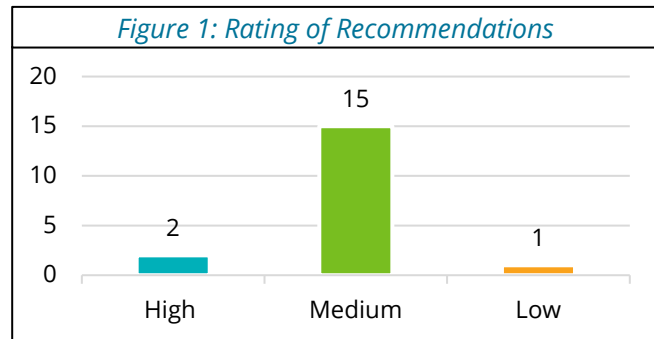
Customer Satisfaction Rating:

After the completion of an audit engagement, a survey is sent to obtain customer satisfaction data. The OCAs goal for customer satisfaction is 4.0, on a 1 to 5 scale (with 1 being very dissatisfied and 5 being very satisfied). To date this Fiscal Year we have achieved a score of 4.2.

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

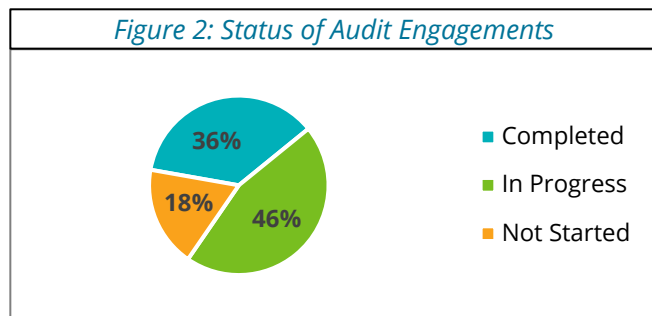
Number of Recommendations:

One of the OCAs primary objectives is to identify risks that could pose a threat to the Authority. As of December 31, 2021, the OCA provided 18 recommendations to management to remediate a risk identified. Each of the recommendations are rated based on a qualitative value of risk, identified as Low, Medium, or High. A summary of the ratings are shown in Figure 1.

*Percentage of Audit Engagements Completed:*

As of the second quarter, the OCA completed 4 audit engagements, or 36%, of audit engagements ($4/11 = 36\%$) that are planned to be completed on the Fiscal Year 2022 Audit Plan.² In addition to the four engagements completed, the OCA had 46% of engagements in progress as of the end of the second quarter, as shown in Figure 2. The engagements completed in the second quarter are summarized in the upcoming section titled Audit Engagements.

An alternative way to calculate this performance measure is to acknowledge the hours spent on audit engagements completed plus engagements that are in progress, but not yet completed. This calculation results in a completion percentage of 57%.³



The status of all activities in the Fiscal Year 2022 Audit Plan is included in Appendix A.

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 issued. As of the second quarter, management accepted 100% of all audit recommendations.

² The Fiscal Year 2022 Audit Plan has 12 audits. However, the audit identified as "Tenant Lease Administration and Management – Rental Car Companies" on the Fiscal Year 2022 Audit Plan will be carried forward, as anticipated, to Fiscal Year 2023, when required data is captured to complete the audit. This results in 11 audits the OCA plans to complete in the fiscal year.

³ The OCA has spent 3,017 hours on audit engagements and estimates 5,281 total hours will be needed to complete all Fiscal Year 2022 planned audits ($3,017/5,281=57\%$). The 57% and total hours of 5,281 exclude the hours for audits that have not been identified yet. These are labeled as "To Be Determined" on Appendix A. To Be Determined Hours total 1,401 ($1,203 + 198 = 1,676$).

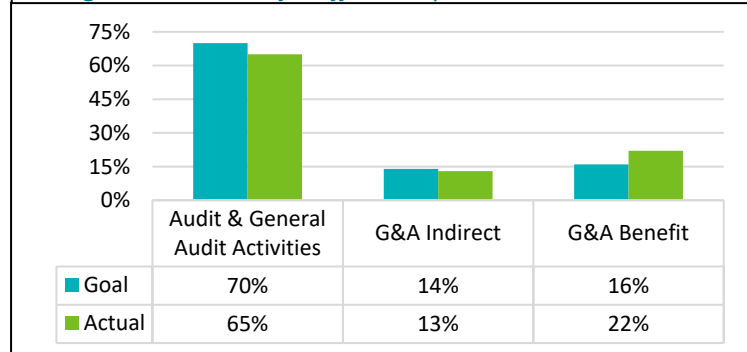
FISCAL YEAR 2022 SECOND QUARTER REPORT

Percentage of Staff Time Spent on Audit Engagements and General Audit Activities:

This measure tracks the time spent on audit engagements and general audit activities.⁴ The OCAs goal for Fiscal Year 2022 is 70%. The OCA is currently below the established goal, spending 65% of time on audit and general audit activities.

This is largely due to staff using accrued vacation time that was unutilized due to the COVID-19 pandemic. As shown in Figure 3, 22% of staff time was recorded as “G&A Benefit” time, which includes vacation and holiday time used by OCA staff. This is above the amount planned by 6%.

Figure 3: Percent of Staff Time Spent on Audit Activities



Percentage of Audit and Consulting Engagements Completed within Budgeted Time:

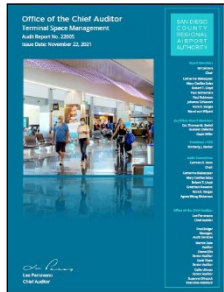
This category monitors the efficiency of audit staff in performing audits and consulting engagements. Specifically, audit staff is responsible for the internally prepared budget hours assigned to each audit or consulting engagement. As of the second quarter of Fiscal Year 2022, the OCA completed 100% of its projects within the budgeted time, exceeding the benchmark and the OCAs goal.

⁴ Appendix A details all planned activities in these categories for Fiscal Year 2022.

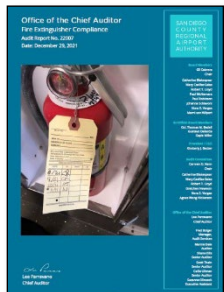
Audit Engagements

Issued

The Office of the Chief Auditor completed three audits during the second quarter. Below is a summary of these engagements.



Terminal Space Management: The objective of this audit was to determine if space within the terminals is managed appropriately. Specifically, we wanted to determine if the physical space was accurately reflected in the Authority's E1 software systems. The audit concluded that in general, terminal space is managed appropriately and happens through the efforts of multiple Authority departments. The audit provided five recommendations to improve program effectiveness.



Fire Extinguisher Compliance: The objective of this audit was to determine if monthly and annual inspections are performed on the Authority's fire extinguishers. The audit concluded that the Authority complied with inspection requirements for the majority of fire extinguishers tested. However, we found evidence that brings into question the veracity of some inspection records examined. As a result, we recommend changes to the program. The audit provided four recommendations to improve the process.



Rent Forbearance and Abatement Program: The objective of this audit was to determine if the Rent Forbearance and Abatement Program was developed and administered appropriately. Specifically, we wanted to determine if the amount of rental income abated was properly calculated and approved. The audit concluded that, in general, the Program was developed and administered and the rent and fees abated for participating tenants were accurately calculated and applied. The audit identified two recommendations to enhance the procedures in place.

In Progress

At the close of the second quarter there were five audit engagements in progress that are anticipated to be completed in Fiscal Year 2022, representing 46% of the Audit Plan slated to be completed in Fiscal Year 2022. The audits in progress, and anticipated to be completed in Fiscal Year 2022, are listed here:

- Harbor Police Contract Management – Costs and Services, Fiscal Years 2018, 2019
- System Security – AVSEC Penetration Test
- Contractor Monitoring – Engineered Materials Arresting System
- Harbor Police Contract Management – Fiscal Year 2020 True-Up
- Employee Training and Development

FISCAL YEAR 2022 SECOND QUARTER REPORT

In addition to the audits listed above, the audit of Tenant Lease Administration and Management – Rental Car Companies (RAC) has been started in Fiscal Year 2022, yet will not be completed until next fiscal year. This audit will be carried forward to Fiscal Year 2023 in order to capture data covering the period required to complete the RAC analysis.

General Audit Activities

In addition to performing audit engagements, the OCA is involved in other general audit activities that do not result in a formal audit report/opinion being issued. The OCA is either required⁵ 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 and Audit Plan

The OCA is required to submit a risk-based internal Audit Plan to the Audit Committee annually. The Risk Assessment & Audit Plan is the culminating result of data gathering, management discussions, surveys, and data analysis, which is conducted over the course of the year. The Risk Assessment & Audit Plan is presented in May of each year to the Audit Committee for acceptance, and to the Board for approval in June. The Audit Plan commences in July with the following fiscal year.



Construction Activities

Construction audit activity for the second quarter of Fiscal Year 2022 consisted of attending meetings regarding the airport support facilities, the New Terminal 1 (New T1) terminal and roadways, and new administration building projects. The second task authorization was issued to Baker Tilly, U.S., LLP (Baker Tilly) for development of an audit plan for the validation phase of the New T1 terminal and roadways project. The OCAs Construction Auditor has been working with Baker Tilly on the scope and development of the proposed audit plan for these construction activities. 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's central role to Authority operations makes meeting attendance on this subject a vital activity for the Chief Auditor. In Fiscal Year 2022, meetings have been focused on penetration testing that is in progress. The results of these tests will be provided to the Audit Committee when completed.

Development of Data Analytics

The OCA is actively exploring options to increase its audit coverage through data analytics. Currently, the OCA has a data analytics audit related to Rental Car Companies that was initiated after consultation with various departments at the Authority. The Rental Car Company audit will serve as a foundation to explore other areas where data analytics could benefit the Authority and the OCA.

⁵ Requirements are dictated by the Charter for the Office of the Chief Auditor, Charter of the Audit Committee, or the International Standards for the Professional Practice of Internal Auditing.

Ethics Program Activities

The OCA manages the Authority's Ethics Program that includes a confidential reporting hotline. During the second quarter of Fiscal Year 2022, one tip/report was received. The tip was evaluated as a Potential Conflict of Interest/ Business Integrity issue. Tips/reports that are not investigated by the OCA are forwarded to management, as appropriate.

The OCA also investigated an issue that was the result of an audit conducted on Fire Extinguisher Compliance. The results of the investigation are disclosed in Audit Report #22007 and have been classified in the table below as an Environmental, Health and Safety issue.

A summary of the tips/reports received in Fiscal Year 2022 is shown in Table 2 below.

Table 2: Ethics Hotline Tips/Reports Received in Fiscal Year 2022

	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)
Category					
Human Resource, Diversity, and Workplace Respect	13	-	-	-	-
Business Integrity	1	1	-	-	-
Environment, Health and Safety	1	1	1	1	-
Total	15	1	1	1	-

*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.

Recommendation Follow-up

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

Table 3 below shows the number of recommendations that were *Completed* or *In Progress* as of the second quarter of Fiscal Year 2022, along with the estimated/actual implementation timeframes based on the audit report issue date. Of the Completed recommendations, one

FISCAL YEAR 2022 SECOND QUARTER REPORT

was implemented within the initial timeframe identified when the recommendations were issued. Of the In Progress recommendations, 16 recommendations were still within the initial timeframe identified for implementation.

In general, the OCA is satisfied with the progress that Authority departments are currently making with the implementation, as based upon our inquiries during the tracking process.

Table 3: Recommendations with Estimated/Actual Implementation Timeframe

Recommendations	Zero to 7 Months	7 Months to 1 Year	Over 1 Year	Total
Completed	2	2	2	6
In Progress	7	11	10	28

Quality Assurance and Improvement Program

The Institute of Internal Auditors' (IIA) *Standards* require the OCA to maintain a Quality Assurance and Improvement Program (QAIP) that includes internal (self) assessments, ongoing monitoring, and external assessments (required every 5 years). The objective of ongoing monitoring is to provide assurance that the OCAs processes in place are working effectively, to ensure that quality is derived on an audit-by-audit basis.

The OCA completed ongoing monitoring of its activities and operations performed during Fiscal Year 2021 during the first quarter of Fiscal Year 2022. The results were included in the Fiscal Year 2021 OCA Annual Report that was presented during the September 13, 2021, Audit Committee Meeting.

The OCA continues to monitor and report on performance measures each quarter. Those results are presented in quarterly reports to the Audit Committee.

Peer Review Participation

The OCA is required to participate on a peer review team(s) as part of a reciprocal agreement with the Association of Local Government Auditors (ALGA). In this agreement, OCA auditors would participate on a team assigned to assess another organization's compliance with Institute of Internal Auditors' (IIA) *Standards*. The OCA is in contact with the regional coordinator of ALGA to schedule our staff on an appropriate peer review team. Two OCA auditors are anticipated to serve on a peer review in Fiscal Year 2022.

Administrative

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

Tracking Budget and Expenses

The OCA expenses totaled approximately \$587,000 through the end of the second quarter, which represents 47% of the Fiscal Year 2022 budget. No unexpected or large outlays occurred within the department during the first or second quarter of Fiscal Year 2022. The OCA expects to remain on budget through the fiscal year-end.

Continuing Professional Development

OCA staff continues to obtain Continuing Professional Education (CPE) credits as required by their various certifications. The OCAs Quality Assurance and Improvement Program CPE credits are tracked on a calendar year basis. In the second quarter, staff attended training on topics that included revenue diversion, data analytics, analytical procedures, cyber security and social engineering, federal grants, fraud investigation techniques, fraud prevention and deterrence, and audit reporting models. As of the second quarter, all OCA staff met their respective CPE requirements.

The OCA now has a Certified Fraud Examiner (CFE) on staff. The requirement to become a CFE includes a rigorous test on four major disciplines that comprise the associated fraud body of knowledge including: Fraud Prevention and Deterrence, Financial Transaction and Fraud Schemes, Investigation, and Law.

Procedural/Supervisory

One Audit Committee meeting took place during the second quarter, which occurred on November 15, 2021. The meeting contained all of the regularly scheduled November agenda items, of which the OCA assisted in coordination with the Committee Chair and Board Services.

COVID-19

All OCA staff have been working remotely since March 2020. The pandemic has required the OCA to be flexible with the timing of audit engagements due to the resource limitations caused by the pandemic. During the second quarter, OCA staff began a transition back to the office. However, due to the nature of the pandemic, and increasing case counts, the Authority has put this transition on pause until mid-February 2022.

Use of Report

The information in this report is intended solely for the use of the San Diego County Regional Airport Authority's (SDCRAA) Audit Committee, Board, and management and is not intended to be, and should not be, used by anyone other than the specified parties.

This report has been authorized for distribution to the Audit Committee and as specified:

- Board Members
- President/Chief Executive Officer
- General Counsel
- Vice Presidents
- Director, Authority Clerk
- Director, Government Relations
- Assistants specified by Board Members and SDCRAA

Appendix A – Fiscal Year 2022 Audit Plan

#	Activity	Status as of 12/31/2021	Over/Under Budget	No. of Recs.
Audit Engagement				
1	Harbor Police Contract Management – Costs and Services	In Progress		-
2	System Security – AVSEC Penetration Test	In Progress		-
3	Enterprise Content Management System (ECMS)	Completed	Under	7
4	Accounts Receivable / Collections - Abatement Program	Completed	Under	2
5	Contractor Monitoring – Engineered Materials Arresting System	In Progress		-
6	Harbor Police Contract Management – Fiscal Year 2020 True-Up	In Progress		-
7	Tenant Lease Administration and Management – Rental Car Companies ⁶	In Progress		
8	System Security – SAN.org website	Not Started		-
9	Employee Training and Development	In Progress		-
10	Tenant Lease Administration & Management – Terminal Space	Completed	Under	5
11	Airfield Operations - Amadeus	Not Started		-
12	Terminal Maintenance - Fire Extinguisher Compliance	Completed	Under	4
13	To Be Determined – Construction	N/A		-
14	To Be Determined - Discretionary	N/A		-
	Total			18
General Audit				
15	Risk Assessment & Audit Plan	In Progress		
16	Construction Meeting Attendance & Construction Auditor Coordination	In Progress		
17	Information Technology Meeting Attendance	In Progress		
18	Development of Data Analytics	In Progress		
19	Ethics Program	In Progress		
20	Recommendation Follow-up	In Progress		
21	Quality Assurance & Improvement Program	In Progress		
22	Peer Review Participation	In Progress		
Administrative				
23	Indirect - Attendance at Staff/Board/Committee Meetings, Continuing Professional Development, and Other	In Progress		
24	Benefit - Vacation, Holiday Time, and Other Leave/Time Off	In Progress		

⁶ Audit engagement is not anticipated to be completed in Fiscal Year 2022 and will be carried forward to Fiscal Year 2023.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
Completed						
20-25	Audit Report 20001 Issued: June 25, 2020 Title: Tenant Lease Administration and Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD should develop and publish a set of universal procedures for lease administration and management, and take active measures to ensure that the manual is updated to remain current.	11/30/20	12/31/2021	RG&PD started the process to develop and publish a set of procedures for lease administration and management. This will be an ongoing process and the procedures will be a living document which be updated annually. This work is in conjunction with researching potential property management software.
21-29	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Medium	GT should analyze the 317 tickets identified that were never received by COSD. GT should either a) resubmit to the COSD for billing, or b) disregard these tickets, considering the length of time elapsed and the impact to cited motorists.	9/30/2021	12/31/2021	(1) GT has confirmed that no payment funds were received for these 371 tickets. (2) These tickets have been voided.
22-5	Audit Report 21014 Issued: Sept. 22, 2021 Title: Enterprise Content Management System Access Controls Department: BOARD SERVICES	Medium	Employee and test/administrative IDs should be reviewed periodically to ensure unneeded user IDs are eliminated timely and that access is removed.	12/31/2021	12/29/2021	Employee and test/administrative IDs were reviewed to ensure unneeded user IDs are eliminated timely and that access is removed.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
Completed						
21-06	Audit Report 18004 Issued: December 8, 2020 Title: Small Business Development Department: SMALL BUSINESS DEVELOPMENT	Low	Small Business Development should examine the cost/benefit of expanding its current software system that monitors DBE and SBE requirements to include LBE, VOSB, and SDVOSB.	6/30/2021	12/31/2021	The implementation with B2Gnow has been completed as of 9/30/21. Testing was completed and we are now able to monitor the SBE, DBE, Local, and VOSB and SDVOSB.
21-23	Audit Report 21002 Issued: April 6, 2021 Title: SAN Information Security Program Compliance Department: INFORMATION & TECHNOLOGY SERVICES	Low	We recommend that I&TS update Standard D-08 Computers, Electronic Media & Monitoring to include all of the prohibited actions, and on an annual basis all Authority computer system users be provided with, and acknowledge receipt of, Standard D-08 Computers, Electronic Media & Monitoring.	6/30/2021	12/31/2021	Currently 99% of Authority staff have read and acknowledged the Standard D-08 Computers, Electronic Media & Monitoring form. I&TS will continue to follow up with the 1% remaining to read and acknowledge the form.
21-24	Audit Report 21004 Issued: June 2, 2021 Title: Emergency and Sole Source Procurement Department: PROCUREMENT	Low	The Procurement Department should update the Sole Source Justification Form, modifying the approval process to include Procurement, and maintain a dedicated listing of all sole source purchases made.	9/3/2021	12/31/2021	Procurement has revised the Sole Source Justification Form. The new form can be found in the public folder and is accessible Authority-wide. The new form was rolled out to Senior Staff effective January 2022.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
20-26	Audit Report 20001 Issued: June 25, 2020 Title: Tenant Lease Administration and Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD staff should continue to evaluate the property management software vendors, first by examining the Authority's Real Estate Management Property Management module already in E1, to implement a desired solution.	3/31/22	6/30/22	RG&PD has begun a draft of the RFP for the property management software and continues discussion with other departments with regard to integration and other key attributes for the software. With the many departments involved in this integration, the release of the RFP has been delayed which pushed back the implementation of the software.
20-27	Audit Report 20001 Issued: June 25, 2020 Title: Tenant Lease Administration and Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD, in cooperation with the Finance & Risk Management Department, should analyze the current security deposits on hand, determine if the security deposits on hand are sufficient to cover the risk to the Authority, make adjustments, and document any exceptions to security deposits, as needed.	3/31/22	3/31/2022	RG&PD is working with Accounting, Risk Management and Finance Dept. to review and establish a system for review of the security deposits.
21-15	Audit Report 21009 Issued March 24, 2021 Title: Accounts Payable Process Department: ACCOUNTING/ FINANCE	High	A) We recommend that the A/P Accountant role in the Authority's E1 financial system be removed from the Accounting Manager. B) In addition, we recommend that the Authority determine if E1 has the ability to require that when any changes are made to the VMF, they be approved by another individual.	9/30/2021	6/30/2022	Partially Completed A) Completed - Accounting had previously removed the AP Accountant role in the Authority's E1 financial system from the Accounting Manager's menu. B) In Progress - Accounting is working with I&TS to determine if E1 has the reasonable ability to require that any changes made to the VMF, be approved by another individual.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
21-31	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	High	GT should coordinate with COSD to identify the cause of the \$54,687 in underpayments and the \$26,082 in duplicate fees charged, and work to ensure that the issues are corrected and that the Authority is properly paid for their citations issued.	9/30/2021	3/31/2022	1. GT will attempt to reconcile the the cause of the \$54,867 in underpayments and \$26,082 in duplicate fees charged. 2. GT will examine the current process and include reconciliation steps in the monthly reconciliation SOP to prevent errors in the future. 3. GT will use the monthly reconciliation SOP to analyze the average amount of deficient citation revenue received, and compare that to fees charged for processing, payment plan, NSF, State of CA Fees, etc. 4. Going forward, GT will use the monthly reconciliations and KPI examinations to identify trends in citation revenue deficiencies. 5. GT will examine the option to move to a different processor who can specifically identify citation revenue and charges and provide accurate reconciliations.
21-32	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	High	GT should coordinate with COSD to obtain detailed support of the gross figures provided monthly by COSD and reconcile the amounts of citations paid against the amount remitted to the Authority.	9/30/2021	3/31/2022	1. As part of the monthly reconciliation process defined in the SOP, GT will request detailed support for the gross figures provided monthly by CoSD to reconcile the amounts of citations paid to the amount remitted as citation revenue to the Authority.
22-1	Audit Report 21014 Issued: Sept. 22, 2021 Title: Enterprise Content Management System Access Controls Department: BOARD SERVICES	High	The ECMS Administrator should coordinate with Department Records Coordinators to conduct, periodic reviews of access rights and group permissions to enforce the practice of least privilege, and maintain documentation to show the review was performed by appropriate individuals.	6/30/2022	6/30/2022	Board Services is currently meeting with Department Records Coordinators individually as they receive request to adjust permissions. They are enforcing the practice of providing the least permissions based on need maintaining the approval documentation. Board Services is confident that they will complete this recommendation by the Initial Estimated Completion Date of 6/30/2022.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
21-17	Audit Report 21009 Issued March 24, 2021 Title: Accounts Payable Process Department: ACCOUNTING/ FINANCE	Medium	A) We recommend that the Accounting Manager run and review the Vendor Set-Up Verification Report concurrent with the check run process to capture any vendor changes and to verify that these changes are legitimate. B) In addition, we recommend that the Authority develop a report that captures changes made in E1 to banking information related to employee and Board/Committee Member reimbursements, thus enabling staff to conduct a review of that report concurrent with the check run process.	9/30/2021	6/30/2022	Partially Completed A) Completed - The procedure to run the vendor setup verification report has been added to the check run procedures. B) In Progress - Accounting is working with I&TS to determine it is possible to create a report that captures changes to employee and Board Member banking information.
21-18	Audit Report 21009 Issued March 24, 2021 Title: Accounts Payable Process Department: ACCOUNTING/ FINANCE	Medium	The Accounting Department's A/P Team should perform regular periodic maintenance of the Vendor Master File to identify inactive and duplicate vendors and tag them as inactive.	12/31/2021	3/31/2022	Significant progress has been made to deactivate duplicate and inactive vendors. The revised estimated date of completion of all data is 3/31/22.
21-25	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Medium	GT should develop written procedures for all components of the automobile citation process. Specifically, GT should develop written procedures for the export/upload process, reconciliations, and appeals process.	9/30/2021	3/31/2022	GT will develop Standard Operating Procedures (SOP) for all aspects of the citation process: (A) Issuance process, (B) Export/upload process, (C) Monthly reconciliations, (D) Appeals process, and (E) Quarterly management review.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
21-26	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Medium	GT should develop KPIs to measure performance of the automobile citation process, and measure actual performance against KPIs on a regular basis.	9/30/2021	3/31/2022	1. GT will develop the following KPIs: a) % of citations uploaded on time, b) % of citations with errors, c) % of citations appealed, d) # of citations successfully appealed, e) \$ amount of citations issued each month, f) Type and amount of citations issued each month, g) List of citation infraction type, h) List of upload errors and troubleshooting by citation device, i) Additional KPIs will be developed and reported as identified and warranted.
21-28	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Medium	GT should develop a methodology to reconcile citations issued by the Authority, transferred to the COSD, and citations charged a processing fee; and, implement the reconciliation to be performed monthly and any discrepancies be corrected.	9/30/2021	3/31/2022	1. As part of the monthly reconciliation SOP GT will establish a requirement and methodology to to reconcile: a) Monthly citations issued by the Authority to those received by CoSD, b) Monthly \$ amount of citations issued by the Authority to those received by CoSD, c) Monthly \$ amount of citation fees charged by CoSD to number of citations received by CoSD.
21-30	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Medium	GT should develop and implement a methodology to review citation fine amounts periodically and adjust the amounts as appropriate.	9/30/2021	4/30/2022	1. As part of the citation issuance SOP, GT will specify that citation amounts are reviewed annually and benchmarked against other County of San Diego agencies and other California Airports. 2. The initial review will occur in April 2022. 3. Subsequent annual review and benchmarking examinations will occur in April each year thereafter.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-10	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Authority staff should cleanup E1 Plat Management and GIS Space Manager for mismatched or incorrect data and perform regular maintenance, review, and reconciliation of the data between E1 Plat Management and GIS Space Manager.	1/2/2023	1/2/2023	RG&PD staff along with the Airline Services team will work with E1 Plat Management and GIS Space Management to review space management data, reconcile and establish procedures for maintenance of space management data
22-11	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Authority Management should perform a physical inventory of plats throughout Terminal 2, and the New Terminal 1 when completed, to ensure that the reported attributes of space in the E1 Plat Management and GIS Space Manager reports reflect the physical space in the terminals. Any discrepancies should be timely corrected. Additionally, the written procedures referred to in Recommendation #22-8 should include a procedure for the periodic physical inventory of plats in Terminals 1 and 2.	12/1/2022	12/1/2022	RG&PD will work with Airline Services, GIS Space Management and E1 Plat Management to conduct a physical review of all spaces and correct accordingly. We will also include a regular physical inventory based on the space management systems.
22-12	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	The numbers attached to terminal doors, as identifiers, should be incorporated in E1 Plat Management and GIS Space Manager plat reporting.	10/3/2022	10/3/2022	RG&PD will work with the many departments within the Authority who has a stake in the door numbering systems to make sure we have all of the necessary information for the door identifiers.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-13	Audit Report 22007 Issued December 29, 2021 Title: Fire Extinguisher Compliance Department: FACILITIES MANAGEMENT	Medium	FMD should develop and maintain a listing of all Authority fire extinguishers and their locations. This listing could be included in a computer application such as the Geographic Information System to produce and maintain a map of the Authority that shows all fire extinguisher locations.	2/28/2022	2/28/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance Facilities Management indicated that it would compile a detailed list of all existing handheld fire extinguishers to show the last date of inspection in Month/Day/Year format. A map of each extinguisher will be developed pinpointing the exact location of each. Concurrently FMD will work with the Technical Services Department to try and achieve a layer for fire extinguishers in the Authorities existing GIS application.
22-14	Audit Report 22007 Issued December 29, 2021 Title: Fire Extinguisher Compliance Department: FACILITIES MANAGEMENT	Medium	FMD should remove from service the fire extinguisher that had received no inspection since 2019 and replace it with a reserve. FMD should have All County inspect this unit on the next annual maintenance visit.	2/28/2022	2/28/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance Facilities Management indicated that it would remove the fire extinguisher which hadn't been inspected since 2019 and replace it with an up to date inspected unit. FMD will go through all existing units to ensure all are within compliance and then enlist All County to inspect them on their next maintenance visit.
22-15	Audit Report 22007 Issued December 29, 2021 Title: Fire Extinguisher Compliance Department: FACILITIES MANAGEMENT	Medium	FMD should immediately visit the fire extinguishers lacking up to date monthly inspection records and perform the necessary inspections.	2/28/2022	2/28/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance Facilities Management indicated that all units currently lacking up to date inspection records will be internally inspected by FMD to ensure the Authority is meeting California Code Title 19 Standards. Further, FMD Management will research and take appropriate action with any employees who failed to perform their assigned job.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-16	Audit Report 22007 Issued December 29, 2021 Title: Fire Extinguisher Compliance Department: FACILITIES MANAGEMENT	Medium	FMD should require that staff performing fire extinguisher inspections write the full date (day, month, and year) of when the inspection was performed on the maintenance tags. The full date would allow cross checking with staff assignments creating increased confidence in the veracity of FMD attestations. Alternately, management could procure a computer application that could scan barcodes attached to each fire extinguisher, which could record all relevant information, including dates of completed inspections, location of fire extinguishers, and the employee performing the inspection.	2/28/2022	2/28/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance Facilities Management indicated that moving forward when FMD performs inspections on handheld fire extinguisher units, the Month, day, year will be written on the tag to ensure the unit is within California Code Title 19 standards. Utilizing our existing E-1 database application FMD will create a weekly Preventative Maintenance "PM" Work Order for handheld fire extinguisher inspection. The Work Order will have a photo of the extinguishers inspected each week to show location and tag confirmation which will be attached and accessible in the Additional comment section of the Work Order.
22-17	Audit Report 21015 Issued December 30, 2021 Title: Rent Forbearance and Abatement Program Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	In the event the Program is extended to future periods, RG&PD should develop a checklist to address the administration of the Program and ensure that the checklist is updated to encompass any future changes to the Program. The checklist should be shared with other Departments as necessary.	3/25/2022	3/25/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance RG&PD indicated that it would create a checklist to ensure the necessary documents and forms are completed for the proper and timely execution of the abatements as approved by the Board and as required by the FAA for ACRGP funds.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-18	Audit Report 21015 Issued December 30, 2021 Title: Rent Forbearance and Abatement Program Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Management should set a standard naming protocol for each of the documents used in the Program and ensure that all documents are filed in ECMS in a timely manner in specific folders for each type of document.	3/25/2022	3/25/2022	This audit report was issued at the end of the 2nd quarter so no follow-up was performed. However, at the time of issuance RG&PD indicated that it would establish a standard naming for all of the documents which support the rent forbearance abatement program along with any documents required by the FAA for ACRGP funding and establish a time line for the filing of all applicable documents in ECMS.
22-6	Audit Report 21014 Issued: Sept. 22, 2021 Title: Enterprise Content Management System Access Controls Department: BOARD SERVICES	Medium	A formal procedure that includes a documented process for granting and changing access rights should be developed. Documentation should be retained for audit purposes.	2/28/2022	2/28/2022	Board Services is currently meeting with Department Records Coordinators individually as they receive request to adjust permissions. They are requiring written approval from department Directors for adding or changing permissions. They are confident that they will complete this recommendation by the Initial Estimated Completion Date of 2/28/2022.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-8	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Five Authority departments (i.e. ADC Tech Services Team, the Accounting Department, the Finance Department, RG&PD, and Airline Relations) should coordinate, develop, and publish a set of universal procedures for SDIA space management, and take active measures to ensure that the procedures are updated to remain current. The procedures should establish a process for making changes to terminal space that include steps to require the Asset Manager requesting any change to verify that the change was processed timely and accurately in both E1 Plat Management and GIS Space Manager.	12/1/2022	12/1/2022	RG&PD will work with the Five Authority Departments to establish a universal set of procedures for SDIA space management.
22-9	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Authority staff should determine the information fields in E1 Plat Management that are critical and that should be populated and imported to GIS Space Manager for data accuracy and consistency between the two systems. In addition, staff should clearly distinguish the differences between unit statuses (e.g. active, occupied) to avoid inconsistencies.	12/1/2022	12/1/2022	RG&PD staff will work with GIS Space Manager, Finance and Accounting to determine steps to determine accuracy between the two systems currently used for space management. Staff will discuss ideas with other departments how to identify space usages.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
21-03	Audit Report 20004 Issued October 28, 2020 Title: Formal Bidding/Contracting Process Department: PROCUREMENT	Low	We recommend that Authority Management evaluate and update Authority Policies 5.01 and 5.02 where necessary.	10/15/2021	3/28/2022	The Procurement Department is working with the DEI committee to make some additional revision related to Business Engagement and Supplier Diversity.
21-27	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Low	GT should establish a written goal to upload all citations within a specified time period (e.g., 24 or 48 hours). Further, GT should implement a system to measure upload time, identify issues with citation uploads, and troubleshoot issues.	9/30/2021	3/31/2022	Partially Completed (1) As part of the Export/Upload SOP GT will establish a goal to upload all citations within 48 hours of issuance. (2) GT will issue reports on % of citations uploaded daily and within/without 48 hours. (3) GT will issue exception reports for citations processing issues and troubleshooting issues.
21-33	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations Department: GROUND TRANSPORTATION	Low	GT should implement a formal documented approval of all decisions reached within the appeals process.	9/30/2021	3/31/2022	1. As part of the Appeals Process SOP GT will establish and implement a formal, documented approval form for all decisions reached within the appeals process. This form will include: a) Date of citation, b) Date of citation appeal, c) Date of appeal review, d) Appeal decision - by party independent of appeal processor, e) Manager review signature and date, and f) Director review signature and date.

Appendix B - Status of Recommendations

Fiscal Year 2022 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2021
In Progress						
22-7	Audit Report 21014 Issued: Sept. 22, 2021 Title: Enterprise Content Management System Access Controls Department: BOARD SERVICES	Low	The ECMS Administrator should consider utilizing a software tool or other methodology to identify confidential or sensitive information within ECMS to determine if the information is properly safeguarded and only accessible to those with the logical need for that information.	6/30/2022	6/30/2022	As part of the annual process of maintaining a catalog of enterprise systems, Board Services began identifying Authority systems that maintain confidential, sensitive and SSI information which includes the ECMS. This review was completed on 12/29/2021. Board Services is confident that they will complete this recommendation by the Initial Estimated Completion Date of 6/30/2022.

Staff Report

Meeting Date: March 3, 2022

Subject:

Revision to the Fiscal Year 2022 Audit Plan of the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board Adopt Resolution No. 2022-0025, approving the revision to the Fiscal Year 2022 Audit Plan of the Office of the Chief Auditor.

Background/Justification:

The Charter for the Office of the Chief Auditor, instituted by Board Resolution No. 2003-062 on October 2, 2003, and most recently amended on October 7, 2021, per Board Resolution No. 2021-0109, defines the role and requirements of the Office of the Chief Auditor (OCA).

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

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

The OCAs initial Audit Plan for Fiscal Year 2022 was approved by the Audit Committee during its May 10, 2021, meeting, and was subsequently approved on June 3, 2021, by Board Resolution No. 2021-0063.

During the first quarter of Fiscal Year 2022, a review of the Audit Plan was undertaken by the OCA. A revision to adjust the allocation of audit hours to reflect the OCAs operational requirements was approved by the Board on October 7, 2021, by Resolution No. 2021-0110.

During the second quarter of Fiscal Year 2022, a revision to the Fiscal Year 2022 Audit Plan was requested to add an audit of Fire Extinguisher Compliance to the Audit Plan with 275 audit engagement hours. This revision was approved by the Board on December 2, 2021, by Resolution No. 2021-0137.

To reflect current operational activities, a request to revise the Fiscal Year 2022 Audit Plan was presented by the OCA on February 7, 2022, to the Audit Committee during a regularly scheduled meeting. The Audit Committee voted to forward the proposed revision of the OCA Audit Plan to the Board with a recommendation for approval.

The revision is comprised of two categories: 1) Harbor Police Contract Management Audits and 2) Construction Audits, which are described below.

Harbor Police Contract Management Audits

The OCA is requesting to refine the objectives and hours for two Harbor Police audits. The first Harbor Police audit originally had a stated objective to determine if Harbor Police costs and services are appropriate and equitable related to an analysis of costs for the Fiscal Years 2018 and 2019. However, Fiscal Year 2020 costs are also available to be analyzed and will be included in the scope of this audit. The OCA estimates an additional 148 hours of effort is needed to complete the engagement that includes FY 2020 costs.

The second Harbor Police audit originally had a stated objective to determine if Harbor Police costs and services are appropriate related to the Fiscal Year 2020 True-up. The OCA is specifying that its objective is to determine if controls surrounding the Accounting Department's review of the Fiscal Year 2020 True-up of Harbor Police costs and services are appropriate. The OCA estimates an additional 50 hours of effort is needed to complete this engagement.

The 198 total hours needed to complete the Harbor Police Contract Management audits above would be reallocated from the discretionary hours listed on the Fiscal Year 2022 Audit Plan as "To Be Determined".

Construction Audits

The OCA, in partnership with the external construction auditor, Baker Tilly US LLP, identified multiple auditable areas on the New T1 as a result of a risk assessment performed by Baker Tilly. As such, three audits should be initiated for the validation phase related to the terminal and roadways project. The first audit is the Turner-Flatiron Validation Phase Payment Applications audit to be performed by OCA staff. The second audit is the Terminals and Roadway Validation Phase Cost Controls audit. This audit would utilize a collaborative auditing format, whereas both OCA and Baker Tilly staff would work

together to achieve the audit's objectives.¹ The third audit is the Turner-Flatiron Validation Phase Direct Labor audit. This audit would be principally performed by Baker Tilly staff.

Additionally, the OCA is requesting further revision to the Audit Plan to add construction hours related to pre-audit activities for the Airside Improvement Project and Administration Building. These pre-audit activities would include an examination of the Griffith Company and Sundt contracts and the development of risk assessments. The risk assessments would be utilized to develop a formal plan of construction audits in Fiscal Year 2023.

The OCA anticipated that 1,203 hours would be needed in Fiscal Year 2022 to conduct construction audits and pre-audit activities, which were designated as "To Be Determined" on the Audit Plan. At this point, there are 983 hours needed to be reallocated from the discretionary hours listed on the Fiscal Year 2022 Audit Plan to specify the construction audits and pre-audit activities stated above. This would leave a remaining balance of 220 hours listed "To Be Determined" as specifically set aside for construction audits.

The proposed revision to the Fiscal Year 2022 Audit Plan is provided as Attachment A.

Fiscal Impact:

Adequate funding for The Fiscal 2022 Audit Plan is included in the adopted FY 2022 and conceptually approved FY 2023 Operating Expense Budgets within the budget of the Chief Auditor.

Authority Strategies/Focus Areas:

This item supports one or more of the following:

Strategies

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Community Strategy | <input type="checkbox"/> Customer Strategy | <input type="checkbox"/> Employee Strategy | <input checked="" type="checkbox"/> Financial Strategy | <input checked="" type="checkbox"/> Operations Strategy |
|---|--|--|--|---|

Focus Areas

- | | | |
|---|---|---|
| <input type="checkbox"/> Advance the Airport Development Plan | <input type="checkbox"/> Transform the Customer Journey | <input checked="" type="checkbox"/> Optimize Ongoing Business |
|---|---|---|

¹ The OCA is required by Internal Audit Standards to review and supervise work performed by Baker Tilly. The Fiscal Year 2022 Audit Plan hours includes the review and supervision hours required.

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

RESOLUTION NO. 2022-0025

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPROVING THE REVISION TO THE FISCAL YEAR
2022 AUDIT PLAN OF THE OFFICE OF THE CHIEF
AUDITOR

WHEREAS, California Public Utilities Code §170018 specifies the San Diego County Regional Airport Authority's Audit Committee membership (consisting of board members and public members), terms, and its responsibilities; and

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

WHEREAS, at its regular meeting on May 10, 2021, the Audit Committee was presented with the Fiscal Year 2022 Proposed Audit Plan and voted to accept the plan and forward it to the Board for approval, as adopted by Board Resolution No. 2021-0063 on June 3, 2021; and

WHEREAS, on September 13, 2021, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2022 Audit Plan to adjust the allocation of audit hours and reflect the Office of the Chief Auditor's current operational requirements, and voted to forward the revision to the Board for approval, as adopted by Board Resolution No. 2021-0110 on October 7, 2021; and

WHEREAS, on November 15, 2021, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2022 Audit Plan to adjust the allocation of audit hours to include an additional audit, and voted to forward the revision to the Board for approval, as adopted by Board Resolution No. 2021-0137.

WHEREAS, on February 7, 2022, during a regular meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2022 Audit Plan to reflect current operational activities and adjust the allocation of audit hours to include construction audits, and voted to forward the revision to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD HEREBY approves the revision to the Fiscal Year 2022 Audit Plan of the Office of the Chief Auditor (Attachment A); and

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

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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March, 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Office of the Chief Auditor
Fiscal Year 2022
Proposed Audit Plan February 7, 2022

ATTACHMENT A

Key Work Activity	Objective ¹	Prior Estimated Hours	Change Requested	Revised Hours
Audit Hours				
Harbor Police Contract Management ²	To determine if Harbor Police costs and services are appropriate and equitable for the Fiscal Years 2018, 2019, and 2020.	400	148	548
System Security ²	To evaluate the Authority's security posture by performing penetration testing of the Authority's Aviation Security and Public Safety's system.	120	-	120
Records Management ²	To determine if access rights in the Authority's Enterprise Content Management System (ECMS) are appropriate.	290	-	290
Accounts Receivable / Collections ²	To determine if the rent abatement program was properly administered and in compliance with applicable Federal requirements of the COVID-19 relief acts.	400	-	400
Contractor Monitoring ²	To determine if the Engineered Materials Arresting System (EMAS) project was properly monitored and managed.	140	-	140
Harbor Police Contract Management	To determine if controls surrounding the Accounting Department's review of the Fiscal Year 2020 True-up of Harbor Police costs and services are appropriate related to the Fiscal Year 2020 True-Up.	500	50	550
Tenant Lease Administration & Management ³	To determine if the concessions, CFC/TFCs reported to the Authority are accurate for all Airport Rental Car Companies.	1,140	-	1,140
System Security	To evaluate the Authority's security posture by performing penetration testing of the Authority's website.	325	-	325
Employee Training and Development	To determine if employee trainings are administered appropriately.	525	-	525
Tenant Lease Administration & Management	To determine if terminal airport space is managed and billed appropriately.	525	-	525
Airfield Operations Management	To determine the gate software (Amadeus) matches Airline landing fees reported.	500	-	500
Terminal Maintenance	To determine if fire extinguishers are in compliance with inspection and other requirements.	275	-	275
Turner-Flatiron Validation Phase Payment Applications	To determine if the Validation Phase payment application costs are accurate, properly supported, and in compliance with the agreement requirements.	-	300	300

¹ Objective may change based on the preliminary survey performed by the OCA.

² Audit Activity has been carried forward from Fiscal Year 2021.

³ Audit engagement is not anticipated to be completed in Fiscal Year 2022, and will be carried forward to the Fiscal Year 2023 Audit Plan. The hours budgeted in Fiscal Year 2022 are 1,140. An additional 375 hours will be needed in Fiscal Year 2023 to complete. The total budget for this audit engagement is 1,515.

Office of the Chief Auditor
Fiscal Year 2022
Proposed Audit Plan February 7, 2022

ATTACHMENT A

Key Work Activity	Objective ¹	Prior Estimated Hours	Change Requested	Revised Hours
Terminals and Roadway Validation Phase Cost Controls	To determine if the controls surrounding the Validation Phase costs are adequate and operating as designed. ⁴	-	350	350
Turner-Flatiron Direct Labor Validation Phase	To determine if direct labor is properly billed using the correct labor rate calculations and in accordance with the terms of the agreement. ⁴	-	133	133
To Be Determined	To initiate audits related to construction activities based on a Risk Assessment(s) performed by the External Construction Auditor.	1,203	(983)	220
To Be Determined	To initiate audit(s)/consulting engagements based on risks identified at the discretion of the Chief Auditor.	198	(198)	-
	Total Audit Hours	6,541	(200)	6,341

⁴This audit is being performed in partnership with the external construction audit firm, Baker Tilly. The hours listed are the hours for OCA staff only and do not include the hours for Baker Tilly.

Office of the Chief Auditor
Fiscal Year 2022
Proposed Audit Plan February 7, 2022

ATTACHMENT A

Key Work Activity	Objective ⁵	Original Estimated Hours	Change Requested	Revised Hours
General Audit Hours				
Risk Assessment and Audit Plan ⁶	To conduct a Risk Assessment of SDCRAA that will identify the high risk activities to be considered when preparing the annual OCA Audit Plan.	212	-	212
Risk Assessment - The Griffith Company Pre-Audit Activities	To perform the analysis of the Griffith Company agreement to perform the ADP Airside Improvements, and develop the associated risk assessment.		100	100
Risk Assessment - Sundt Construction Pre-Audit Activities	To perform the analysis of the Sundt Construction agreement to build the Administration Building, and develop the associated risk assessment.	-	100	100
Construction Meeting Attendance & External Construction Auditor Coordination	Attend various construction meetings and incorporate knowledge into ongoing risk assessments and management of the Construction Auditor.	380	-	380
Information Technology Meeting Attendance	Attend various Information Technology meetings, incorporate knowledge into ongoing risk assessments, and initiate audits if needed.	80	-	80
Development of Data Analytics	Develop a data analytics program for in terminal concessions or other programs.	220	-	220
Ethics Hotline ⁶	To review ethics policies and investigate reported incidents.	210	-	210
Recommendation Follow-up ⁶	To verify that internal and external audit recommendations have been implemented as intended.	140	-	140
Quality Assurance & Improvement Program ⁶	To assess conformance with the <i>Standards</i> , whether internal auditors apply the Code of Ethics, and allow for the identification of improvement opportunities.	320	-	320
Peer Review Participation	To satisfy the Association of Local Government Auditors (ALGA) requirement for the OCA to volunteer two audit staff to serve on a Quality Assurance Review for another organization.	180	-	180
	Total General Audit Hours	1,742	200	1,942

⁵ Objective may change based on the preliminary survey performed by the OCA.

⁶ Required activity in the Charter for the Office of the Chief Auditor.

Office of the Chief Auditor
Fiscal Year 2022
Proposed Audit Plan February 7, 2022

ATTACHMENT A

Administrative Hours				
Administrative - Indirect	Attendance at Staff/Board/Committee Meetings, Continuing Professional Development and Other.	2,189	-	2,189
Administrative - Benefit	Vacation, Holiday Time and Other Time Off.	2,008	-	2,008
	Total Administrative	4,197	-	4,197
	Total Fiscal Year 2022 Hours	12,480	-	12,480

Office of the Chief Auditor
Fiscal Year 2022
Proposed Audit Plan February 7, 2022

ATTACHMENT A

Key Work Activity	Objective ⁷	Original Estimated Hours	Change Requested	Revised Hours
Contingent Audit Hours				
Airport Ground Transportation Operations Management	To determine if the privacy and personal information security procedures and practices related to the Automated License Plate Reader (ALPR) system are adequate.	500	-	500
OCIP	To determine if the Owner Controlled Insurance Program (OCIP) is administered appropriately.	500	-	500
Social Media/Website / Webmaster	To determine if the controls around social media and/or website administration are appropriate and adequate.	450	-	450
Management of ALUC, Board, and Standing Board Committee Meetings	To determine if the processes and technology utilized for Board, Airport Land Use Commission (ALUC), and Committee meetings are efficient and appropriate.	400	-	400
Account Provisioning /De-Provisioning	To determine if account provisioning and de-provisioning are performed timely.	450	-	450
Rental Car Shuttle Service Contract Administration	To determine if the Shuttle Service operations are administered appropriately.	650	-	650
TNC Contract Administration & Revenue Collection	To determine if the TNC Contract is administered appropriately.	475	-	475
Employee Parking Card and Policy Administration	To determine if Parking Cards are administered appropriately.	550	-	550
Leaves of Absence / Catastrophic Leave	To determine leaves of absences are administered appropriately.	525	-	525
Innovation Lab Operations	To determine if the Innovation Lab is administered appropriately.	600	-	600
	Total Contingent Audit Hours	5,100	-	5,100

⁷ Objective may change based on the preliminary survey performed by the OCA.

Staff Report

Meeting Date: March 3, 2022

Subject:

Award a Contract to University Mechanical & Engineering Contractors, Inc., for Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements at San Diego International Airport

Recommendation:

Adopt Resolution No. 2022-0026, awarding a contract to University Mechanical & Engineering Contractors, Inc., in the amount of \$565,362 for Project No. 104291, Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements at San Diego International Airport.

Background/Justification:

Project No. 104291, Airport & Rescue Fire Fighting (ARFF) Building HVAC Improvements, is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2022 Capital Improvement Program ("CIP").

The ARFF building's existing roof-top mounted heating, ventilation, and air conditioning (HVAC) units are over 20 years old and beyond their useful life cycle. The project scope is to replace the ARFF building's HVAC system, including rooftop equipment and downstream ductwork. The new and modernized HVAC system will provide remote monitoring and control capabilities for better efficiency and maintenance (Attachment A).

This opportunity was advertised on October 8, 2021, and sealed bids were opened on November 8, 2021. The following bid was received:

Company	Total Bid
University Mechanical & Engineering Contractors, Inc.	\$565,362

The Engineer's original estimate for this project was \$375,000. This estimate was based on market conditions at the peak of the ongoing pandemic. Based on current supply chain issues, escalating material and equipment costs, and labor shortages due to high market demand, the Engineer's estimate has been reevaluated and revised to \$540,000. This puts the bid price within 5% of the Engineer's revised estimate.

Accordingly, the low bid of \$565,362 is determined to be responsive, and University Mechanical & Engineering Contractors, Inc., is considered responsible. Staff recommends award to University Mechanical & Engineering Contractors, Inc., in the amount of \$565,362.

Fiscal Impact:

The Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements bid came in above the board-approved budget. However, adequate savings from other projects are included within the Board adopted FY2022-FY2026 Capital Program Budget to accommodate the increase in Project No. 104291. The Source of funding for this project is General Airport Revenue Bonds.

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 for a project that is Categorically Exempt as defined by the California Environmental Quality Act ("CEQA"), Existing Facilities (15301) - Class 1 and Replacement or Reconstruction (15302) - Class 2.
- 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:

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and 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 or policy named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore, at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses, service disabled/veteran owned small businesses, and local businesses. Policy 5.12 provides a preference of up to seven percent (7%) in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance with Policy 5.12 the recommended firm University Mechanical & Engineering Contractors, Inc. did not meet the veteran owned small business goal of 3% and had 0% veteran goal participation. However, they exceeded the local business goal of 3% with 3.16% local business participation for 2% local business preference and exceeded the small business goal of 35 % with 96.84% small business participation for 3%. The total preference awarded is 5%.

Prepared by:

Bob Bolton
Director, Airport Design & Construction

ATTACHMENT A
104291 - Airport & Rescue Fire Fighting (ARFF) Building HVAC Improvements
Project Location

ARFF BUILDING

RESOLUTION NO. 2022-0026

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AWARDING A CONTRACT TO UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS, INC., IN THE AMOUNT OF \$565,362 FOR PROJECT NO. 104291, AIRCRAFT & RESCUE FIRE FIGHTING (ARFF) BUILDING HVAC IMPROVMENTS AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, Project No. 104291, Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2022 Capital Improvement Program ("CIP"); and

WHEREAS, the ARFF building's existing roof-top mounted heating, ventilation, and air conditioning (HVAC) units are over 20 years old and beyond their useful life cycle; and

WHEREAS, the project scope is to replace ARFF building's HVAC system, including rooftop equipment and downstream ductwork; and

WHEREAS, the new and modernized system will provide remote monitoring and control capabilities for better efficiency and maintenance; and

WHEREAS, the Request for Bids for this project was advertised on October 8, 2021; and

WHEREAS, on November 8, 2021, the Authority opened the sealed bid received in response to the Bid Solicitation package; and

WHEREAS, the low bidder, University Mechanical & Engineering Contractors, Inc., submitted a bid in the amount of \$565,362; and

WHEREAS, the Authority staff has duly considered University Mechanical & Engineering Contractors, Inc.'s bid, and has determined University Mechanical & Engineering Contractors, Inc., is responsible and that its bid is responsive in all material respects; and

WHEREAS, the Board believes that it is in the best interest of the Authority and the public that it serves to award University Mechanical & Engineering Contractors, Inc., the contract for Project No. 104291, Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements and authorize the President/CEO to execute the contract 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 University Mechanical & Engineering Contractors, Inc., in the amount of \$565,362, for Project No. 104291, Aircraft & Rescue Fire Fighting (ARFF) Building HVAC Improvements at San Diego International Airport; and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO or designee to execute and deliver such contract to University Mechanical & Engineering Contractors, Inc.; and

BE IT FURTHER RESOLVED that the San Diego County Regional Airport Authority and its officers, employee, and agents are hereby authorized, empowered, and directed to do and perform such acts as may be necessary or appropriate in order to effectuate fully this resolution; and

BE IT FURTHER RESOLVED that the Board finds that this action is for a project that is Categorically Exempt as defined by the California Environmental Quality Act ("CEQA"), Existing Facilities (15301) - Class 1 and Replacement or Reconstruction (15302) - Class 2; 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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March, 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: March 3, 2022

Subject:

Approve and Authorize the President/CEO to Execute an Amendment to the Agreement with Silkroad Technology, Inc.

Recommendation:

Adopt Resolution No. 2022-0027, approving and authorizing the President/CEO to execute an amendment to the Agreement with Silkroad Technology, Inc. for Talent Management Software Solution, extending the term for one year to February 28, 2023.

Background/Justification:

Authority staff seeks to extend the term of the agreement with Silkroad Technology, Inc. (Silkroad) for one year to expire no later than February 28, 2023. Under the existing agreement, Silkroad provides an integrated Talent Management Software (TMS) solution aligned with its Employee Strategy of assuring the highest level of performance and commitment.

The Authority currently uses SilkRoad Wingspan (Performance Management), Recruiting, and Onboarding modules.

The extension will allow for a complete review of the consolidated approach to Talent Management related to the Authority's Strategic Plan. Staff will review the Performance Management, Applicant Tracking, and Onboarding platforms to ensure we have a system that offers excellent training opportunities for the Authority's staff. This will ensure our platforms meet the strategic workforce plans for our succession gap. Staff will review the ability to gather measurable DEI talent metrics and which platform will work best to produce the metrics needed to meet our strategic DEI goals.

Staff requests the Board approve and authorize the President/CEO to execute an amendment to the Agreement with Silkroad extending the term through February 28, 2023, there will not be an increase in the compensation amount.

Fiscal Impact:

Adequate funding for this Agreement extension with Silkroad is included in the adopted FY 2022 and conceptually approved FY 2023 Operating Expenses Budgets within the Computer Licenses and Agreements line item. Expenses that will impact budget years that have not been adopted/approved by the Board will be included in future year budget requests.

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:

This contract does not utilize federal funds and utilized Policy 5.04 Cooperative Purchasing. Authority Policy 5.04 permits the Authority to use competitively awarded purchasing contracts of other public agencies. Since Policy 5.04 was used to take advantage of economies of scale, none of the above programs/policies were used in the procurement process.

Prepared by:

Monty Bell
Director, Talent, Culture and Capabilities

RESOLUTION NO. 2022-0027

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH SILKROAD TECHNOLOGY, INC. FOR TALENT MANAGEMENT SOFTWARE SOLUTION, EXTENDING THE TERM FOR ONE YEAR TO FEBRUARY 28, 2023.

WHEREAS Authority staff seeks to extend the agreement with Silkroad Technology, Inc. (Silkroad) for one year ending on February 28, 2023; and

WHEREAS, under the existing agreement, Silkroad provides an integrated Talent Management Software (TMS) solution aligned with its Employee Strategy of assuring the highest level of performance and commitment; and

WHEREAS, the Authority currently uses SilkRoad Wingspan (Performance Management), Recruiting, and Onboarding modules; and

WHEREAS, the extension of the term will allow for a complete review of the consolidated approach to Talent Management related to the Authority's Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an amendment to the agreement with Silkroad for Talent Management Software Solution extending the term for one year to expire no later than February 28, 2023; and

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

BE IT FURTHER RESOLVED 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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: March 3, 2022

Subject:

Approve Supplemental Paid Sick Leave to be Pensionable Earnings Under the SDCERS Amended and Restated Retirement Plan and Trust

Recommendation:

Adopt Resolution No. 2022-0028, approving Supplemental Paid Sick Leave as pensionable earnings under the SDCERS Amended and Restated Retirement Plan and Trust.

Background/Justification:

On February 9, 2022, Governor Newsome signed Senate Bill 114 which requires California employers with more than 25 employees to provide employees with a new bank of supplemental paid sick leave (SPSL) for COVID-related reasons, including to employees seeking vaccination appointments or recovering from vaccination side-effects. Senate Bill 114 is similar to California's supplemental paid sick leave law adopted in March 2021 but does have some differences.

The new law goes into effect immediately and requires employers to provide SPSL retroactively back to January 1, 2022. Employees may use the new SPSL for the following:

- the employee is under a COVID-19 quarantine or isolation period based on a governmental order or guidelines;
- the employee has been advised by a health care provider to isolate or quarantine due to COVID-19;
- the employee is attending an appointment for themselves or a family member for a COVID-19 vaccine or booster;
- the employee is experiencing COVID-19 vaccine side effects or is caring for a family member who is experiencing side effects that prevent the employee from being able to work or telework;
- the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- the employee is caring for a family member who is subject to an order or guidelines described in subparagraph (1) or who has been advised to self-quarantine, as described in subparagraph (2);

- the employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

On September 2, 2021, the Board adopted Resolution No. 2021-0092 finding that California's Supplemental Paid Sick Leave, which became effective in March 2021, is pensionable earnings under the Amended and Restated Pension Plan and Trust.

This Board action would confirm that the Senate Bill 114's SPSL is pensionable earnings under the SDCERS Amended & Restated Retirement Plan and Trust.

Fiscal Impact:

Adequate funding for supplement sick pay inclusion as pensionable wages is included in the adopted FY 2022 and conceptually approved FY 2023 Operating Expense Budgets within the employee benefits line item.

Authority Strategies/Focus Areas:

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

Strategies

- | | | | | |
|--|---|--|--|--|
| <input checked="" type="checkbox"/> Community Strategy | <input checked="" type="checkbox"/> Customer Strategy | <input type="checkbox"/> Employee Strategy | <input checked="" type="checkbox"/> Financial Strategy | <input type="checkbox"/> Operations Strategy |
|--|---|--|--|--|

Focus Areas

- | | | |
|---|--|---|
| <input type="checkbox"/> Advance the Airport Development Plan | <input checked="" type="checkbox"/> Transform the Customer Journey | <input checked="" type="checkbox"/> 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.

Staff Report

Meeting Date: March 3, 2022

Page 3 of 3

Application of Inclusionary Policies:

Not Applicable.

Prepared by:

Monty Bell
Director, Talent Culture & Capability

RESOLUTION NO. 2022-0028

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY
APPROVING SUPPLEMENTAL PAID SICK LEAVE AS
PENSIONABLE EARNINGS UNDER THE SDCERS
AMENDED AND RESTATED RETIREMENT PLAN AND
TRUST

WHEREAS, in 2003, for the benefit of the employees of the Authority and their beneficiaries, the Board of the San Diego County Regional Airport Authority ("Authority") adopted a retirement plan; and

WHEREAS, the retirement plan has been subsequently amended and/or restated by Board actions resulting in the current Amended and Restated San Diego County Regional Airport Authority Retirement Plan and Trust of 2013 ("Plan"); and

WHEREAS, the Plan is a qualified governmental pension plan under §401(a) and §414(d) of the Internal Revenue Code of 1986, as amended, and is administered by the San Diego City Employees' Retirement System ("SDCERS") pursuant to the terms of the San Diego City Employees' Retirement System Participation and Administration Agreement ("P&A Agreement") approved by the Board in 2008; and

WHEREAS, SDCERS administers the Plan under a Group Trust (as set forth in the 2007 Declaration of Trust approved by the Board on May 3, 2007 and made effective July 1, 2007) pursuant to IRS Code §401(a)(24) and in accordance with Revenue Ruling 81-100, as revised by Revenue Ruling 2004-67; and

WHEREAS, pursuant to the P&A Agreement, San Diego Municipal Code §24.1806 and provisions of the Group Trust, the Plan is treated as a separate retirement plan with a separate trust, separate from the plans of the City of San Diego and the San Diego Unified Port District, however the assets of the three plans are commingled for investment purposes; and

WHEREAS, Pensionable Compensation for new members is defined under the Plan as "the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on full-time basis during normal

working hours, pursuant to publicly available pay schedules . ." [Cal Gov. Code§ 7522.34(a)]; and

WHEREAS, on February 9, 2022, Senate Bill 114 was signed into law which requires California employers with more than 25 employees to provide employees with a new bank of supplemental paid sick leave (SPSL) for COVID-related reasons, including to employees seeking vaccination appointments or recovering from vaccination side-effects; and

WHEREAS, Senate Bill 114 is similar to California's supplemental paid sick leave law adopted in March 2021 but does have some differences; and

WHEREAS, on September 2, 2021, the Board adopted Resolution No. 2021-0092 finding that California's Supplemental Paid Sick Leave, which became effective in March 2021, is pensionable earnings under the Amended and Restated Pension Plan and Trust; and

WHEREAS, the Board hereby confirms that Senate Bill 114's SPSL is pensionable earnings effective January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby finds Senate Bill 114's SPSL qualifies as "Pensionable Compensation" under the Plan effective as of January 1, 2022;

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 of the San Diego County Regional Airport Authority at a Board meeting this 3rd day of March 2022 by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

TONY R. RUSSELL
DIRECTOR, CORPORATE
SERVICES/ AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: March 3, 2022

Subject:

Approve and Authorize an Increase in the President/CEO's Change Order Authority and Increase the Contract Duration for Remodel T2E for Access Control Office (ACO) & Harbor Police Department (HPD) Relocations at San Diego International Airport

Recommendation:

Adopt Resolution No. 2022-0029, approving and authorizing an increase in the President/CEO's change order authority from \$223,587.72 to an amount not to exceed \$1,400,000 and an increase in the contract duration from 90 calendar days to not exceed 180 calendar days, for Project No. 104290, Remodel T2E for ACO & HPD Relocations at San Diego International Airport.

Background/Justification:

On July 1, 2021, the San Diego County Regional Airport Authority ("Authority") Board ("Board") awarded a Contract to Grahovac Construction Company, Inc., in the amount of \$3,726,462 for Project No. 104290 Remodel T2E for ACO & HPD Relocations (hereinafter the "Project") [Resolution 2021-0074].

The Project scope is to remodel former Federal Inspection Services (FIS) area at T2E to accommodate Access Control Office, SIDA training rooms, and Lost & Found. In addition, the Project will make improvements at the former Customs and Border Protection area to accommodate Harbor Police Department (HPD) new offices, build a new warm shell for Transportation Security Administration (TSA) Breakroom tenant improvement buildout, and remodel former airline offices at T2W for Airfield Duty Manager offices.

There are added costs due to mitigation of numerous concealed and unforeseen conditions that were discovered during the construction phase, per the following:

1. Cost associated with mitigation of existing non-code compliant overhead utilities that were identified during construction: Field investigations were performed to determine if discovered utilities were abandoned or live and their source/function. Abandoned utilities were removed per code requirement, live utilities were rerouted, remounted, or seismically braced to comply with current code.
2. Cost associated with unforeseen physical building elements/obstructions in the way of new construction: The Project area is located in a junction point between T1, T2W, and T2E North Concourse. The underside of the concrete deck contained a large number of utilities in the way of the new construction. Site investigations required after demolition, led to a change in the design, and/or rerouting and relocation of overhead obstructions.
3. Costs associated with material/equipment availability and extended lead times, due to supply chain issues: Procurement delays related to this change, led to substitution requests and the temporary installation of a refurbished electrical panel at T2W, required to complete the new Airport Operations Duty Manager (AODM) offices, on time.

These additional costs are estimated at \$1,400,000 or 37% of Grahovac's total construction contract amount for the Project. Authority Policy 5.02(4)(b)(ii) requires Board approval for change orders in excess of 6% of the original contract amount on contracts awarded for more than \$1 million but less than or equal to \$5 million, which in this case is \$223,587.72. This change order will exceed the President/CEO's authorized change order capacity by \$1,176,412.28.

Staff recommends that Policy 5.02(4)(b)(ii) be waived in this instance and the maximum change order authorization limit for the President/CEO be increased by \$1,176,412.28 from \$223,587.72 to an amount not to exceed \$1,400,000.

The additional work also requires the Contract duration to be extended from 90 calendar days to not exceed 180 calendar days. Authority Policy 5.02(4)(b)(ii) requires Board approval for extending time for Contract completion in excess of 90 days. Accordingly, this change order will exceed the President/CEO's authorized Contract duration extension limit by 90 days.

Staff recommends that Policy 5.02(4)(b)(ii) be waived in this instance and the maximum extension of Contract duration limit for the President/CEO be increased by 90 calendar days to an amount not to exceed 180 calendar days.

There will be no additional impact to Airport operations as a result of this proposed modification to the contract end date. Staff expects to be able to mitigate construction phasing impacts to upcoming projects that are the result of this proposed modification to the contract end date.

Fiscal Impact:

The Remodel T2E for ACO & HPD Relocations bid came in above the board-approved budget. However, adequate savings from other projects are included within the Board adopted FY2022-FY2026 Capital Program Budget to accommodate the increase in Project No. 104294D. The Source of funding for this project is General Airport Revenue Bonds.

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 determined to be consistent with a California Environmental Quality Act ("CEQA") Categorical Exemption 15301 - Existing Facilities - Class 1 and 15302 - Replacement or Reconstruction - Class 2.
- 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:

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and 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 or policy named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore, at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses, service disabled/veteran owned small businesses, and local businesses. Policy 5.12 provides a preference of up to seven percent (7%) in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance with Policy 5.12 the recommended firm Grahovac Construction received small and local business preferences but did not receive veteran owned small business preference. They exceeded the small business goal of 37% with 40% small business participation, exceeded the local goal of 6% with 30% local business participation and had 2.5% veteran owned small business participation.

Prepared by:

Bob Bolton
Director, Airport Design & Construction

RESOLUTION NO. 2022-0029

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY FROM \$223,587.72 TO AN AMOUNT NOT TO EXCEED \$1,400,000 AND AN INCREASE IN THE CONTRACT DURATION FROM 90 CALENDAR DAYS TO NOT TO EXCEED 180 CALENDAR DAYS, FOR PROJECT NO. 104290 REMODEL T2E FOR ACO & HPD RELOCATIONS AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, on July 1, 2021, the San Diego County Regional Airport Authority ("Authority") Board ("Board") awarded a Contract to Grahovac Construction Company, Inc., in the amount of \$3,726,462 for Project No. 104290 Remodel T2E for ACO & HPD Relocations (hereinafter the "Project") [Resolution 2021-0074]; and

WHEREAS, the Project scope is to remodel the former Federal Inspection Services (FIS) area at T2E to accommodate Access Control Office, SIDA training rooms, and Lost & Found; and

WHEREAS, the Project will make improvements at the former Customs and Border Protection area to accommodate the Harbor Police Department (HPD) new offices, build a new warm shell for the Transportation Security Administration (TSA) Breakroom tenant improvement buildout, and remodel former airline offices at T2W for Airfield Duty Manager offices; and

WHEREAS, there are added costs due to mitigation of numerous concealed and unforeseen conditions that were discovered during the construction phase, such as mitigation of existing non-code compliant overhead utilities that were identified during construction, mitigation of unforeseen physical building elements/obstructions, and material/equipment supply chain issues imposing extended lead times and delays; and

WHEREAS, these additional costs are estimated at \$1,400,000 or 37% of Grahovac's total construction Contract amount for the Project; and

WHEREAS, Authority Policy 5.02(4)(b)(ii) requires Board approval for change orders in excess of 6% of the original contract amount on contracts awarded for more than \$1 million but less than or equal to \$5 million, which in this case is \$223,587.72; and

WHEREAS, the proposed change order will exceed the President/CEO's authorized change order capacity by \$1,176,412.28; and

WHEREAS, staff recommends that Policy 5.02(4)(b)(ii) be waived in this instance and the maximum change order authorization limit for the President/CEO be increased by \$1,176,412.28 from \$223,587.72 to an amount not to exceed \$1,400,000; and

WHEREAS, the additional work also requires the Contract duration to be extended from 90 days to not exceed 180 days; and

WHEREAS, Authority Policy 5.02(4)(b)(ii) requires Board approval for extending time for Contract completion in excess of 90 days; and

WHEREAS, the proposed change order will exceed the President/CEO's authorized Contract duration extension limit by 90 days; and

WHEREAS, Staff recommends that Policy 5.02(4)(b)(ii) be waived in this instance and the maximum extension of Contract duration limit for the President/CEO be increased by 90 calendar days to an amount not to exceed 180 calendar days; and

WHEREAS, the Board finds it in the Authority's best interest to waive Policy 5.02(4)(b)(ii) and grants the President/CEO authorization to extend the Contract term by 180 calendar days and increase the President/CEO's change order authority to an amount not to exceed \$1,400,000.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby waives Policy 5.02(4)(b)(ii); and

BE IT FURTHER RESOLVED that the Board approves and authorizes an increase in the President/CEO's change order authority from \$223,587.72 to an amount not to exceed \$1,400,000, and an increase in the contract duration from 90 calendar days to not to exceed 180 calendar days, for Project No. 104290, Remodel T2E for ACO & HPD Relocations at San Diego International Airport; and

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

BE IT FURTHER RESOLVED that the Board finds that this action is determined to be consistent with a California Environmental Quality Act ("CEQA") Categorical Exemption 15301 - Existing Facilities - Class 1 and 15302 - Replacement or Reconstruction - Class 2; 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 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 of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of March, 2022, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Board Communication

Date: March 03, 2022
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

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 August 23, 2021, the Executive Committee pre-approved set dollar amounts for routine, in-town business expenses to be used during Fiscal Year 2021 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
EXPENSE
REIMBURSEMENT
REPORT**

Kim 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

Name: Kimberly J. Becker Dept: 6 - Executive Date: _____
 Departure Date: 1/24/2022 Return Date: 1/26/2022 Report Due: 2/25/22
 Destination: Dallas, TX
 Business Purpose: Southwest Airlines & American Airlines Headquarters Visits - Air Service Development

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		1/24/22	1/25/22	1/26/22	1/27/22	1/28/22	1/29/22	1/30/22	
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Air Fare, Railroad, Bus	221.98								-
Conference Fees									-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		226.10	328.14						554.24
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous Airline Ticket Change Fee				75.00					75.00
									-
	\$ 221.98								\$ 629.24

Expense items included in Per Diem:

Meals & Incidental
Expenses (M&IE)

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

GSA Per Diem for Domestic

US Dept of State Per Diem for International

Enter Daily Per Diem Rate		1/24/22	1/25/22	1/26/22	1/27/22	1/28/22	1/29/22	1/30/22	
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Breakfast	\$16.00		16.00	16.00					32.00
Lunch	\$17.00	17.00		17.00					34.00
Dinner	\$31.00	31.00	31.00						62.00
Incidentals	\$5.00	5.00	5.00	5.00					15.00
Total M&IE	\$69.00								143.00
Approved Meal Exception Above Per Diem Rate ¹									
Total Meal and Incidental Expenses		\$ 53.00	\$ 52.00	\$ 38.00	\$ -	\$ -	\$ -	\$ -	143.00

Explanation: Substantiation for exception should be attached

Trip Grand Total

Less Cash Advance (Attach copy of Authority check)

Less Expenses Prepaid by Authority

Due Traveler - if positive amount, prepare check request

Due Authority - if negative, attach check payable to SDCRAA

994.22

221.98

\$ 772.24

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: Kimberly J. Becker

Date: 1/27/22

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

I, _____ hereby certify that this document was approved by the Executive Committee at it's meeting on _____

Clerk Signature: _____ Date: _____



Traveltrust
374 North Coast Highway 101
Encinitas, CA 92024
760-635-1700

For a single calendar entry click [here](#)
Travel Itinerary

Passenger Names

BECKER/KIMBERLY JANE - 02

Traveltrust Business Hours are Monday 5am - Friday 5pm Pacific

Agency Reference Number: BFLSPR

CHECK IN FOR FLIGHT 24 HOURS PRIOR TO DEPARTURE

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

Travel requirements are being updated constantly, please be sure to check with your airline or CDC.gov for the latest in travel requirements and restrictions.

Southwest Airlines - Flight Number 0497

Confirmation: 4BH7V4

Departure: Mon, 01/24/2022 12:35 PM
Departure City: San Diego, CA ([SAN](#))
Departing Terminal: TERMINAL 1
Status: Confirmed

Arrival: Mon, 01/24/2022 5:20 PM
Arrival City: Dallas-Love Field, TX ([DAL](#))
Arrival Terminal: TERMINAL 1
Class of Service: Z - ECONOMY

Equipment: 73W

Travel Time: 2 hour(s) 45 minute(s)

[Add flight to Calendar](#)

[Baggage Info](#)

[Weather](#)

[CHECK IN NOW](#)

Seat Assignments:

EARLY BIRD CHECKIN CONFIRMED

FREQUENT FLYER NUMBER [REDACTED]

AA American Airlines - Flight Number 1890

Confirmation: MITLBD

Departure: Wed, 01/26/2022 4:54 PM
Departure City: Dallas/Ft Worth, TX ([DFW](#))
Departing Terminal:
Status: Confirmed

Arrival: Wed, 01/26/2022 6:10 PM
Arrival City: San Diego, CA ([SAN](#))
Arrival Terminal: TERMINAL 2
Class of Service: S - ECONOMY

Equipment: 321

Meal: Refreshment

Travel Time: 3 hour(s) 16 minute(s)

[Add flight to Calendar](#)

[Baggage Info](#)

[Weather](#)

[CHECK IN NOW](#)

Seat Assignments: BECKER/KIMBERLY JANE - 09D

MAIN CABIN EXTRA AISLE SEAT CONFIRMED

FREQUENT FLYER NUMBER [REDACTED]

Invoice Detail

Name: BECKER/KIMBERLY JANE	Issue Date: 11/16/2021	Amount: \$136.98
Southwest		
Airlines Ticket: 5267677444084		Amount: \$30.00
Invoice Number: 5601941		
Service Fee: 8900805343856	Issue Date: 11/16/2022	
Name: BECKER/KIMBERLY JANE		
American	Issue Date: 12/23/2021	Amount: \$5.00
Airlines Ticket: 0017682926953	See Exchange Detail	
Invoice Number: 5604881		Amount: \$25.00
Service Fee: 8900806189115	Issue Date: 12/23/2021	
		Amount: \$25.00
Early Bird Check in 1 333333333 1 16NOV21		Total Fare: USD \$221.98

Your total has been charged to American Express ending in 1013
All charges will be billed and appear separately on your statement

Exchange Detail

New Ticket Number:	0017682926953	Issue Date: 12/23/2021	New Airfare: \$131.40
Original Ticket Number:	0017677444085		Original Airfare: \$126.40
			Airline Change Fee: \$0.00
			Amount Charged: \$5.00

* Note - Due to meetings ending sooner than expected, the team took an earlier flight back to SDW. Updated flight information and receipt for change fee attached.

Flight	Depart	Arrive	Travel time	Class	Seats
497 Southwest Airlines Boeing 737-700	12:35 PM SAN	5:20 PM DAL	2h 45m	Economy	10C


[Get alerts for this flight](#)

Confirmation
Code: BFLSPR ⓘ

Return

Dallas/Fort Worth, TX to San Diego, CA

Wednesday, January 26, 2022

Flight	Depart	Arrive	Travel time	Class	Seats
 2584 American Airlines ⓘ ⓘ Airbus A321	2:36 PM DFW	3:47 PM SAN	3h 11m	Economy	10C

On time

Estimated 2:36 PM	Estimated 3:47 PM
Terminal: B Gate: B7	Terminal: 2 Gate: 31 Baggage: --

Cost summary

	Passenger		Bag and optional fees
Your trip total	Trip	\$108.84	ⓘ
	Taxes	\$22.56	Reservation and tickets
	Carrier-imposed fees	\$0.00	FAQs ⓘ

Casey Diane

From: Becker Kimberly
Sent: Wednesday, January 26, 2022 9:19 AM
To: Casey Diane
Subject: Fwd: Your purchase receipt - MITLBD

Earlier flight. We are done very early. No need to wait around 4 hours

Kim

Begin forwarded message:

From: American Airlines <no-reply@info.email.aa.com>
Date: January 26, 2022 at 11:15:12 AM CST
To: Becker Kimberly <kbecker@san.org>
Subject: Your purchase receipt - MITLBD

American Airlines 



Issued: January 26, 2022



Your receipt

Record Locator: MITLBD

We charged \$75.00 to your card ending in 0764.

A face covering is required while flying on American, except for children under 2 years old. You are also required to wear a face covering while in the airport before and after your flight. [Read more about travel requirements.](#)

You'll need your record locator to find your trip at the kiosk and when you call Reservations.

Your payment

Credit Card (MasterCard ending 0764)

\$75.00

Total paid

\$75.00

Your purchase

KIMBERLY JANE BECKER

Join the AAdvantage® Program

Same-day flight change (DFW-SAN)

\$75.00

Document #: 0010646311424

Total

\$75.00

Total cost (all passengers)

\$75.00



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Additional Services are subject to credit card approval at time of ticketing. Additional Services may appear on multiple accompanied documents as a matter of reference.

Please do not reply to this email address as it is not monitored.



MARRIOTT

DALLAS MARKET CENTER SUITES

GUEST FOLIO

906 BECKER/KIMBERLY/MRS

283.00

01/26/22

08:19

52283

ROOM

NAME

RATE

DEPART

TIME

ACCT#

NKDS

01/24/22

17:47

TYPE

ARRIVE

TIME

60

MCXXXXXXXXXXXX0764
PAYMENT

MBV#: XXXXX9603

ROOM
CLERK

ADDRESS

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
01/24	ROOM 906, 1	195.00	01/24 Room	
01/24	STATE TX 906, 1	11.70		
01/24	CITY TAX 906, 1	13.65		
01/24	TPID FEE 906, 1	4.17		
01/24	SCR FEE 906, 1	1.58		
01/25	GIFTSHOP 8382 906	14.07	Personal Purchase	
01/25	ROOM 906, 1	283.00	01/25 Room	
01/25	STATE TX 906, 1	16.98		
01/25	CITY TAX 906, 1	19.81		
01/25	TPID FEE 906, 1	6.06		
01/25	SCR FEE 906, 1	2.29		
01/26	CCARD-MC		568.31	
	PAYMENT RECEIVED BY MASTERCARD XXXXXXXXXXXX0764			.00

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

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

GENERAL INSTRUCTIONS:

- A. All 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: 10/14/2021 DATE OF DEPARTURE/RETURN: 01/24/2022 / 01/26/2022

DESTINATION / BUSINESS PURPOSE:

Destination: Dallas, TX

Business Purpose: Air Service Headquarters Visits to American Airlines and Southwest Airlines

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input checked="" type="checkbox"/> check box for business class or equivalent (international only)	\$ 400.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 50.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 500.00
C. Meals and Incidental Expenses (Per Diem)	\$ 138.00
D. Seminar and Conference Fees	\$
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 1,088.00

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 10/14/21

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, Dan Hain Asst. Authority Clerk I, certify that this document was approved
(Name of Clerk)
by the Executive Committee at its 10/25/21 meeting.
(Meeting Date)

**Air Service Development
Southwest Airlines & American Airlines - Headquarters Visit
January 24 - 26, 2022**

- **January 25, 2022**

Southwest Airlines

- 11:30 a.m. - Lunch with SW Air Service Team
- 02:00 p.m. - Meet with SW Air Service and Leadership Teams

- **January 26, 2022**

American Airlines

- 09:30 a.m. - Meet with K. Hotaling, VP of Corporate Real Estate
- 10:00 a.m. - Meet with American Air Service and Leadership Teams



U.S. General Services Administration

FY 2022 Per Diem Rates for Dallas, Texas

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Dallas	Dallas	\$69	\$16	\$17	\$31	\$5	\$51.75

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

Name: Kimberly J. Becker Dept: 6 - Executive Date: _____
 Departure Date: 2/8/2022 Return Date: 2/11/2022 Report Due: 3/13/22
 Destination: Ranch Mirage, CA
 Business Purpose: ACI CEO Forum & Winter Board Meeting

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		2/8/22	2/9/22	2/10/22	2/11/22	2/12/22	2/13/22	2/14/22	
		Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	
Air Fare, Railroad, Bus									-
Conference Fees	845.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		262.74	262.74	262.74					788.22
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	\$ 845.00								\$ 788.22

Expense items included in Per Diem:

Meals & Incidental
Expenses (M&IE)

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

[GSA Per Diem for Domestic](#)

[US Dept of State Per Diem for International](#)

Enter Daily Per Diem Rate	
Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$31.00
Incidentals	\$5.00
Total M&IE	\$69.00

2/8/22	2/9/22	2/10/22	2/11/22	2/12/22	2/13/22	2/14/22	
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	
							-
17.00			17.00				34.00
31.00							31.00
5.00	5.00	5.00	5.00				20.00
							85.00
							-
\$ 53.00	\$ 5.00	\$ 5.00	\$ 22.00	\$ -	\$ -	\$ -	85.00

Approved Meal Exception Above Per Diem Rate¹

Total Meal and Incidental Expenses

Explanation: Substantiation for exception should be attached

Trip Grand Total

Less Cash Advance (Attach copy of Authority check)
 Less Expenses Prepaid by Authority

Due Traveler - if positive amount, prepare check request

Due Authority - if negative, attach check payable to SDCRAA

1,718.22

845.00

\$ 873.22

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:

Kimberly J. Becker

Date:

2/14/22

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

I, _____ hereby certify that this document was approved by the Executive Committee at it's meeting on _____

Clerk Signature: _____

Date: _____

Casey Diane

From: meetings@airportscouncil.org
Sent: Tuesday, December 21, 2021 10:42 AM
To: Casey Diane
Subject: Order Confirmation



Thank you for your purchase!

Below are the details of your confirmation. Please retain this email for your records.

Order Number: 120500
Order Date: Dec 21, 2021 1:39 PM
Bill To: Ms. Kimberly J. Becker
Order Total: 845.00
Payment Method: VISA *****6785
Name on Card: Diane Casey

Item	Price	Qty	Total
2022 ACI-NA Winter Board Meeting & CEO Forum - Ms. Kimberly J. Becker	845.00	1	845.00
<i>When:</i> Feb 9, 2022 - Feb 11, 2022			
<i>Where:</i> The Westin Mission Hills Golf Resort & Spa			
71333 Dinah Shore Drive			
Rancho Mirage, CA 92270 United States			

Registration option: Feb 9, 2022 - Full Conference Registration

Item Total	845.00
Shipping	0.00
Handling	0.00
Item Grand Total	845.00
Transaction Grand Total	845.00

The Westin Rancho Mirage Golf Resort
 71-333 Dinah Shore Dr
 Rancho Mirage, CA 92270
 United States Of America
 Tel: 760-328-5955 Fax: 760-770-2199

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HOTELS & RESORTS

KIMBERLY BECKER
 AC2283 - ACINA CEO FORUM AND WINTER BOA

Page Number : 1 Invoice Nbr : 1000233609
 Guest Number : 2128170
 Folio ID : A
 Arrive Date : 08-FEB-22 15:17
 Depart Date : 11-FEB-22
 No. Of Guest : 1
 Room Number : 302
 Marriott Bonvoy Number : 9603

Tax ID :

Westin Rancho Mirage FEB-11-2022 02:50 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
08-FEB-22	RT302	Room Chrg - Grp - Association	232.00	\$ 262.74
08-FEB-22	RT302	Occupancy/Tourism	23.20	
08-FEB-22	RT302	Tax Other	0.58	
08-FEB-22	RT302	Tax Other	6.96	
09-FEB-22	RT302	Room Chrg - Grp - Association	232.00	\$ 262.74
09-FEB-22	RT302	Occupancy/Tourism	23.20	
09-FEB-22	RT302	Tax Other	0.58	
09-FEB-22	RT302	Tax Other	6.96	
10-FEB-22	RT302	Room Chrg - Grp - Association	232.00	\$ 262.74
10-FEB-22	RT302	Occupancy/Tourism	23.20	
10-FEB-22	RT302	Tax Other	0.58	
10-FEB-22	RT302	Tax Other	6.96	
FEB-11-2022 MC MasterCard				-788.22

Approve EMV Receipt for MC - 0764: Signature Captured

TC:CD09A893C7E60FF8

IAD:01106070012200004AF5000000000000FF TVR:0000008000

AID:A0000000041010 Application Label:Mastercard

** Total 788.22 -788.22
 *** Balance 0.00

Continued on the next page

The Westin Rancho Mirage Golf Resort
71-333 Dinah Shore Dr
Rancho Mirage, CA 92270
United States Of America
Tel: 760-328-5955 Fax: 760-770-2199

WESTIN®

HOTELS & RESORTS

KIMBERLY BECKER
AC2283 - ACINA CEO FORUM AND WINTER BOA

Page Number	:	2	Invoice Nbr	:	1000233609
Guest Number	:	2128170			
Folio ID	:	A			
Arrive Date	:	08-FEB-22	15:17		
Depart Date	:	11-FEB-22			
No. Of Guest	:	1			
Room Number	:	302			
Marriott Bonvoy Number	:	9603			

I agreed to pay all room & incidental charges.



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

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Thank you for staying with us. To check out, you can call or text us your last name and room number. If there are any billing issues, go to guestcalls.com.

Bring the Westin experience home. Shop WestinStore.com.



U.S. General Services Administration

FY 2022 Per Diem Rates for Palm Springs, California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Palm Springs	Riverside	\$69	\$16	\$17	\$31	\$5	\$51.75

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

GENERAL INSTRUCTIONS:

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

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BUS
Position: ☐ Board Member ☒ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: 11/05/2020 DATE OF DEPARTURE/RETURN: 02/05/2022 / 02/11/2022

DESTINATION / BUSINESS PURPOSE:

Destination: Rancho Mirage, CA

Business Purpose: ACI – Winter Board Meeting & CEO Forum

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$
• Auto (Gas, Parking/Tolls, Mileage)	\$ 250.00
B. Lodging	\$ 1600.00
C. Meals and Incidental Expenses (Per Diem)	\$ 500.00
D. Seminar and Conference Fees	\$ 845.00
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 3,195.00

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: K. Becker Date: Nov 5, 2021

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, Miranda Roper, Assistant Authority Clerk, certify that this document was approved
(Name of Clerk)
by the Executive Committee at its 11-22-2021 meeting.
(Meeting Date)



As of February 7, 2021
Agenda subject to change.
All times local Pacific time.

Wi-Fi Information
Network: Westin_CONFERENCE
Password: Airports22

Tuesday, February 8, 2022

11:00 AM – 2:00 PM **Executive Committee Meeting** *Invite Only*
Oasis 123

2:30 PM – 5:00 PM **Former ACI-NA Chairs and Executive Committee Meeting** *Invite Only*
Oasis 123

Wednesday, February 9, 2022

8:00 AM – 3:00 PM **Registration**
Ambassador Foyer

8:00 AM – 9:00 AM **Networking Breakfast**
Ambassador 4

8:30 AM – 10:00 AM **Canadian Small Airport Caucus Meeting** *Canadian Airports Only*
Ambassador 2

8:30 AM – 10:00 AM **Canadian Large Airport Caucus Meeting** *Canadian Airports Only*
Ambassador 3

9:00 AM – 11:00 AM **U.S. Small Airports Committee Meeting**
Ambassador 1

9:00 AM – 11:00 AM **U.S. Medium Hub Committee Meeting** *Airports Only*
Ambassador 7

9:00 AM – 11:00 AM **U.S. Large Hub Committee Meeting** *Airports Only*
Ambassador 5

10:15 AM – 12:00 PM **Canadian Policy Council and Membership Meeting**
Ambassador 2

11:30 AM – 2:30 PM **U.S. Policy Council Meeting** *With Lunch*
Ambassador 6

2:45 PM – 3:15 PM **Joint Canadian and U.S. Policy Council Meeting**
Ambassador 6



As of February 7, 2021
Agenda subject to change.
All times local Pacific time.

Wi-Fi Information
Network: Westin_CONFERE
Password: Airports22

3:30 PM – 4:30 PM

ACI-NA Board of Directors Meeting

Ambassador 5

4:30 PM – 5:45 PM

WBP/Associates Board of Directors Meeting

Ambassador 7

5:45 PM – 7:00 PM

Networking Reception *Sponsored by Hudson*

Pinz & Pintz

7:00 PM

ACI-NA Political Action Committee (PAC) Dinner *Separate Registration Required*

Masters Plaza

Contact Amanda LaJoie at alajoie@airportscouncil.org for additional information.

Thursday, February 10, 2022

7:00 AM – 3:00 PM

Registration

Ambassador Foyer

7:30 AM – 8:15 AM

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

Ambassador 7

7:30 AM – 8:30 AM

Networking Breakfast

Ambassador East Patio

8:30 AM – 8:45 AM

CEO Forum Welcome and Introductions

Ambassador 1 - 3

Sam Samaddar, Airport Director, Kelowna International Airport

8:45 AM – 9:00 AM

State of the Association

Ambassador 1 - 3

Kevin M. Burke, President and CEO, ACI-NA



As of February 7, 2021
Agenda subject to change.
All times local Pacific time.

Wi-Fi Information
Network: Westin_CONFERENCE
Password: Airports22

9:00 AM – 9:45 AM

Keynote Address Sponsored by HMSHost
Ambassador 1 - 3

The past two years have been arguably the most difficult period in the history of commercial aviation. Airlines and airport operators face huge challenges in building back the business. Some of these challenges are shared, others are quite different. How will the industry come back and can we use this crises as a means to fix structural flaws that have been exposed? Here from the CEO of Air Canada on his perspective on how to survive and thrive in what comes next.

Michael Rousseau, President and CEO, Air Canada

9:45 AM – 10:15 AM

Networking Break
Ambassador Foyer

10:15 AM – 12:00 PM

The Long Term Viability of the Airport Business in the U.S. and Canada
Sponsored by RICONDO
Ambassador 1 - 3

COVID-19 has had an uneven, but devastating impact on the airport industry worldwide and North American airports are no exception. Revenues have been lost forever and relief programs have mitigated the impact to varying degrees, but less so in Canada. Most airports have added to their debt levels and flexibility has been diminished for airports in nearly all facets of the business. There's no doubt: we face an uncertain future. This session will explore the challenges that face our industry and start to chart a path forward together. Join us for this interactive session focused on developing strategies for the future of the airport business in North America.

Dr. Lalia Rach, Executive Managing Director, Strategic Consulting Services, a division of Associated Luxury Hotels International

12:00 PM – 1:00 PM

Networking Lunch Sponsored by Clear Channel Airports
Ambassador East Patio

1:00 PM – 2:30 PM

Diversity, Equity, and Inclusion: What You Didn't Know and Why It's Important
Ambassador 1 - 3

It's easy to talk about the importance of DEI broadly, but understanding why it is needed for positive change in local communities is complex and challenging. This session will explore the causes of bias and explore tactics to interrupt those causes. Airport leaders will also discuss the differences between diversity and inclusion and the benefits of having a diverse workplace to recruit and retain a talented workforce to develop a culture that promotes belonging and inclusivity.

Moderated by Danette Bewley, A.A.E., President and CEO, Tucson Airport Authority

Chellie Cameron, Chief Executive Officer, Philadelphia International Airport
Bryant Francis, Director of Aviation, Port of Oakland
Jesus Saenz, Jr., Director of Airports, San Antonio Airport System
Sam Samaddar, Airport Director, Kelowna International Airport



As of February 7, 2021
Agenda subject to change.
All times local Pacific time.

Wi-Fi Information
Network: Westin_CONFERE
Password: Airports22

2:30 PM – 6:00 PM

Networking Time

6:00 PM – 8:00 PM

Reception Sponsored by SSP America
Masters Plaza

Friday, February 11, 2022

7:30 AM – 9:00 AM

Networking Breakfast
Ambassador East Patio

8:15 AM – 9:30 AM

Open Issues Discussion Airports Only Session
Ambassador 1 - 3

9:45 AM – 11:15 AM

Advanced Air Mobility and Airports: Preparing for a Mobile Future
Ambassador 1 - 3

A new generation of aircraft is coming with the potential to revolutionize the way individuals use air transportation. Whether you call it advanced air mobility, urban air mobility, E-VTOL, or air taxis, these aircraft pose an array of challenges and opportunities for airport operators. Don't miss this discussion of how to prepare now for this new class of aircraft that could be coming to your airport sooner than you think.

Moderated by Kim Becker, President and CEO, San Diego County Regional Airport Authority

Joseph Alesia, Head of Vertiports, Ferrovial Vertiports

Andrew Giacini, Regulatory Affairs Lead, Americas, Skyports

Seleta Reynolds, General Manager, Los Angeles Department of Transportation

11:15 AM – 11:30 AM

ACI-NA Town Hall
Ambassador 1 - 3

Sam Samaddar, Chair, ACI-NA, Airport Director, Kelowna International Airport

Kevin M. Burke, President and CEO, ACI-NA

11:30 AM

Wrap Up and Adjourn
Ambassador 1 - 3

Out-of-Town Travel Request

Kim 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: 02/02/2022 DATE OF DEPARTURE/RETURN: 06/05/2022 / 06/08/2022

DESTINATION / BUSINESS PURPOSE:

Destination: Phoenix, AZ

Business Purpose: ACI Business of Airports
Conference

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ 450.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 100.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 900.00
C. Meals and Incidental Expenses (<u>Per24 Diem</u>)	\$ 280.00
D. Seminar and Conference Fees	\$ 850.00
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 2,580.00

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: Feb 2, 2022

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

By my signature below, I certify the following:

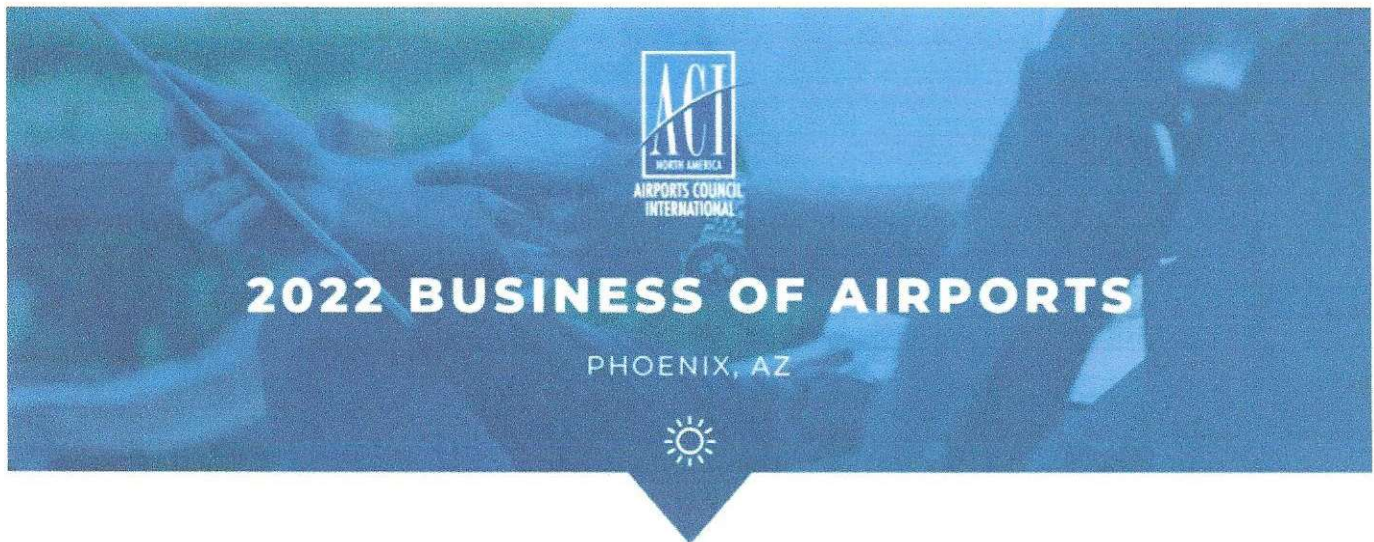
1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. 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)

[View in a browser.](#)



JUNE 6 - 8, 2022

JW MARRIOTT DESERT RIDGE

[REGISTER NOW](#)

JOIN US IN PHOENIX ??

The 2022 Business of Airports is the must-attend industry forum of 2022! Make sure you join the conversation in Phoenix to help airports and stakeholders enhance the ever-evolving airport business model. Take a deep dive into concessions management, financial management, workforce planning, and new trends in aeronautical and non-aeronautical revenue.

*Register before **May 2** to receive the early bird discount and save on your conference registration.*

BOOK YOUR STAY

[JW Marriott Desert Ridge](#)

5350 E Marriott Dr
Phoenix, AZ 85054
(480) 293-5000

[BOOK NOW](#)



The ACI-NA discounted rate is \$259.00 per room (inclusive of resort fee), single/double occupancy, per night plus applicable taxes. Rooms are available until the booking deadline, **Monday, May 13, 2022** or until sold out, whichever comes first.

UPDATED COVID-19 INFORMATION

As we continue taking important steps to provide for the health and safety of our attendees, we ask that you review our COVID-19 information and policies below. By registering for this event you agree to adhere to the below policies to sustain a healthy and safe environment for our attendees. It's important that we all respond responsibly and transparently to these health precautions. Any and all private health and personal data will be treated with confidentiality and sensitivity.

[See ACI-NA's COVID-19 meeting policies >>](#)

Airports Council International-North America

1615 L Street NW
Suite 300
Washington, DC 20036
[Email us](#) | [Visit our website](#)
202-293-8500
[Unsubscribe](#)



Airports Council International - North America
1615 L Street NW, Suite 300, Washington, DC 20036
(202) 293-8500

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This message sent to: kbecker@san.org

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2022 Business of Airports

June 6 - 8
JW Marriott Desert Ridge
Phoenix, AZ

[REGISTER NOW](#)

[EVENT](#) **[REGISTRATION](#)** [HOTEL](#) [AGENDA](#) [SPONSORSHIP](#) [COVID-19 POLICIES](#)

	Early-Bird Registration (Until May 2)	Regular Registration (After May 2)
Member	\$850	\$1,050
Non-Member	\$1,200	\$1,500
US/Canadian Federal Government	\$475	\$475
Young Professional (35 & Under)	\$700	\$700
Full-Time Student	\$250	\$250

2022 Business of Airports Sponsors

**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: 02/03/2022 DATE OF DEPARTURE/RETURN: 03/16/2022 / 03/17/2022

DESTINATION / BUSINESS PURPOSE:

Destination: Sacramento, CA

Business Purpose: CAC Board & Legislative Meetings

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ 200.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 50.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 250.00
C. Meals and Incidental Expenses (Per Diem)	\$ 140.00
D. Seminar and Conference Fees	\$
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 640.00

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: Feb 4, 2022

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

WEDNESDAY, MARCH 16TH

Camden Spit and Larder

555 Capitol Mall

Sacramento, CA

916.619.8897

5:45 P.M. Meet in hotel lobby and walk to dinner. The restaurant is about 0.4 miles from the hotel, less than a 10-minute walk.

6:00 P.M. Reception

6:45 P.M. Dinner

THURSDAY, MARCH 17TH

Embassy Suites Sacramento – River City Ballroom

Members on their own for breakfast. The hotel provides a complimentary breakfast for overnight guests.

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

12:30 – Adjournment and Lunch
1 P.M.



HOTEL INFORMATION
March 16-17, 2022
California Airports Council
Board Meeting
Sacramento, CA

Embassy Suites Sacramento

100 Capitol Mall
Sacramento, CA
916.326.5000

The deadline to make a hotel reservation is **February 23, 2022**. The group rate is \$239.00 for the night of Wednesday, March 16th. To make a reservation, please click [here](#) or call 916.326.5000 and let the front desk agent know you would like to reserve a room at the California Airports Council discounted rate.

- Check-in time: 4:00 P.M.
- Check-out time: 11:00 A.M.

CANCELLATION POLICY

Please note that the deadline to cancel room reservations without a penalty is **48-hours before check-in**.

HOTEL PARKING

Valet parking is \$35/night. Self-parking is across the street at \$24/night.

AIRPORT

The hotel is located 12 miles away from Sacramento International Airport.

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: 02/04/2022 DATE OF DEPARTURE/RETURN: 06/04/2022 / 06/05/2022

DESTINATION / BUSINESS PURPOSE:

Destination: Seattle, WA

Business Purpose: AAAE 94th Annual Conference
Board of Directors & Policy Review Committee Mtgs

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ 350.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 50.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 300.00
C. Meals and Incidental Expenses (<u>Per24 Diem</u>)	\$ 80.00
D. Seminar and Conference Fees	\$ 0.00
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 780.00

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: Feb 4, 2022
Kimberly J. Becker (Feb 4, 2022 15:05 PST)

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)



94TH ANNUAL AAAE CONFERENCE & EXPOSITION JUNE 5-8, 2022 | SEATTLE, WA

Seek

Looking for a conference that will allow you to learn from and network with leaders in the industry and also provide a preview of the latest innovations and services in aviation?

Elevate

Join us from June 5-8 in Seattle for the **94th Annual AAAE Conference & Exposition**, to participate in lively education sessions that will help you improve airport operations and optimize the traveler experience.

Topics will include:

- infrastructure development
- environmental sustainability
- digital transformation
- concessions in the post-COVID era
- taming the talent circus
- the latest safety and security challenges
- and much more!

In between education sessions, visit the exhibit hall to get a firsthand look at new technologies and connect with peers in the industry.

Achieve

You're just a few clicks away from taking the first step in achieving your goals! **Register today** to secure your access to unmatched education and the opportunity to earn CEUs, cutting-edge solutions in our exhibit hall and Innovation Theaters, and the largest mix of airports under one roof.

[View Preliminary Agenda](#)

[Register Now](#)

Hotel Accommodations

We have an official hotel block at the **Sheraton Grand Seattle**, and our discounted rate of \$275 per single/double occupancy room is available through Thursday, May 12. We expect rooms to sell out, so **make your reservations** as soon as possible!

Duty of Care

It is our goal to ensure your conference experience is safe as well as rewarding, which is why we are requiring all attendees to review and acknowledge **AAAE's Duty of Care**. The Duty of Care outlines the measures we are taking to prevent exposure to COVID-19, including requiring that all attendees either be fully vaccinated or have a negative COVID test within 72 hours prior to arrival.

Get Social!

Join the conversation on social media with our official hashtag **#AAAESEA**.

For more information, please visit aaae.org/annual or contact the **AAAE Meetings Team** with any questions.

A special thanks to our **host airport**:



Can't attend? **Mute related communications here.**

American Association of Airport Executives
The Barclay Building, 601 Madison Street
Alexandria, VA 22314

P: 703.824.0504 | E: AAAEMeetings@aaae.org



[Update Your Preferences or Unsubscribe](#)



U.S. General Services Administration

FY 2022 Per Diem Rates for Seattle, Washington

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Seattle	King	\$79	\$18	\$20	\$36	\$5	\$59.25

Gil Cabrera

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: **Gil Cabrera** Department: **Board Services**
Position: ☒ Board Member ☐ President/CEO ☐ General Counsel ☐ Chief Auditor
☐ All Other Authority Employees

DATE OF REQUEST: **1/28/2022** DATE OF DEPARTURE/RETURN: **3/27/2022 / 3/30/2022**

DESTINATION / BUSINESS PURPOSE:

Destination:
Washington DC

Business Purpose:
SD Chamber of Commerce 2022 Mission to Washington DC

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:

- Airfare ☐ check box for business class or equivalent (international only)
- Rental Car
- Other Transportation (Taxi, TNC, Train, Bus)
- Auto (Gas, Parking/Tolls, Mileage)

\$	700
\$	
\$	100
\$	
\$	
\$	
\$	1,800
\$	
\$	2,600

B. Lodging

C. Meals and Incidental Expenses ([Per Diem](#))

D. Seminar and Conference Fees

E. Entertainment

TOTAL PROJECTED TRAVEL EXPENSES

*Chair Cabrera will sharing the cost of this trip with Sharp.

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: _____

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: **01/28/22**
Paul E Robinson (Jan 28, 2022 15:04 PST)

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)

2022 MISSION TO WASHINGTON D.C.

March 27 - March 30

Join the largest binational delegation to Washington, D.C. to voice your business needs and collaborate with San Diego's business leaders while meeting with the nation's top legislators and policy officials.

Attendees will have the unique opportunity to:

- **Participate in high-level meetings** with U.S. administration officials and agencies, such as Department of Transportation, U.S. Customs & Border Protection, Department of State, Housing & Urban Development and many others
- **Gain access** to our country's key decision makers and advocate for local and regional issues important to business growth and creation of jobs in the Cali-Baja region
- **Network and make invaluable connections** with elected officials on the local, state and federal level, as well as other community members

EVENT DETAILS

Date & Time: Sunday, March 27 (7:00 PM) – Wednesday, March 30 (11:00 AM), 2022

Location: JW Marriott Washington, DC | 1331 Pennsylvania Avenue NW, DC 20004

Event Contact: Katie Tran | Ph: 619-544-1370

| Email: ktran@sdchamber.org

*Para obtener información sobre cómo asistir “Misión a Washington DC”
favor de comunicarse con Kenia: kzamarripa@sdchamber.org.*

TRIP ITINERARY

We are still in the process of developing the agenda. For your traveling purposes, please plan to arrive in D.C. before the **Welcome Reception on Sunday, 03/27 at 7:00 PM**. The last meeting will end at around 10:00 AM on Wednesday, 03/30.

[Click here](#) to view a previous trip's itinerary.

HOTEL INFORMATION

JW Marriott Washington D.C.

1331 Pennsylvania Avenue NW, DC 20004 | (202) 393-2000

We have secured a special room rate of \$319++ per night for standard rooms from March 26 to 29.

CLICK HERE TO RESERVE ONLINE

Reservations must be made **by 6:00 pm (PST), Friday, March 4, 2022**. After that date, the hotel will confirm reservations based on availability at the current rate.

FLYING TO D.C.

Airports:

1. **Ronald Reagan Washington National Airport – DCA**
4.3 miles to hotel | Estimated taxi fare: \$20 (one way)
2. **Washington Dulles International Airport – IAD**
26.5 miles to hotel | Estimated taxi fare: \$60 (one way)
3. **Baltimore/Washington International Thurgood Marshall Airport – BWI**
34 miles to hotel | Estimated taxi fare: \$90 (one way)

Southwest Airlines, among others, offers nonstop flights to BWI (Baltimore) Airport, which is a 45-minute drive to D.C. For those who prefer to arrive closer to the hotel – DCA (Reagan National) Airport is a 15-minute drive to the hotel, but may *not* have nonstop flights.

Most delegates arrive in the afternoon on **Sunday, 3/27**, prior to the **Welcome Reception at 7:00 PM** and fly out the **afternoon of Wednesday, 3/30**.

Recommended Flights:

Departing Sunday, 3/27:

SAN > BWI | Southwest #1789 (8:10 AM – 3:55 PM), Nonstop

Returning Wednesday, 3/30:

BWI > SAN | Southwest #542 / 1932 (2:35 PM – 6:45 PM), 1 Stop

APPLICATION & FEES

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

Applications submitted by 02/18/22*:

Chamber members: \$1,800

Additional attendee or spouse/companion: \$1,300

Non-members: \$2,800

Between 2/19/22 – 3/18/22*:

Chamber members: \$2,300

Additional attendee or spouse/companion: \$1,300

Non-members: \$2,800

Between 03/19/22 – 03/23/22*:

All applicants: \$3200

**Applications close after March 23, 2022.*