

Board Meeting Agenda

Thursday, March 7, 2024
9:00 A.M.

San Diego County Regional Airport Authority
Administration Building
First Floor – Board Room
2417 McCain Road
San Diego, California 92101

Board Members

Gil Cabrera (Chair)
James Sly (Vice-Chair)
Whitney Benzian
Lidia S. Martinez
Monica Montgomery Steppe
Rafael Perez
Esther C. Sanchez
Steve Vaus
Marni von Wilpert

Ex-Officio Board Members

Col. Thomas M. Bedell
Gayle Miller
Everett Townsend

President/CEO

Kimberly J. Becker

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

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

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

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

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

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

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

A. DISCUSSION REGARDING THE PARAMETERS FOR THE FISCAL YEAR 2025 AND FISCAL YEAR 2026 OPERATING BUDGETS:

Presented by Scott Brickner, Vice President/Chief Financial Officer, John Dillon, Director, Finance & Risk Management and Renee Miller, Manager, Airport Finance

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

- **AUDIT COMMITTEE:**
Committee Members: Huerta, Newsom (Chair), Montgomery Steppe, Perez, Sanchez, Vaus, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Benzian, Martinez, Perez, Sanchez, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Cabrera (Chair), Martinez, Sly
- **FINANCE COMMITTEE:**
Committee Members: Martinez, Sly (Chair), von Wilpert

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
Liaison: Benzian, Martinez (Primary)
- **ARTS ADVISORY COMMITTEE:**
Liaison: Martinez

LIAISONS

- **CALTRANS:**
Liaison: Everett Townsend
- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cabrera

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- **MILITARY AFFAIRS:**
Liaison: Bedell
- **PORT:**
Liaisons: Cabrera (Primary), von Wilpert
- **WORLD TRADE CENTER:**
Representatives: James Sly

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**
Representative: Cabrera (Primary), Sly
- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Sanchez (Primary), Perez

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 - 10):

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 1, 2024, regular meeting.

Thursday, March 7, 2024

- 2. MARCH 2024 LEGISLATIVE REPORT:**
RECOMMENDATION: Adopt Resolution No. 2024-0017, approving the March 2024 Legislative Report.
(Government Relations: Matt Harris, Director)
- 3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM JANUARY 8, 2024, THROUGH FEBRUARY 11, 2024 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 8, 2024, THROUGH FEBRUARY 11, 2024:**
RECOMMENDATION: Receive the report.
(Procurement: Jana Vargas, Director)
- 4. 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)
- 5. APPOINTMENT OF AUTHORITY ADVISORY COMMITTEE MEMBER:**
RECOMMENDATION: Adopt Resolution No. 2024-0018, appointing members to the Authority Advisory Committee.
(Board Services: Tony R. Russell, Director/Authority Clerk)
- 6. AMEND AUTHORITY POLICY 1.10, APPOINTMENT, TERM, SUCCESSION AND COMPENSATION OF THE BOARD OF DIRECTORS:**
RECOMMENDATION: Adopt Resolution No. 2024-0019, approving amendments to Authority Policy 1.10 - Appointment, Term, Succession and Compensation of the Board of Directors.
(Board Services: Tony R. Russell, Director/Authority Clerk)

CLAIMS:

- 7. DENY THE APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM OF AMIRA NAJOR:**
RECOMMENDATION: Adopt Resolution No. 2024-0020, denying the application for leave to present a late claim of Amira Najor.
(General Counsel: Amy Gonzalez)

COMMITTEE RECOMMENDATIONS:

8. **FISCAL YEAR 2024 SECOND QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
(Audit: Lee Parravano, Chief Auditor)

9. **REVISION TO THE FISCAL YEAR 2024 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2024-0021, approving the revision to the Fiscal Year 2024 Audit Plan of the Office of the Chief Auditor.
(Audit: Lee Parravano, Chief Auditor)

CONTRACTS AND AGREEMENTS:

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

10. **AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 13, GROUP 4, PROJECT NO. 381304 TWENTY-FOUR (24) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON TWENTY-TWO (22) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:**
RECOMMENDATION: Adopt Resolution No. 2024-0022, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,146,400 for Phase 13, Group 4, Project No. 381304, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.
(Planning & Environmental Affairs: Sjohnna Knack, Director)

PUBLIC HEARINGS:

OLD BUSINESS:

Thursday, March 7, 2024

NEW BUSINESS:

11. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL PROGRAM MANAGEMENT AND SUPPORT SERVICES AGREEMENT:

RECOMMENDATION: Adopt Resolution No. 2024-0023, approving and authorizing the President/CEO to negotiate and execute an On-Call Program Management and Support Services, Staffing Support, and Consulting Services Agreement with AECOM Technical Services, Inc., for a term of three (3) years, with the option for two (2) one-year extensions, in an amount not-to-exceed \$140,000,000.

(Airport Design and Construction: Angela Shafer-Payne, Vice President/Chief Development Officer and Bob Bolton, Director)

CLOSED SESSION:

12. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:

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

Name of Case: *San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al.*, San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL

13. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

Number of potential Cases: 1

REPORT ON CLOSED SESSION:

GENERAL COUNSEL REPORT:

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

BOARD COMMENT:

ADJOURNMENT:

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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 a speaker slip to the Clerk 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 a speaker slip 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 Commission meeting, parking is available in the Airport Administration Building Parking Lot (entrance on the east side of McCain Road). Visitors can park in the lot from 8:00 a.m. to 5:00 p.m.

You may also reach the SDCRAA Building by using public transit via the San Diego MTS System, Route 923. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.

Presentation A

Discussion Regarding the Parameters for the FY 2025 & FY 2026 Operating Budgets

Presented by:

Scott Brickner
Vice President & Chief Financial Officer

John Dillon
Director, Finance & Risk Management

Renee Miller
Manager, Airport Finance

San Diego County Regional Airport Authority

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Agenda

- Purpose, Culture and Strategic Plan
- Economic Update and Airports Outlook
- Authority Debt Profile
- Authority Financial Overview and Plan of Finance
- Budget Guidelines



Purpose, Culture and Strategic Plan

Purpose, Culture and Strategic Plan

Purpose Statement:

- To create an exceptional airport experience for the community and the world.

Culture Statement:

- At SAN, culture starts with diversity. Together, we build trust and a sense of belonging by empowering our teams to grow.

Strategic Plan - Focus Areas



Advance Airport
Development



Transform the
Customer Experience



Optimize Ongoing
Business



Cultivate the Culture

FY 2025 Strategic Plan Priorities

New T1 Progress

- Parking Plaza Phases 1 & 2
- Substantial completion of Phase 1a construction
- Tenant Improvements and Airline Moves
- Concession Program
- Technology Solutions
- Continue Execution of Funding and Insurance
- Prudent Use of Contingency
- ORAT Plans
- Complete mitigation measures
- Communications Plan Execution
- Minimizing Operational Impacts on Tenants and Public
- Final list of Art deliverables
- Connector and T2 East Redevelopment (Planning, Budgeting, Schedule, Environmental, Procurement)
- Pursue Additional Grant Funding and Manage Existing Grant Requirements

FY 2025 Strategic Plan Priorities

- Parking Operations and Revenue Optimization
 - Parking Operator RFP
 - Parking Revenue Management Implementation
- Airport Electrical Needs Planning
 - Capacity
 - EV Charging
- Update Sustainability Management Program
- North Side Planning
- Continued Efforts to Reduce Noise Impacts
- Investigate Additional Land Opportunities

FY 2025 Strategic Plan Priorities

- Legal Initiatives - PFAS; Navy Lease; Boat Channel
- Update Plan of Finance - New T1 Needs; Placeholder for future capital needs
- Business/Artificial Intelligence Strategy and Integration
- Cybersecurity Efforts
- Software/Systems Implementation and Upgrades

- CMMS
- ABRM
- SMS
- E1
- ECMS/SharePoint
- PMWeb

- A/P
- 5G
- Intranet
- San.org
- SkiData

FY 2025 Strategic Plan Priorities

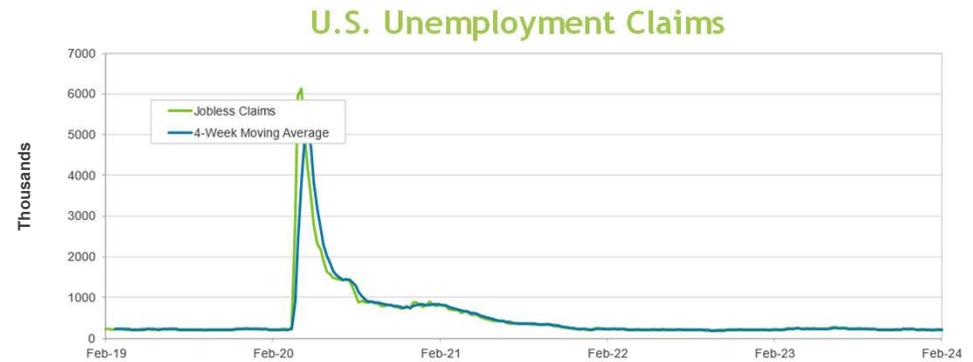
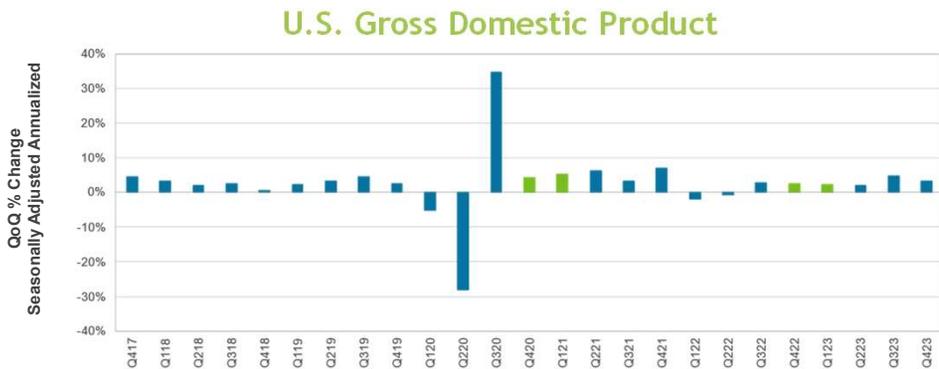
- Common Use and Airline Clubs Plan Execution
- T2 Concession Redevelopment Plan/Strategy
- Transit Connection
 - Study FAA allowable cost issues
 - Work with regional partners to explore funding sources
- Disadvantaged Business Enterprise Goals Alignment / Education
- Continue Culture Conversation - HR & DEI Initiatives



Economic Update and Airports Outlook

US Economy - GDP & Unemployment

- Main economic indicators:
 - 4th Quarter of 2023 U.S. GDP increased at an annual rate of 3.3%
 - As of December 2023, U.S. unemployment claims increased to 3.7% compared to 3.5% last year
 - As of December 2023, SD unemployment rate increased to 4.3% compared to 3.0% last year



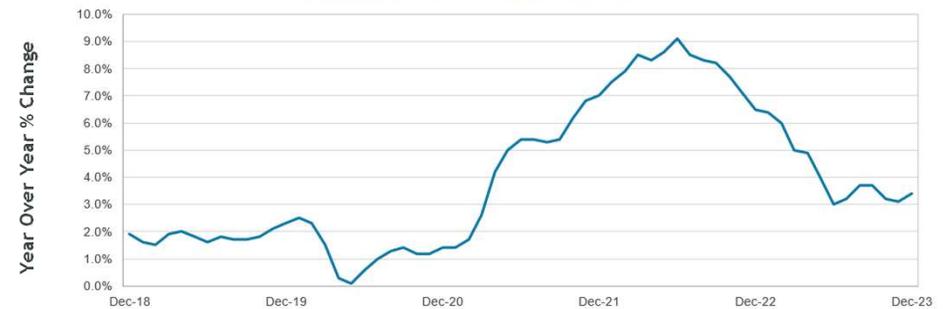
US Economy - Index & Inflation

- Calendar 2023 equity markets increased:
 - DJIA: 13.7%
 - S&P 500: 24.2%
- Inflation:
 - CPI for all items 3.4% YoY in December 2023

Dow Jones Industrial Avg. and S&P 500 Indices



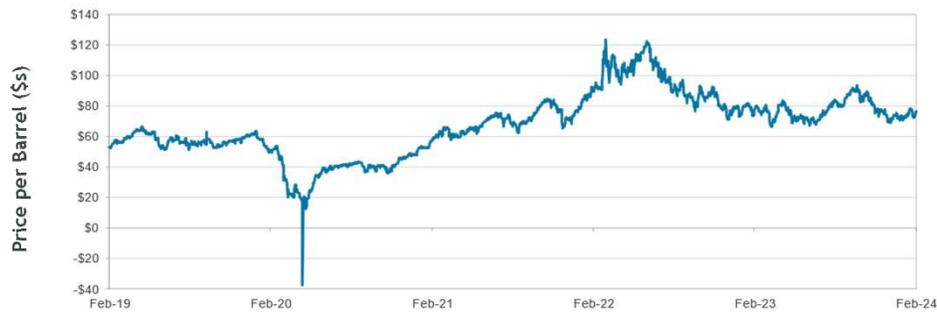
Consumer Price Index



Oil Prices & Interest Rates

- Current oil price trades in the \$76.22+/- range per barrel, below its 12-month average of \$77.19
- In 2024, Treasury yields have inclined 29 basis points on 5-year Treasury and 23 basis points on 2-year Treasury.

WTI Crude Oil Price (Per Barrel)



U.S. Treasury Yields



Rating Agencies: U.S. Airport Outlook

Fitch & Moody's – Stable

Key Drivers:

- Passenger traffic has reached pre-pandemic levels however growth is slowing due to economic concerns, expected reduced consumer spending and airline capacity weakness
- Domestic leisure travel growth is slowing
- Growing capital spending and higher interest rates are increasing airport leverage, but does not add to risks enough at this time to stress credit quality

SDCRAA Credits

Fitch:

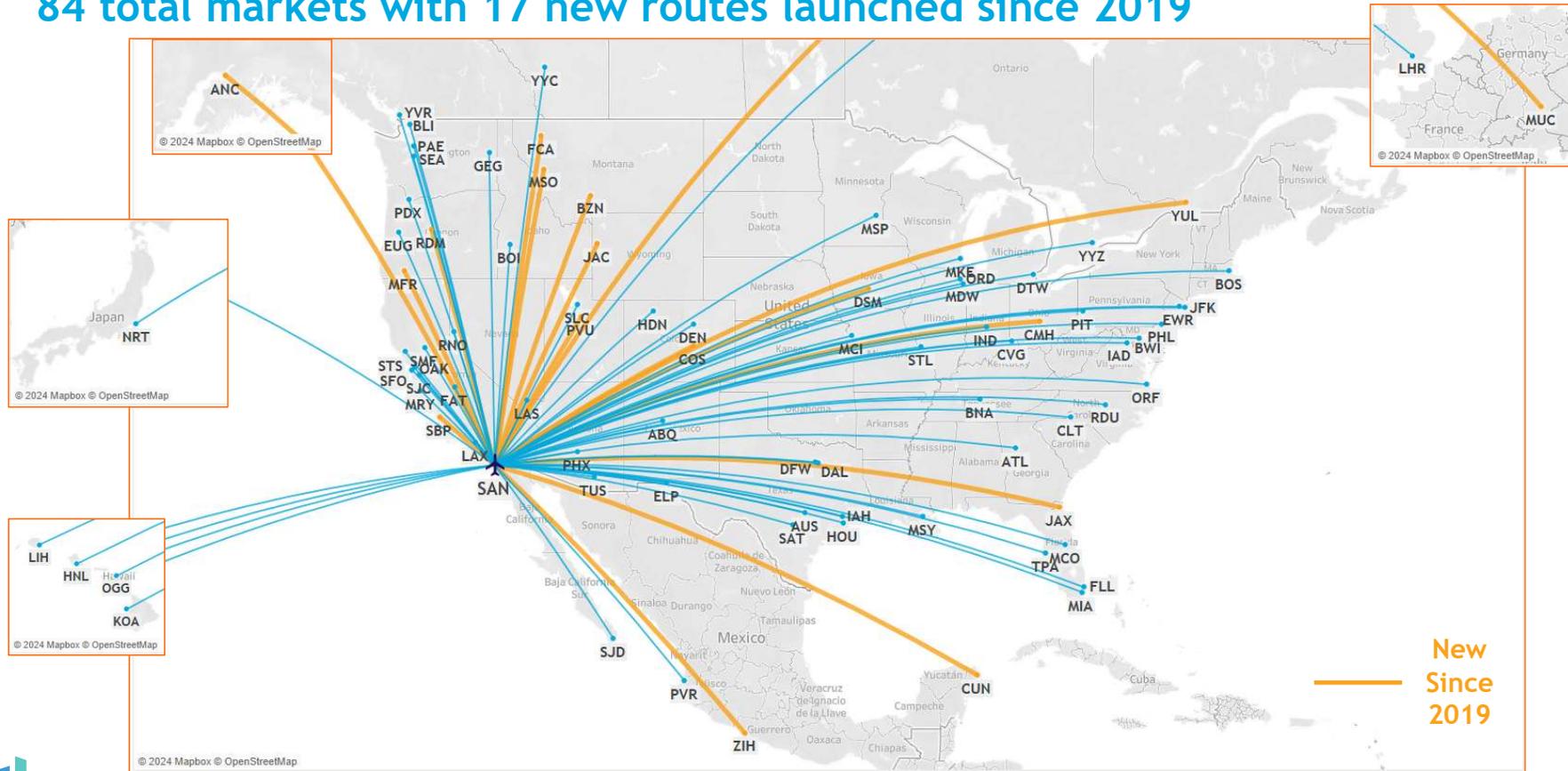
AA- Senior and A+ Subordinate ratings with a Stable outlook

Moody's:

A1 Senior and A2 Subordinate ratings with a Positive outlook; and,
A3 rating for CFC special facility bonds with a Stable outlook

SAN Nonstop Routes - 2024

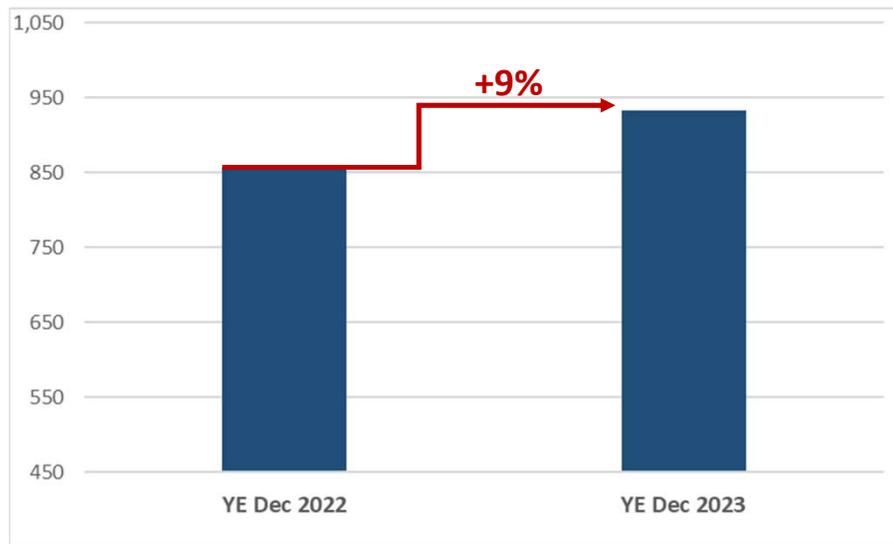
84 total markets with 17 new routes launched since 2019



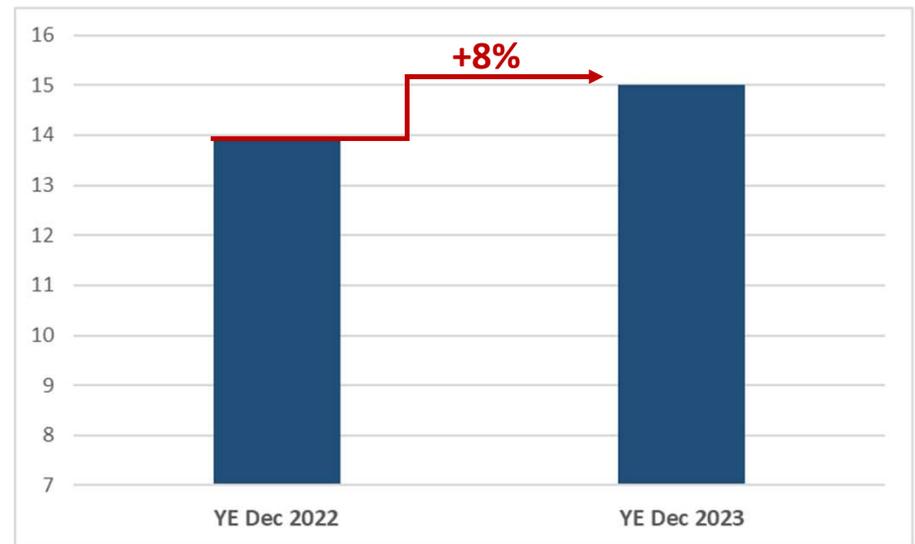
- Note: Excludes CDG that only operates twice in June 2024
- Source: SAN year ending December 2024 Cirium schedules as of February 2024 via Diao Mi;
- Ailevon Pacific Aviation Consulting analysis

SAN has been tracking in line with domestic capacity trends

- 2022-2023 YOY
 - Airline Capacity (trillions ASMs)

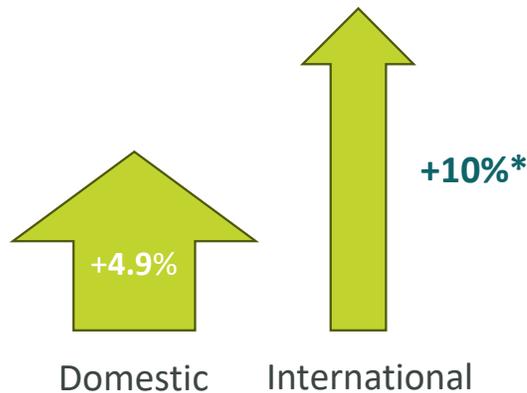


- 2022-2023 YOY
 - SAN Seat Departures (millions seats)



Forward schedules (6-month view) show similar pattern

- ASM Growth US Carriers
 - March - August 2024



- SAN Seat Departure Growth
 - March - August 2024



While SAN growth overall is positive, not all airlines are growing (Mar-Aug YOY)

Airline ↑	Avg Daily Seat Inc (Mar- Aug)	% YOY
American	+510	+12%
Alaska	+1,043	+17%
Delta	+487	+10%
Frontier	+262	+19%
Breeze	+184	New entrant
Spirit	+49	+5%
SunCountry	+27	+20%
United	+284	+5%
International	+226	+14

Airline ↓	Avg Daily Seat Dec (Mar-Aug)	% YOY
jetBlue	-94	-10%
Allegiant	-219	-66%
Hawaiian	-13	-3%
Southwest	-1,119	-7%



Authority Debt Profile

General Airport Revenue Bonds

Series	Lien	Principal Outstanding (Millions) ¹	Maturity	Major Funded Projects
2017 Bonds	Subordinate	\$261.0	2023 - 2047	T2W Parking Plaza and T2W FIS
2019 Bonds	Subordinate	\$448.5	2023-2049	Refunded 2010C bonds and New Money for Airport Support Facilities, Stormwater management, New T1 programatic documents, RON parking and Baggage Handling upgrades
2020 Bonds	Subordinate	\$197.2	2023-2049	Refunded 2010A/B bonds. 2010 bonds funded Green Build, T2E project, concessions infrastructure
2021 Bonds	Subordinate	\$1,875.1	2026-2056	All New T1 Program projects (\$1,585m), refunding of 2013A and 2013B (\$357m) senior Bonds, expansion of T2E, concessions infrastructure, new 12kV system, Washington St parking and access improvements, north side utilities infrastructure
2023 Bonds	Senior	\$1,062.0	2028-2058	All New T1 Program projects (\$782mm), repay revolving obligations (\$80.4m), and tender 2021C bonds (\$27.5m)
Total Current Debt		\$3,843.8		
New T1 additional Bond requirements		\$1,050.0	2026-2060	All New T1 projects
Total Anticipated Debt		\$4,882.7		

¹ Total debt excludes balance sheet amounts relating to premium and discount received or paid during debt issuance. These amounts are amortized over the life of the bonds.

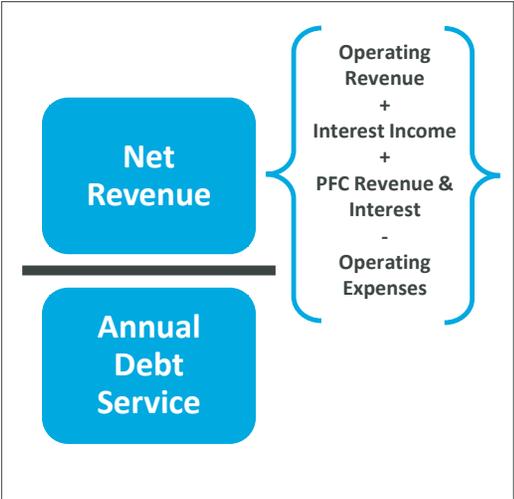
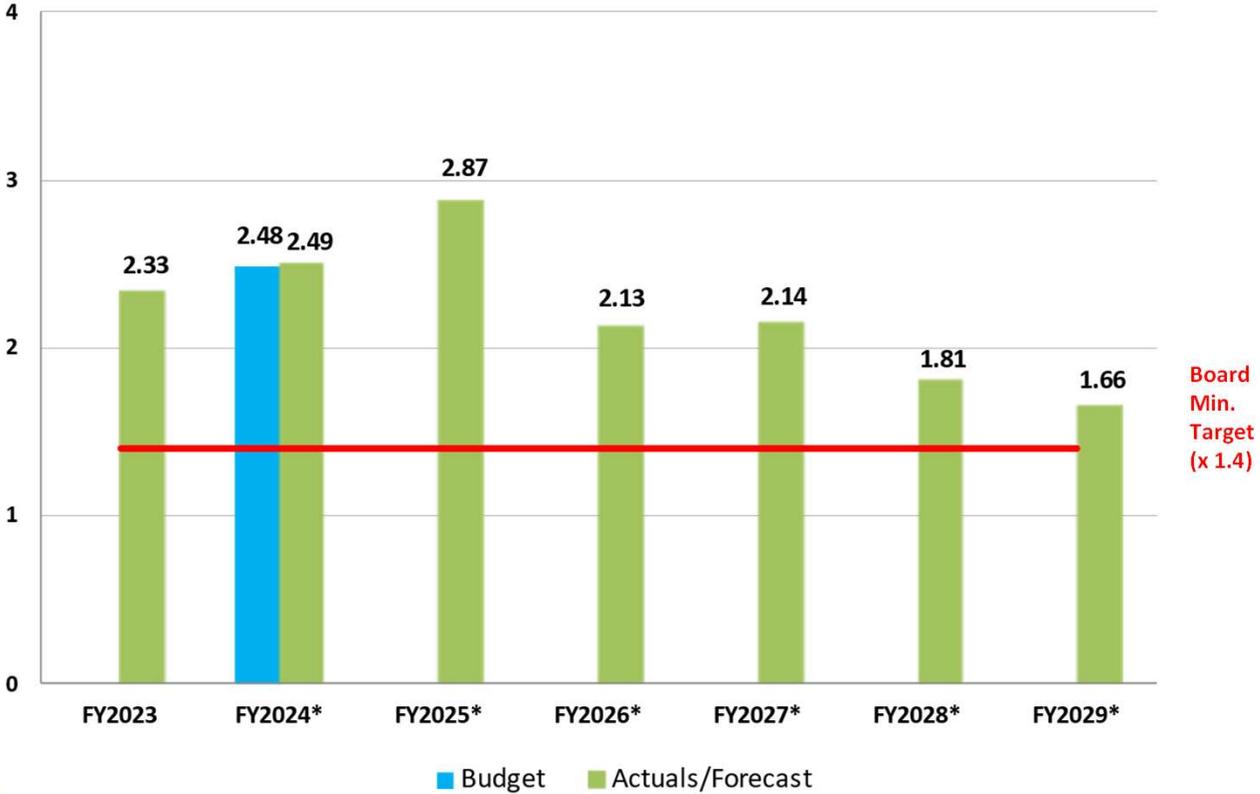
General Airport Revenue Bond (GARB) and Variable Debt Service

(in millions)



GARB Debt Service Coverage

(Ratio of Net Revenue over Debt Service)



*Projected FY 2024 – FY 2029

Special Facilities Bond Debt

Special Facilities Bond				
2014 Bonds	Senior	\$269.0	2023 - 2043	Rental Car Center (RCC)
Total		\$269.0		

Special Facilities Debt Service for RCC

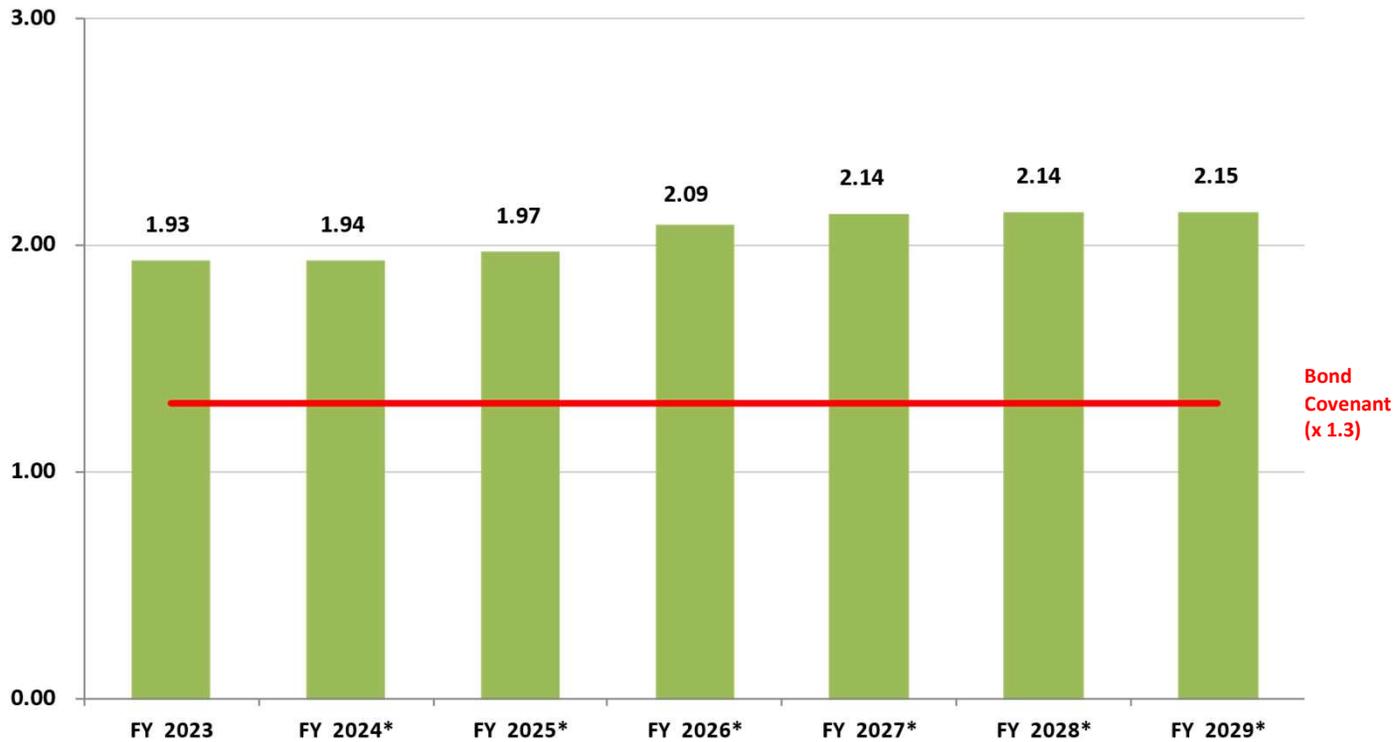
(in millions)



*Projected FY 2024 – FY 2029

Special Facilities Debt Service Coverage

(Ratio of CFC Revenue over Debt Service)

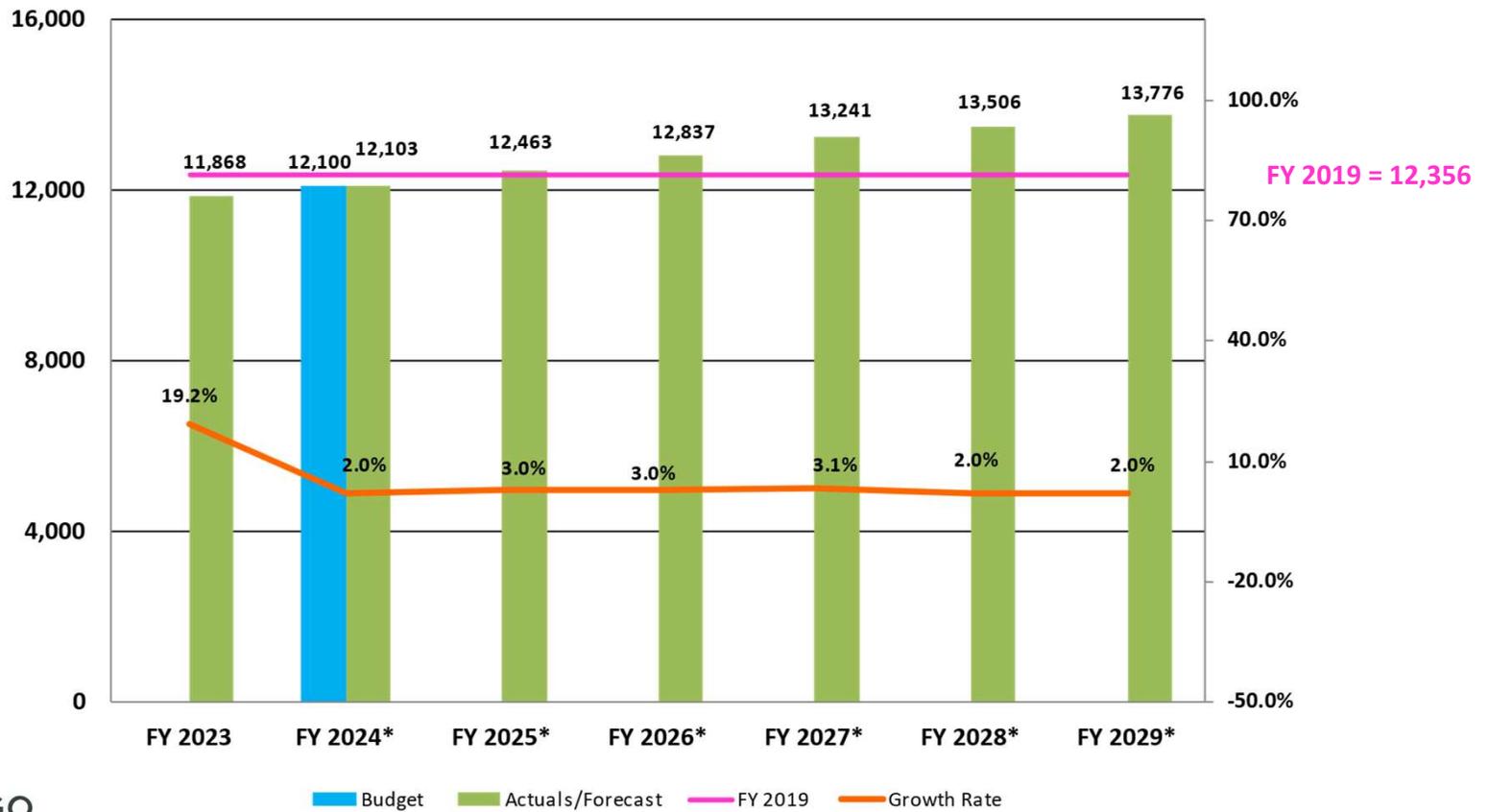




Authority Financial Overview

Enplanements

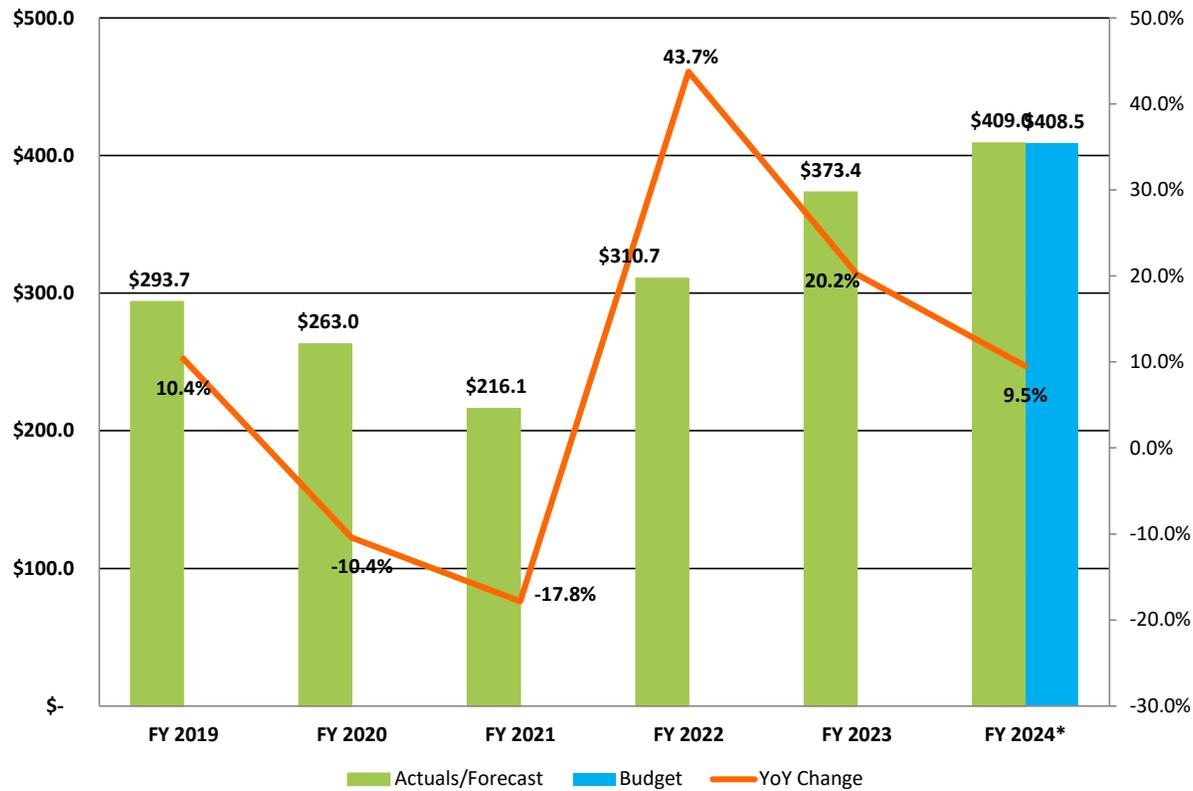
(in thousands)



*Projected FY 2024 – FY 2029

Total Operating Revenue

(in millions)



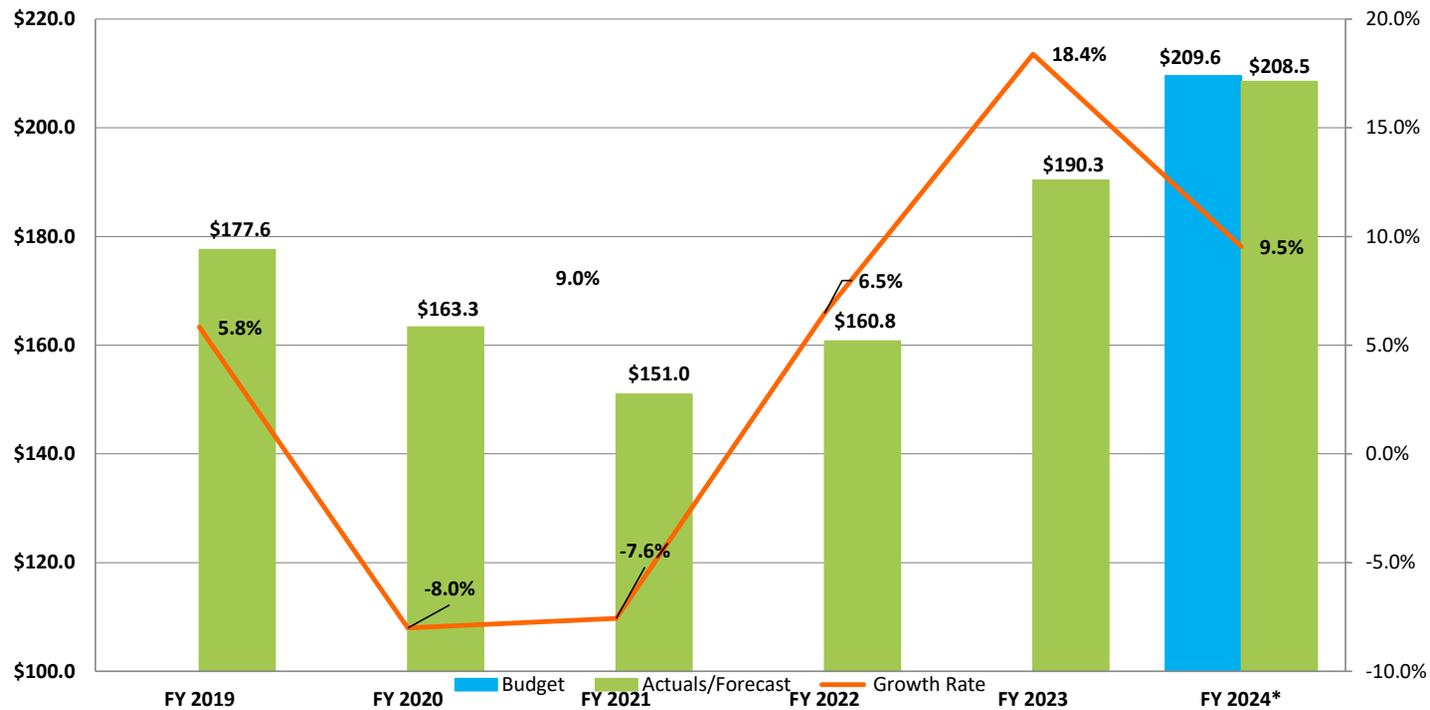
*Projected FY 2024

Revenue Budget Parameters

- Increase Airline revenue with the growth of enplanements
- Concessions using the growth of enplanements and trended Sales per Enplaned Passenger (SEP)
- Concessions in FY 2026 increase revenue based upon the opening of the New T1.
- Parking
 - Implement a parking revenue strategy to enhance customer service and revenue
 - Include assumptions on the new parking plaza.
- Impacts on TNC usage and fees.
- Airline revenue
 - Continued PFC accumulation

Total Operating Expenses & Equipment Outlay

(in millions)



*Projected FY 2024

Expense Budget Parameters

Personnel

- Review personnel vacancies
- Pay for performance for non-represented employees
- Contractual increases for represented employees
- Consider market trends for employee benefits (Medical, Dental, Vision)
- Retirement Benefits
 - FY 2025 actuarial rate of 15.04%
 - FY 2026 actuarial rate of 16.72%
 - FY 2025 - FY 2026: Per Board policy, an 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

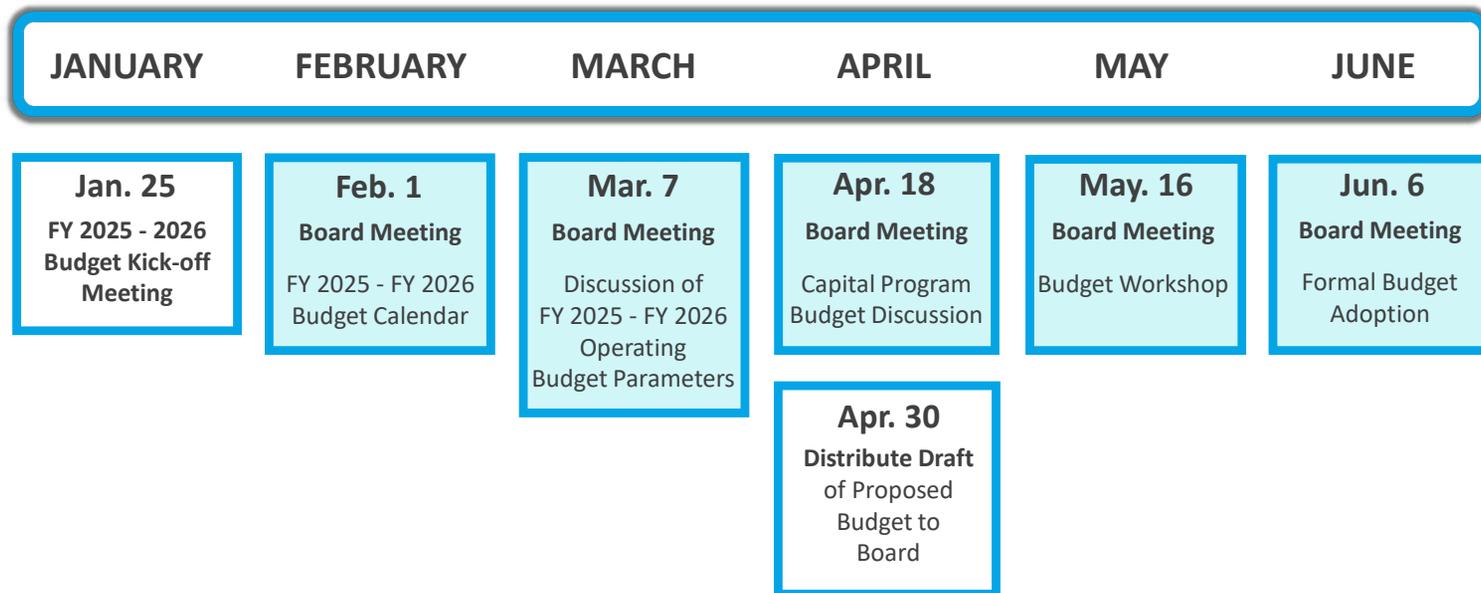
Non-Personnel

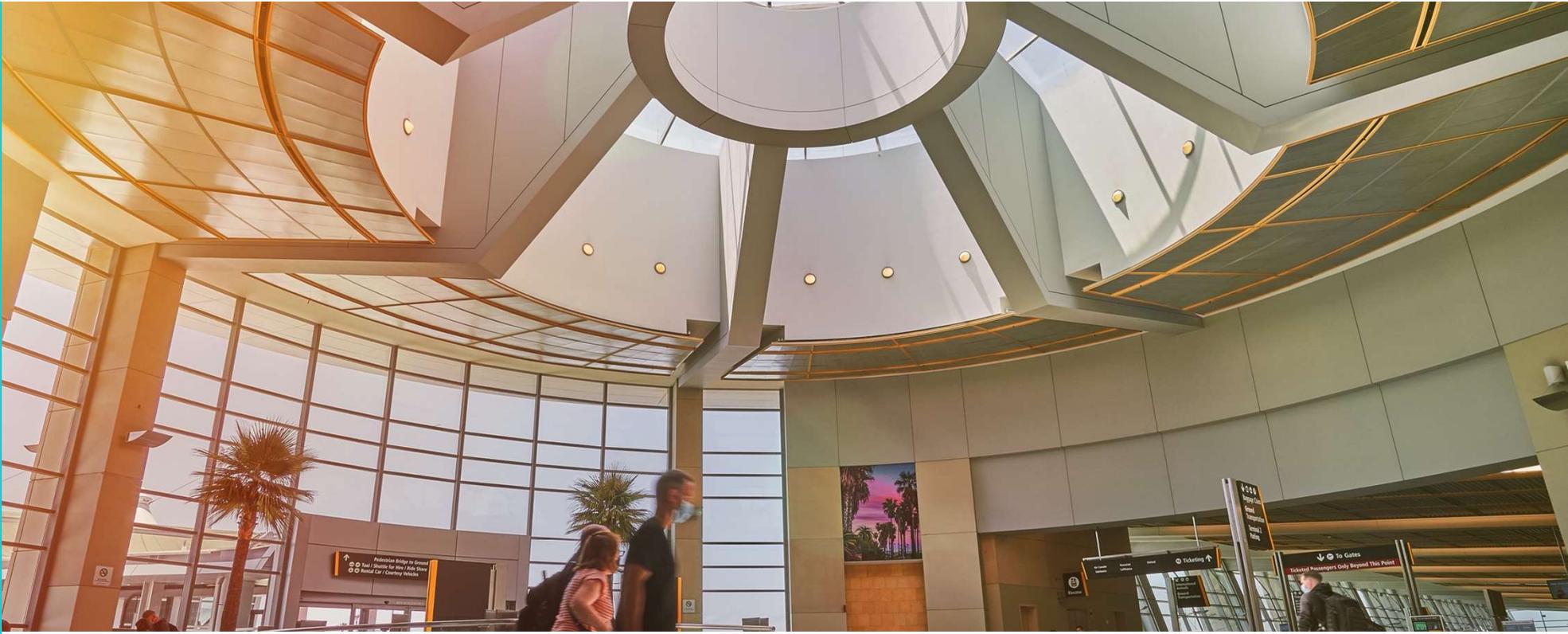
- Continue to evaluate all expenditures
 - Ensure all activities are aligned with the Airport Authority's Strategic Plan priorities
 - Consider alternative methods and solutions to meet the needs of the Airport Authority
- Increases in contractual obligations
- Evaluate Maintenance cost taking into account recent weather impacts, and future capital development.
- Utilities increases (rate and usage).
- Safety and security costs increases.
- Moderate increases in employee and business development, equipment, and supplies.



Budget Calendar

Budget - Timeline of Key Dates





Questions?

DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, FEBRUARY 1, 2024
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
BOARD ROOM

CALL TO ORDER: Chair Cabrera called the meeting of the San Diego County Regional Airport Authority Board to order at 9:03 a.m. on Thursday, February 1, 2024, at the San Diego County Regional Airport Authority, Administration Building, 2417 McCain Road, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Chair Cabrera led the pledge of allegiance.

ROLL CALL:

PRESENT: Board Members: Cabrera, Benzian, Martinez, Montgomery Steppe, Perez, Sly, Vaus, von Wilpert

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

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

Tony Guinn, Assistant Airport Operation/Airfield Manager attended the meeting on behalf of Board Member Bedell.

Roy Abboud, Acting Deputy District Director of Planning and Local Assistance Division, attended the meeting on behalf of Board Member Townsend.

Chair Cabrera welcomed Board Members Whitney Benzian and Steve Vaus, to the Board.

Chair Cabrera presented Board Member Paul McNamara with a plaque and thanked him for his service on the San Diego County Regional Airport Authority Board.

PRESENTATIONS:

A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2023:

Scott Brickner, Vice President/Chief Financial Officer provided a presentation that included Operating Revenue and Expenses; Non-Operating Revenue and Expenses; Financial Summary; Statement of Net Position-Assets; Deferred Outflow of Resources; Liabilities and Net Position.

B. REVIEW OF THE FISCAL YEAR 2025 AND FISCAL YEAR 2026 BUDGET CALENDAR:
Scott Brickner, Vice President/Chief Financial Officer provided a presentation that included Budget- Timeline of Key Dates.

C. HUMAN TRAFFICKING AWARENESS MONTH UPDATE:
Rick Francis, Vice President/Chief Operating Officer, and Michelle Brega, Senior Director, External Affairs provided a presentation that included What is Human Trafficking; Human Trafficking in San Diego County; Role of Airports in Human Trafficking; SAN's Efforts; Prevention and Education; Employee and Public Awareness; Our Observations Matter; and What Actions to Take.

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

- **AUDIT COMMITTEE:** None
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member von Wilpert reported that the last CIPOC Meeting was held on October 19th and that the January CIPOC meeting was cancelled because the CIPOC updates were provided during the January Board Meeting. She reported that at the January Meeting there were updates provided on the New Terminal 1 (NT1) and that the Board approved an updated budget for the NT1. She reported that the former Administration Building has been completely torn down. She also reported that at the next CIPOC Meeting, updates will be provided on the progress of the NT1 as well as spending of any of the contingency funds related to the NT1.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None
- **FINANCE COMMITTEE:** Board Member von Wilpert reported that the Committee met on January 22nd and at that meeting, the Committee reviewed the Unaudited Financial Statements for the six months ended December 31, 2023, as well as the Authority's Investment Report as of December 31, 2023.

ADVISORY COMMITTEES:

- **AUTHORITY ADVISORY COMMITTEE:** None
- **ARTS ADVISORY COMMITTEE:** None

LIAISONS

- **CALTRANS:** Roy Abboud, Acting Deputy District Director of Planning and Local Assistance Division, reported that CALTRANS has activated a moderate emergency because of the weather, as have the county, who will work in coordination for the next two days. He reported that with the Governor-declared State of Emergency, resources are available for those experiencing effects from water damage and that CALTRANS can help coordinate local assistance.
- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that Congress continues to work on an annual appropriations package as well as an FAA Reauthorization Bill. He reported that In Sacramento, the Legislature has introduced several bills with more to come ahead of the February 16th bill introduction deadline. He reported that a presentation and discussion will be provided on these items by the Authority's Government Relations team later in this meeting.
- **MILITARY AFFAIRS:** Tony Guinn, Assistant Airport Operations Officer/Airfield Manager, reported that construction is continuing at their facility.
- **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, staff presented an update on the toll road operations, including an action plan to address deficiencies with the current system. He reported that at the second meeting, staff presented an overview of the initial concept for the draft 2025 Regional Plan, including projects, programs, policies and estimated costs and revenues.
- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Perez reported that the Committee met once since the last Board meeting and at that meeting, staff presented an overview of the Regional Value Capture Study.

CHAIR REPORT: Chair Cabrera reported that former Port Commissioner, David Malcolm, requested a group tour of the NT1 and that the tour included the CEO and Young President's Organization, and Authority staff.

PRESIDENT/CEO REPORT: Kim Becker, President/CEO, welcomed Board Members Whitney Benzian and Steve Vaus to the Board. She reported that Breeze Airways added a route to Pittsburgh last month that begins in June, and that Southwest Airlines will also add flights to Pittsburgh on Saturdays during the summer. She reported that the Authority hosted its first 3rd Wednesday Speaker Series with the goal of fostering a diverse, inclusive, and collaborative culture, which included representatives from Turner Construction, Southwest Airlines, and Alaska Airlines, who discussed the Regional 2024 Economic Forecast. She reported that in March, the Authority invited a panel of women leaders to talk about their career path and how they are making a difference in San Diego. She reported that one of the Authority's strategic priorities is to support the regional economy, and last month, the Airport Authority participated in the San Diego Business Summit 2024 at the University of San Diego, hosted by the North San Diego Business Chamber. She reported that in the Authority's continuing efforts to reduce the interior-noise levels for homes surrounding the Airport, the Quieter Home Program (QHP) team began sound insulation on the Point Loma Presbyterian Church. She reported that the Authority's Women's Leadership Group extended an invitation to the Board to a special event that will feature Board Members Lidia Martinez, Esther Sanchez, and Marni von Wilpert, who will discuss their experience, insights, and passions related to their professional lives, following the Board Meeting on March 7. She reported that SAN has a new beer on the way at East Village Brewery that will be a Czech-style pilsner called Pre-Czech Pils with water used from condensate that drips from the bottom of the air conditioning units attached to the Authority's jet bridges.

NON-AGENDA PUBLIC COMMENT:

ADRIAN KWIATKOWSKI, President, and CEO of Transportation Alliance Group, expressed concern regarding the lack of signage for taxis at the transportation islands identifying their location.

ALFRED BANKS, United Taxi Workers of San Diego, expressed concern with how Uber and Lyft drivers pick up passengers on the transportation islands.

CARELYN REYNOLDS, Founder/Transportation Alliance Group, spoke regarding identifying and working on solutions to make the ground transportation plaza and island work effectively.

RICHARD ABDALA, Senior Facility Manager of Aladdin Airport Parking Garage, provided a handout and spoke regarding their request to resume their shuttle service at the airport.

CONSENT AGENDA (ITEMS 1 - 12):

Chair Cabrera reported that the Authority Act requires the Board to elect its officers, except for the Chair of the Board, at the first Board Meeting on or after February 1st of each even numbered year. He noted that Agenda Item 4 therefore is to vote to elect the Vice Chair of the Board and make appointments to the Board Committees, Liaisons, and Representative Positions. He noted that this item includes the selection of Board Member Sly to serve as Vice Chair of the Executive Committee and therefore Vice Chair of the Board.

ACTION: Moved by Board Member Vaus and seconded by Board Member Perez to approve the Consent Agenda. Motion carried by the following votes: YES – Cabrera, Benzian, Martinez, Montgomery Steppe, Perez, Sly, Vaus, von Wilpert, NO – None; ABSENT – Sanchez. (Weighted Vote Points: YES – 88; NO – 0; ABSENT - 12)

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the January 11, 2024, meeting.

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

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

3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM DECEMBER 11, 2023, THROUGH JANUARY 7, 2024, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM DECEMBER 11, 2023, THROUGH JANUARY 7, 2024:

RECOMMENDATION: Receive the report.

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

RECOMMENDATION: Adopt Resolution No. 2024-0009, making appointments to Board committees, liaison, and representative positions.

CLAIMS

5. REJECT THE CLAIM OF TONI MENSCH:

RECOMMENDATION: Adopt Resolution No. 2024-0010, rejecting the claim of Toni Mensch.

6. REJECT THE CLAIM OF GORDON STONE:

RECOMMENDATION: Adopt Resolution No. 2024-0011, rejecting the claim of Gordon Stone.

7. REJECT THE CLAIM OF MICHELLE CHATELAIN:

RECOMMENDATION: Adopt Resolution No. 2024-0012, rejecting the claim of Michelle Chatelain.

8. REJECT THE CLAIM OF SHANNON MCQUEEN:

RECOMMENDATION: Adopt Resolution No. 2024-0013, rejecting the claim of Shannon McQueen.

COMMITTEE RECOMMENDATIONS

9. ACCEPT THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2023:

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

10. ACCEPT THE AUTHORITY'S INVESTMENT REPORT AS OF DECEMBER 31, 2023:

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

CONTRACTS AND AGREEMENTS

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

11. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 13, GROUP 3, PROJECT NO. 381303 TWENTY-FIVE (25) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON NINETEEN (19) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2024-0014, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,138,000 for Phase 13, Group 3, Project No. 381303, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.

12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SOLE SOURCE AGREEMENT WITH REPUBLIC SERVICES FOR SPECIAL WASTE DISPOSAL SERVICES:

RECOMMENDATION: Adopt Resolution No. 2024-0015, approving and authorizing the President/CEO to execute a Sole Source Agreement with Republic Services for Special Waste Disposal Services, in an amount not-to-exceed \$5,500,000 for a three (3) year term with an option for two (2) one year extension.

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

13. FEBRUARY 2024 LEGISLATIVE REPORT AND 2024 LEGISLATIVE AGENDA:

Matt Harris, Director, Government Relations; Sam Whitehorn, Elevate Government Affairs; Rob Chamberlain, Elevate Government Affairs; and Steve Cruz, Cruz Strategies, provided a presentation on the 2024 Legislative Report and Legislative Agenda that included Legislative Advocacy Program; 2023 Review; Infrastructure Funding; 2024 State of Play: The Biden Administration; Congress; Aviation Industry; 2024 Engagement: Outreach Targets; 2024 Federal Legislative Priorities; 2023 State Review; 2024 State of Play: State Legislature; San Diego Delegation Members; 2024 Engagement: Outreach Targets; Key Administration Officials; and 2024 State Legislative Priorities.

RECOMMENDATION: Adopt Resolution No. 2024-0016, approving the February 2024 Legislative Report and 2024 Legislative Agenda.

ACTION: Moved by Board Member Martinez and seconded by Board Member Montgomery Steppe to approve staff's recommendation. Motion carried by the following votes: YES - Cabrera, Benzian, Martinez, Montgomery Steppe, Perez, Sly, Vaus, von Wilpert, NO - None; ABSENT - Sanchez. (Weighted Vote Points: YES - 88; NO - 0; ABSENT - 12)

The Board recessed at 10:42 a.m. and reconvened at 10:43 a.m.

CLOSED SESSION: The Board recessed into Closed Session at 10:44 a.m. to hear Items 14 and 15.

Board Member von Wilpert left the meeting at 10:46 a.m.

14. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

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

Name of Case: *San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al.*,

San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL

15. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

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

Name of Case: *United States of America v. City of San Diego, et al. and Related Cross Actions*

United States District Court Case No. 3:23-CV-00541-LL-BGS

REPORT ON CLOSED SESSION: The Board adjourned out of Closed Session at 11:15 a.m. There was no reportable action.

GENERAL COUNSEL REPORT:

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

BOARD COMMENT:

ADJOURNMENT: The meeting was adjourned at 11:15 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 7TH DAY OF MARCH 2024.

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

Staff Report

Meeting Date: March 7, 2024

Subject:

March 2024 Legislative Report

Recommendation:

Adopt Resolution No. 2024-0017, approving the March 2024 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 2024 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, the Senate Commerce, Science, and Transportation Committee held an Executive Session to markup and advance out of committee by unanimous voice vote their version of a Federal Aviation Administration (FAA) reauthorization bill, the Federal Aviation Administration Reauthorization Act of 2023 (S.1939). In the Committee's session, legislators considered a package of 81 amendments, which resulted in adoption of language allowing five additional slot pairs at Washington Reagan National Airport (DCA) (an Authority priority) and rejection of an amendment to increase the pilot retirement age from 65 to 67. It is expected that legislators will have an informal conference process to resolve the differences between the House bill, the Securing Growth and Robust Leadership in American Aviation Act (H.R.3935), which passed the House without the inclusion of language related to additional slots at DCA, and the Senate version of the FAA Reauthorization bill. The FAA's authorities are set to expire on March 8, increasing the likelihood that another extension of the agency's programs and revenue sources will need to be passed by both chambers ahead of their expiration. The Authority's legislative team continues to review each chamber's FAA reauthorization legislation throughout the legislative process to determine potential impacts on the Authority's priorities,

Meeting Date: March 7, 2024

communicating those priorities to the San Diego Congressional Delegation as well as Congressional Committee leadership, and continues to monitor for any new funding opportunities available to support the Authority's initiatives and operations.

Congress continues to work on an annual appropriations package for Fiscal Year 2024. In January, House Speaker Mike Johnson (R-LA) and Senate Majority Leader Chuck Schumer (D-NY) announced an agreement on a topline funding level of \$1.59 trillion for Fiscal Year 2024. House Appropriations Committee Chair Kay Granger (R-TX) and Senate Appropriations Committee Chair Patty Murray (D-WA) have reached an agreement on the funding levels for each individual appropriations bill, but those numbers have not been made public at this point. The Committees must pass the first tranche of four bills, including the Transportation, Housing, and Urban Development bill, ahead of the March 1 funding deadline, and the remaining eight bills, including the Homeland Security bill, by the March 8 funding deadline. Appropriations bills must pass the full House and Senate and be signed by the President before they can be enacted. If Congress fails to meet these deadlines, a Continuing Resolution (CR) would be necessary to prevent a lapse in appropriations to avoid a government shutdown. Airports, through national trade associations, have agreed on and advocated for a set of priorities and programmatic recommendations for the Fiscal Year 2024 appropriations cycle.

The Authority's legislative team continues to actively monitor and analyze bills for potential impacts on the Authority and San Diego International Airport and does not recommend that the Board adopt any new positions on federal legislation at this time.

State Legislative Action

In Sacramento, the Legislature introduced over 2,000 bills since reconvening in early January and ahead of the February 16 bill introduction deadline. In the early stages of the session, legislators often introduce 'intent' or 'spot' bills that will be amended into substantive proposals throughout the spring. Approximately 30% of the introduced bills are intent or spot bills. State policy committees will begin hearings in early March to review the new slate of proposals.

The Senate and Assembly have also started to convene budget subcommittees to review and make changes to the Governor's January budget which addresses the estimated \$40 billion budget deficit. The budget forecast continues to look bleak, with January and February revenues not meeting expectations. Over the coming months, the Administration and legislative leadership will prepare a May Budget Revision that will be highly dependent on April's income tax returns – even more so than in recent years.

Additionally, the Airport Authority's Government Relations staff and legislative consultants are reviewing and monitoring for any new funding opportunities available to support the Authority's initiatives and operations.

Meeting Date: March 7, 2024

The legislative team continues to review and analyze bills for potential impacts on the Authority and San Diego International Airport. The Authority's legislative team recommends that the Board adopt a SUPPORT position on AB 2615 (McKinnor).

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. 2024-0017

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPROVING THE MARCH 2024 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 2024 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 7th day of March 2024, 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 2024 Legislative Report

State Legislation

New Assembly Bills

Legislation/Topic

AB 2615 (McKinnor): Alcoholic beverages: on-sale privileges: airport terminals

Background/Summary

AB 2615 would authorize an airport operator to permit or prohibit the sale of alcoholic beverages for off-sale consumption by the holder of an on-sale license located in an airport terminal. The bill would authorize the on-sale licensee to sell alcoholic beverages for off-sale consumption in the airport terminal subject to specified requirements, including that the license permits on-sale consumption of the type of alcohol being sold for off-sale consumption. Additionally, the measure would require the licensee to notify the Department of Alcoholic Beverage Control (DABC) before selling any alcoholic beverages for off-sale consumption in the airport terminal. This bill would also authorize DABC to impose conditions on a licensee selling alcoholic beverages under these provisions.

Anticipated Impact/Discussion

This bill would provide the Airport Authority with flexibility to place health and safety restrictions on the off-sale consumption of alcoholic beverages within the airport terminal, including, but not limited to, defining the areas of the terminal within which off-sale consumption is permitted and requiring alcoholic beverages sold for off-sale consumption to be in closed or open containers. Authority staff have contributed to the development of the bill's text and the Authority's legislative team will work with the California Airports Council (CAC) to closely monitor the development of this bill language as it proceeds through the legislative process. This bill is a reintroduction of AB 929 (McKinnor) which failed to meet policy committee deadline for two-year bills, the bill language remains the same.

Status: 02/15/2024 - Bill language in print, may be heard in committee after March 16

Position: Support (03/07/2024)

*Shaded text represents new or updated legislative information

Assembly Bills from Previous Report

Legislation/Topic

AB 817 (Pacheco) Open meetings: teleconferencing: subsidiary body

Background/Summary

Current law authorizes state advisory boards, commissions, committees, and subcommittees or similar multimember advisory bodies to hold a meeting by teleconference without posting participants' physical location until January 1, 2026 [SB 544 (Laird) Stats. 2023, Chapter 216]. AB 817 would provide a narrow exemption under the Ralph M. Brown Act for non-decision-making legislative bodies currently governed by the Ralph M. Brown Act, such as advisory bodies and commissions, to participate in two-way virtual teleconferencing without posting the physical location of members. This would align equal access to civic participation with State advisory bodies.

Anticipated Impact/Discussion

AB 817 aligns with the Authority Board's adopted Culture Statement which highlights the importance of diversity within the organization. AB 817 aims to increase both civic engagement and diversity on boards and commissions by removing the in-person requirements for participation. While this measure would not be applicable to the full Authority Board (a decision-making body), AB 817 would apply to the non-decision-making bodies of the Authority Board including its committees, as well as the Authority's advisory committees, including the Airport Noise Advisory Committee (ANAC), which has seen declining engagement and attendance since post COVID-19 restrictions were lifted.

The California Airports Council (CAC) is a member of the local government support coalition. We intend to work closely with CAC and our local government partners as this measure proceeds through the legislative process.

Status: 01/25/2024 – Passed out of Senate Floor (Ayes 54. Noes 8.), ordered to Senate Rules Committee for committee assignment

Position: Support (01/16/2024)

*Shaded text represents new or updated legislative information

New Senate Bills

None

*Shaded text represents new or updated legislative information

Senate Bills from Previous Report

None

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

None

*Shaded text represents new or updated legislative information

House Bills from Previous Report

Legislation/Topic

H.R. 458 (Cohen): The Transportation Security Administration (TSA) Second Screening Act

Background/Summary

The bill would require the Transportation Security Administration (TSA) to offer passengers a second screening using advanced imaging technology instead of a mandatory physical pat-down. It aims to limit physical interaction between agents and passengers to protect their privacy and screening preferences. It will additionally increase health and safety from diseases like COVID-19.

Anticipated Impact/Discussion

The San Diego International Airport prioritizes safety concerns and the privacy of their passengers. An option for additional screening instead of a pat-down would help passengers feel safer and prevent the spread of communicable diseases. It would also prevent passengers who may feel uncomfortable with being touched from undergoing an unnecessary physical search. However, security wait times could also be affected by the increased screenings.

Status: 02/08/2023 – Referred to the Subcommittee on Transportation and Maritime Security

Position: Watch (04/06/2023)

*Shaded text represents new or updated legislative information

New Senate Bills

None

*Shaded text represents new or updated legislative information

Senate Bills from Previous Report

Legislation/Topic

S.66 (Klobuchar): NOTAM Improvement Act

Background/Summary

The bill would require the Federal Aviation Administration (FAA) to establish a task force to strengthen the resiliency and cybersecurity of the Notice to Air Missions (NOTAM) system. The task force would include representatives from air carriers, airports, airline pilots, aircraft dispatchers, and FAA personnel unions, as well as aviation safety and cybersecurity experts. It is the companion legislation to H.R. 346 which was introduced by Rep. Stauber.

Anticipated Impact/Discussion

San Diego International Airport relies on the NOTAM system to receive updates about situations relating to weather, infrastructure, ground conditions or anything else that may affect the safety of flight. Modernizing NOTAM would ensure safer flight routes and help prevent mass system shutdowns or collisions. The task force would additionally assist with improving government oversight and cybersecurity.

Status: 12/13/2023 – Placed on Senate Legislative Calendar under General Orders

Position: Watch (04/06/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

S.1033 (Schatz): Natural Hazard Resilience for Airports Act

Background/Summary

This bill would ensure that airport projects pertaining to emergency preparedness and natural disasters will be able to receive financing from the Federal Aviation Administration's Airport Improvement Program (AIP). The legislation intends to help airports recover rapidly from storm damage by allowing them to use current Airport Improvement Program funds to prepare for and rebuild after severe weather events.

Anticipated Impact/Discussion

The San Diego International Airport is situated in a region susceptible to severe weather events and would benefit from the expansion of eligible uses of AIP funding. Ensuring that projects related to emergency preparedness and natural disasters would become eligible for AIP funding will benefit the Airport should SAN undertake additional projects to mitigate impacts and harm from severe weather and natural disasters.

Status: 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

Position: Support (05/04/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

S.1055 (Markey) / H.R. 3896 (Cohen): The Airport Infrastructure Resilience Act

Background/Summary

The bill would require the Secretary of Transportation to establish a pilot program to provide airports with funds to increase their climate resilience and ensure airports are prepared to respond to climate change, extreme weather events, and natural disasters.

Anticipated Impact/Discussion

The San Diego International Airport is situated in a location that could be subject to impacts of climate change, severe weather, and natural disasters. This bill would create funds for resilient aviation systems equipped to respond to climate impacts.

Status: 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

Position: Support (05/04/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

S.1058 (Reed): the Protection from Abusive Passengers Act

Background/Summary

This bill would have the TSA create and manage a program to prevent abusive passengers from flying on commercial aircraft. The passengers added to banned fliers list will consist of people who have been convicted of or have received civil penalties for threatening or physical or sexually assaulting aircraft crew members, Federal airport employees and air carrier employees. The bill would provide TSA with flexibility in determining the length of a ban based on the offense and would enable airlines to share data on passengers added to the banned fliers list. The bill is the companion legislation to H.R.2394 sponsored by Rep. Swalwell.

Anticipated Impact/Discussion

The San Diego International Airport would benefit from a nationwide no-fly list to ensure the safety of airport employees and the safety of the airport's environment. If passed, the bill would impact passengers previously convicted or fined for airplane travel incidents and ban them from commercial air travel in the United States.

Status: 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

Position: Support (05/04/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

S.1154 (Peters): Promoting Women in Aviation Act

Background/Summary

This bill would make the Women in Aviation Advisory Board, which was formed in the 2018 FAA Reauthorization bill, a permanent body in the Federal Aviation Administration. In March 2022, the advisory board formed and released a report with recommendations for the FAA, aviation industry, and Congress on how to encourage more women to pursue careers in aviation and remain in the sector but was unable to follow up on the recommendation laid out in the report. Thus, the bill will allow the Board to follow up recommendations.

Anticipated Impact/Discussion

The San Diego International Airport supports the efforts to improve recruitment, retention, and advancement of women across the aviation industry. The work of the Women in Aviation Advisory Board to follow up on its recommendations will support and strengthen the aviation workforce and promote the growth of women in the aviation industry.

Status: 03/30/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

Position: Support (05/04/2023)

*Shaded text represents new or updated legislative information

Legislation/Topic

S.1433 (Lummis): Airports PFAS Liability Protection Act

Background/Summary

This bill would exempt airports from liability under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 for the release of certain per- and polyfluoroalkyl substances (PFAS) substances. The Environmental Protection Agency (EPA) has designated PFAS as hazardous materials and substances under CERCLA, which would open airports, which were required by federal law to use PFAS-contaminated firefighting foam at airports, to CERCLA liability by the EPA or third parties. Thus, the bill will allow airports to have CERCLA liability protection.

Anticipated Impact/Discussion

The San Diego International Airport supports efforts of the aviation industry to transition away from the use of fluorine firefighting foam containing PFAS, as regulated under federal law. The designation of PFAS as hazardous materials under CERCLA could subject the airport to liability claims. The legislation would protect the airport from CERCLA liability claims and recognize that the use of PFAS at airports was due to the airport's compliance with federal fire suppression regulations.

Status: 05/03/2023 – Read twice and referred to the Environment and Public Works Committee

Position: Support (06/01/2023)

*Shaded text represents new or updated legislative information

Staff Report

Meeting Date: March 7, 2024

Subject:

Awarded Contracts Approved Change Orders from January 8, 2024, through February 11, 2024, and Real Property Agreements Granted and Accepted from January 8, 2024, through February 11, 2024

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 8, 2024 THROUGH FEBRUARY 11, 2024

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
1/8/2024		Timothy Novara	The Artist will participate in the "Espacios & Lines" Exhibition at San Diego International Airport.	RFQ	Marketing, Arts, & Air Service Development	\$1,000.00	6/6/2025
1/12/2024		Maria Angelica Ortega dba Angelica Escoto	The Artist will participate in the "Espacios & Lines" Exhibition at San Diego International Airport.	RFQ	Marketing, Arts, & Air Service Development	\$1,000.00	6/6/2025
1/12/2024		Francisco Palomares dba Palomares Blvd LLC	The Artist will participate in the "Espacios & Lines" Exhibition at San Diego International Airport.	RFQ	Marketing, Arts, & Air Service Development	\$1,000.00	6/6/2025
1/12/2024		Rebecca Guttin dba Becky Guttin Studio	The Artist will participate in the "Espacios & Lines" Exhibition at San Diego International Airport.	RFQ	Marketing, Arts, & Air Service Development	\$1,000.00	6/6/2025
1/12/2024		Mythics, Inc.	The Contractor will provide oracle license subscriptions for the San Diego County Regional Airport Authority.	Consortium RFP	Information & Technology Services	\$9,999.00	1/9/2025
1/12/2024		Bottomline Technologies Inc	The Contractor will provide transform maintenance and support services for the San Diego County Regional Airport Authority.	Quote	Information & Technology Services	\$9,526.55	2/28/2025
1/18/2024		Aegis Learning, LLC	The Contractor will provide custom ATO Training for the San Diego County Regional Airport Authority.	Quote	Ground Transportation	\$6,100.00	1/31/2024
1/30/2024		Forza IT Group dba Scanman	The Contractor will provide accounts payable invoice automation software services for the San Diego County Regional Airport Authority.	RFP	Accounting	\$225,000.00	1/31/2027
2/2/2024		Ailevon Pacific Aviation Consulting LLC	The Contractor will provide air service development consulting services for the San Diego County Regional Airport Authority.	RFP	Marketing, Arts, & Air Service Development	\$600,000.00	1/29/2027
2/5/2024		PowerFlex Systems, LLC	The Contractor will provide the operation, maintenance and asset management of EV charging stations for the San Diego County Regional Airport Authority.	Sole Source	Ground Transportation	\$35,000.00	2/4/2029
2/5/2024		PowerFlex Systems, LLC	The Contractor will provide software services of EV charging stations for the San Diego County Regional Airport Authority.	Sole Source	Ground Transportation	\$52,500.00	2/4/2029

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN JANUARY 8, 2024 THROUGH FEBRUARY 11, 2024

New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
1/7/2024		Allied Waste dba Republic Services	The Agreement was approved by the Board at the November 9, 2023 Board Meeting. The Contractor will provide waste and recycling services at the San Diego International Airport.	RFP	Airside & Terminal Operations	\$5,100,000.00	1/4/2027
1/17/2024	381301	S&L Specialty Construction Inc.	The Contract was approved by the Board at the November 9, 2023 Board Meeting. The Contractor will provide sound attenuation improvements for certain residences around the San Diego International Airport.	RFB	QHP & Noise Mitigation	\$1,325,000.00	11/29/2024
1/26/2024		KONE Inc.	The Contract was approved by the Board at the December 7, 2023 Board Meeting. The Contractor will provide elevator and escalator maintenance and services at the San Diego International Airport.	Consortium RFP	Facilities Management	\$14,000,000.00	12/31/2026

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN JANUARY 8, 2024 THROUGH FEBRUARY 11, 2024

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
1/12/2024		Nova Jiang Studio LLC	The Second Amendment updates the payment schedule and increases the total amount payable. The Contractor provides airport terminal & roadway public art projects at the San Diego International Airport.	Airport Design & Construction	\$640,000.00	\$64,000.00	10.0%	\$704,000.00	2/17/2026
1/12/2024		Silkroad Technology Inc.	The First Amendment extends the Agreement term for six (6) months and increases the total amount payable. The Contractor provides performance management software for the San Diego County Regional Airport Authority.	Human Resources	\$16,192.87	\$10,286.68	63.5%	\$26,479.55	8/31/2024
1/12/2024		Background Services & Investigations LLC	The First Amendment extends the Agreement term by ninety (90) days and increases the maximum amount payable. The Contractor provides background services and investigations for the San Diego County Regional Airport Authority.	Aviation Security & Public Safety	\$438,500.00	\$43,850.00	10.0%	\$482,350.00	5/29/2024
1/18/2024		Kallidus Inc.	The First Amendment extends the Agreement term for one (1) year and increases the total amount payable. The Contractor provides an onboarding platform system for the San Diego County Regional Airport Authority.	Human Resources	\$38,870.00	\$33,600.00	86.4%	\$72,470.00	1/10/2025
2/1/2024		Direct A/V	The First Amendment extends the Agreement Term by ninety (90) days. There is no increase to the maximum amount payable. The Contractor provides on-call paging and crash phone system services for the San Diego County Regional Airport Authority.	Information & Technology Services	\$400,000.00	\$0.00	0.0%	\$400,000.00	4/30/2024

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN JANUARY 8, 2024 THROUGH FEBRUARY 11, 2024

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
1/26/2024		Ace Parking Management Inc.	This Amendment was approved by the Board at the December 7, 2023 Board Meeting. The Second Amendment extends the Agreement term one hundred fifty one (151) days and also adjusts the monthly budget to perform parking enterprise, monthly reimbursable expenses and hourly wage rates for various services and time periods. The Contractor provides parking management services at the San Diego International Airport	Ground Transportation	\$38,000,000.00	\$0.00	0.0%	\$38,000,000.00	6/30/2024

Revised 03/05/2024

Item No. 4

Staff Report

Meeting Date: March 7, 2024

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 2024 Budget

Authority Strategies/Focus Areas:

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

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. 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

Attachment A

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 29, 2024	
Board Member Name:	Gil Cabrera	
Date:	3/4/24	
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	2/1/2024 - 9:00 a.m., - SDCRAA Board Room	February Board of Directors and ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/9/2024 - 10:00 a.m. - SANDAG Board Room	SANDAG Board of Directors Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/19/2024 - 1pm - New T1 Construction Site	Tour of construction site
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/21/2024 - Telephone Conference	Prep call with CEO for Executive Comp and Finance Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/23/2024 - 9am-12pm - SANDAG Board Room	SANDAG Board of Directors Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/26/2024 - 9am-11am - SDCRAA Board Room	Executive Finance Committees Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input checked="" 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: 2024.03.04 10:24:27 -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: Dec. 2023 Jan. 2024		
Board Member Name: Mary Casillas Salas		
Date: 2/12/24		
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	12/7/23	
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	ALUC mtg - board room Cmts Advisory Cmttee meeting - Board room 12/11/24	
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	Exec Finance mtg Board room - 12/18	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	1/2/24 New board member briefing - Terms Mtg	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	1/11/24 ACLU mtg	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature: Mary C Salas

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 2021-0053. 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 2024		
Board Member Name: Claudia Huerta		
Date: 2/18/2024		
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. 2021-0053	February 5, 2024, SD Airport Offices	Audit Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
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<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		

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

Signature: Claudia Huerta

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 2021-0053. 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:	November - December 2023
Board Member Name:	Claudia Huerta
Date:	1/29/24

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. 2021-0053	11/13/2023 - San Diego Airport Offices	Audit Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
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<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		

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

Signature: Claudia Huerta

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 2021-0053. 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 2024	
Board Member Name:	LIDIA S. MARTINEZ	
Date:	2/29/2024	
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. 2021-0053	2/1/2024/9am/Administration Building	Board/ALUC Committee Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053	2/8/2024/5pm/Marriott Marquis, San Diego	San Diego Regional Chamber Awards Celebration
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053	2/26/2024/9am/Administration Building	Executive-Finance Committee Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053	2/28/2024/1:30pm/ACO Office	Sterile Authority Badge renewal training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		

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

Signature: Lidia S Martinez

BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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Period Covered:	January 2024
Board Member Name:	Paul McNamara
Date:	2/1/2024

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. 2021-0053	1/11/2024/0900/SDCAA	Board Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
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<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2021-0053		

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

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: Thru February 2024		
Board Member Name: Gretchen Newsom		
Date: 2/27/24		
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	Feb 5, 2024, 9:00am, In Person Audit Committee of the San Diego County Regional Airport Authority	San Diego Airport Authority Audit Committee Meeting - Attended
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	November 13, 2023, 9:00am, In Person Audit Committee of the San Diego County Regional Airport Authority	San Diego Airport Authority Audit Committee Meeting - Attended
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

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

Signature:  _____

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: 2/1/2024 - 2/29/2024		
Board Member Name: Rafael Perez		
Date: 2/27/24		
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	2/1/2024 9:00 AM, SAN Admin Building- Board Room 2417 McCain Rd San Diego, CA	Board/ ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/5/2024 10:00 AM, SAN Admin Building- Board Room 2417 McCain Rd San Diego, CA	Audit Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/8/2024 5:00 PM, Marriott Marquis San Diego	San Diego County Regional Chamber of Commerce 153rd Anniversary
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/15/2024 11:30 AM, SAN Admin- Office of the Chief Auditor 2417 McCain Rd San Diego, CA	Meeting with Chief Auditor
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/16/2024 9:00 AM SANDAG Board Room	Transportation Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/21/2024 5:00 PM Southwestern College	County of San Diego, State of the County Address
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/26/2024 9:00 AM, SAN Admin Building- Board Room 2417 McCain Rd San Diego, CA	Executive/Finance
<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:  Digitally signed by Rafael Perez
Date: 2024.02.27 11:01:04 -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: 1 February 2024 - 29 February 2024		
Board Member Name:	James Sly	
Date:	2/27/24	
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	2/1/24: 9AM-12PM, SDCRAA Offices	SDCRAA Board of Directors Meeting and ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/26/24: 9AM-12PM, SDCRAA Offices	SDCRAA Executive-Finance Committee
<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		
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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

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Period Covered: February		
Board Member Name: Steve Vaus		
Date: 2/27/24		
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	2/1/2024 Board of Directors	Monthly meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/5/2024 SDCRAA Audit Committee Mtg	Scheduled meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/15/2024 9-10am SDCRAA Security Badge application, interview, photo. 3707 N Harbor Dr, San Diego	Application, interview, photo
<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:  _____



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 2021-0053. 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: Feb 2024
Board Member Name: Agnes W
Date: 2/6/24

Table with 3 columns: Type of Meeting, Date/Time/Location of Event/Meeting/Training, Summary and Description of the Event/Meeting/Training. Includes checkboxes for Brown Act, Pre-approved, and Res. 2021-0053. One entry is filled with '2/6/24 10-11 am' and 'Audit Committee Meeting'.

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

Signature: [Handwritten Signature]

Staff Report

Meeting Date: March 7, 2023

Subject:

Appointment of Authority Advisory Committee Member

Recommendation:

Adopt Resolution No. 2024-0018, appointing members to the Authority Advisory Committee.

Background/Justification:

The Authority's Advisory Committee was established to facilitate input from community stakeholders and subject matter experts regarding Authority planning and development activities. The 20-member Committee is governed by the provisions of Authority Policy 1.21. While the Board is responsible for approving the appointments of all members of the Committee, nominations are received from various sources as follows:

(Seats 1 – 7) The President/CEO shall nominate individuals to fill seats representing each of the following categories:

- (1) airport management;
- (2) passenger and freight air transportation operations and economics;
- (3) general aviation;
- (4) the natural environment;
- (5) local government;
- (6) the campuses of the University of California and the California State Universities in the region; and
- (7) organized labor

(Seats 8 – 15) The Presidents of the organizations listed below may each nominate one individual. As shown below, in some cases, the nominating organization rotates among different organizations at the conclusion of each two-year term.

- (8) San Diego Regional Economic Development Corporation
- (9) Rotation among:
 - a. San Diego North Economic Development Council
 - b. East County Economic Development Council
 - c. South County Economic Development Council

- (10) San Diego Regional Chamber of Commerce
- (11) Rotation among:
 - a. Cleantech San Diego
 - b. Biocom
 - c. CONNECT
- (12) Metropolitan Transit System
- (13) North County Transit District
- (14) San Diego County Taxpayers Association
- (15) San Diego Tourism Authority

(Seat 16) The Deputy Trustee of the San Diego and Imperial Counties Labor Council or his/her designee may nominate one individual to serve in this seat.

(Seat 17) The District Director of the California Department of Transportation for the San Diego Region or his/her designee serves in this seat.

(Seat 18) The representative of the United States Department of Defense currently serving on the Board or his/her designee serves in this seat.

(Seats 19 – 20) Two seats are reserved for members of the general public. Whenever a vacancy occurs in one of these seats, a notice is issued by the Authority. The Chief Auditor and Vice President of Development jointly review and nominate individuals to serve in these two seats.

NOMINATIONS TO FILL OPEN SEAT

At its January 18, 2024 meeting, the Board of Directors for the Metropolitan Transit System appointed Mike Donovan as their primary representative to the Authority Advisory Committee to complete the term of Sean Elo-Rivera, which expires September 30, 2024. The President/CEO of the San Diego Regional Chamber of Commerce nominated Jessica Anderson to complete the term of Jaymie Bradford, which expires September 30, 2024. These appointments are being presented for Board approval. The biographical information, the category represented by the nominee, and the source of the nomination are listed below.

Seat 12: MIKE DONOVAN (appointment) - In 2016, Mike Donovan was elected to a four-year term on the Coronado City Council, and in 2020, Councilmember Donovan was reelected to a second term. In this capacity, Mike serves and has served on the following commissions and committees: Coronado Naval Complexes Coordinating Group, Chair; City Audit Committee, member; Capital Improvement Program (CIP) Subcommittee, member; Coronado Financing Authority for Successor Agency; California Cities (formerly League of CA Cities), Coronado representative;

Meeting Date: March 7, 2023

California Cities Coastal Cities Working Group, member; Coronado Cays Home Owners Association, Council representative; Coronado Cays Grand Caribe Task Force, Council representative; Coronado Chamber of Commerce, Council representative; Coronado MainStreet, Council representative; Coronado Historical Association, Council representative; San Diego Military Advisory Council, member; Council Subcommittee to create City Policy for Community Grants, member; Council Subcommittee to select municipal golf course food concessionaire, member; Council Subcommittee to update City's Historic Preservation ordinance, member.

In addition, Mike represents the Coronado City Council on the following regional boards, committees, and working groups: San Diego Association of Governments (SANDAG) - Board of Directors, alternate member; Public Safety Committee/South County Subregion, alternate member; Shoreline Preservation Working Group, member; Bayshore Bikeway Working Group, member; Military Working Group, attendee; and the Metropolitan Transit System (MTS); Board of Directors, member; Public Security Committee, member; San Diego Regional Airport Authority Advisory Committee, alternate member. Mike is a graduate of the U.S. Naval Academy and the Massachusetts Institute of Technology with BS and MS engineering degrees. He is a retired Navy Captain with 30 years of combined active and reserve naval service. Mike spent more than 30 years working in the corporate world at Solar Turbines Incorporated, a subsidiary of Caterpillar Inc., in positions of increasing responsibility in engineering, marketing, sales, product development, program management, and quality, retiring at a director level.

(Category: Local Public Transit Authorities; Nominated by: Chief Executive Officer, Metropolitan Transit System)

Seat 10: JESSICA ANDERSON (appointment) – Jessica Anderson leads the Chamber's strategy and vision as the Executive Vice President & Chief Operating Officer. In this role, Jessica oversees the Chamber's day-to-day operations, directs public policy initiatives and advocacy agenda, and develops and implements long-term goals and strategies to ensure the organization is striving for its vision to make the San Diego region the best place to live and work. Jessica has extensive experience in public policy and big city government, coalition building and strategic planning. Jessica served the City of San Diego for more than a decade as a senior advisor to two San Diego mayors. In her previous role as Director of Policy for San Diego Mayor Todd Gloria, Jessica led negotiations and developed policy solutions for some of the most complex issues facing the City, leading the mayor's policy agenda on housing and homelessness, infrastructure, economic development, environment and public safety. Prior to that, Jessica served as Director of Policy for Mayor Kevin Faulconer, managing the Mayor's policy and community outreach teams as well as council affairs, leading the development of the City's \$5 billion budget and steering the City's COVID-19 pandemic recovery efforts. She has also provided housing policy consulting services with LeSar Development Consultants, and worked for the City of New York under the Bloomberg administration in housing, media and entertainment.

Meeting Date: March 7, 2023

Jessica graduated magna cum laude from New York University with a Bachelor of Arts in public policy and planning. Jessica has certificates of completion from the Bloomberg Harvard City Leadership Initiative, the University of San Diego's Burnham-Moores Center for Real Estate Finance and Development, and is a San Diego Leadership Alliance Fellow. She currently serves on the Board of the Downtown San Diego Partnership. (Category: San Diego Regional Chamber of Commerce; Nominated by: President/CEO, San Diego Regional Chamber of Commerce)

Staff recommends that the board appoint the individuals listed above to the Authority Advisory Committee.

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.

Staff Report

Meeting Date: March 7, 2023

Page 5 of 5

Application of Inclusionary Policies:

Not Applicable

Prepared by:

Tony R. Russell
Director, Board Services/Authority Clerk

RESOLUTION NO. 2024-0018

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPOINTING MEMBERS TO THE AUTHORITY
ADVISORY COMMITTEE

WHEREAS, California Public Utilities Code §170054 requires the establishment of an advisory committee (“Advisory Committee”) to assist the San Diego County Regional Airport Authority (“Authority”) in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego; and

WHEREAS, the Authority Board desires to have timely and qualitative input from a diverse community in the planning and development of airport facilities; and

WHEREAS, pursuant to Authority policy 1.21, nominations for seats on the Advisory Committee are received from various sources; and

WHEREAS, as result of term expirations, the Authority Board desires to appoint to the Advisory Committee the individuals whose nominations were received pursuant to Authority Policy 1.21.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves appointments to the Authority Advisory Committee as indicated on “Attachment A” for the term stated; and

BE IT FURTHER RESOLVED 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 7th day of March, 2024, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

ATTACHMENT A

Authority Advisory Committee

Name	Seat	Term Start	Term Ends
AIRPORT MANAGEMENT			
Oris Dunham	1	October 2022	September 2024
PASSENGER AND FREIGHT AIR TRANSPORTATION OPERATIONS AND ECONOMICS			
Michael DiGirolamo	2	October 2023	September 2025
GENERAL AVIATION			
Jamie Abottt - County of San Diego Airports	3	October 2023	September 2025
THE NATURAL ENVIRONMENT			
Christiana Debenedict - SAN DIEGO FOUNDATION	4	October 2023	September 2025
LOCAL GOVERNMENT			
Dion Akers - Regional Government Affairs Manager Office of Mayor Todd Gloria	5	October 2023	September 2025
THE CAMPUSES OF THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITIES			
Jeffrey Gattas - UCSD	6	October 2023	September 2025
ORGANIZED LABOR			
Ansermio (AJ) Estrada - San Diego Building & Construction Trades Council (SDBCTC)	7	October 2023	September 2025
SAN DIEGO REGIONAL ECONOMIC DEVELOPMENT CORPORATION			
Nikia Clarke	8	October 2022	September 2024
REGIONAL ECONOMIC DEVELOPMENT (Rotation)			
Erik Bruvold - North County EDC	9	October 2023	September 2025
SAN DIEGO REGIONAL CHAMBER OF COMMERCE			
Jessica Anderson	10	March 2024	September 2024
BUSINESS, INCLUDING THE TECHNOLOGY SECTOR OF THE ECONOMY (Rotation)			
Jason Anderson - Cleantech	11	October 2023	September 2025
METROPOLITAN TRANSIT SYSTEM			
Mike Donovan	12	March 2024	September 2024
NORTH COUNTY TRANSIT DISTRICT			
Mary Dover	13	October 2023	September 2025
SAN DIEGO COUNTY TAXPAYERS ASSOCIATION			
	14	December 2022	September 2024
SAN DIEGO TOURISM AUTHORITY			
Kavin Schieferdecker	15	October 2022	September 2024
SAN DIEGO AND IMPERIAL COUNTIES LABOR COUNCIL			
Brigette Browning	16	October 2023	September 2025
THE DEPARTMENT OF TRANSPORTATION			
Ann Fox	17	October 2022	September 2024
THE UNITED STATES DEPARTMENT OF DEFENSE			
Jim Gruny	18	October 2022	September 2024
MEMBERS OF THE GENERAL PUBLIC SAN DIEGO COUNTY			
Paul Robinson	19	October 2023	September 2025
Brittany Applestein Syz	20	October 2023	September 2025

Staff Report

Meeting Date: March 7, 2024

Subject:

Amend Authority Policy 1.10 - Appointment, Term, Succession and Compensation of the Board of Directors

Recommendation:

Adopt Resolution No. 2024-0019, approving amendments to Authority Policy 1.10 - Appointment, Term, Succession and Compensation of the Board of Directors.

Background/Justification:

The Authority Codes and Policies were initially adopted by the Interim Authority Board on September 20, 2002. A comprehensive review and update of the Authority's Codes and Policies was completed in November 2022. Codes and Policies are reviewed regularly to ensure that they reflect the current operations of the Airport and Authority, and are accurate and consistent with applicable Federal, State and local laws and regulations.

Staff is requesting that Policy 1.10 be amended to conform with the Authority Act [Public Utilities Code §§170000, et seq.] regarding the election of its officers, except for the chair of the board of directors, who shall be appointed by the Mayor of the City of San Diego

Section 170012(a) of the Authority Act states: "At the first meeting of the board of directors on or after February 1 of each even-numbered year, the board of directors shall meet and elect its officers, except for the chair of the board of directors, who shall be appointed by the Mayor of the City of San Diego." Authority Policy 1.10 currently states: "At the first meeting of the Board on or after **the first Monday in February** of each even-numbered year, the Board shall meet and elect its officers, except for the Chair of the Board, who shall be appointed by the Mayor of the City of San Diego." In order to make the Authority Policy consistent with the Authority Act, the Policy must be amended as set forth in Attachment A to remove the reference to "the first Monday in February."

Fiscal Impact:

The is no fiscal impact associated with the requested action.

Authority Strategies/Focus Areas:

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

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

Application of Inclusionary Policies:

Not Applicable

Prepared by:

Tony R Russell
Director, Board Services/Authority Clerk

RESOLUTION NO. 2024-0019

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY,
APPROVING AMENDMENTS TO AUTHORITY POLICY
1.10 - APPOINTMENT, TERM, SUCCESSION AND
COMPENSATION OF THE BOARD OF DIRECTORS

WHEREAS, the Authority Codes and Policies were initially adopted by the Interim Authority Board of Directors on September 20, 2002; and

WHEREAS, a comprehensive review and update of the Authority's Codes and Policies was completed in November 2022 to ensure that they reflect the current operations of the Airport and Authority, and are accurate and consistent with applicable Federal, State and local laws and regulations; and

WHEREAS, the proposed amendments included in Attachment A are necessary to conform Policy 1.10 with the Authority Act regarding the election of its officers, except for the chair of the board of directors, who shall be appointed by the Mayor of the City of San Diego.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to Policy 1.10 - Appointment, Term, Succession and Compensation of the Board of Directors as outlined in 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 7th day of March 2024, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

ATTACHMENT A

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE**
PART 1.1 - APPOINTMENT, ELECTION AND REMOVAL OF BOARD MEMBERS
SECTION 1.10 - APPOINTMENT, TERM, SUCCESSION AND COMPENSATION OF THE BOARD OF DIRECTORS`
-

PURPOSE: To establish a policy for the appointment, term, succession and compensation of the Board of Directors ("**Board**") of the San Diego County Regional Airport Authority ("**Authority**").

POLICY STATEMENT:

(1) Board of Directors. The San Diego County Regional Airport Authority Act, §170000 *et seq.* of the California Public Utilities Code ("**P.U.C.**"), as amended from time to time ("**Act**"), provides that the Authority shall have a board of directors.

(2) Establishment of the Board. The Board shall consist of nine voting members, appointed as follows:

(a) Representatives of the City of San Diego

The Mayor of the City of San Diego shall appoint three persons, two of whom shall be subject to confirmation by the City Council of the City of San Diego. The persons appointed pursuant to this paragraph shall be residents of the City of San Diego and not less than one shall be an elected official of the City of San Diego. For purposes of this subdivision, an "elected official of the City of San Diego" means the Mayor or a member of the City Council of the City of San Diego.

(b) Representatives of the County of San Diego:

The Chair of the Board of Supervisors of the County of San Diego shall appoint two persons, subject to confirmation by the Board of Supervisors of the County of San Diego. The persons appointed pursuant to this paragraph shall be residents of the County of San Diego and not less than one shall be a member of the Board of Supervisors of the County of San Diego.

- (c) A representative of the north county coastal cities:
 - (i) At a public meeting, the mayors of the north county coastal cities shall appoint one person pursuant to a majority vote of the mayors of the north county coastal cities. The person appointed pursuant to this paragraph shall be a member of a city council of one of the north county cities or another resident of the north county coastal cities.
 - (ii) As used in this paragraph, the “**north county coastal cities**” shall mean the Cities of Carlsbad, Del Mar, Encinitas, Oceanside, and Solana Beach.
- (d) A representative of the north county inland cities:
 - (i) At a public meeting, the mayors of the north county inland cities shall appoint one person pursuant to a majority vote of the mayors of the north county inland cities. The person appointed pursuant to this paragraph shall be a member of a city council of one of the north county inland cities or another resident of the north county inland cities.
 - (ii) As used in this paragraph, the “**north county inland cities**” shall mean the Cities of Escondido, Poway, San Marcos and Vista.
- (e) A representative of the south county cities:
 - (i) At a public meeting, the mayors of the south county cities shall appoint one person pursuant to a majority vote of the mayors of the south county cities. The person appointed pursuant to this paragraph shall be a member of a city council of one of the south county cities or another resident of the south county cities.
 - (ii) As used in this paragraph, the “**south county cities**” shall mean the Cities of Chula Vista, Coronado, Imperial Beach and National City.
- (f) A representative of the east county cities:
 - (i) At a public meeting, the mayors of the east county cities shall appoint one person pursuant to a majority vote of the mayors of the east county cities. The person appointed pursuant to this paragraph shall be a member of a city council of one of the east county cities or another resident of the east county cities.
 - (ii) As used in this paragraph, the “**east county cities**” shall mean the Cities of El Cajon, LaMesa, Lemon Grove, and Santee.
- (g) Public meetings of the mayors of the north county coastal cities, the north county inland cities, the south county cities, and the east county cities are subject to the Ralph M. Brown Act (Chapter 9 (commencing with §54950) of Part 1 of Division 2 of Title 5 of the Government Code).

(h) The following persons shall be non-voting, non-compensated, *ex officio* members of the Board, appointed by the Governor:

(i) The District Director of the Department of Transportation for the San Diego region.

(ii) The Department of Finance representative on the State Lands Commission.

(i) The Board may appoint additional non-voting, non-compensated members to the Board. Each Board-approved non-voting, non-compensated member may appoint an alternate to serve in his or her place. [P.U.C. §170010(c)]

(j) Non-voting, non-compensated Board members may serve on committees formed by the Board, but shall not attend closed sessions of the Board held pursuant to the Ralph M. Brown Act, nor be counted for purposes of calculating a quorum for a meeting of the Board.

(3) Terms.

(a) Except for the term of non-voting, non-compensated Board members, the term of office of a member of the Board is three (3) years. A member of the Board may continue to serve beyond the expiration of the term until his or her successor qualifies for appointment and takes office. Members of the Board shall take office at 12:01 a.m. February 1 following their appointment. If a Board appointment is made after February 1 of the year in which the member's term is scheduled to commence, the member shall take office immediately upon appointment and, if applicable, after receiving confirmation, to serve the remainder of the term. Each Board member shall serve the Board during the term until his or her removal, resignation, death or incapacity. [P.U.C. §170011(a)]

(b) If a member of the Board is appointed to be a member as a result of holding another public office and that person no longer holds that other public office, then that person shall no longer serve on the Board and a vacancy shall exist. [P.U.C. §170011(b)]

(c) Any vacancy in the office of a member of the Board shall be filled promptly pursuant to Government Code §1779¹. Any person appointed to fill a vacant office shall serve the balance of the unexpired term. [P.U.C. §§170011(c), (d)]

¹ **Government Code §1779.** "A vacancy on any appointed governing board of a special district shall be filled by the appointing authority within 90 days immediately subsequent to its occurrence. If no action is taken for a period of 90 days immediately subsequent to a vacancy on such a board, the board of supervisors of the county in which the larger portion of the district is located shall have authority to fill the vacancy by appointment."

(4) Compensation.

(a) The Board may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed two hundred dollars (\$200) for each day of service. A member of the Board shall not receive compensation for more than eight days of service a month. A member of the Board shall not receive compensation for being present at more than one meeting, hearing, event, or training program on each day of service. A Board member must be present for at least half (50%) of the time set for the meeting, or for the duration of the meeting, whichever is less, in order to be eligible for compensation.

(b) By a two-thirds vote of the majority, the Board may, by ordinance or resolution, modify the amount of compensation provided pursuant to subdivision (a).

(c) The Board, by ordinance or resolution, may provide for the Chair to receive an amount, not to exceed five hundred dollars (\$500) a month, in addition to all other compensation provided pursuant to this section.

(d) The Board may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement of these expenses is subject to Article 2.3 (commencing with §53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, except that the provisions of this section as specified in P.U.C. 170017(d) shall prevail over the provisions of §53232.1 of the Government Code to the extent of any conflict.

(e) The members of the Board shall not receive any benefits pursuant to Chapter 2 (commencing with §53200) of Part 1 of Division 2 of Title 5 of the Government Code. This subsection does not prohibit a member of the Board from electing to participate in a plan of health and welfare benefits if the costs of those benefits are paid by such member of the Board and the Authority incurs no expense other than those expenses associated with processing the application of such Board member seeking the benefits.

(f) A member of the Board may waive any or all of the payments permitted by the Act or by this Policy.

(g) For the purposes of this section, a "**day of service**" means any of the following:

(i) A meeting of the Authority or an Authority committee conducted pursuant to the Ralph M. Brown Act (Gov. Code §54950 *et seq.*).

(ii) Representation of the Authority at a public event, provided that the Board has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.

(iii) Representation of the Authority at a public meeting or a public hearing conducted by another public agency, provided that the Board has previously approved the member's representation at a Board meeting and that the member delivers a written

report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.

(iv) Representation of the Authority at a meeting of a public benefit nonprofit corporation on whose board the Authority has membership, provided that the Board has previously approved the member's representation at a Board meeting and the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.

(v) Participation in a training program on a topic that is directly related to the Authority, provided that the Board has previously approved the member's participation at a Board meeting, and that the member delivers a written report to the Board regarding the member's participation at the next board of directors' meeting following the training program.

(vi) Representation of the Authority at an official meeting, if the Board has previously approved the member's representation at a meeting of the Board and the member delivers a written report to the Board regarding the member's representation at the next meeting of the Board. [P.U.C. §170017 (a)-(g)]

(5) Board Officers - Appointment of Chair and Election of Other Officers and Executive Committee.

(a) The officers of the Board are a Chair and Vice Chair and those additional officers created by the Board pursuant to subdivision (d), below. The Chair shall preside over meetings of the Board and the Vice Chair shall serve during the Chair's absence or inability to serve. [P.U.C. §170012(b)]

(b) The Mayor of the City of San Diego shall appoint the Chair of the Board from among the members of the Board. [P.U.C. §170010(d) and 170012(a)]

(c) At the first meeting of the Board on ~~or after the first Monday in February~~ or after February 1 of each even-numbered year, the Board shall meet and elect its officers, except for the Chair of the Board, who shall be appointed by the Mayor of the City of San Diego. [P.U.C. §170010(a) and 170012(a)]

(d) The Board may create additional offices and elect members to those offices, provided that no member of the Board shall hold more than one office. [P.U.C. §170012(c)]

(6) Appointment of Authority Officers.

- (a) The Board shall appoint the following officers of the Authority:
- (i) President/Chief Executive Officer (“**President/CEO**”);
 - (ii) General Counsel; and
 - (iii) Auditor.

- (b) The President/CEO shall be responsible for all of the following:
 - (i) The implementation of the policies established by the Board for the operation of the Authority.
 - (ii) The appointment, supervision, discipline, and dismissal of the Authority's other employees consistent with the employee relations system established by the Board.
 - (iii) The supervision of the Authority's facilities and services.
 - (iv) The supervision of the Authority's finances.

(c) When vacancies occur due to resignations, retirements, or from incapacitating events, the Board may select an interim replacement for the President/CEO, the General Counsel or Auditor. The Executive Committee is authorized to make an emergency appointment of the position for the period prior to the Board meeting.

(7) Executive Committee and Board Officers.

(a) Executive Committee. The Authority shall have a three-person Executive Committee consisting of one Board member from each of the following “defined jurisdictions”: the City of San Diego, the County of San Diego, and a sub-regional jurisdiction (the east county cities, south county cities, north county inland cities, or north county coastal cities). [P.U.C. §170013(d)]. The Executive Committee shall be comprised of the following Board officers: the Mayor-appointed Chair, a Board-elected Vice Chair, and a Board-elected third Board member serving as a Board officer.

(b) Board Officers. The Mayor-appointed Chair will serve as a Board officer. The Board’s Vice Chair shall be elected following the appointment of the Chair and must be a representative from a defined jurisdiction not represented by the Chair. Thereafter, a third Board member shall be elected as a Board officer who must be from the defined jurisdiction not represented by the two other Executive Committee members/Board officers. [P.U.C. §170010(d) and §170012]

(c) Terms. Except for the Chair, who is appointed by the Mayor of San Diego, the appointment (election) of the Board officers shall occur at the first meeting of the board on or after February 1 of each even-numbered years, to be seated immediately upon appointment. [P.U.C. §170010(d) and §170012(a)]

(d) Rotation of Member. The Board shall ensure that the Executive Committee member representing the sub-regional city jurisdiction shall rotate among said jurisdictions.

(e) Role of Executive Committee. The Executive Committee is responsible for overseeing the implementation of the administrative policy of the Authority. The Executive Committee members may not be included in the direct operation of the facilities and airports under the jurisdiction of the Authority, nor may they be included in the chain of command for purposes of emergency procedures. The Executive Committee shall conduct monthly meetings

with the President/CEO and his or her staff to review the operations of the Authority. Any policy recommendations from the Executive Committee shall be forwarded to the Board for consideration at a public meeting of the Board.

(8) In the event of any inconsistency between this Policy and the Act, the provisions of the Act will govern.

[Amended by Resolution No. 2018-0133 dated December 6, 2018.]
[Amended by Resolution No. 2013-0132 dated December 12, 2013.]
[Amended by Resolution No. 2008-0029 dated March 6, 2008.]
[Amended by Resolution No. 2005-0094 dated July 7, 2005.]
[Amended by Resolution No. 2005-0088 dated July 7, 2005.]
[Amended by Resolution No. 03-005R dated February 6, 2003.]
[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

Staff Report

Meeting Date: March 7, 2024

Subject:

Deny Application for Leave to Present a Late Claim of Amira Najor

Recommendation:

Adopt Resolution No. 2024-0020, denying the Application for Leave to Present a Late Claim of Amira Najor.

Background/Justification:

On February 14, 2024, Amira Najor filed an Application for Leave to Present a Late Claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Najor filed an Application for Leave to Present a Late Claim ("Application") for an incident that took place on "June 6, 2024" when she claims she slipped and fell near Gate 37 at San Diego International Airport. (Exhibit A).

Najor claims that on August 3, 2023, her attorney put the Authority on notice of the claim by emailing a letter of representation and a police report to the Authority. On August 3, 2023, the Authority received an email from the Salmu Law Firm with a letter of representation and a police report. The email received by the Airport Authority on August 3, 2023, did not contain a claim nor any description of the incident as required by law. On December 28, 2023, the Authority received a voice message from the Salmu Law Firm requesting a claim form. On January 2, 2024, the Authority emailed the claim form to the Salmu law firm. On January 4, 2024, the Authority received a claim alleging that on June 6, 2023, Najor slipped and fell near Gate 37 at San Diego International Airport. (Exhibit B). On February 2, 2024, the Authority returned the claim because it was not presented within six months (180) days of the occurrence as required by law. (Exhibit C).

The Application should be denied because Najor failed to comply with the law. Specifically, Government Code section 910 requires the following:

A claim shall be presented by the claimant or by a person acting on his or her behalf and shall show all of the following:

(a) The name and post office address of the claimant; (b) The post office address to which the person presenting the claim desires notices to be sent; (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted; (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim; (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Here, the email sent by Najor's attorney on August 3, 2023 was not a claim and did not include the information required by the statute. Additionally, the claim received by the Authority on January 4, 2024 was not timely filed and thus was rejected. California Government Code Section 911.2 requires claims filed with government entities to be presented not later than six months (180 days) of the date of the occurrence. Government Code Section 911.4 (a) states when a claim that is required by Section 911.2 to be presented not later than six months after the accrual of the cause of action is not presented within that time, a written application may be made to the public entity for leave to present that claim. California Government Code Section 911.4 (b) states the application shall be presented to the agency within a reasonable time not to exceed one year after the accrual of the cause of action and shall state the reason for the delay in presenting the claim and should include the proposed claim. Here, there is no reason stated as to why the claim was submitted late.

The General Counsel has reviewed the Application filed by Amira Najor. It fails to state facts sufficient for relief and the Authority would be prejudiced in its defense of the claim if it were granted. The General Counsel recommends denial.

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

Exhibit A

SALMU LAW FIRM

A PROFESSIONAL LAW CORPORATION

343 E. MAIN STREET, SUITE 202
EL CAJON, CALIFORNIA 92020
TELEPHONE (619) 579-4200
FACSIMILE (619) 579-4217

REQUEST FOR LEAVE TO PRESENT A LATE CLAIM

Via Hand Delivery

February 14, 2024

San Diego County Regional Airport Authority
2417 McCain Road
San Diego, CA 92101

Attn: Suzie Johnson

Re: Our client: Amira Najor
Date of Injury: 06/06/2023

Dear Ms. Johnson:

We are in receipt of your denial letter regarding an incident that occurred on June 6, 2024. In the letter, you assert the denial is based on the claim being presented on or about January 4, 2024. However, on August 3, 2023, our office put you on notice of the claim via email, with "New Claim" on the subject line.

Furthermore, our office has made contact via phone and email multiple times after August 3, 2023. Unfortunately, several messages and emails went unanswered until you finally contacted our office on January 2, 2024. During that phone call you informed our staff that an actual claim form was required to be submitted and not made available to the public. Subsequently, the claim form was sent to our office by you via email on January 2, 2024.

In addition to the claim form not being readily available, the SanDiego.gov website requires a claim to be reported online or contact the San Diego International Airport and all that is required is to fill out an online contact form or contact you via telephone.

Not only did our office contact you multiple times via telephone, but also emailed you as your voicemail instructed. Therefore, the initial notice was submitted within the six-month period of time required. Several conversations with various agents of San Diego County Regional Airport Authority all took place within six months of the date of loss. Our office was advised to contact you, which was attempted numerous times with no response. None of the agents informed our office of the form to file or the need for a specific claim form to be completed. Our office filed a claim with the City of

San Diego within the required time period since no agent of San Diego County Regional Airport Authority informed us of the requirements file a formal claim.

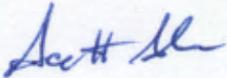
Under section California Code, Government Code - GOV § 946.6 (c) 1: Leave to present a late claim should be granted due to "The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect".

Since agents of San Diego County Regional Airport Authority failed to provide the correct instructions to file a claim, we were left with no choice but to file with the City of San Diego which recently discovered is the incorrect entity.

In conclusion, a formal claim was filed within the six-month time period online and, as such, we request the current claim relate back to the original date submitted and grant leave to present the required claim form.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Salmu".

Scott N. Salmu, Esq.

SS/tg

Encl.

SALMU LAW FIRM

A PROFESSIONAL LAW CORPORATION

343 E. MAIN STREET, SUITE 202
EL CAJON, CALIFORNIA 92020
TELEPHONE (619) 579-4200
FACSIMILE (619) 579-4217

DECLARATION OF HAND DELIVERY

Via Hand Delivery
2417 McCain Road
San Diego, CA 92101

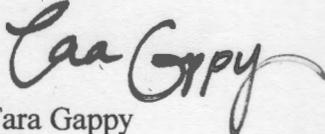
February 14, 2024

San Diego County Regional Airport Authority
P.O. Box 82776
San Diego, California
Attn: Suzie Johnson

Re: Our client: Amira Najor
Date of Injury: 06/06/2023

I, Tara Gappy, do hereby declare that I hand delivered the "Leave to Present a Late Claim" in the care of San Diego County Regional Airport Authority through an agent at 2417 McCain Road San Diego, CA 92101 on February 15, 2024.

I declare that I am over 18 years of age, and I am not a party of the claim in question.
Sincerely,


Tara Gappy

SALMU LAW FIRM

A PROFESSIONAL LAW CORPORATION

343 E. MAIN STREET, SUITE 202
EL CAJON, CALIFORNIA 92020
TELEPHONE (619) 579-4200
FACSIMILE (619) 579-4217

ATTORNEY DESIGNATION

In accordance with Title 10, Chapter 5, Section 2695.2(c) of the California Code of Regulations, I, Amira Najor, hereby designate SCOTT N. SALMU, Esq., of the SALMU LAW, APLC, 343 East Main Street, Suite 202, El Cajon, CA 92020, (619) 579-4200, as my legal representative relative to claims arising out of the slip and fall on June 6, 2023.

This authorization shall remain valid until settlement of the case unless revoked by the client, or either client or attorney severs the attorney/client relationship. Any prior designation of attorneys by the client is hereby revoked.

DATED: June 26, 2023


Amira Najor

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: Amira Najor

2) Address to which correspondence regarding this claim should be sent:
343 E. Main Street, Suite 202
El Cajon, CA 92020

Telephone No.: (619) 579-4200

Date: 08/03/2023

3) Date and time of incident: 6/6/2023 at 13:40

4) Location of incident: San Diego International Airport (near Gate 37)

5) Description of incident resulting in claim:

Ms. Najor was walking to her gate when she slipped and fell. As a result of the slip and fall, Ms. Najor hit her head. The head injury resulted in Ms. Najor bleeding from her head immediately following her fall.

6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: Unknown.

7) Persons having firsthand knowledge of incident:

Witness (es)	Physician(s):
Name: <u>Khalida Jamano and Ashley Reynolds</u>	Name:
Address:	Address:
↓	
Phone: <u>Statements taken by San Diego Harbor Police.</u>	Phone:

8) Describe property damage or personal injury claimed:
Special and general damages resulting from Ms. Najor's slip and fall.
9) Owner and location of damaged property or name/address of person injured:
Amira Najor 3147 Greystone Dr. Jamul, CA 91935
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.
Amount exceeds \$10,000.00

Dated: 1/2/2024 Claimant: Amira Najor
(Original Signature)

Notice to Claimant:
Where space is insufficient, please use additional paper and identify information by proper section number. You or your representative are required to sign this form (G.C. §910.2). Presentation of a false claim with intent to defraud is a felony (Penal Code §72).

Mail completed original form to: OR Deliver completed original form in person to:

Claims San Diego County Regional Airport Authority
San Diego County Regional Airport Authority Administration Reception Desk
P.O. Box 82776 2417 McCain Rd.
San Diego, CA 92138-2776 San Diego, CA 92101

SALMU LAW FIRM

A PROFESSIONAL LAW CORPORATION

343 E. MAIN STREET, SUITE 202
EL CAJON, CALIFORNIA 92020
TELEPHONE (619) 579-4200
FACSIMILE (619) 579-4217

ATTORNEY DESIGNATION

In accordance with Title 10, Chapter 5, Section 2695.2(c) of the California Code of Regulations, I, Amira Najor, hereby designate SCOTT N. SALMU, Esq., of the SALMU LAW, APLC, 343 East Main Street, Suite 202, El Cajon, CA 92020, (619) 579-4200, as my legal representative relative to claims arising out of the slip and fall on June 6, 2023.

This authorization shall remain valid until settlement of the case unless revoked by the client, or either client or attorney severs the attorney/client relationship. Any prior designation of attorneys by the client is hereby revoked.

DATED: June 26, 2023


Amira Najor

NOTICE OF LATE CLAIM

DATE: February 2, 2024

TO: Amira Najor
C/O Salmu Law Firm
343 E. Main Street, Suite 202
El Cajon, CA 92020

FROM: Suzie Johnson 
Claims and Litigation Support Analyst
San Diego County Regional Airport Authority

SUBJECT: Claim Presented by Amira Najor

Dear Ms. Najor:

Please be advised that notice is hereby given that the claim presented by Amira Najor to the San Diego County Regional Airport Authority, on or about January 4, 2024 is being returned to you because it was not timely presented. Because this claim was not presented within the time allowed by law, no action was taken.

WARNING

You may apply without delay to the San Diego County Regional Airport Authority for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under certain circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

via U.S. mail

RE: NAJOR

February 2, 2024

Page 3 of 3

PROOF OF SERVICE BY MAIL

I, Suzie Johnson, declare:

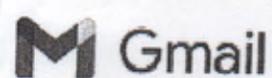
1. That on February 2, 2024, I was over the age of 18 years and not a party to the within action.
2. That I am employed in the County of San Diego by the San Diego County Regional Airport Authority, and my business address is: 2417 McCain Rd, San Diego, California, 92101.
3. That I am readily familiar with the Authority's practice for collection and processing of correspondence for mailing with the United States Postal Service and that the envelope would be deposited with the United States Postal Service on February 2, 2024, in the ordinary course of business.
4. That I served upon Amira Najor the NOTICE in this action on February 2, 2024 by placing said document into an envelope, sealing the envelope, and placing the envelope for collection and mailing on said date following ordinary business practices at 2417 McCain Rd, San Diego, CA, 92101. The envelope was addressed as follows:

Amira Najor
C/O Salmu Law Firm
343 E. Main Street, Suite 202
El Cajon, CA 92020

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



Suzie Johnson



S. Law Office <salmulawinfo@gmail.com>

New Claim

Johnson Suzie <sjohnson@san.org>
To: "S. Law Office" <salmulawinfo@gmail.com>

Tue, Jan 2, 2024 at 2:40 PM

Here is a claim form as requested in our conversation by telephone today.

Thank you,

Suzie Johnson

Claims and Litigation Support Analyst, Office of General Counsel

Office 619.400.2426 | Fax 619.400.2432

sjohnson@san.org

SAN.ORG

WE'VE MOVED!

The new San Diego County Regional Airport
Authority Administration Building is located at
2417 McCain Road, San Diego, 92101



From: S. Law Office <salmulawinfo@gmail.com>
Sent: Thursday, August 3, 2023 2:47 PM
To: Johnson Suzie <sjohnson@san.org>
Subject: New Claim

Hello Ms. Johnson,

Please find attached our letter of representation for our client, Amira Najor. I have also included a copy of the report from the Harbor Police.

If you have any questions, please let me know.

We look forward to hearing from you.

Best,

Tara Gappy

Case Manager

Salmu Law Firm, APLC
343 E. Main St. #202

El Cajon, CA 92020

Tel: (619) 579-4200

Fax: (619) 579-4217

SalmuLawInfo@gmail.com

[Quoted text hidden]



SDCRAA Claim Form.pdf

88K



S. Law Office <salmulawinfo@gmail.com>

New Claim

5 messages

S. Law Office <salmulawinfo@gmail.com>
To: sjohnson@san.org

Thu, Aug 3, 2023 at 2:46 PM

Hello Ms. Johnson,

Please find attached our letter of representation for our client, Amira Najor. I have also included a copy of the report from the Harbor Police.

If you have any questions, please let me know.

We look forward to hearing from you.

Best,

Tara Gappy
Case Manager
Salmu Law Firm, APLC
343 E. Main St. #202
El Cajon, CA 92020

Tel: (619) 579-4200
Fax: (619) 579-4217
SalmuLawInfo@gmail.com



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2 attachments

LOR To Airport Authority.pdf
734K

07.19.2023- Full PR-re.pdf
555K

Johnson Suzie <sjohnson@san.org>
To: "S. Law Office" <salmulawinfo@gmail.com>

Tue, Jan 2, 2024 at 2:40 PM

Here is a claim form as requested in our conversation by telephone today.

Thank you,

Suzie Johnson

Claims and Litigation Support Analyst, Office of General Counsel

Office 619.400.2426 | Fax 619.400.2432

sjohnson@san.org

SAN.ORG

WE'VE MOVED!

The new San Diego County Regional Airport Authority Administration Building is located at
2417 McCain Road, San Diego, 92101



From: S. Law Office <salmulawinfo@gmail.com>
Sent: Thursday, August 3, 2023 2:47 PM
To: Johnson Suzie <sjohnson@san.org>
Subject: New Claim

Hello Ms. Johnson,

Please find attached our letter of representation for our client, Amira Najor. I have also included a copy of the report from the Harbor Police.

If you have any questions, please let me know.

We look forward to hearing from you.

Best,

Tara Gappy

Case Manager

Salmu Law Firm, APLC
343 E. Main St. #202

El Cajon, CA 92020

Tel: (619) 579-4200

Fax: (619) 579-4217

SalmuLawInfo@gmail.com

[Quoted text hidden]

 **SDCRAA Claim Form.pdf**
88K

S. Law Office <salmulawinfo@gmail.com>
To: Johnson Suzie <sjohnson@san.org>

Wed, Jan 3, 2024 at 3:08 PM

Please find the attached claim form.

We have also mailed it to the address listed on the form.

Thank you,

Salmu Law Firm, APLC
Tel: (619) 579-4200

[Quoted text hidden]

 **Claim Form - Airport Authority.pdf**
162K

S. Law Office <salmulawinfo@gmail.com>
To: Johnson Suzie <sjohnson@san.org>

Tue, Jan 23, 2024 at 12:23 PM

Hello Suzie,

I wanted to check on the status of the form that I emailed you as well as mailed to the address listed.

I tried to call your office but it seems you are out of the office, so I also left a voicemail.

Thank you in advance for your reply.

Best,

Tara Gappy
Case Manager
Salmu Law Firm, APLC
Tel: (619) 579-4200

[Quoted text hidden]

S. Law Office <salmulawinfo@gmail.com>
To: Johnson Suzie <sjohnson@san.org>

Wed, Jan 31, 2024 at 11:56 AM

Hello Suzie,

I am following up on my previous calls and emails regarding our client, Amira Najor.

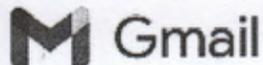
I tried to call your office again today but it seems you are out of the office today as well, so I also left a voicemail. Is there someone else that I should contact regarding this matter?

Thank you in advance for your help.

Best,

Tara Gappy
Case Manager
Salmu Law Firm, APLC
Tel: (619) 579-4200

[Quoted text hidden]



S. Law Office <salmulawinfo@gmail.com>

New Claim

Thu, Nov 16, 2023 at 2:44 PM

S. Law Office <salmulawinfo@gmail.com>
To: RiskManagement@sandiego.gov

To Whom It May Concern:

Please find attached the signed form for a new claim against the City of San Diego on behalf of our client, Amira Najor.

Please confirm receipt of this email and let us know what the next steps are.

Best,

Tara Gappy
Case Manager
Salmu Law Firm, APLC
343 E. Main St. #202
El Cajon, CA 92020

Tel: (619) 579-4200
Fax: (619) 579-4217
SalmuLawInfo@gmail.com



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2 attachments

Claim Against the City of SD.pdf
3800K

Attorney Designation.pdf
484K

Contact Us

Thank you for visiting SAN.org. Our goal is to provide you with accurate, up-to-date information, and while we have provided answers to some of the most frequently asked questions (<http://www.san.org/Travel-Info/FAQs>), we understand that you may require additional information.

Please review the contact numbers and information on this page; if you need additional information, please use the form below.

Contacting the Airport Authority

If you have questions, concerns or comments regarding this website, the airport, or the Airport Authority, please specify your request below.

Please allow 2-3 days for a response and note that this program is monitored Mon-Fri excluding holidays.

*First Name:

*Last Name:

Salutation:

*Email:

City:

*Zip:

*Contact Type:

*This is About:

*Comments:

*CAPTCHA:

Submit

CONTACT INFORMATION

Police (Emergency) 911

Police (non-Emergency) 619-686-6272

Airlines [Find Contact \(/Flights/Airlines\)](#)

Lost and Found

Items lost in public areas (gate, restroom, restaurant, etc.) [Lost and Found Page \(/ServicesFacilities/Lost-Found\)](#)

Items left on aircraft, please contact your carrier [Find Contact \(/Flights/Airlines\)](#)

Parking:

Reservation/ Payment Assistance 619-291-2067

Parking Management sdairport@aceparking.com
(mailto:sdairport@aceparking.com)

Transportation Security Administration (TSA)

TSA Cares (Special Assistance) 855-767-2227

Screening Questions (Identification, what can I bring?) [TSA \(https://www.tsa.gov/travel/security-screening\)](https://www.tsa.gov/travel/security-screening)

The San Diego County Regional Airport Authority Administration Building is open 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. All visitors must check-in at the reception desk located on the first floor.

Physical Address

San Diego County Regional Airport Authority
First Floor, SDCRAA Administration Building
2417 McCain Road,
San Diego, CA 92101

(<https://www.google.com/maps/place/2417+McCain+Rd,+San+Diego,+CA+92101/@32.7320166,-117.2097837,17z/data=!3m1!4m6!3m5!1s0x80deab11b823cd7b:0xd9511d697e082117.2072088116s%2Fg%2F11c0y55s49?entry=ttu>)

Admin Building Parking

Parking is available in the Airport Administration Building Parking Lot (entrance is on the right-hand side of McCain Road). Visitors can park in the lot from 8 a.m. - 5 p.m. You do not need to pull a ticket to park. Park in any space except those marked for specific purposes. To exit, follow the arrows painted on the ground and proceed through the exit lanes that will lead you to Airport Terminal Road. There are limited EV charging stations available for visitors.

If you are being dropped off at the Administration Building, please utilize the drop-off zone. This area is not to be used for parking. There is no on-street parking available. Please check for any posted parking restrictions/time limits.

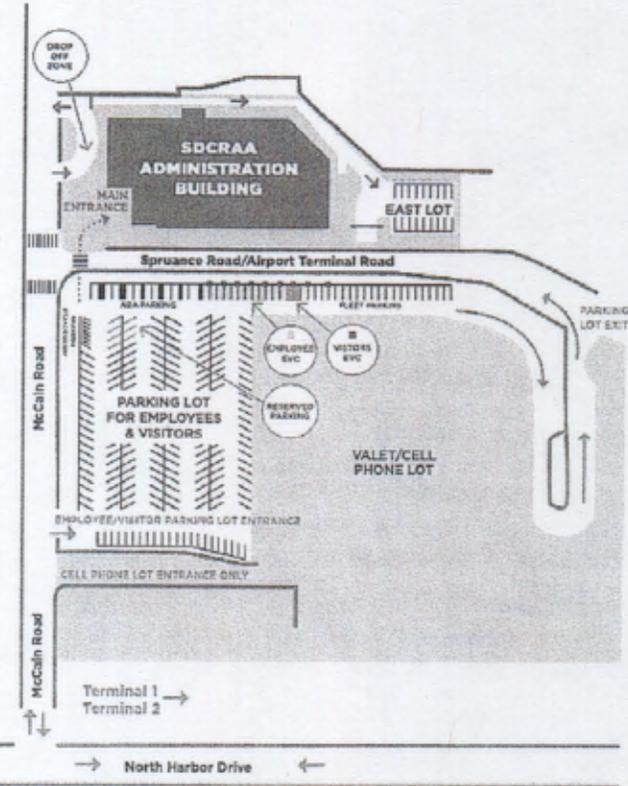


Exhibit B

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: <u>Amira Najor</u>	
2) Address to which correspondence regarding this claim should be sent: <u>343 E. Main Street, Suite 202</u> <u>El Cajon, CA 92020</u>	
Telephone No.: <u>(619) 579-4200</u>	Date: <u>08/03/2023</u>
3) Date and time of incident: <u>6/6/2023 at 13:40</u>	
4) Location of incident: <u>San Diego International Airport (near Gate 37)</u>	
5) Description of incident resulting in claim: <u>Ms. Najor was walking to her gate when she slipped and fell. As a result of the slip and fall, Ms. Najor hit her head. The head injury resulted in Ms. Najor bleeding from her head immediately following her fall.</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: <u>Unknown.</u>	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s):
Name: <u>Khalida Jammo and Ashley Reynolds</u>	Name:
Address:	Address:
↓	
Phone: <u>Statements taken by San Diego Harbor Police.</u>	Phone:

8) Describe property damage or personal injury claimed:

Special and general damages resulting from Ms. Najor's slip and fall.

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

Amira Najor
3147 Greystone Dr.
Jamul, CA 91935

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.

Amount exceeds \$10,000.00

Dated: 1/2/2024 Claimant: Amira Najor
(Original Signature)

Notice to Claimant:

Where space is insufficient, please use additional paper and identify information by proper section number. You or your representative are required to sign this form (G.C. §910.2). Presentation of a false claim with intent to defraud is a felony (Penal Code §72).

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
2417 McCain Rd.
San Diego, CA 92101

Exhibit C

SAN DIEGO
COUNTY
REGIONAL
AIRPORT
AUTHORITY

NOTICE OF LATE CLAIM

DATE: February 2, 2024

TO: Amira Najor
C/O Salmu Law Firm
343 E. Main Street, Suite 202
El Cajon, CA 92020

FROM: Suzie Johnson 
Claims and Litigation Support Analyst
San Diego County Regional Airport Authority

SUBJECT: Claim Presented by Amira Najor

Dear Ms. Najor:

Please be advised that notice is hereby given that the claim presented by Amira Najor to the San Diego County Regional Airport Authority, on or about January 4, 2024 is being returned to you because it was not timely presented. Because this claim was not presented within the time allowed by law, no action was taken.

WARNING

You may apply without delay to the San Diego County Regional Airport Authority for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under certain circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

via U.S. mail



PO Box 82776 • San Diego, CA 92138-2776
www.san.org

Exhibit C

RE: NAJOR

February 2, 2024

Page 3 of 3

PROOF OF SERVICE BY MAIL

I, Suzie Johnson, declare:

1. That on February 2, 2024, I was over the age of 18 years and not a party to the within action.
2. That I am employed in the County of San Diego by the San Diego County Regional Airport Authority, and my business address is: 2417 McCain Rd, San Diego, California, 92101.
3. That I am readily familiar with the Authority's practice for collection and processing of correspondence for mailing with the United States Postal Service and that the envelope would be deposited with the United States Postal Service on February 2, 2024, in the ordinary course of business.
4. That I served upon Amira Najor the NOTICE in this action on February 2, 2024 by placing said document into an envelope, sealing the envelope, and placing the envelope for collection and mailing on said date following ordinary business practices at 2417 McCain Rd, San Diego, CA, 92101. The envelope was addressed as follows:

Amira Najor
C/O Salmu Law Firm
343 E. Main Street, Suite 202
El Cajon, CA 92020

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



Suzie Johnson

RESOLUTION NO. 2024-0020

A RESOLUTION OF THE BOARD OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY, DENYING
THE APPLICATION FOR LEAVE TO PRESENT A LATE
CLAIM OF AMIRA NAJOR

WHEREAS, on February 14, 2024, Amira Najor filed an application for leave to present a late claim with the San Diego County Regional Airport Authority (“Authority”) for an incident that occurred on June 6, 2023, when she claims she was injured when she slipped and fell near Gate 37 at San Diego International Airport; and

WHEREAS, California Government Code Section 911.2 requires claims filed with government entities to be presented not later than six months (180 days) of the date of occurrence; and

WHEREAS, California Government Code Section 911.4 (a) states when a claim that is required by Section 911.2 to be presented not later than six months after the accrual of the cause of action is not presented within that time, a written application may be made to the public entity for leave to present that claim; and

WHEREAS, at its regular meeting on March 7, 2024, the Board considered the application for leave to present a late claim filed by Amira Najor and the report submitted to the Board, and found that the application failed to state facts sufficient for relief and that the Authority would be prejudiced in its defense of the claim if it were granted.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby denies the application for leave to present a late claim of Amira Najor; 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 7th day of March, 2024, 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 7, 2024

Subject:

Fiscal Year 2024 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 attached Fiscal Year 2024 Second Quarter Report from the OCA (Attachment A) was submitted to the Audit Committee to provide an account of activities and undertakings of the OCA during the period October 1, 2023, through December 31, 2023, and included details on all recommendations completed or in progress during the second quarter.

On February 5, 2024, during a regularly scheduled meeting of the Audit Committee, a presentation was provided by the Chief Auditor on its second quarter activities. Upon review of the Fiscal Year 2024 Second Quarter Report, the Audit Committee voted unanimously to forward the report to the Board for acceptance.

Fiscal Impact:

None

Authority Strategies/Focus Areas:

This item supports one or more of the following:

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 2024 2nd Quarter Report



Audit Engagement Progress



■ Completed (25%)
 ■ In Progress (56.25%)
 ■ Not Started (18.75%)

Audit Engagements Completed vs. Benchmark & Goal



By The Numbers



4.6

Customer
Satisfaction
Rating



75%

Engagements
Completed Under
Budget



77%

Auditor Utilization
Percentage



100%

Recommendations
Accepted By
Management



Fiscal Year 2024

Second Quarter Report

Issue Date: February 5, 2024

OFFICE OF THE CHIEF AUDITOR

Second Quarter Summary

Executive Summary

During the second quarter, the Office of the Chief Auditor (OCA) continued work on the Fiscal Year 2024 Audit Plan. The quarter was very busy with the OCA completing and issuing three audit reports. The OCA also began utilizing TeamMate+, our new cloud-based audit software for projects and activities. Details on all activities included in the Audit Plan are described below.

Performance Measures

For Fiscal Year 2024, five 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, 2023

#	Performance Measure	Goal	Actual	Benchmark
1	Customer satisfaction ratings from auditee	4.0	4.6	4.0
2	Percentage of audit and consulting engagements completed	40%	25%	40%
3	Percentage of recommendations accepted	95%	100%	95%
4	Percentage of staff time spent on audit and consulting engagements and general audit activities	76%	77%	76%
5	Percentage of audit and consulting engagements completed within budget	70%	75%	66%

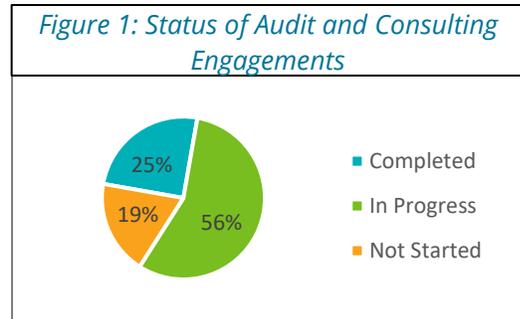
Customer Satisfaction Rating:

After the completion of an audit or consulting engagement, a survey is sent to the department 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 4.6.

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

Percentage of Audit and Consulting Engagements Completed:

As of the second quarter, the OCA completed four audit engagements, or 25%, of audit and consulting engagements (4/16 = 25%) that are planned to be completed in the Fiscal Year 2024 Audit Plan.² In addition to the four engagements completed, the OCA had 9³ engagements (56%) in progress as of the end of the second quarter, as shown in Figure 1. The engagements completed in the second quarter are summarized in the upcoming section titled Audit Engagements Issued.



The status of all activities in the Fiscal Year 2024

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 end of the second quarter, 100% of recommendations have been accepted, exceeding the goal established.

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

This measure tracks the time spent on audit and consulting engagements and general audit activities.⁴ The OCAs goal is for staff to spend 76% of their working hours⁵ on audit engagements, consulting engagements, and general audit activities. The OCA is currently exceeding the goal established, spending 77% of time on audit engagements, consulting engagements, and general 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 2024, the OCA completed 75% of its projects within the budgeted time, exceeding the benchmark and the OCAs goal.

² The Fiscal Year 2024 Audit Plan has 16 audits and 1 consulting engagement. However, the audit identified as “Tenant Lease Administration and Management – FY2024 Rental Car Companies” will be carried forward, as anticipated, into Fiscal Year 2025, when required data is captured to complete the audit. This results in 15 audits and 1 consulting engagement (16 total engagements) on the Fiscal Year 2024 Audit Plan to be completed in the fiscal year.

³ The audit identified as “Tenant Lease Administration and Management – FY2024 Rental Car Companies” is not counted in the 9 audits in progress as it will be carried forward, as anticipated, into Fiscal Year 2025, when required data is captured to complete the audit.

⁴ Appendix A details all planned activities in these categories for Fiscal Year 2024.

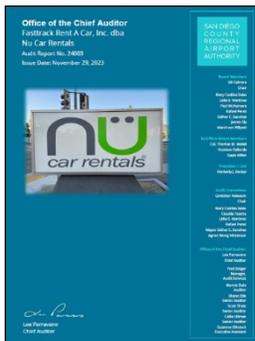
⁵ Excludes Time Off (e.g., Holidays, Paid Time off).

Audit Engagements Issued

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



Avis Budget Car Rental, LLC: The objective of this audit was to determine if Avis Budget Car Rental, LLC accurately paid concession fees under the Budget brand. We determined that the calculation, reporting, and payment of concession fees were generally accurate. However, we recalculated the amount of concession fees due and found that Budget underpaid concession fees by \$81,824. The audit identified one finding and provided one recommendation.



Fasttrack Rent A Car, Inc. dba Nu Car Rentals: The objective of this audit was to determine if Fasttrack Rent A Car dba Nu Car Rentals (Fasttrack) accurately paid concession fees and Transportation Facility Charges (TFC). We determined that the calculation and payment of concession fees and TFCs were inaccurate. We recalculated the amount of concession fees and TFCs due and determined that concession fees were underpaid by \$228,901 and TFCs were overpaid by \$11,884. The audit identified four findings and provided seven recommendations.



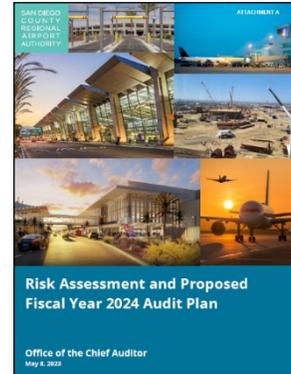
Paymode-X: The objective of this audit was to determine if the internal controls for Paymode-X are appropriate, operating as designed, and are appropriately monitored. Audit work found that management has developed appropriate policies and procedures for the management of Paymode-X and the internal controls surrounding Paymode-X were appropriate, operating as designed, and are appropriately monitored. The audit did not identify any findings or provide any recommendations. However, we did identify an opportunity to strengthen the internal controls in place by further segregating duties.

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 required⁶ 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 formal 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. The annual Risk Assessment and Audit Plan is generally initiated during the third quarter of each Fiscal Year. However, informally, the OCA is constantly assessing risk and adjusting the Audit Plan as needed. The Fiscal Year 2024 Audit Plan was amended during the second quarter, at the November Audit Committee meeting, to account for the audits that carried over from Fiscal Year 2023 and to adjust the allocation of audit hours to reflect the OCAs current operational requirements.



Construction Activities

Construction audit activity for the second quarter of Fiscal Year 2024 included continued work with Baker Tilly, U.S., LLP (Baker Tilly) on the Turner-Flatiron Self-Perform Work audit and the Terminal and Roadways Project Insurance audit. The OCA continues to work on the audit of Small Business Management. The OCA also attended meetings regarding the New T1 terminal and roadways, the new administration building, and the New T1 airside improvements projects. The OCA remains involved with construction-related issues identified by ADC and Authority management, providing assistance as requested, and attending meetings specific to all 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 2024, meetings have been focused on system security.

Development of Data Analytics

The OCA is actively exploring options to increase its audit coverage through data analytics and to identify where in-depth audits should be initiated. In the second quarter, the OCA completed two car rental audits that resulted from the *Fiscal Year 2022 Car Rental Companies* audit issued in June 2023 that utilized data analytics. These audits are summarized in the

⁶ 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.

FISCAL YEAR 2024 SECOND QUARTER REPORT

prior section titled Audit Engagements Issued. These audits identified approximately \$300,000 in revenue due to the Authority.

The OCA is exploring other areas where data analytics could benefit the Authority and the OCA.

Fraud, Waste, Abuse, and Ethics Program Activities

The OCA manages the Authority's Ethics Program that includes a confidential Fraud, Waste, Abuse, and Ethics reporting hotline. During the first two quarters of Fiscal Year 2024, the OCA received 18 tips/reports. Tips/reports that are not investigated by the OCA are forwarded to management, as appropriate.

The hotline also allows individuals to ask questions about possible ethical matters, thus allowing individuals to make an informed ethical decision. As of the second quarter of Fiscal Year 2024, two (2) questions were received. We appreciate the efforts made by individuals aiming to ensure an ethical decision is reached.

A summary of the tips/reports received in Fiscal Year 2024 is shown in Table 2 below.

Table 2: Hotline Tips/Reports Received in Fiscal Year 2024

	Number of Tips / Reports Received	Investigation Initiated by OCA	Investigation Results Supported Code Violation
Category			
Human Resource, Diversity, and Workplace Respect	16	-	-
Business Integrity	2	-	-
Total	18	-	-

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 2024, along with the estimated/actual implementation timeframes based on the audit report issue date. Of the Completed recommendations, one of the five was implemented within the initial timeframe identified when the

FISCAL YEAR 2024 SECOND QUARTER REPORT

recommendations were issued. Of the In Progress recommendations, five 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 ⁷
Completed	2	4	-	6
In Progress	6	5	5	16

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:

1. Ongoing monitoring (required annually).
2. Internal assessments (required periodically).
3. External assessments (required every 5 years).

The OCA completed ongoing monitoring of its Fiscal Year 2023 activities and operations during the first quarter of Fiscal Year 2024. The OCA found no items that would impact audit report quality. Full results are included in the Fiscal Year 2023 OCA Annual Report as part of the November 13, 2023, Audit Committee Meeting materials.

The OCA also completed an Internal assessment (self-assessment) during the first quarter of Fiscal Year 2024. The OCA validated that the OCA continues to conform with the *International Standards for the Professional Practice of Internal Auditing (Standards)* and the Code of Ethics. Full results are included in the Fiscal Year 2023 OCA Annual Report as part of the November 13, 2023, Audit Committee Meeting materials. The OCA continues to monitor its activities and report on performance measures each quarter. Those results are presented in quarterly reports to the Audit Committee.

The External Assessment will be performed by the Association of Local Government Auditors (ALGA). The onsite portion of the Assessment is scheduled to be performed January 29, 2024, through February 2, 2024. The results will be provided to the Audit Committee and Board when completed which is anticipated to occur shortly after the onsite portion of the External Assessment is completed.

⁷ Recommendation(s) contained in confidential audit reports are not included in Table 3 or in Appendix B. They are tracked separately by the OCA.

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 \$650,000 through the end of the second quarter, which represents 47% of the Fiscal Year 2024 budget. No unexpected or large outlays occurred within the department during the two quarters of Fiscal Year 2024. The OCA expects to remain close to 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 CPE credits are tracked on a calendar year basis. At the end of calendar year 2023 all OCA staff met their respective CPE requirements. In the second quarter, staff attended training on topics that included fraud detection, cybersecurity, ethics, and ESG.

Procedural/Supervisory

One Audit Committee meeting took place during the second quarter, which occurred November 13, 2023. The meeting contained all regularly scheduled agenda items, of which the OCA assisted in coordination with the Committee Chair and Board Services.

TeamMate+

During the second quarter, the OCA began utilizing TeamMate+, our new cloud-based audit software. The new software, once fully integrated, should increase the productivity and collaboration within the department. As new audit projects and activities are started, they are launched on the TeamMate+ platform. The OCA anticipates that all audit projects and activities will be on the Teammate+ platform by the end of the fiscal year.

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

FISCAL YEAR 2024 SECOND QUARTER REPORT

Appendix A – Fiscal Year 2024 Audit Plan

#	Activity	Status as of 12/31/2023	Over/ Under Budget
Audit			
1	Tenant Lease Admin. & Management – FY 2023 Rental Car Companies	In Progress	
2	Turner-Flatiron Self Perform Work	In Progress	
3	Harbor Police Contract Management – Fiscal Year 2018, 2019, 2020 Costs	In Progress	
4	Employee Benefits – Payroll Deductions	In Progress	
5	Accounts Payable – Paymode X	Completed	Over
6	Contractor Monitoring – Administration Building	Completed	Under
7	Turner-Flatiron Insurance	In Progress	
8	Tenant Lease Admin. & Management – FY 2024 Rental Car Companies ⁸	In Progress	
9	System Security	Not Started	
10	Harbor Police Contract Management – Fiscal Year 2022 Costs	Not Started	
11	Tenant Lease Admin. & Management - In Terminal Concessionaire Compliance	In Progress	
12	Tenant Lease Admin. & Management – ABRM Internal Controls	Not Started	
13	Account Provisioning / Deprovisioning	In Progress	
14	Tenant Lease Admin. & Management – Budget	Completed	Under
15	Tenant Lease Admin. & Management – Fast Track	Completed	Under
16	Small Business Management	In Progress	
	To Be Determined – Construction	N/A	
	To Be Determined - Discretionary	N/A	
	Total		
Consulting			
17	Harbor Police Contract Management	In Progress	
General Audit			
16	Risk Assessment & Audit Plan	In Progress	
17	Construction Meeting Attendance & Coordination	In Progress	
18	Information Technology Meeting Attendance	In Progress	
19	Development of Data Analytics	In Progress	
20	Fraud, Waste, Abuse, and Ethics Program	In Progress	
21	Recommendation Follow-up	In Progress	
22	Quality Assurance & Improvement Program	In Progress	
Administrative			
24	Indirect - Attendance at Staff/Board/Committee Meetings, Continuing Professional Development, and Other	In Progress	
25	Benefit - Vacation, Holiday Time, and Other Leave/Time Off	In Progress	

⁸ Audit engagement is not anticipated to be completed in Fiscal Year 2024 and will be carried forward to Fiscal Year 2025.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
Completed						
23-12	Audit Report 23007 Issued: March 31, 2023 Title: ACE Parking Management of Terminal 2 Parking Plaza Department: GROUND TRANSPORTATION	Medium	We recommend GT and ACE run SKIDATA on active mode, when the system upgrade/update is completed, to prevent the risk of system circumvention and possible loss of revenues.	7/31/2023	10/31/2023	(1) Ace upgraded the Skidata system from Version 10 to Version 15 on 03/31/23. (2) All of the ALPR cameras at entry and exit lanes were replaced on 07/01/23. (3) Ace Parking has been running Skidata on "Active Mode" since 10/31/2023.
23-16	Audit Report 23007 Issued: March 31, 2023 Title: ACE Parking Management of Terminal 2 Parking Plaza Department: GROUND TRANSPORTATION	Medium	We recommend that ACE develop a standard operating procedure to perform a nightly license plate inventory.	6/30/2024	12/1/2023	(1) Ace has developed an SOP to perform a nightly license plate inventory. SOP implemented on 12/01/23. (2) Ace now performs a nightly manual license plate inventory. (3) Ace has integrated a Mobile ALPR vehicle to perform weekly License Plate Inventories. Weekly mobile ALPR inventories began on 12/01/23. (3) The nightly and weekly License Plate inventories are compared against Skidata as required by the SOP.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
Completed						
23-17	Audit Report 23007 Issued: March 31, 2023 Title: ACE Parking Management of Terminal 2 Parking Plaza Department: GROUND TRANSPORTATION	Medium	We recommend ACE develop a standard operating procedure to regularly perform a reconciliation of open tickets versus license plates of vehicles parked at T2PP and close out any tickets where an entry and a legitimate exit is found.	7/31/2023	12/1/2023	(1) Ace has developed an SOP to perform a reconciliation of open tickets vs. license plates of vehicles parked at the T2PP. SOP implemented on 12/01/2023. (2) Ace has developed an SOP to close out any tickets where an entry and a legitimate exit is found. SOP implemented on 12/01/23.
23-15	Audit Report 23007 Issued: March 31, 2023 Title: ACE Parking Management of Terminal 2 Parking Plaza Department: GROUND TRANSPORTATION	Low	We recommend GT continue to monitor the wayfinding and available space signage repair part supply issues and provide support to ACE as needed.	8/31/2023	12/31/2023	(1) GT and Ace continually monitor the wayfinding and available space signage functionality. (2) Ace has added an item for wayfinding and available space signage to the daily facility inspection SOP. (3) All inoperable signs are being repaired as parts become available from the supplier.
23-35	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Low	RG&PD should request Fasttrack to refund the \$25,534 of Port fees back to their rental car customers.	12/19/2023	12/26/2023	RG&PD sent the Audit to Fastrack and requested Fastrack to refund the fees.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
Completed						
23-29	Audit Report 23012 Issued: June 30, 2023 Title: New T1 Terminal and Roadway GMP Development Phase Direct Labor Billing Department: AIRPORT DESIGN & CONSTRUCTION	Low	We recommend that ADC consider charging the JV the audit costs in the amount of \$65,251.	1/5/2024	12/31/2023	ADC has reviewed this recommendation with the ELT and given the insignificant findings from this audit, we have elected not to charge the JV for the audit.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
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	4/30/2024	This work is ongoing with the implementation of ABRM which should be completed March/April of 2024.
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	4/30/2024	This work is ongoing with the implementation of ABRM which should be completed March/April of 2024.
23-25	Audit Report 23009 Issued: June 29, 2023 Title: Construction Change Order Process Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend ADC review the documentation supporting CIP Change Orders to verify the necessity of the Internal Form and the External Form to eliminate or revise the forms as determined necessary. Forms that have spaces for signature should be completed as designed.	1/31/2024	1/31/2024	ADC continues to update Change Order processes and continues to review forms that are used. This process is in progress.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
In Progress						
23-26	Audit Report 23009 Issued: June 29, 2023 Title: Construction Change Order Process Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend ADC clarify the signatory approval levels within the ADC procedures when there are decreases to award amounts or both increases and decreases to award amounts combined into one Change Order.	1/31/2024	1/31/2024	ADC has incorporated the recommended clarification into the draft updated ADC procedures that will be published upon the completion of the ADC change order process update.
23-32	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD should request the Accounting Department to issue an invoice to Fasttrack in the amount of \$228,901 for the underpayment of concession fees during the audit period.	12/19/2023	2/28/2024	RG&PD is in agreement with this recommendation and will invoice Fasttrack.
23-33	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should consider charging Fasttrack interest, and the full cost of conducting the audit, in the amounts of \$27,224, and \$34,220, respectively.	12/19/2023	2/28/2024	RG&PD is in agreement with this recommendation and will invoice Fasttrack.

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
In Progress						
23-34	Audit Report 24003 Issued: November 29, 2023 Title: Fastrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should communicate with Fastrack the accounts that are considered concessionable and non-concessionable per the Concession Agreement.	12/19/2023	1/31/2024	RG&PD will meet with Fastrack to provide training on the accounts that are considered concessionable and non-concessionable per the Concession Agreement.
23-36	Audit Report 24003 Issued: November 29, 2023 Title: Fastrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department to issue a credit to Fastrack in the amount of \$11,884 for the overpayment of TFCs during the audit period.	12/19/2023	2/28/2024	RG&PD will complete this step after Fastrack questions have been answered and provided training.
23-37	Audit Report 24003 Issued: November 29, 2023 Title: Fastrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request Fastrack to refund car rental customers \$50,957 for the over collection of TFCs.	12/19/2023	2/28/2024	RG&PD sent the Audit report to Fastrack and will follow up.

Appendix B - Status of Recommendations

Fiscal Year 2024 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, 2023
In Progress						
23-38	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Low	RG&PD, in addition to monitoring Fasttrack’s compliance with the requirements of the Concession Agreement, should review the security deposit adjustment.	12/19/2023	2/28/2024	The LOC amount will be reviewed as recommended.
23-39	Audit Report 24002 Issued: November 30, 2023 Title: Avis Budget Car Rental, LLC Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department issue an invoice to Avis-Budget in the amount of \$81,824 for the underpayment of concession fees under the Budget brand.	12/19/2023	2/28/2024	On 1/3/24, an E-1 request was sent to Accounting to invoice Avis-Budget for \$81,824.
22-30	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase Department: AIRPORT DESIGN & CONSTRUCTION	High	We recommend that ADC notify the JV concerning the over-billing based on the actual payroll hours and determine the most appropriate method to receive the \$37,525 incorrectly billed to the Authority.	10/1/2023	1/31/2024	The JV credited \$512 for staff costs in a past pay application and will be crediting \$5,068.80 for consultants in a future pay application. JV has provided documentation to justify remainder. ***This recommendation will be reclassified as completed after the OCA traces the credits into the pay application billing(s).

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
In Progress						
22-33	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase Department: AIRPORT DESIGN & CONSTRUCTION	High	We recommend that ADC notify the JV of the \$4,814 overcharge for holiday and paid time-off for the JV staff and the \$12,917 overcharge for the consultants to determine the most appropriate method to receive the total incorrectly billed to the Authority.	10/1/2023	1/31/2024	The JV credited \$1,110.64 for holiday costs in a past pay application. JV has provided documentation to justify remainder. ***This recommendation will be reclassified as completed after the OCA traces the credits into the pay application billing(s).
22-31	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend that ADC notify the JV concerning the underbilling based on the actual payroll register pay rates and determine the most appropriate method to address the \$1,750 that was not billed to the Authority.	10/1/2023	1/31/2024	The JV invoiced \$1,750 in a past pay application. ***This recommendation will be reclassified as completed after the OCA traces the credits into the pay application billing(s).
23-28	Audit Report 23012 Issued: June 30, 2023 Title: New T1 Terminal and Roadway GMP Development Phase Direct Labor Billing Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend that ADC notify the JV of the overcharge of \$2,594 for holiday time for the JV staff. Additionally, we recommend ADC request all holiday policies, and other records as necessary, from each consultant listed above with the total of \$4,475 to determine if the Authority's approved labor billing rates already included holiday pay and are duplications. Reimbursement should be requested for duplicate costs.	1/5/2024	1/31/2024	The JV credited \$2,594 for staff costs in a past pay application and will provide \$545 credit for consultant overcharge in a future pay application. The JV provided justification for remainder of consultants. ***This recommendation will be reclassified as completed after the OCA traces the credits into the pay application billing(s).

Appendix B - Status of Recommendations

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2023
In Progress						
23-31	Audit Report 23012 Issued: June 30, 2023 Title: New T1 Terminal and Roadway GMP Development Phase Direct Labor Billing Department: AIRPORT DESIGN & CONSTRUCTION	Medium	ADC should determine the most appropriate way to receive the overbilling of \$752 for the unapproved rates.	1/5/2024	1/31/2024	The JV provided a credit for \$752 in a past pay application. ***This recommendation will be reclassified as completed after the OCA traces the credits into the pay application billing(s).

Staff Report

Meeting Date: March 7, 2024

Subject:

Revision to the Fiscal Year 2024 Audit Plan of the Office of the Chief Auditor

Recommendation:

The Audit Committee recommends that the Board adopt Resolution No. 2024-0021 approving the revision to the Fiscal Year 2024 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 5, 2023, per Board Resolution No. 2023-0086, 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 Audit Plan for Fiscal Year 2024 was initially accepted by the Audit Committee during its May 8, 2023, meeting, and was subsequently approved on June 1, 2023, by Board Resolution No. 2023-0041. During the first quarter of Fiscal Year 2024 a review of the Audit Plan was undertaken by the OCA and a revision was requested to precisely account for the audits that carried over from Fiscal Year 2023 and to adjust the allocation of audit hours to reflect the OCAs operational requirements. That revision to the Fiscal Year 2024 Audit Plan was approved by the Board on December 7, 2023, by Resolution No. 2023-0100.

Upon continued appraisal during the second quarter of the operational requirements within both the Authority and the OCA, another revision to the Fiscal Year 2024 Audit Plan was requested; and includes:

Meeting Date: March 7, 2024

- Add two audits:
 1. Tenant Lease Administration and Management – Fox Rent a Car
 2. Tenant Lease Administration and Management – High Flying Foods Package 7
- Remove two audits:
 1. System Security – Virtual Private Network access
 2. Harbor Police Contract Management -Harbor Police Fiscal Year 2022 Costs
- Distribute the unallocated time listed as “To Be Determined” toward the new audits and other audits.

On February 5, 2024, the Audit Committee unanimously recommended to forward the OCAs proposed revision to the Fiscal Year 2024 Audit Plan to the Board for approval.

The proposed revision to the Fiscal Year 2024 Audit Plan submitted by the Chief Auditor is provided as Attachment A.

Fiscal Impact:

The Chief Auditor Department’s adopted Operating Expense Budget for Fiscal Year 2024 and conceptually approved budget for Fiscal Year 2025 have been sufficiently funded to meet the allotted budget requirements for the proposed revision to the Fiscal Year 2024 Audit Plan.

Authority Strategies/Focus Areas:

This item supports one or more of the following:

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- 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. 2024-0021

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE FISCAL YEAR 2024 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

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

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

WHEREAS, at its regular meeting on May 8, 2023, the Audit Committee was presented with the Fiscal Year 2024 Proposed Audit Plan and voted to accept the plan and forward it for Board approval as adopted by Board Resolution No. 2023-0041 on June 1, 2023; and

WHEREAS, on November 13, 2023, during a regularly scheduled meeting of the Audit Committee, the Committee voted to revise the Fiscal Year 2024 Audit Plan to precisely account for the audits that carried over from Fiscal Year 2023 and to adjust the allocation of audit hours to reflect the Office of the Chief Auditor's current operational requirements and to forward the revision to the Board for approval as adopted by Board Resolution No. 2023-0100 On December 7, 2023; and

WHEREAS, on February 5, 2024, during a regularly scheduled meeting of the Audit Committee, the Committee unanimously voted to revise the Fiscal Year 2024 Audit Plan to add the audits of Fox Rent a Car and High Flying Foods Package 7, remove the audits regarding the Virtual Private Network access and Harbor Police Contract Management for Fiscal Year 2022 Costs, and to distribute the unallocated time listed as "To Be Determined" toward the new audits and other audits.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the revision to the Fiscal Year 2024 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 7th day of March, 2024, 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 2024
Proposed Audit Plan March 7, 2024

ATTACHMENT A

Key Work Activity	Objective ¹	Prior Estimated Hours	Change Requested	Revised Hours
Audit Hours				
Tenant Lease Administration and Management ²	To determine if fiscal year 2023 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport Rental Car Companies.	300	48	348
Turner-Flatiron Self Perform Work ²	To determine if work self-performed by Turner-Flatiron complies with the agreement. ³	154	50	204
Harbor Police Contract Mgmt. ²	To determine if selected Harbor Police costs and services are appropriate and equitable for the fiscal years 2018, 2019, and 2020.	100	-	100
Employee Benefits ²	To determine if employee payroll deductions are administered appropriately.	250	-	250
Accounts Payable ²	To determine if the controls for Paymode X are appropriate.	200	-	200
Contractor Monitoring ²	To determine if the construction of the new administration building is properly managed.	40	-	40
Turner-Flatiron Insurance ²	To determine if insurance billed is appropriate and complies with the agreement. ³	250	-	250
Tenant Lease Administration and Management	To determine if fiscal year 2024 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport rental car companies. ⁴	500	-	500
System Security	To evaluate the Authority's security posture by performing testing of the Authority's Virtual Private Network access.	350	(350)	-
Harbor Police Contract Mgmt.	To determine if selected Harbor Police costs or services are appropriate related to fiscal year 2022.	425	(425)	-
Tenant Lease Administration and Management	To determine in terminal concessionaires are complying with selected elements of their contracts.	550	-	550
Tenant Lease Administration and Management	To determine if appropriate internal controls in the property management software (ABRM) are appropriate and if data is accurate.	550	-	550

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

² Audit activity has been carried forward from fiscal year 2023.

³ This 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.

⁴ Audit activity is planned to occur in both fiscal year 2024 and 2025. Activity is anticipated to be completed in fiscal year 2025.

Office of the Chief Auditor
Fiscal Year 2024
Proposed Audit Plan March 7, 2024

ATTACHMENT A

Key Work Activity	Objective ¹	Prior Estimated Hours	Change Requested	Revised Hours
Account Provisioning /De-Provisioning	To determine if account provisioning and de-provisioning are performed timely.	450	-	450
Tenant Lease Administration and Management	To determine if Budget Rent a Car accurately paid concessions and Customer Facility Charges (CFC).	250	-	250
Tenant Lease Administration and Management	To determine if Fast Track Rent a Car accurately paid concessions and Transportation Facility Charges (TFC).	350	-	350
Small Business Management	To determine if Small Business Management is managed appropriately.	550	-	550
Tenant Lease Administration and Management	To determine if Fox Rent a Car accurately paid concessions and Customer Facility Charges (CFC).	-	650	650
Tenant Lease Administration and Management	To determine if High Flying Foods accurately paid rent based on Gross Receipts related concessions in Package 7.	-	600	600
To Be Determined - Construction	To initiate audits related to the New T1 based on a Risk Assessment(s) performed by Baker Tilly.	360	(50)	310
To Be Determined	To initiate audit(s)/consulting engagements based on risks identified at the discretion of the Chief Auditor.	523	(523)	-
	Total Audit Hours	6,152	-	6,152
Consulting Hours				
Harbor Police Contract Mgmt.	To provide management assistance with recommendations related to the Harbor Police Contract.	200	-	200
	Total Consulting Hours	200	-	200

Office of the Chief Auditor
Fiscal Year 2024
Proposed Audit Plan March 7, 2024

ATTACHMENT A

Key Work Activity	Objective ¹	Prior Estimated Hours	Change Requested	Revised Hours
General Audit Hours				
Risk Assessment and Audit Plan ⁵	To conduct a Risk Assessment that will identify the high-risk activities to be considered when preparing the annual Audit Plan.	252	-	252
Construction Meeting Attendance & External Construction Auditor Coordination	Attend various construction meetings and incorporate knowledge into ongoing risk assessments and management of the External Construction Auditor.	380	-	380
Information Technology Meeting Attendance	Attend various Information Technology meetings, incorporate knowledge into ongoing risk assessments, and initiate audits, if needed.	20	-	20
Development of Data Analytics	Develop a data analytics program for in-terminal concessions or other programs.	200	-	200
Ethics Program ⁵	To review ethics policies, perform training, and investigate reported incidents.	300	-	300
Recommendation Follow-up ⁵	To verify that internal and external audit recommendations have been implemented as intended.	160	-	160
Quality Assurance & Improvement Program ⁵	To assess conformance with the <i>Standards</i> , whether internal auditors apply the Code of Ethics, and allow for the identification of improvement opportunities.	350	-	350
	Total General Audit Hours	1,662	-	1,662
Administrative Hours				
Administrative - Indirect	Attendance at Staff/Board/Committee Meetings, Continuing Professional Development and Other.	2,290	-	2,290
Administrative - Benefit	Vacation, Holiday Time, and Other Time Off.	2,176	-	2,176
	Total Administrative Hours	4,466	-	4,466
	Total Hours	12,480	-	12,480

⁵ Required activity in the Charter for the Office of the Chief Auditor or Charter of the Audit Committee.

Office of the Chief Auditor
Fiscal Year 2024
Proposed Audit Plan March 7, 2024

ATTACHMENT A

Key Work Activity	Objective ⁶	Prior Estimated Hours	Change Requested	Revised Hours
Contingent Audit Hours				
Tenant Lease Administration and Management	To determine if concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for a selected Airport Rental Car Company.	400	-	400
Diversity & Inclusion	To determine if the Diversity & Inclusion Program is accurately tracking metrics and best practices.	500	-	500
Social Media/Website / Webmaster	To determine if the controls around social media and/or website administration are appropriate and adequate.	450	-	450
Accounts Payable	To determine if the controls related to the Accounts Payable automated payment files are appropriate.	450	-	450
Tenant Lease Administration and Management	To determine if the food and beverage concessionaire surcharge is administered appropriately.	450	-	450
Rental Car Shuttle Service Contract Administration	To determine if the Shuttle Service operations are administered appropriately.	650	-	650
Tenant Lease Administration and Management	To determine if airport lounge concession contracts are administered appropriately.	500	-	500
Asset Management	To determine if computer imaging is administered appropriately.	500	-	500
Parking Management Contract Administration	To determine if Dynamic Pricing is being managed appropriately.	550	-	550
TNC Contract Administration & Revenue Collection	To determine if the TNC contract is administered appropriately.	475	-	475
Curfew Violations	To determine if curfew violations are administered appropriately.	450	-	450
Leaves of Absence / Catastrophic Leave	To determine leaves of absences are administered appropriately.	525	-	525
Advertising	To determine if the concessions marketing program is managed appropriately.	500	-	500
Parking Management Contract Administration	To determine if the close out process for parking management contract is administered appropriately.	600	-	600

⁶ Objective may change based on the preliminary survey performed by the OCA.

Office of the Chief Auditor
 Fiscal Year 2024
 Proposed Audit Plan March 7, 2024

ATTACHMENT A

Key Work Activity	Objective ⁷	Prior Estimated Hours	Change Requested	Revised Hours
Contingent Audit Hours				
ARFF Management	To determine if costs included in ARFF billings are appropriate.	500	-	500
Air Service Management	To determine if fuel rights are administered appropriately.	500	-	500
Tenant Lease Administration and Management	To determine the operations of a new SDIA Rental Car Company Agreement holder.	400	-	400
	Total Contingent Audit Hours	8,400	-	8,400

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

Staff Report

Meeting Date: March 7, 2024

Subject:

Award a Contract to S&L Specialty Construction, Inc. for Quieter Home Program Phase 13, Group 4, Project No. 381304 Twenty-Four (24) Non-Historic Single-Family and Multi-Family Units on Twenty-Two (22) Residential Properties Located East and West of the San Diego International Airport.

Recommendation:

Adopt Resolution No. 2024-0022, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,146,400 for Phase 13, Group 4, Project No. 381304, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.

Background/Justification:

The San Diego County Regional Airport Authority's ("Authority") Quieter Home Program ("Program") provides sound attenuation treatments to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 13, Group 4, Project No. 381304 includes the installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to Twenty-Four (24) non-historic single-family and multi-family units on Twenty-Two (22) residential properties located east and west of the Airport (refer to Attachment A).

To date, the Program has completed 5,631 residences, of which 1,254 are historic and 4,377 are non-historic. 3,690 residences are located west of SDIA and 1,941 are located east of SDIA.

Project No. 381304 was advertised on January 4, 2024, and bids were opened on February 5, 2024. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Construction, Inc.	\$1,146,400.00
Modern General Contractor, Inc.	\$1,506,400.08

Engineer's Estimate: \$1,076,843.78

The low bid of \$1,146,400 is considered responsive and S&L Specialty Construction, Inc. is considered responsible. Award to S&L Specialty Construction, Inc. is, therefore, recommended in the amount of \$1,146,400.

Fiscal Impact:

Adequate funds for the contract with S&L Specialty Construction, Inc. are included in the adopted FY 2024 and conceptual FY 2025 Operating Expense Budgets within the Quieter Home Program budget line item. Sources of funding include federal Airport Improvement Program grants and Passenger Facility Charges.

Authority Strategies/Focus Areas:

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

Strategies

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Focus Areas

- Advance the Airport Development Plan Transform the Customer Journey Optimize Ongoing Business

Environmental Review:

- A. CEQA: This Board action is a “project” subject to the California Environmental Quality Act (“CEQA”), Pub. Res. Code §21065. The individual projects under the Quieter Home Program are part of a class of projects that are categorically exempt from CEQA: 14 Cal. Code Regs. §15301 – “Existing Facilities: Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.”
- B. California Coastal Act Review: This Board action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. This project under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – “Improvements to Single-Family Residences.” The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – “Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits.”

C. NEPA: This Board action is a project that involves approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, also requires review under the National Environmental Policy Act (“NEPA”) for its potential environmental impacts. The FAA issued a Categorical Exclusion under NEPA on March 22, 2021, for these Quieter Home Program projects.

Application of Inclusionary Policies:

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

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

This project utilizes federal funds; therefore, it will be applied toward the Authority’s overall DBE goal. S&L Specialty Construction, Inc. proposed 6.6% DBE participation on QHP Phase 13, Group 4.

Prepared by:

Sjohnna Knack
Director, Airport Planning & Environmental Affairs

ATTACHMENT A

TITLE: QUIETER HOME PROGRAM
PROJECT NO. 381304



LEGEND

-  Completed Parcels
-  SDIA 2026 65 CNEL Noise Contour
-  2026 Eligibility 65dB Boundary

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 381304
 BIDS OPENED: February 5, 2024 at 2:00 p.m.
 ENGINEER'S ESTIMATE: \$1,076,843.78

ALL HIGHLIGHTED YELLOW ITEMS MUST BE UPDATED WITH YOUR CORRECT PROJECT INFO; PLEASE ENSURE TO GET RID OF ALL YELLOW HIGHLIGHTING

CONTRACTOR:		Engineer's Estimate							S&L Specialty Construction, Inc.				Modern General Contractor, Inc.				
ADDRESS:									315 S. Franklin Street, Syracuse, NY 13202				10017 Benares Pl., Sun Valley, CA 91352				
GUARANTEE OF GOOD FAITH:									Liberty Mutual Insurance Company				The Gray Casualty & Surety Company				
Res No.	Bid Item Number - Name/Address		Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	
381303.01	HAYES	2913 MARQUETTE STREET	1	Lump Sum	\$64,999.45	\$0.00	\$0.00	\$64,999.45	\$76,000.00	\$0.00	\$0.00	\$76,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381303.15	MAJOR	2111 WABASKA COURT	1	Lump Sum	\$38,381.26	\$14,745.04	\$11,551.95	\$64,678.25	\$53,000.00	\$10,000.00	\$12,000.00	\$75,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381303.15	MAJOR	2113 WABASKA COURT	1	Lump Sum	\$24,137.69	\$11,834.80	\$2,634.13	\$38,606.62	\$37,000.00	\$10,000.00	\$3,000.00	\$50,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.02	WATKINS / ALDERMAN	4744 LONG BRANCH AVENUE	1	Lump Sum	\$33,304.63	\$0.00	\$0.00	\$33,304.63	\$33,000.00	\$0.00	\$0.00	\$33,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.04	SHAPIRO	4709 GREENE STREET	1	Lump Sum	\$26,212.25	\$13,482.90	\$13,724.85	\$53,420.00	\$39,000.00	\$10,000.00	\$9,000.00	\$58,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.04	SHAPIRO	4711 GREENE STREET	1	Lump Sum	\$22,399.32	\$16,651.30	\$3,689.89	\$42,740.50	\$26,000.00	\$10,000.00	\$6,000.00	\$42,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.06	SOENS	3761 UDALL STREET UNIT 101	1	Lump Sum	\$26,198.62	\$0.00	\$0.00	\$26,198.62	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.07	D'ALOISIO	3761 UDALL STREET UNIT 102	1	Lump Sum	\$32,425.89	\$16,334.50	\$7,697.21	\$56,457.60	\$43,000.00	\$10,000.00	\$5,000.00	\$58,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.09	ADOLF SKRINJAR LIVING TRUST	3761 UDALL STREET UNIT 104	1	Lump Sum	\$18,794.18	\$0.00	\$0.00	\$18,794.18	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.10	STEVENS	3761 UDALL STREET UNIT 105	1	Lump Sum	\$24,638.29	\$0.00	\$0.00	\$24,638.29	\$26,000.00	\$0.00	\$0.00	\$26,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.11	MCFALLS	3761 UDALL STREET UNIT 106	1	Lump Sum	\$32,579.64	\$17,384.43	\$7,009.74	\$56,973.81	\$42,000.00	\$10,000.00	\$5,000.00	\$57,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.13	SCOTT	3755 UDALL STREET UNIT 202	1	Lump Sum	\$25,240.98	\$13,698.68	\$5,764.58	\$44,704.23	\$35,000.00	\$9,000.00	\$4,000.00	\$48,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.15	HUDSON	3755 UDALL STREET UNIT 204	1	Lump Sum	\$31,511.08	\$15,013.57	\$7,332.43	\$53,857.08	\$38,000.00	\$9,000.00	\$4,000.00	\$51,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.17	SKOTNICKI	3755 UDALL STREET UNIT 206	1	Lump Sum	\$32,157.81	\$18,740.92	\$6,908.02	\$57,806.75	\$43,000.00	\$9,000.00	\$5,000.00	\$57,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.18	FROST	3757 UDALL STREET UNIT 301	1	Lump Sum	\$26,056.18	\$16,797.14	\$7,942.73	\$50,796.05	\$39,000.00	\$9,000.00	\$5,000.00	\$53,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.19	TYBURSKI	3757 UDALL STREET UNIT 302	1	Lump Sum	\$26,038.88	\$17,124.32	\$7,213.17	\$50,376.37	\$39,000.00	\$9,000.00	\$5,000.00	\$53,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.20	WEDDLE	3757 UDALL STREET UNIT 303	1	Lump Sum	\$33,045.04	\$17,467.49	\$8,553.04	\$59,065.57	\$42,000.00	\$11,000.00	\$5,000.00	\$58,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.21	PERREIRA FAMILY TRUST 07-02	3757 UDALL STREET UNIT 304	1	Lump Sum	\$26,455.56	\$0.00	\$0.00	\$26,455.56	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.22	THE JOE C. GONSALVES TRUST	3763 UDALL STREET UNIT 401	1	Lump Sum	\$26,022.48	\$17,322.28	\$7,620.04	\$50,964.80	\$39,000.00	\$9,000.00	\$5,000.00	\$53,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.23	MITCHELL	3763 UDALL STREET UNIT 402	1	Lump Sum	\$26,022.48	\$17,668.47	\$7,620.04	\$51,310.99	\$39,000.00	\$9,000.00	\$5,000.00	\$53,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.25	MITCHELL	3763 UDALL STREET UNIT 404	1	Lump Sum	\$26,520.81	\$0.00	\$0.00	\$26,520.81	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.28	FRAN AND ANDREW ROTH LIVI	1428 29TH STREET	1	Lump Sum	\$41,195.59	\$0.00	\$0.00	\$41,195.59	\$54,000.00	\$0.00	\$0.00	\$54,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.30	VON DER KRET	1320 BANCROFT STREET	1	Lump Sum	\$39,027.56	\$0.00	\$0.00	\$39,027.56	\$53,000.00	\$0.00	\$0.00	\$53,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
381304.32	TURNIER	3352 C STREET	1	Lump Sum	\$29,550.48	\$0.00	\$0.00	\$29,550.48	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$55,500.00	\$2,500.00	\$4,166.67	\$62,166.67	
							Subtotal	\$1,062,443.78				Subtotal	\$1,132,000.00			Subtotal	\$1,492,000.08
							Probable Cost for Permits:	\$14,400.00			Probable Cost for Permits:	\$14,400.00			Probable Cost for Permits:	\$14,400.00	
							TOTAL	\$1,076,843.78			TOTAL BID	\$1,146,400.00			TOTAL BID	\$1,506,400.08	

RESOLUTION NO. 2024-0022

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC., IN THE AMOUNT OF \$1,146,400 FOR PHASE 13, GROUP 4, PROJECT NO. 381304, OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY'S QUIETER HOME PROGRAM AND MAKING A FINDING THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

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

WHEREAS, Phase 13, Group 4, of the Program will include the installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 13, Group 4, of the Program provides sound attenuation to twenty-four (24) non-historic single-family and multi-family units on twenty-two (22) residential properties located east and west of the San Diego International Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 13, Group 3, on January 4, 2024; and

WHEREAS, on February 5, 2024, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder, S&L Specialty Construction, Inc., submitted a bid of \$1,146,400 and the Authority's staff has duly considered the bid and has determined that S&L Specialty Construction, Inc. is responsible, and its bid is responsive in all material respects; and

WHEREAS, the San Diego County Regional Airport Authority Board (“Board”) believes that it is in the best interest of the Authority and the public that it serves to award S&L Specialty Construction, Inc., the lowest bidder, the contract for Phase 13, Group 4, upon the terms and conditions set forth in the Bid Solicitation Package.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards a contract to S&L Specialty Construction, Inc., in the amount of \$1,146,400 for Phase 13, Group 4, Project No. 381304, of the San Diego County Regional Airport Authority’s Quieter Home Program; and

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

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

BE IT FURTHER RESOLVED that the Board finds that this is a “project” as defined by the California Environmental Quality Act (“CEQA”), Cal. Pub. Res. Code §21065, and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), “Existing Facilities”; and

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

BE IT FURTHER RESOLVED that the Board finds that this action is a project that involves approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA issued a Categorical Exclusion under NEPA on March 22, 2021, for these Quieter Home Program projects.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 7th day of March 2024, 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

Added to Packet 03/05/2024

Item No. 11

Staff Report

Meeting Date: March 7, 2024

Subject:

Approve and Authorize the President/CEO to Execute an On-Call Program Management and Support Services Agreement

Recommendation:

Adopt Resolution No. 2024-0023, approving and authorizing the President/CEO to negotiate and execute an On-Call Program Management and Support Services, Staffing Support, and Consulting Services Agreement with AECOM Technical Services, Inc., for a term of three (3) years, with the option for two (2) one-year extensions, in an amount not-to-exceed \$140,000,000.

Background/Justification:

Since its inception in 2003, the San Diego County Regional Airport Authority ("Authority") has utilized personnel from program management ("PM/CM") firms to augment and assist Authority staff with improving and maintaining the facilities and infrastructure at San Diego International Airport ("SDIA") through its Capital Improvement Program ("CIP"), Major Maintenance Program ("MMP"), and Quieter Home Program ("QHP") (collectively, "CIP/MMP").

Authority staff provide overall management and oversight of the CIP/MMP. When additional support is needed, the Authority evaluates the costs and benefits of hiring full-time Authority staff as opposed to using consultants. Hiring these long-term staff positions could reduce the amount paid to consultants, which would reduce the Authority's program management costs. However, hiring full-time Authority staff would commit the Authority to the long-term costs of salaries and benefits (e.g., insurance, paid time off, payroll taxes and retirement). In addition, the need for many of the very specialized and diverse skill sets that consultants can provide on an as-needed basis is short-term and periodic.

Authority staffing levels are set to manage a baseline workload of typical airport improvement projects that are far less than the demand that has been, and will continue to be, placed on it for the next few years due to the construction of the New Terminal 1 ("New T1"). Experienced consultant resources are needed to assist Authority staff with the management of project workload in excess of that baseline, and to support projects requiring specialized subject matter expertise.

The PM/CM agreement provides the Authority with immediate access to experienced and highly skilled individuals to support Authority staff with specialized management, architectural and engineering services. The ability to mobilize and demobilize consultants when needed, based on CIP/MMP demands, has historically proven to be the most cost-effective and efficient approach for implementing these programs, allowing the Authority to maintain flexibility, optimize the use of resources for accelerated project delivery, and support its operational and financial strategies.

Specialized services that have been utilized include:

- Program Management
- Construction Management
- Project Planning and Engineering
- Grant Assistance
- FAA Coordination
- Design Review
- Commissioning
- Environmental Analysis
- Scheduling
- Project Accounting
- Cost Estimating
- Project Reporting
- Project Controls
- Document Control
- Safety Program Administration
- Tenant Project Review
- Labor Compliance Support

All work provided under the PM/CM agreement is based on negotiated hourly rates and is substantiated by timecards. Any reimbursable expenses are pre-approved in writing and are based on substantiated actual costs.

Authority staff utilizes sophisticated program controls and construction management tools that help staff identify staffing needs, integrate those needs with the project schedule and budget, and determine when to mobilize and demobilize consultant staff. These tools also provide flexible and real-time reporting capability, enabling timely and detailed CIP/MMP oversight.

The Authority maintains a blended organization that integrates Authority staff and PM/CM consultant staff into a single high-performing team. This results in a structure that provides a single point of accountability for project implementation from project initiation through design, construction, and delivery.

The current PM/CM consultant agreement was executed in April 2019 and is utilized to provide the Authority support on multiple CIP/MMP projects, including the New Terminal 1 ("New T1"). During the next five-year period, the Authority will continue to implement the New T1 program as well as the rest of the ongoing CIP/MMP.

On January 5, 2024, a Request for Qualifications ("RFQ") was issued to obtain Statements of Qualifications ("SOQs") from qualified firms to provide On-Call Program Management and Support Services for the Authority.

An Evaluation Panel ("Panel") was established to review SOQs. The Panel included five voting members.

On February 7, 2024, the Authority received two responsive SOQs from the following firms:

- AECOM Technical Services, Inc. (AECOM)
- Jones Lang LaSalle Americas, Inc. (JLL)

The Panel conducted a thorough review of the SOQs and utilized scoring criteria related to the following topics that were set forth in the RFQ: Respondents' and Inclusionary Approach and Outreach, Project Manager and Deputy Project Manager, Project Team Qualifications and Organization, Work Plan and Approach/Methodology, and Sustainability.

The RFQ requested that Respondents describe the qualifications of its proposed key staff that will be assigned to this project, including their unique qualifications to accomplish the requested services, availability, areas of expertise and responsibility, and prior experience, including architectural, civil engineering (roadways), civil engineering (airside), estimating, and technology. For key subconsultant firms, Respondents were also asked to provide the names of proposed personnel, their responsibilities, qualifications, prior experience working with the proposed team, major clients, and projects they have completed that are comparable to the requested services.

The Panel determined that the two firms were qualified to perform the requested services and should be interviewed. Interviews were conducted on February 27, 2024. Upon arrival for the interview, each firm was presented with a scenario and questions, and were given thirty minutes to prepare a response to the scenario and questions for their presentation to the Panel. Respondents were also asked to provide responses to a specific list of Panel-prepared questions which targeted the evaluation criteria presented in the RFQ.

After the interviews, members of the Panel ranked and scored the SOQs.

The Panel’s final rankings are as follows:

	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5
AECOM	1	1	1	1	1
JLL	2	2	2	2	2

The Panel’s combined final scores for the two SOQs are as follows:

	Inclusionary Approach and Outreach	Project Manager and Deputy Project Manager	Project Team Qualifications and Organization	Work Plan and Approach/ Methodology	Sustainability	Total
AECOM	250	1175	1380	1505	170	4480
JLL	175	925	990	1295	165	3550

Based on the final rankings, the Panel recommended that AECOM Technical Services, Inc., be selected.

Over the last 15 years, AECOM has assisted the Authority in delivering more than \$5 billion in capital improvements, including the Green Build, New Administration Building, Federal Inspection Services Facility, and Rental Car Center.

AECOM currently provides PM/CM services for the New T1 Program and other Authority projects that include project and construction management, sustainability initiatives, risk assessments and mitigation, program controls, estimating, scheduling, constructability reviews, change management, inspection, stakeholder coordination, and labor compliance.

AECOM’s proposed Senior Program Manager Steve McCabe has worked with the Authority for more than 10 years and is currently the Senior Program Manager for the New T1.

Proposed Program Manager Habib Husain also brings extensive experience working with Authority staff and will collaborate with Steve in senior leadership roles, partnering with Authority staff and project stakeholders to build on the current momentum on all elements of the NT1 Program.

AECOM has committed to working with the Authority to maximize participation by small businesses, local businesses, and veteran-owned small businesses on this agreement. On AECOM’s current agreement with the Authority, they have engaged over 50 local consulting companies, with 67% of the work performed by small and local businesses and over 50% of contract dollars paid to local businesses.

CONCLUSION / NEXT STEPS:

Staff recommends that the Board approve and authorize the President/CEO to negotiate and execute an On-Call Program Management, Staffing Support and Consulting Services Agreement with AECOM Technical Services, Inc., for a term of three (3) years, with two (2) one-year options to renew at the sole discretion of the President/CEO in an amount not-to-exceed \$140,000,000.

The protest procedures included within the RFQ state that any protest relative to the solicitation process must be submitted in writing and be received on or before 5:00 p.m. of the 10th business day following notification to a respondent of a recommendation to award the agreement to another firm. Since this recommended Board action will be within the 10-business day period described within the RFQ, it is possible that a protest may be filed after this Board action. If that is the case, staff will follow the protest and appeal procedures included within the RFQ. If a protest occurs and is successful, staff will return to the Board.

Prior to execution of the agreement, staff will negotiate the scope of work and billing rate ranges. Staff will verify that the billing rate ranges for specific services under the Agreement are consistent with industry standards. Once an agreement has been executed with AECOM, the Authority will work to add subconsultants, based on the Authority's staffing needs for additional expertise.

Fiscal Impact:

Adequate funds for the On-Call Program Management Services Agreement are included within the Board approved FY 2024-2028 Capital Program and Adopted Fiscal 2024 and Fiscal 2025 conceptually approved Operating Expense Budgets. Sources of funding will depend on the project(s) utilizing the services and include, but are not limited to, Airport Revenue Bonds, Passenger Facility Charges, Customer Facility Charges, Airport Cash, Special Facility Bonds, short-term borrowing using the Revolving Line of Credit and Federal Entitlement and Discretionary Grants.

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:

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12. These programs/policies are intended to promote the inclusion of small, local, service-disabled veteran owned, historically underrepresented businesses and other business enterprises, on all contracts.

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

This project utilizes federal funds; therefore, Disadvantaged Business Enterprise (DBE) participation will be applied towards the Authority's overall DBE goal. AECOM Technical Services, Inc. proposed an Inclusionary Outreach Plan which delineates their commitment to maximize participation by small, disadvantaged, local, service disabled/veteran owned small businesses on this contract.

Prepared by:

Angela Shafer-Payne
Vice President and Chief Development Officer

RESOLUTION NO. 2024-0023

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN ON-CALL PROGRAM MANAGEMENT AND SUPPORT SERVICES, STAFFING SUPPORT, AND CONSULTING SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC., FOR A TERM OF THREE (3) YEARS, WITH THE OPTION FOR TWO (2) ONE-YEAR EXTENSIONS, IN AN AMOUNT NOT TO EXCEED \$140,000,000 IN SUPPORT OF PLANNING, DESIGN AND CONSTRUCTION PROJECTS AT THE SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, since its inception in 2003, the San Diego County Regional Airport Authority (“Authority”) has utilized personnel from program management (“PM/CM”) firms to augment and assist Authority staff with improving and maintaining the facilities and infrastructure at San Diego International Airport (“SDIA”) through its Capital Improvement Program (“CIP”), Major Maintenance Program (“MMP”), and Quieter Home Program (“QHP”) (collectively, “CIP/MMP”); and

WHEREAS, Authority staff provide overall management and oversight of the CIP/MMP; and

WHEREAS, when additional support is needed, the Authority evaluates the costs and benefits of hiring full-time Authority staff as opposed to using consultants; and

WHEREAS, hiring these long-term staff positions could reduce the amount paid to consultants, which would reduce the Authority’s program management costs; and

WHEREAS, hiring full-time Authority staff would commit the Authority to the long-term costs of salaries and benefits (e.g., insurance, paid time off, payroll taxes and retirement); and

WHEREAS, the need for many of the very specialized and diverse skill sets that consultants can provide on an as-needed basis is short-term and periodic; and

WHEREAS, Authority staffing levels are set to manage a baseline workload of typical airport improvement projects that are far less than the demand that has been, and will continue to be, placed on it for the next few years due to the construction of the New Terminal 1 (“New T1”); and

WHEREAS, experienced consultant resources are needed to assist Authority staff with the management of project workload in excess of that baseline, and to support projects requiring specialized subject matter expertise; and

WHEREAS, the PM/CM agreement provides the Authority with immediate access to experienced and highly skilled individuals to support Authority staff with specialized management, architectural and engineering services; and

WHEREAS, the ability to mobilize and demobilize consultants when needed, based on the CIP/MMP demands, has historically proven to be the most cost-effective and efficient approach for implementing these programs, allowing the Authority to maintain flexibility, optimize the use of resources for accelerated project delivery, and support its operational and financial strategies; and

WHEREAS, all work provided under the PM/CM agreement is based on negotiated hourly rates and is substantiated by timecards; and

WHEREAS, any reimbursable expenses are pre-approved in writing and are based on substantiated actual costs; and

WHEREAS, Authority staff utilizes sophisticated program controls and construction management tools that help staff identify staffing needs, integrate those needs with the project schedule and budget, and determine when to mobilize and demobilize consultant staff; and

WHEREAS, these tools also provide flexible and real-time reporting capability, enabling timely and detailed CIP/MMP oversight; and

WHEREAS, the Authority maintains a blended organization that integrates Authority staff and PM/CM consultant staff into a single high-performing team; and

WHEREAS, this results in a structure that provides a single point of accountability for project implementation from project initiation through design, construction, and delivery; and

WHEREAS, the current PM/CM consultant agreement was executed in April 2019 and is utilized to provide the Authority support on multiple CIP/MMP projects, including the New Terminal 1 (“New T1”); and

WHEREAS, during the next five-year period, the Authority will continue to implement the New T1 program as well as the rest of the ongoing CIP/MMP; and

WHEREAS, on January 5, 2024, a Request for Qualifications (“RFQ”) was issued to obtain Statements of Qualifications (“SOQs”) from qualified firms to provide On-Call Program Management and Support Services for the Authority; and

WHEREAS, an Evaluation Panel (“Panel”) was established to review the responsive SOQs; and

WHEREAS, on February 7, 2024, the Authority received two responsive SOQs from the following firms:

- AECOM, Technical Services, Inc. (AECOM)
- Jones Lang LaSalle Americas, Inc. (JLL)

WHEREAS, the Panel conducted a thorough review of the SOQs and utilized scoring criteria related to the following topics that were set forth in the RFQ: Respondents’ Inclusionary Approach and Outreach, Project Manager and Deputy Project Manager, Project Team Qualifications and Organization, Work Plan and Approach/Methodology, and Sustainability; and

WHEREAS, the RFQ requested that Respondents describe the qualifications of its proposed key staff that will be assigned to this project, including their unique qualifications to accomplish the requested services, availability, areas of expertise and responsibility, and prior experience, including architectural, civil engineering (roadways), civil engineering (airside), estimating, and technology; and

WHEREAS, for key subconsultant firms, Respondents were also asked to provide the names of proposed personnel, their responsibilities, qualifications, prior experience working with the proposed team, major clients, and projects they have completed that are comparable to the requested services; and

WHEREAS, the Panel determined that the two firms were qualified to perform the requested services and should be interviewed and interviews were conducted on February 27, 2024; and

WHEREAS, upon arrival for the interview, each firm was presented with a scenario and questions, and were given thirty minutes to prepare a response to the scenario and questions for their presentation to the Panel; and

WHEREAS, Respondents were also asked to provide responses to a specific list of Panel-prepared questions which targeted the evaluation criteria presented in the RFQ; and

WHEREAS, after the interviews, members of the Panel ranked and scored the SOQs; and

WHEREAS, based on the final rankings, the Panel recommended that AECOM, be selected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to negotiate and execute an on-call program management and support services, staffing support, and consulting services agreement with AECOM Technical Services, Inc., for a term of three (3) years, with two (2) one-year options to renew at the sole discretion of the President/CEO, in an amount not to exceed \$140,000,000; and

BE IT FUTURE RESOLVED that, once an agreement has been executed, the Authority will work to add subconsultants, based on the Authority's staffing needs for additional expertise; 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 7th day of March, 2024, 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

APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL PROGRAM MANAGEMENT AND SUPPORT SERVICES AGREEMENT

Presented by Angela Shafer-Payne
Vice President, Chief Development Officer
March 7, 2024



Solar Turbines

Concept of Program Management

- Maintain Authority core staff
- Assist the Authority with its design and construction needs
- Provide staff augmentation on an “as-needed basis” and to support the NT1
 - Leverage core staff
 - Adjust consultant support based on workload and required expertise
- Provide immediate access to:
 - Highly skilled design and construction professionals
 - Specialized aviation experts
 - Diverse technical resources

Concept of Program Management (Cont.)

NEW
T1

- The funding for the PM/CM On-Call Consulting Service Agreement is in the Board-approved CIP Program Budget
- The control of the authorized budget for the PM/CM remains with Authority staff
- The agreement with the Consultant does not commit the expenditure of the funds
- The program control system monitors design and construction, and reports:
 - Status of scope, budget, and schedule
 - Staffing resource requirements

Concept of Program Management (Cont.)

NEW
T1

- As the need for the Consultant's Staff arises:
 - The Authority will inform the consultant of its staffing requirements
 - The consultant will provide resumes of the consultant and subconsultant candidates who meet the requirements
 - The Authority will select the most qualified candidate
 - The Authority will negotiate the selected candidate rate with the consultant
 - The Authority will issue a Personnel Authorization to the consultant to add the selected candidate to the Authority Team
- The Authority reviews and approves consultant's timesheets
- As program/project workload grows or diminishes, the Authority will direct the consultant to increase or reduce staff

Inclusionary Approach

NEW
T1

- Selecting the prime consultant and key resources only:
 - Develop collaborative inclusionary plan
 - Aggressive outreach plan for subconsultants
- Maximizing participation of:
 - Local Business Enterprises (LBE)
 - Small Business Enterprises (SBE)
 - Disadvantaged Business Enterprises (DBE)
 - Service-Disabled Veteran-Owned Small Businesses (SDVOSB)

Staff Augmentation Examples

NEW
T1

- Program Managers
- Project Managers
- Construction Managers
- Project Engineers and Architects
- Program Control and Reporting Specialists
- Communication/IT Systems Specialists
- Security Systems Specialists
- Jet-Bridge Specialists
- Cost Estimators
- Schedulers
- Accounting Specialists
- Document Control Specialists
- Inspectors

RFQ Evaluation Panel

Five Panelists:

- Vice President, Development
- Vice President, Operations & COO
- An Outside Advisor to the Authority President / CEO
- An Airline-Appointed Representative
- Manager, Airport Finance, Capital Financial Planning & Airline Relations

Program Management Selection Process

- Request For Qualifications (RFQ)
- 2 Statements of Qualification received; both were responsive to the RFQ
- Both firms for interviewed
- Interview panel ranked the firms

RFQ Evaluation Criteria

The Panel's final rankings are as follows:

	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5
AECOM	1	1	1	1	1
JLL	2	2	2	2	2

The Panel's combined final scores for the two SOQs are as follows:

	Inclusionary Approach and Outreach	Project Manager and Deputy Project Manager	Project Team Qualifications and Organization	Work Plan and Approach/ Methodology	Sustainability	Total
AECOM	250	1175	1380	1505	170	4480
JLL	175	925	990	1295	165	3550

Why AECOM?

- Knowledgeable and collaborative program manager and senior staff
- Strong program controls
- Network of aviation professionals
- Strong regional resources
- Inclusionary approach

Recommendation

NEW
T1

Adopt Resolution No. 2024-0023, approving and authorizing the President/CEO to negotiate and execute an On-Call Program Management and Support Services, Staffing Support, and Consulting Services Agreement with AECOM Technical Services, Inc., for a term of three (3) years, with the option for two (2) one-year extensions, in an amount not-to-exceed \$140,000,000.

A large commercial airplane is parked on a tarmac at sunset. The sun is low on the horizon, creating a warm, golden glow. Another airplane is flying in the sky above. The word "Questions?" is overlaid in white text on the left side of the image.

Questions?

Board Communication

Date: March 7, 2024
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.

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

OUT OF TOWN TRAVEL REQUESTS

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: 01/26/2024 DATE OF DEPARTURE/RETURN: 05/07/2024 / 05/09/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Chicago, IL Business Purpose: United Airlines Headquarters Visit

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>		\$ <u>550</u>
• Rental Car		\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)		\$ <u>100</u>
• Auto (Gas, Parking/Tolls, Mileage)		\$ _____
B. Lodging		\$ <u>600</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>)		\$ <u>240</u>
D. Seminar and Conference Fees		\$ _____
E. Entertainment		\$ _____
TOTAL PROJECTED TRAVEL EXPENSES		\$ <u>1,490</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 1/29/24

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: _____

Casey Diane

From: Gil Cabrera <gil@cabrerafirm.com>
Sent: Friday, January 26, 2024 4:05 PM
To: Casey Diane
Subject: Re: APPROVAL REQUEST - Kim Becker Travel

Approved.

Gil Cabrera, Esq.
The Cabrera Firm, APC
600 West Broadway, Suite 700
San Diego, CA 92101
v. 619.500.4880
f. 619.785.3380
e. gil@cabrerafirm.com
www.cabrerafirm.com

Sent from my iPad

CONFIDENTIAL

This e-mail was sent by a law firm and may contain information that is privileged or confidential. If you are not the intended recipient, please delete the e-mail and any attachments without reading, printing, copying or forwarding it, and please notify us.

From: Casey Diane <dcasey@san.org>
Date: Friday, January 26, 2024 at 3:43 PM
To: Gil Cabrera <gil@cabrerafirm.com>
Subject: APPROVAL REQUEST - Kim Becker Travel

Hi Gil,

Would you please review and pre-approve the attached Travel Approval Request form for Kim, for a United Airlines air service headquarters visit in May? We would like to purchase the flight tickets now, while the prices are good. I will still submit to Board Services to go in the Executive/Finance Committee packet for approval.

Thanks and take care, Di

Diane Casey
Executive Assistant
Office 619.400.2445 | Cell 609.440.7479
dcasey@san.org

Casey Diane

Subject: FW: UA HQ Trip - May 7-9

From: Graves Jon <jgraves@san.org>
Sent: Thursday, January 25, 2024 3:36 PM
To: Casey Diane <dcasey@san.org>
Cc: Brown Hampton <hbrown@san.org>
Subject: UA HQ Trip - May 7-9

Hi Di,

Hampton wanted me to send you some details for Kim's calendar on the proposed trip to Chicago to meet with United Airlines in May. We are looking at May 7-9. The full itinerary would look like this:

May 7

Fly to Chicago

May 8

Meeting - United Airlines Headquarters (10:00 a.m. – 11:30 a.m.)

Lunch – SAN/United, International and Domestic Leadership (12:00 p.m. – 2:00 p.m.)

May 9

Fly back to SAN

Let me or Hampton know if you have any questions.

Thanks,

Jon

Jon Graves

Director | Marketing, Arts, and Air Service Development

Office 619.400.2874

jgraves@san.org

SAN.ORG



FY 2024 Per Diem Rates for Chicago, Illinois

Meals & Incidentals (M&IE) rates and breakdown

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

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

GENERAL INSTRUCTIONS:

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

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BU6
Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 01/31/2024 DATE OF DEPARTURE/RETURN: 09/27/2024 / 10/04/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Singapore

Business Purpose: SD World Trade Center Annual Trade Mission

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>6,000</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>2,100</u>
C. Meals and Incidental Expenses (Per Diem)	\$ <u>800</u>
D. Seminar and Conference Fees	\$ <u>3,600</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>12,700</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 1/31/24

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: _____

Casey Diane

From: Lucas Coleman <lc@sandiegobusiness.org>
Sent: Friday, January 26, 2024 4:54 PM
To: Gil Cabrera; Becker Kim; Brown Hampton; Britman Michael
Cc: Valenzuela Arely; Hawthorne Cynthia; Casey Diane; Nikia Clarke; Bree Burris; Caroline Murray; Sophia Antonopoulos
Subject: World Trade Center trade mission to Singapore 2024

Hello Airport partners,

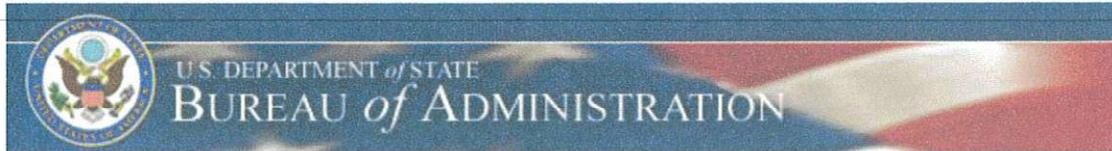
We have decided on the destination for World Trade Center's 2024 trade mission. From September 30th – October 4th we will be taking a delegation of 30 business, academic, and civic leaders from San Diego to **Singapore**. The trade mission will once again be led by Mayor Todd Gloria.

High interest from San Diego companies in Asian markets, paired with opportunities to collaborate in biotech, semiconductors, and advanced manufacturing, suggest that Singapore is a market San Diego should be building relationships with now. We hope that this trade mission can help to further the case for a new direct flight to Asia (strengthening the case for Seoul/Incheon). We look forward to continuing to work with you all to align our efforts and grow trade and investment opportunities between San Diego and Singapore.

Sincerely,
Lucas



Lucas Coleman
Director, World Trade Center San Diego
c | 925 200 7208
Get your dose of '[Good News](#)' every Friday!



**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

**Country: SINGAPORE
Publication Date: 02/01/2024**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SINGAPORE	Singapore	01/01	12/31	284	137	421	N/A	08/01/2023

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- Living Quarters Allowance (LQA)
- Official Residence Expense (ORE)
- Per Diem
- Post Allowance (COLA)
- Post Hardship Differential
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Appendix B

Chapter 301-Federal Travel Regulation

Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2
\$13	2	3	5	3
\$14	2	4	5	3
\$15	2	4	6	3
\$16	2	4	7	3
\$17	3	4	7	3
\$18	3	5	7	3
\$19	3	5	8	3
\$20	3	5	8	4
\$21	3	5	9	4
\$22	3	6	9	4
\$23	3	6	9	5
\$24	4	6	9	5
\$25	4	6	10	5
\$26	4	7	11	5

B L D I

\$107	16	27	43	21
\$108	16	27	43	22
\$109	16	27	44	22
\$110	17	27	44	22
\$111	17	28	44	22
\$112	17	28	45	22
\$113	17	28	45	23
\$114	17	29	45	23
\$115	17	29	46	23
\$116	17	29	47	23
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24
\$122	18	31	49	24
\$123	18	31	49	25
\$124	19	31	49	25
\$125	19	31	50	25
\$126	19	32	50	25
\$127	19	32	51	25
\$128	19	32	51	26
\$129	19	32	52	26
\$130	20	32	52	26
\$131	20	33	52	26
\$132	20	33	53	26
\$133	20	33	53	27
\$134	20	34	53	27
\$135	20	34	54	27
\$136	20	34	55	27
\$137	21	34	55	27
\$138	21	35	55	27
\$139	21	35	56	27
\$140	21	35	56	28
\$141	21	35	57	28
\$142	21	36	57	28
\$143	21	36	57	29
\$144	22	36	57	29
\$145	22	36	58	29
\$146	22	37	58	29

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

GENERAL INSTRUCTIONS:

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

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BU6
Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 01/29/2024 DATE OF DEPARTURE/RETURN: 10/03/2024 / 10/09/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Bahrain Business Purpose: World Routes Conference

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>7,500</u>
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ <u>1,750</u>
C. Meals and Incidental Expenses (Per Diem)	\$ <u>630</u>
D. Seminar and Conference Fees	\$ <u>3,600</u>
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>13,680</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 1/29/24

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: _____



Routes World 2024

Bringing together the global route development community
Kingdom of Bahrain • 6 – 8 October 2024

Event Programme

Saturday 5 October



Complimentary tours

Various



Welcome Reception

17:00 – 19:00

Sunday 6 October



Registration and Information Zone Open

08:00 – 17:30



Meetings

09:00 – 10:50

Location: Airline Meeting Halls



Conference Programme

09:20 - 10:50

Location: Keynote Theatre



Networking Break

10:50 - 11:05

Location: Exhibition Hall



Meetings

11:05 - 12:55

Location: Airline Meeting Halls



Networking Lunch

12:35 - 13:55

Location: Lunch Area



Meetings

13:55 - 15:45

Location: Airline Meeting Halls



Conference Programme

13:55 - 15:45

Location: Keynote Theatre



Networking Break

15:45 - 16:00

Location: Exhibition Hall



Meetings

16:00 - 17:20

Location: Airline Meeting Halls



Conference Programme

16:00 - 17:20

Location: Keynote Theatre



Exhibitor Networking

17:25 - 19:00

Location: Exhibition Hall

Monday 7 October



Registration and Information Zone Open

07:45 – 17:30



Meetings

09:00 – 10:50

Location: Airline Meeting Halls



Conference Programme

09:00 - 10:50

Location: Keynote Theatre



Networking Break

10:50 – 11:05

Location: Exhibition Hall



Meetings

11:05 – 12:55

Location: Airline Meeting Halls



Conference Programme

11:05 - 12:35

Location: Keynote Theatre



Networking Lunch

12:35 – 13:55

Location: Lunch Area



Meetings

13:55 – 15:15

Location: Airline Meeting Halls



Conference Programme

13:40 - 16:05

Location: Keynote Theatre



Exhibitor Networking

15:25 – 16:00

Location: Exhibition Hall



Meetings

16:00 – 17:20

Location: Airline Meeting Halls



Networking Evening

19:00-23:00

Tuesday 8 October



Registration and Information Zone Open

08:00 –
17:30



Meetings

09:00 – 10:50

Location: Airline Meeting Halls



Conference Programme

09:30 - 12:35

Location: Keynote Theatre



Networking Break

10:50 – 11:05

Location: Exhibition Hall



Meetings

11:05 – 12:55

Location: Airline Meeting Halls



Networking Lunch & Handover Ceremony Hosted by Routes World 2025 Host

12:35 –
13:55



Meetings

13:55 – 15:45

Location: Airline Meeting Halls



Conference Programme

13:40 - 15:45

Location: Keynote Theatre



Networking Break

Location: Exhibition Hall

15:45 –
16:00



Meetings

Location: Airline Meeting Halls

16:00 –
17:20



Event Closes

17:30

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**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

**Country: BAHRAIN
Publication Date: 02/01/2024**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BAHRAIN	Bahrain	01/01	12/31	251	126	377	N/A	05/01/2022
BAHRAIN	MANAMA	01/01	12/31	251	126	377	N/A	05/01/2022

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Appendix B

Chapter 301-Federal Travel Regulation

Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2
\$13	2	3	5	3
\$14	2	4	5	3
\$15	2	4	6	3
\$16	2	4	7	3
\$17	3	4	7	3
\$18	3	5	7	3
\$19	3	5	8	3
\$20	3	5	8	4
\$21	3	5	9	4
\$22	3	6	9	4
\$23	3	6	9	5
\$24	4	6	9	5
\$25	4	6	10	5
\$26	4	7	11	5

B C D I

\$107	16	27	43	21
\$108	16	27	43	22
\$109	16	27	44	22
\$110	17	27	44	22
\$111	17	28	44	22
\$112	17	28	45	22
\$113	17	28	45	23
\$114	17	29	45	23
\$115	17	29	46	23
\$116	17	29	47	23
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24
\$122	18	31	49	24
\$123	18	31	49	25
\$124	19	31	49	25
\$125	19	31	50	25
\$126	19	32	50	25
\$127	19	32	51	25
\$128	19	32	51	26
\$129	19	32	52	26
\$130	20	32	52	26
\$131	20	33	52	26
\$132	20	33	53	26
\$133	20	33	53	27
\$134	20	34	53	27
\$135	20	34	54	27
\$136	20	34	55	27
\$137	21	34	55	27
\$138	21	35	55	27
\$139	21	35	56	27
\$140	21	35	56	28
\$141	21	35	57	28
\$142	21	36	57	28
\$143	21	36	57	29
\$144	22	36	57	29
\$145	22	36	58	29
\$146	22	37	58	29

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: 02/05/2024 DATE OF DEPARTURE/RETURN: 06/29/2024 / 07/03/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Istanbul, Turkey

Business Purpose: ACI Summer Board Meeting & ACI-Europe Combined Meeting

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>8,300</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>1,200</u>
C. Meals and Incidental Expenses (Per Diem)	\$ <u>750</u>
D. Seminar and Conference Fees	\$ <u>950</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>11,400</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 2/5/24

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: _____

Casey Diane

From: Veronica S.Gerson <VGerson@airportsouncil.org>
Sent: Monday, February 5, 2024 10:38 AM
Subject: 2024 ACI Europe Annual General Assembly and ACI-NA Summer Board Meeting (More details to come)

Sending greetings to all, and hoping you all had a lovely weekend!

Late on Friday, you should have received a slew of calendar invites for the 2024 ACI Europe Annual General Assembly and ACI-NA Summer Board Meeting.

We are diligently working on getting additional details as they become available. The ACI-NA Board has a [Summer Board meeting](#), generally in June. Every other year there is a joint Board meeting with ACI Europe given some of the cross pollination that exists between the two regions.

This year the meeting will take place In Istanbul during the week of July 1-4, 2024.

As this is international travel, I would recommend travel on June 29 for arrival on June 30. Of course there may be plans on extending the trip either on the back end or front end, I know I would be doing so if I were flying to Istanbul!

All of our Board and Policy Council Members will receive the member and early bird rates for the conference registration

More information to come!

Agenda/Timeline: Tentative on times

Monday, July 1, 2024

ACI-NA Executive Committee Meeting

Timing is TBC, we are asking for 2pm. This will depend on room availability at the host hotel

ACI-NA Board Dinner (Board members only)

6pm

Tuesday, July 2, 2024

ACI-NA US Policy Council Meeting

09:30 – 11:00

ACI-NA Board Meeting

11:30 – 13:00

Joint Lunch – ACI North America and ACI EUROPE

1:00pm – 2:00pm

Joint Board Meeting – ACI NA and ACI EUROPE

2:00pm – 4:00pm

Gala Dinner/Opening of the ACI Europe General Assembly

Time TBD

Kind regards,

Veronica S. Gerson, USAP

Managing Director, Member Services and Executive Affairs
Airports Council International – North America
1615 L Street NW, Suite 300 | Washington, DC 20036
Direct 202.293.4547
Cell 202.873.4407
vgerson@airportscouncil.org | airportscouncil.org
[facebook](#) | [twitter](#) | [linkedin](#)



ACI-NA recently switched web domains from aci-na.org to airportscouncil.org. Please be sure to update my contact information to reflect my new email address – vgerson@airportscouncil.org. Under the terms of U.S. federal legislation, this email may be considered an "advertisement" or "solicitation;" under Canadian law, this email may be considered a commercial electronic message. If you do not wish to receive any further emails from ACI-NA, please send a reply email to memberservices@airportscouncil.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 60 days of receiving this email. If you choose to opt out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to communications@airportscouncil.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1615 L Street, N.W., Suite 300, Washington, DC 20036.

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Per Diem Rates

- [Excel Versions of Per Diem](#)
- [Foreign Per Diem Rates](#)

Allowance Rates

- [Allowances By Location](#)
- [Allowances By Type](#)
- [Biweekly Allowance Updates](#)
- [Custom Search](#)
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 - [Extraordinary Quarters Allowance \(EQA\)](#)
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 - [Official Residence Expense \(ORE\)](#)
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- Quarterly Report Indexes**
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- [Contact Us](#)
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Office of Allowances

[Select by Location](#)
[Select by Allowance Type](#)
[Printer Friendly](#)

**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

TURKEY: Istanbul
Publication Date: 02/01/2024

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
TURKEY	Istanbul	01/01	12/31	324	150	474	View	08/01/2022



Per Diem Rates

Excel Versions of Per Diem

Foreign Per Diem Rates

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Appendix B

Chapter 301-Federal Travel Regulation

Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2
\$13	2	3	5	3
\$14	2	4	5	3
\$15	2	4	6	3
\$16	2	4	7	3
\$17	3	4	7	3
\$18	3	5	7	3
\$19	3	5	8	3
\$20	3	5	8	4
\$21	3	5	9	4
\$22	3	6	9	4
\$23	3	6	9	5
\$24	4	6	9	5
\$25	4	6	10	5
\$26	4	7	11	5

\$147	22	37	59	29
\$148	22	37	59	30
\$149	22	37	60	30
\$150	23	37	60	30
\$151	23	38	60	30
\$152	23	38	61	30
\$153	23	38	61	31
\$154	23	39	61	31
\$155	23	39	62	31
\$156	23	39	63	31
\$157	24	39	63	31
\$158	24	40	63	31
\$159	24	40	64	31
\$160	24	40	64	32
\$161	24	40	65	32
\$162	24	41	65	32
\$163	24	41	65	33
\$164	25	41	65	33
\$165	25	41	66	33
\$166	25	42	66	33
\$167	25	42	67	33
\$168	25	42	67	34
\$169	25	42	68	34
\$170	26	42	68	34
\$171	26	43	68	34
\$172	26	43	69	34
\$173	26	43	69	35
\$174	26	44	69	35
\$175	26	44	70	35
\$176	26	44	71	35
\$177	27	44	71	35
\$178	27	45	71	35
\$179	27	45	72	35
\$180	27	45	72	36
\$181	27	45	73	36
\$182	27	46	73	36
\$183	27	46	73	37
\$184	28	46	73	37
\$185	28	46	74	37
\$186	28	47	74	37

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: 02/05/24 DATE OF DEPARTURE/RETURN: 09/20/2024 / 09/24/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Ft. Lauderdale, FL Business Purpose: AAAE NAC Conference

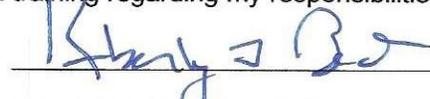
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input checked="" type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>500.00</u>
• Rental Car	\$ _____
• Other Transportation (<i>Taxi, TNC, Train, Bus</i>)	\$ <u>100.00</u>
• Auto (<i>Gas, Parking/Tolls, Mileage</i>)	\$ _____
B. Lodging	\$ <u>1,250.00</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>) (<i>Turkey - \$150 Per Day</i>)	\$ <u>350.00</u>
D. Seminar and Conference Fees (<i>3,520 British Pounds</i>)	\$ <u>950.00</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>\$3,150.00</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature:  Date: 2/7/24

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: _____

F. RUSSELL HOYT

NATIONAL AIRPORTS CONFERENCE (NAC)

SEPTEMBER 22-24, 2024 | FORT LAUDERDALE, FLORIDA

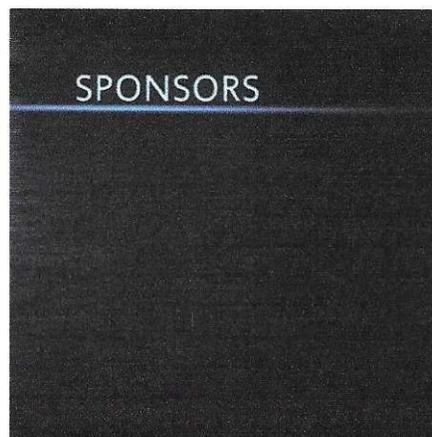


The 2024 F. Russell Hoyt National Airports Conference (NAC) will be held in Fort Lauderdale, Florida, from September 22-24. We hope to see you there!

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2023 PROGRAM



2023 SPONSOR LIST



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AIRPORTS

BENEFITS OF ATTENDING THE NAC

- Timely updates on the most crucially important issues impacting your airport will be delivered
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AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

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Alexandria, VA 22314

[P] 703.824.0504 | [F] 703.820.1395



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FY 2024 Per Diem Rates for Fort Lauderdale, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Fort Lauderdale	Broward	\$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, BU6
Position: Board Member President/CEO General Counsel Chief Auditor
 All Other Authority Employees

DATE OF REQUEST: 02/05/24 DATE OF DEPARTURE/RETURN: 09/06/2024 / 09/10/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Grand Rapids, MI

Business Purpose: ACI Annual Conference

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input checked="" type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>600.00</u>
• Rental Car	\$ _____
• Other Transportation (<i>Taxi, TNC, Train, Bus</i>)	\$ <u>200.00</u>
• Auto (<i>Gas, Parking/Tolls, Mileage</i>)	\$ _____
B. Lodging	\$ <u>1,250.00</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>) (<i>Turkey - \$150 Per Day</i>)	\$ <u>325.00</u>
D. Seminar and Conference Fees (<i>3,520 British Pounds</i>)	\$ <u>1,075.00</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>\$3,450.00</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature: Kimberly J. Becker Date: 2/7/24

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: _____



GRAND RAPIDS 2024

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA
ANNUAL CONFERENCE AND EXHIBITION
SEPTEMBER 7 – 10, 2024

2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

Preliminary Schedule of Events // Subject to Change (as of February 5, 2024)

Unless specifically stated, all sessions take place at the DeVos Place Convention Center and are open to all registered attendees and exhibitors. Conference badges must be worn to the event for access.

EXHIBITION HALL HOURS

Sunday, September 8, 2024	3:30 PM – 6:00 PM
Monday, September 9, 2024	8:00 AM – 1:00 PM and 4:00 PM – 6:00 PM
Tuesday, September 10, 2024	8:00 AM – 1:00 PM

FRIDAY, SEPTEMBER 6, 2024

12:00 PM – 3:00 PM	ACI-NA Executive Committee Meeting <i>Executive Committee members only</i> <i>Grand Gallery Overlook G-H</i>
3:00 PM – 5:00 PM	Environmental Affairs Steering Group Meeting <i>Open to all attendees and exhibitors</i> <i>Grand Gallery Overlook C-D</i>
3:00 PM – 5:00 PM	Legal Affairs Steering Group Meeting <i>Steering Group members only</i> <i>Grand Gallery Overlook A-B</i>
3:00 PM – 5:00 PM	Operations, Planning, Safety, Infrastructure & Development Steering Group Meeting <i>Open to all attendees and exhibitors</i> <i>Grand Gallery Overlook E-F</i>
3:30 PM – 5:00 PM	ACI-NA Executive Committee and Past Chairs Meeting <i>Invitation only</i> <i>Grand Gallery Overlook G-H</i>
6:00 PM	ACI-NA Executive Committee and Past Chairs Dinner <i>Invitation only</i>



2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

SEPTEMBER 7 - 10, 2024 // GRAND RAPIDS, MI



SATURDAY, SEPTEMBER 7, 2024

7:30 AM – 5:00 PM	Check-In / Registration <i>DeVos Place Atrium</i>
8:00 AM – 9:00 AM	Networking Breakfast <i>Steelcase Ballroom A-B</i>
8:00 AM – 5:00 PM	Exhibition Hall Move-In <i>Exhibit Hall</i>
9:00 AM – 5:00 PM	Committee Workshops <i>Open to all attendees and exhibitors</i> <i>Committee Workshops feature educational sessions, committee updates, and roundtable discussions with specific track agendas.</i> Note: <i>Some Committee Workshops will take place at the Amway Grand Plaza Hotel.</i>
	Business Information Technology Committee Workshop <i>Steelcase Ballroom C</i>
	Commercial Management Committee Workshop <i>**Amway Grand Plaza Hotel // Pantlind Ballroom</i>
	Environmental Affairs Committee Workshop <i>**Amway Grand Plaza Hotel // Ambassador Ballroom East</i>
	Finance Committee Workshop <i>**Amway Grand Plaza Hotel // Ambassador Ballroom West</i>
	Legal Affairs Committee Workshop <i>Grand Gallery D-F</i>
	Operations, Planning, Safety, Infrastructure, & Development Committee Workshop <i>Steelcase Ballroom D</i> <i>OPSID Breakout Room from 1:15 PM - 5:00 PM – Grand Gallery Overlook E-F</i>
9:00 AM – 12:00 PM	Diversity, Equity and Inclusion Working Group Meeting <i>Open to all attendees and exhibitors</i> <i>**Amway Grand Plaza Hotel // Governors Room</i>
9:00 AM – 11:00 AM	CAC Small Airport Caucus Meeting <i>Invitation only</i> <i>River Overlook A-B</i>
	CAC Large Airport Caucus Meeting <i>Invitation only</i> <i>Grand Gallery Overlook A-B</i>
	U.S. Small Airports Committee <i>Airports only</i> <i>Grand Gallery Overlook C-D</i>
	U.S. Medium Hub Committee <i>Invitation only</i> <i>Grand Gallery Overlook E-F</i>
	U.S. Large Hub Committee Meeting <i>Invitation only</i> <i>Grand Gallery Overlook G-H</i>
10:15 AM – 10:45 AM	Morning Networking Break <i>DeVos Place Atrium & Amway Grand Plaza Hotel</i>



2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

SEPTEMBER 7 - 10, 2024 // GRAND RAPIDS, MI



11:00 AM – 11:30 AM	Exec-to-Exec Meeting <i>ACI-NA Board Executive Committee and WBP/Associates Board Executive Committee Members only</i> Business Center
11:30 AM – 1:15 PM	ACI-NA WBP/Associates Board of Directors Meeting with lunch <i>Open to all attendees and exhibitors</i> Grand Gallery Overlook C-D
12:00 PM – 1:15 PM	Networking Lunch Steelcase Ballroom A-B
12:00 PM – 1:15 PM	ACI-NA Board of Directors and Committee Chairs Luncheon <i>Invitation only</i> River Overlook C-D
12:00 PM – 1:15 PM	Commissioners Committee Meeting Luncheon <i>Invitation only</i> Grand Gallery Overlook G-H
1:15 PM – 2:45 PM	Canadian Policy Council and Membership Meeting <i>Invitation only</i> River Overlook A-B
1:15 PM – 2:45 PM	U.S. Policy Council Meeting <i>Open to all attendees and exhibitors</i> Grand Gallery A-C
1:15 PM – 2:45 PM	Human Resources Committee Roundtable <i>Open to all attendees and exhibitors</i> Grand Gallery Overlook A-B
1:45 PM – 2:45 PM	ACI-NA WBP/Associates General Meeting <i>Open to all ACI-NA WBP/Associate Members</i> Grand Gallery Overlook C-D
2:45 PM – 3:15 PM	Afternoon Networking Break DeVos Place Atrium & Amway Grand Plaza Hotel
3:15 PM – 4:30 PM	ACI-NA Board of Directors Meeting <i>Open to all attendees and exhibitors</i> Grand Gallery A-C
4:30 PM – 5:00 PM	ACI-NA Airport Membership Meeting <i>Open to airport official representatives only</i> Grand Gallery A-C
5:00 PM - 6:00 PM	Post-Workshop Happy Hour <i>Open to all attendees and exhibitors</i> DeVos Place Atrium

SUNDAY, SEPTEMBER 8, 2024

7:30 AM – 6:00 PM	Check-In / Registration DeVos Place Atrium
8:00 AM – 9:00 AM	Networking Breakfast Grand Gallery Overlook A-H
8:00 AM – 1:00 PM	Exhibition Hall Move-In Exhibit Hall
9:00 AM – 10:15 AM	Concurrent Session 1A Steelcase Ballroom C



2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

SEPTEMBER 7 - 10, 2024 // GRAND RAPIDS, MI



	Concurrent Session 1B <i>Steelcase Ballroom D</i>
	Concurrent Session 1C <i>Grand Gallery A-C</i>
	Concurrent Session 1D <i>Grand Gallery D-F</i>
10:15 AM – 11:45 AM	Morning Networking Break <i>DeVos Place Atrium</i>
10:45 AM – 12:00 PM	Concurrent Session 2A <i>Steelcase Ballroom C</i>
	Concurrent Session 2B <i>Steelcase Ballroom D</i>
	Concurrent Session 2C <i>Grand Gallery A-C</i>
	Concurrent Session 2D <i>Grand Gallery D-F</i>
12:00 PM – 1:30 PM	Networking Lunch <i>Grand Gallery Overlook A-H & Steelcase Ballroom C & D</i>
1:30 PM – 3:30 PM	Opening General Session <i>Steelcase Ballroom A-B</i>
3:30 PM – 6:00 PM	Exhibition Hall Grand Opening <i>Reception in Exhibit Hall</i> <i>Exhibit Hall</i>

MONDAY, SEPTEMBER 9, 2024

8:00 AM – 6:00 PM	Check-In / Registration <i>DeVos Place Atrium</i>
8:00 AM – 1:00 PM	Exhibition Hall Open <i>Exhibition Hall will be open 8:00 AM – 1:00 PM and 4:00 PM – 6:00 PM on Monday, September 9.</i> <i>Exhibit Hall</i>
8:00 AM – 9:30 AM	Networking Breakfast in the Exhibition Hall <i>Exhibit Hall</i>
8:00 AM – 9:30 AM	ACI-NA Women in Aviation Breakfast <i>Open to all registered attendees. As seating is limited, the seats will be allocated on a 'first come, first served' basis.</i> <i>Steelcase Ballroom C</i>
10:00 AM – 10:30 AM	Solutions Showcase <i>Exhibit Hall</i> Solutions Showcase Theater 1



2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

SEPTEMBER 7 - 10, 2024 // GRAND RAPIDS, MI



	Solutions Showcase Theater 2
10:45 AM – 11:15 AM	Solutions Showcase Theater 1 Solutions Showcase Theater 2
11:30 AM – 12:00 PM	Solutions Showcase Theater 1 Solutions Showcase Theater 2
12:00 PM – 1:00 PM	Networking Lunch in the Exhibition Hall <i>Exhibit Hall</i>
12:00 PM – 1:00 PM	PAC Lunch <i>Grand Gallery D-F</i> <i>Separate registration is required. Contact Amanda LaJoie for additional information.</i>
1:00 PM – 2:00 PM	Concurrent Session 3A <i>Steelcase Ballroom C</i>
	Concurrent Session 3B <i>Steelcase Ballroom D</i>
	Concurrent Session 3C <i>Grand Gallery A-C</i>
2:00 PM – 2:30 PM	Afternoon Networking Break <i>Steelcase Ballroom Foyer</i>
2:30 PM – 4:00 PM	General Session: Airport CEO Roundtable <i>Hosted by the WBP/Associates Board of Directors</i> Airport Carbon Accreditation and Environmental Achievement Awards Ceremony <i>Steelcase Ballroom A-B</i>
4:00 PM – 6:00 PM	Exhibition Hall Reception <i>Exhibit Hall</i>
6:30 PM – 8:00 PM	Board of Directors and Leadership Reception <i>Invitation Only, RSVP Required</i> <i>Location to be confirmed</i>

TUESDAY, SEPTEMBER 10, 2024

8:00 AM – 3:00 PM	Check-In / Registration <i>DeVos Place Atrium</i>
8:00 AM – 1:00 PM	Exhibition Hall Open <i>Exhibition Hall will be open 8:00 AM – 1:00 PM on Tuesday, September 10.</i> <i>Exhibit Hall</i>
8:00 AM – 9:30 AM	Networking Breakfast in the Exhibition Hall <i>Exhibit Hall</i>
9:30 AM – 10:30 AM	Concurrent Session 4A <i>Steelcase Ballroom C</i>
	Concurrent Session 4B <i>Steelcase Ballroom D</i>



2024 ACI-NA ANNUAL CONFERENCE AND EXHIBITION

SEPTEMBER 7 - 10, 2024 // GRAND RAPIDS, MI



Concurrent Session 4C

Grand Gallery A-C

10:30 AM – 11:00 AM	Networking Break in the Exhibition Hall <i>Exhibit Hall</i>
11:00 AM – 11:30 AM	Solutions Showcase <i>Exhibit Hall</i> Solutions Showcase Theater 1 Solutions Showcase Theater 2
11:45 AM – 12:15 PM	Solutions Showcase Theater 1 Solutions Showcase Theater 2
12:00 PM – 1:00 PM	Networking Lunch in the Exhibition Hall <i>Exhibit Hall</i>
1:00 PM – 7:00 PM	Exhibition Hall Move Out <i>Exhibit Hall</i>
1:15 PM – 3:00 PM	Closing Keynote Session and Closing Remarks <i>Steelcase Ballroom A-B</i>
3:00 PM	Grab-and-Go Snacks <i>Steelcase Ballroom Foyer</i>
6:00 PM – 9:00 PM	Closing Night Event <i>The B.O.B.</i>

FY 2024 Per Diem Rates for Grand Rapids, Michigan

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Grand Rapids	Kent	\$64	\$14	\$16	\$29	\$5	\$48.00

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: 02/06/2024 DATE OF DEPARTURE/RETURN: 05/29/2024 / 05/31/2024

DESTINATION / BUSINESS PURPOSE:

Destination: San Jose, CA Business Purpose: EDC Leadership Trip

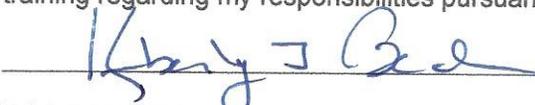
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>300</u>
• Rental Car	\$ _____
• Other Transportation (<i>Taxi, TNC, Train, Bus</i>)	\$ <u>100</u>
• Auto (<i>Gas, Parking/Tolls, Mileage</i>)	\$ _____
B. Lodging	\$ <u>700</u>
C. Meals and Incidental Expenses (<i>Per Diem</i>)	\$ <u>225</u>
D. Seminar and Conference Fees	\$ <u>450</u>
E. Entertainment	\$ _____
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>1,775</u>

CERTIFICATION BY TRAVELER

By my signature below, I certify the following:

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

Travelers Signature:  Date: 2/7/24

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: _____

Casey Diane

From: Lauree Sahba <ls@sandiegobusiness.org>
Sent: Monday, February 5, 2024 6:31 PM
To: Seidler Tom (); Barbara Wight (barbara.wight@taylorguitars.com); Komar, June; Pegels, Kevin; Laura.Garrett@taylormadegolf.com; 'karen.reinhardt@asml.com'; Folkmann, Bruce A; Bob Brower (bbrower@pointloma.edu); Brown, Janice; Becker Kim
Cc: Brooks, Jennie [USA]; lisl@nclifeline.org; jroussel@sdge.com; Casey Diane; Brandt-Guerra, Julia; Mindy.farmer@cymer.com; spredney@illumina.com; jpeacock@pointloma.edu; jroussel@sdge.com; Villegas.yvette@scrippshealth.org; Mark Cafferty; Nikia Clarke; Catherine DeYoung
Subject: EDC Leadership Trip May 29-31 to San Jose

Exec Committee –

We recently announced our annual dinner on June 18 at Petco Park. We had been waiting on that before confirming the dates for the leadership trip to allow time for planning and logistics.

Meanwhile we vetted economic development related equity and inclusion efforts prioritizing places with similar demographics. We are pleased to share that we will visit **San Jose from May 29-31**. We have many partners there who will help us create a strong agenda. Given the regulatory environment of California, an in-state trip makes applying many learnings even more relevant. It is also a thoughtful place to showcase employer-led best practices.

We truly hope that you can join us, but we understand your schedules are demanding. Registration will open later this month. If you cannot and you'd like to share the opportunity with a member of your management team, feel free. Please let me know if you have any suggestions or questions for the agenda. We can chat more about it at Exec Committee this week and lots more to come in the weeks ahead.

All my best, Lauree

Lauree Sahba, COO
c| 619 322 6453
SAN DIEGO REGIONAL



Join us at the [MetroConnect VII Kickoff](#), Feb. 8!

FY 2024 Per Diem Rates for San Jose, California

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Sunnyvale / Palo Alto / San Jose	Santa Clara	\$74	\$17	\$18	\$34	\$5	\$55.50

TRAVEL EXPENSE REIMBURSEMENT

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

Date: _____

Name: Kimberly J. Becker Dept: 6 - Executive
 Departure Date: 2/13/2024 Return Date: 2/15/2024 Report Due: 3/16/24
 Destination: San Antonio, TX
 Business Purpose: ACI CEO Forum Conference

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		2/13/24 Tuesday	2/14/24 Wednesday	2/15/24 Thursday	2/16/24 Friday	2/17/24 Saturday	2/18/24 Sunday	2/19/24 Monday	
Air Fare, Railroad, Bus	864.60								-
Conference Fees	1,200.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare			32.04	32.38					64.42
Lodging		372.43	372.43						744.86
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	\$ 2,064.60								\$ 809.28

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	\$14.00
Lunch	\$16.00
Dinner	\$29.00
Incidentals	\$5.00
Total M&IE	\$64.00

	2/13/24 Tuesday	2/14/24 Wednesday	2/15/24 Thursday	2/16/24 Friday	2/17/24 Saturday	2/18/24 Sunday	2/19/24 Monday	
	14.00							14.00
	16.00							16.00
	29.00		29.00					58.00
	5.00	5.00	5.00					15.00
								103.00
Approved Meal Exception Above Per Diem Rate ¹		37.67						37.67
Total Meal and Incidental Expenses	\$ 64.00	\$ 42.67	\$ 34.00	\$ -	\$ -	\$ -	\$ -	140.67

Explanation: Dinner with Joe Lopano (TPA) to discuss U.S. Travel and GAC Transition.

Trip Grand Total	3,014.55
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	2,064.60
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	\$ 949.95

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: 2/22/24

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

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



Shop

Order Confirmation

Airports Council International - North America
1615 L Street N.W., Suite 300, Washington, DC 20036

Order Number 133106
Order Date 10/23/2023
Bill To Ms. Kimberly J. Becker
Payment Method VISA *****6785
Name on Card Diane Casey
Ship To Ms. Kimberly J. Becker
San Diego International Airport
PO Box 82776
San Diego, CA 92138-2776

Item	Quantity	Price	Total
2024 ACI-NA Winter Board Meeting & CEO Forum When: 2/13/2024 - 2/15/2024 Where: JW Marriott San Antonio Hill Country Resort & Spa 23808 Resort Pkwy San Antonio, TX 78261 United States Registration Option: Conference Registration 2/13/2024	1	1,200.00	1,200.00

Item Total 1,200.00
TRANSACTION GRAND TOTAL 1,200.00
Payment Amount 1,200.00 ✓

A confirmation is being sent to: dcasey@san.org

Send another copy to

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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 - 06

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

Agency Reference Number: IUWZSN

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.

AA American Airlines Flight Number 2535

Confirmation: GQVTT0

Departure: Tue, 02/13/2024 6:15 AM
Departure City: San Diego, CA (SAN)
Departing Terminal: TERMINAL 2
Status: Confirmed

Arrival: Tue, 02/13/2024 11:20 AM
Arrival City: Dallas/Ft Worth, TX (DFW)
Arrival Terminal:
Class of Service: S - ECONOMY

Equipment: 321
Meal: Refreshment
Travel Time: 3 hour(s) 5 minute(s)
[Add flight to Calendar](#)
[Baggage Info](#)
[Weather](#)

Seat Assignments: BECKER/KIMBERLY JANE - 09D
MAIN CABIN EXTRA AISLE SEAT CONFIRMED
FREQUENT FLYER NUMBER [REDACTED]

AA American Airlines Flight Number 1279

Confirmation: GQVTT0

Departure: Tue, 02/13/2024 1:22 PM
Departure City: Dallas/Ft Worth, TX (DFW)
Departing Terminal:
Status: Confirmed

Arrival: Tue, 02/13/2024 2:36 PM
Arrival City: San Antonio, TX (SAT)
Arrival Terminal:
Class of Service: S - ECONOMY

Equipment: 738
Travel Time: 1 hour(s) 14 minute(s)
[Add flight to Calendar](#)
[Baggage Info](#)
[Weather](#)

Seat Assignments: BECKER/KIMBERLY JANE - 09C
MAIN CABIN EXTRA AISLE SEAT CONFIRMED
FREQUENT FLYER NUMBER [REDACTED]

Invoice Detail

Name: BECKER/KIMBERLY JANE

American

Airlines Ticket: 0018067509416

Invoice Number: 7040258

Issue Date: 11/9/2023

Amount: \$556.40

Service Fee: 8900858157943

Name: BECKER/KIMBERLY JANE

American

Airlines Ticket: 0018074804435

Invoice Number: 7044122

Issue Date: 11/9/2023

Amount: \$30.00

Issue Date: 12/20/2023

Amount: \$278.20

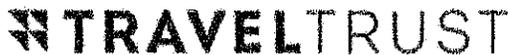
Total Fare: USD \$864.60

Your total has been charged to American Express ending in 1013

General Remarks

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED, BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT TO CHANGE IF NECESSARY.
PER MANDATORY IATA RESOLUTION 830D
YOUR CONTACT DETAILS HAVE BEEN GIVEN TO THE AIRLINES FOR FLIGHT MODIFICATIONS ONLY

Thank you for choosing TravelTrust! TSA Guidance: a government issued photo ID is needed for check-in. Please allow minimum 3-hour check-in for international flights and 2 hours for Domestic. For Additional security information visit www.tsa.gov. For emergency after-hours service from anywhere, please call 882-990-7183. Calls are billable at \$45 domestic and \$55 international, plus applicable ticketing and international fees.



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

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

Travel Itinerary

Passenger Names

BECKER/KIMBERLY JANE - 06

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

Agency Reference Number: LMWAYP

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 2294		Confirmation: 3HZ4WG
Departure: Thu, 02/15/2024 6:16 PM Departure City: San Antonio, TX (SAT) Departing Terminal: TERMINAL A Status: Confirmed	Arrival: Thu, 02/15/2024 6:15 PM Arrival City: Houston Hobby, TX (HOU) Arrival Terminal: Class of Service: T - ECONOMY	Equipment: 7M8 Travel Time: Add flight to Calendar Baggage Info Weather
Seat Assignments: OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER ██████████		

Southwest Airlines - Flight Number 3344		Confirmation: 3HZ4WG
Departure: Thu, 02/15/2024 7:10 PM Departure City: Houston Hobby, TX (HOU) Departing Terminal: Status: Confirmed	Arrival: Thu, 02/15/2024 10:55 PM Arrival City: Baltimore/Washington, MD (BWI) Arrival Terminal: Class of Service: T - ECONOMY	Equipment: 73H Travel Time: 2 hour(s) 45 minute(s) Add flight to Calendar Baggage Info Weather
Seat Assignments: OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER ██████████		

Invoice Detail			
Name: BECKER/KIMBERLY JANE	Southwest	Issue Date: 12/20/2023	See Exchange Detail
Airlines Ticket: 5268074804438			Amount: \$0.00
Invoice Number: 7044125			
Service Fee: 8900868240035		Issue Date: 12/20/2023	Amount: \$30.00
Your total has been charged to American Express ending in 1013			Total Fare: USD \$30.00

Exchange Detail			
New Ticket Number:	5268074804438	Issue Date: 12/20/2023	New Airfare: \$240.98
Original Ticket Number:	5267890962103		Original Airfare: -\$254.98
			Airline Change Fee: \$0.00
			Amount Charged: \$0.00

General Remarks

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED, BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT TO CHANGE IF NECESSARY. PER MANDATORY IATA RESOLUTION 830D YOUR CONTACT DETAILS HAVE BEEN GIVEN TO THE AIRLINES FOR FLIGHT MODIFICATIONS ONLY

Thank you for choosing Traveltrust! TSA Guidance: a government issued photo id is needed for check-in. Please allow minimum 3-hour check-in for international flights and 2 hours for Domestic. For Additional security information visit www.tsa.gov. For emergency after-hours service from anywhere, please call 682-990-7183. Calls are billable at \$45 domestic and \$55 international, plus applicable ticketing and international fees.



JW MARRIOTT

SAN ANTONIO HILL COUNTRY

GUEST FOLIO

2335 BECKER/K 02/15/24 11:00 25312 6370
 ROOM NAME DEPART TIME ACCT# GROUP
 GD SAN DIEGO COUNTY REG RATE 02/13/24 17:34
 TYPE ARRIVE TIME
 5

ROOM CLERK ADDRESS PAYMENT MBV#: XXXXX9603

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
02/13	RSRT FEE	RSRT FEE		
02/13	STATE TX	20.00		
02/13	CCSID TX	1.20		
02/13	CNTY TAX	1.80		
		.35		
			Room 02/13	
			\$ 372.43	
02/13	GP ROOM	2335, 1		
02/13	STATE TX	299.00		
02/13	CCSID TX	17.94		
02/13	CNTY TAX	2335, 1		
		26.91		
02/14	RSRT FEE	RSRT FEE		
02/14	STATE TX	20.00		
02/14	CCSID TX	1.20		
02/14	CNTY TAX	1.80		
		.35		
			Room 02/14	
			\$ 372.43	
02/14	GP ROOM	2335, 1		
02/14	STATE TX	299.00		
02/14	CCSID TX	17.94		
02/14	CNTY TAX	2335, 1		
		26.91		
02/15	MC CARD	2335, 1		
		5.23		
			\$772.63	

TO BE SETTLED TO: MASTERCARD CURRENT BALANCE .00

See our "Privacy & Cookie Statement" on Marriott.com

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity.

See members.marriott.com for new Marriott Bonvoy benefits.

JW MARRIOTT SAN ANTONIO
 23808 RESORT PARKWAY
 SAN ANTONIO TX 78261
 PH# 210-276-2500 FAX# 210-276-2501

Experience comfort with the JW Marriott home collection. Visit CuratedbyJW.com

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

02/14 - Transportation
Hotel to Restaurant

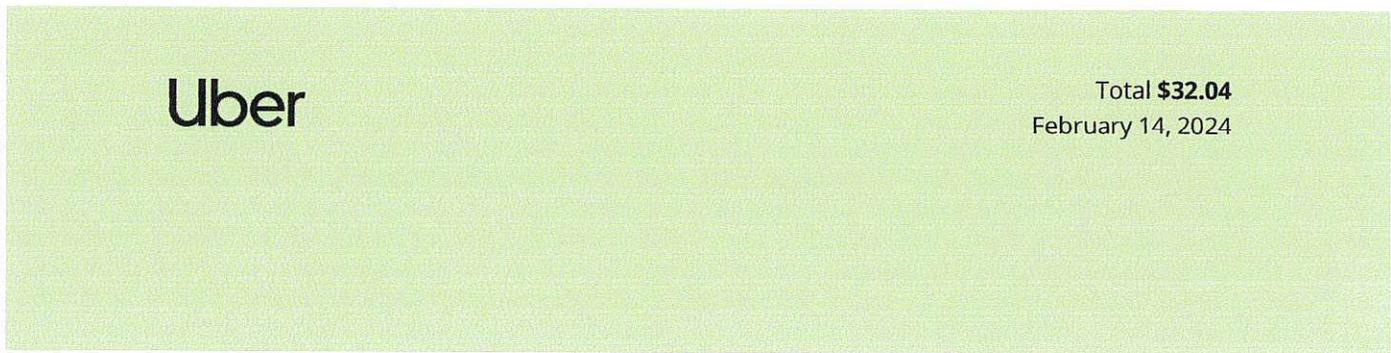
Casey Diane

From: Kim Becker [redacted]
Sent: Wednesday, February 14, 2024 6:05 PM
To: Casey Diane
Subject: Fwd: Your Wednesday evening trip with Uber

Uber ride to dinner.

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: February 14, 2024 at 6:24:51 PM CST
To: [redacted]
Subject: Your Wednesday evening trip with Uber



Total **\$32.04**

Trip fare \$22.78

Subtotal \$22.78

Booking Fee  \$3.70

Tip \$5.34

Texas Regulatory Recovery Fee

\$0.22

Payments



Visa ●●●●1275

\$32.04

2/14/24 6:24 PM

[Switch Payment Method](#)

[Download PDF](#)

You rode with Danny

4.94 ★ Rating



Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

Comfort 3.43 miles | 8 min



6:05 PM

23808 Resort Pkwy, San
Antonio, TX 78261, US

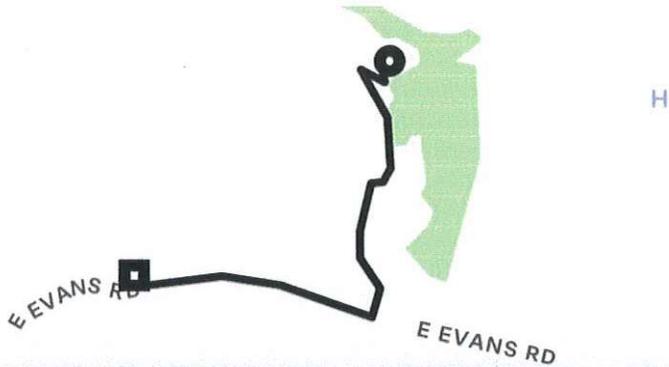


6:14 PM

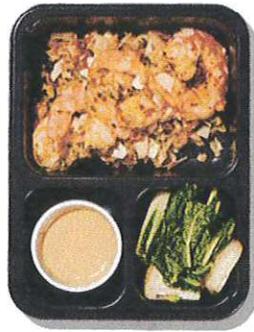
22250 Bulverde Rd, San Antonio, TX 78261, US

281

HWY 281-N



FACTOR_



Fully-prepared, gourmet meals, delivered to your doorstep

Get 50% Off

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[Contact support >](#)
[Contact support >](#)

[My trips >](#)

Uber

From: Kim Becker [REDACTED]
Subject: Fwd: Your Thursday afternoon trip with Uber
Date: Feb 15, 2024 at 11:51:46 AM
To: Casey Diane dcasey@san.org

Hotel to airport

02/15 - Transportation
Hotel to Airport

Begin forwarded message:

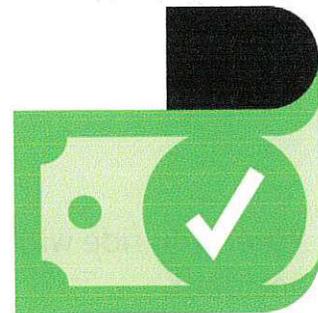
From: Uber Receipts <noreply@uber.com>
Date: February 15, 2024 at 1:25:40 PM CST
To: [REDACTED]
Subject: Your Thursday afternoon trip with Uber

Uber

Total \$32.38
February 15, 2024

Thanks for tipping, Kim

Here's your updated Thursday
afternoon ride receipt.



Total

\$32.38

Trip fare

\$20.31

■ **12:31 PM**
23808 Resort Pkwy, San Antonio, TX 78261, US

■ **12:53 PM**
Terminal A, San Antonio International Airport (SAT), San Antonio, TX 78216, US



Panfilla Cantina
22250 Bulverde Rd #114
San Antonio, TX 78258

Dinner with
Joe Lopano
CEO, TPA

Server: Miranda D
Check #44
Guest Count: 2
Ordered:

Table 33

2/14/24 6:29 PM

1 Enchiladas Poblanas \$15.00
Oaxaca cheese
1 Enchiladas Verdes \$14.00
chicken

MARGARITA \$20.00
BAR HAPPY HOUR (50.00) \$10.00
MARGARITA \$10.00

Pre-discount Subtotal 29.00 ~~\$59.00~~

~~Discount Total~~ ~~\$10.00~~

Subtotal 29.00 ~~\$49.00~~
Tax 2.39 ~~\$4.04~~
Tip 6.28 ~~\$10.62~~
Total \$ 37.67 \$63.66

Input Type C (EMV Chip Read)
Mastercard xxxxxxxx1184
Time 7:36 PM

Transaction Type Sale
Authorization Approved
Approval Code 20998Z
Payment ID YXfxtqYyFzT
Application ID A0000000041010
Application Label Mastercard
Terminal ID 9ac974d11460f2c9
Card Reader BBPOS

KIMBERLY J BECKER

Powered by Toast

FY 2024 Per Diem Rates for San Antonio, Texas

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
San Antonio	Bexar	\$64	\$14	\$16	\$29	\$5	\$48.00

**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: 09/28/2023 DATE OF DEPARTURE/RETURN: 02/12/2024 / 02/15/2024

DESTINATION / BUSINESS PURPOSE:

Destination: San Antonio, TX Business Purpose: ACI CEO Forum

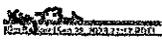
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$	500.00
• Rental Car	\$	
• Other Transportation (Taxi, TNC, Train, Bus)	\$	100.00
• Auto (Gas, Parking/Tolls, Mileage)	\$	
B. Lodging	\$	975.00
C. Meals and Incidental Expenses (Per Diem)	\$	256.00
D. Seminar and Conference Fees	\$	1,200.00
E. Entertainment	\$	
TOTAL PROJECTED TRAVEL EXPENSES	\$	3,031.00

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: Sep 28, 2023

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, Arely Valenzuela, certify that this document was approved by the
(Name of Clerk)

Executive Committee at its 10/19/23 meeting
(Meeting Date)



Working Agenda
Subject to Change

Tuesday, February 13, 2024

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

- 2:30 PM – 4:00 PM **Past ACI-NA Chairs and Executive Committee Meeting**
Invite Only

- 4:00 PM – 4:30 PM **Exec-to-Exec Meeting**
ACI-NA and WBP/Associates Board Executive Committee Members Only

- ✓ 5:30 PM – 7:00 PM **Welcome Reception**

- 7:00 PM **Executive Committee and Past ACI-NA Chairs Dinner**
Invite Only

Wednesday, February 14, 2024

- 8:00 AM – 3:00 PM **Registration**

- 8:00 AM – 9:00 AM **Networking Breakfast**

- 9:00 AM – 10:00 AM **Session 1: Opening Keynote**

- 10:00 AM – 10:30 AM **Networking Break**

- 10:30 AM – 11:15 AM **Session 2: Educational Session**

- 11:15 AM – 12:00 PM **Session 3: Educational Session**

- 12:00 PM – 1:00 PM **Networking Lunch**

1:00 PM – 3:00 PM **Committee / Caucus Meetings**
Canadian Small Airport Caucus Meeting *Canadian Airports Only*
Canadian Large Airport Caucus Meeting *Canadian Airports Only*
U.S. Small Airports Committee Meeting *Open to All*
U.S. Medium Hub Committee Meeting *Airports Only*
U.S. Large Hub Committee Meeting *Airports Only*

1:00 PM – 3:00 PM **WBP/Associates Board of Directors Meeting**

3:00 PM **Networking Time**

7:00 PM **ACI-NA Political Action Committee (PAC) Dinner**
Separate Registration Required

Thursday, February 15, 2024

8:00 AM – 3:30 PM **Registration**

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

9:00 AM – 10:30 AM **Joint Canadian and U.S. Policy Council Meeting & ACI-NA Board of Directors Meeting** *Open to All*

10:30 AM – 11:00 AM **Networking Break**

11:00 AM – 12:30 PM **Canadian Policy Council and Membership Meeting**
Canadian Airports Only

11:00 AM – 12:30 PM **U.S. Policy Council Meeting** *Open to All*

12:30 PM – 1:15 PM **Lunch**

1:15 PM – 2:15 PM **Session 4: Closing Keynote**

2:30 PM – 3:30 PM **Airports Only Session**

3:30 PM – 6:00 PM **Networking Time** *5:30*

6:00 PM – 7:30 PM **Networking Reception**



ACI-NA U.S. Policy Council Meeting
ACI-NA CEO Forum
San Antonio, TX
Thursday, February 15, 2024
11:00 AM - 12:30 PM
Room: Cibolo 5

AGENDA

- 11:00 AM – 11:10 AM** **WELCOME**
Jason Terreri, Chair, ACI-NA U.S. Policy Council
Kevin Burke, President & CEO, ACI-NA
- 11:10 AM – 11:55 AM** **ADVOCATING IN THE CURRENT POLITICAL ENVIRONMENT**
Jason Terreri, Chair, ACI-NA U.S. Policy Council
Congressman John Katko, Senior Advisor, HillEast Group,
Consultant to ACI-NA
Annie Russo, Chief Political & Congressional Strategy Officer,
ACI-NA
- 11:55 AM – 12:20 PM** **FAA REGULATORY UPDATE**
Shannetta Griffin, Associate Administrator for Airports, FAA
- 12:20 PM – 12:30 PM** **OTHER BUSINESS**
Jason Terreri, Chair, ACI-NA U.S. Policy Council
- 12:30 PM** **LUNCH**

As of January 23, 2024