

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES**  
**MONDAY, SEPTEMBER 26, 2011**  
**SAN DIEGO INTERNATIONAL AIRPORT**  
**BOARD ROOM**

**CALL TO ORDER:**

Chair Gleason called the Executive and Finance Committee meeting to order at 9:00 a.m., Monday, September 26, 2011, in the Board Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:**

Board Member Hubbs led the Pledge of Allegiance.

**ROLL CALL:**

***Executive Committee***

Present:	Committee Members:	Cox, Gleason, Smisek
	Board Members:	Boland, Hubbs
Absent:	Committee Members:	None

***Finance Committee***

Present:	Committee Members:	Cox, Desmond, Panknin, Robinson, Young
Absent:	Committee Members:	None

Also Present: Angela Shafer-Payne, Vice President, Planning and Operations; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Linda D. Gehlken, Assistant Authority Clerk I

**NON-AGENDA PUBLIC COMMENT** – None

**NEW BUSINESS**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the August 22, 2011 regular Committee Meeting.

**ACTION: Moved by Board Member Smisek and seconded by Board Member Cox to approve staff's recommendation. Motion carried unanimously.**

**FINANCE COMMITTEE NEW BUSINESS**

**2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE TWO MONTHS ENDED AUGUST 30, 2011:**

Vernon Evans, Vice President, Finance/Treasurer, and Kathy Kiefer, Director, Accounting, provided a presentation on the Unaudited Financial Statements for the two months ended August 30, 2011 that included Enplanements; Gross Landing Weight Units; Parking Transactions; Airport Parking Transactions; Airport Parking Revenues; Car Rental License Fees; Operating Revenues for the Month Ended August 31, 2011 (Unaudited); Operating Revenues for the Month Ended August 31, 2011; Monthly Operating Revenue, FY 2012 (Unaudited); Operating Revenues for the Two Months Ended August 31, 2011; Monthly Operating Expenses, FY2012 (Unaudited); Financial Summary; Non-operating Revenues and Expenses; and Balance Sheets (Unaudited).

RECOMMENDATION: Receive the report.

**3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF AUGUST 30, 2011:**

Scott Brickner, Director, Financial Planning & Budget, provided a presentation on the Authority's Investment Report as of August 30, 2011 that included the Total Portfolio Summary; Portfolio Composition by Security Type; Portfolio Composition by Credit Rating; Portfolio Composition by Maturity Distribution; Benchmark Comparison, and Bond Proceeds Summary.

RECOMMENDATION: Receive the report.

**ACTION: Moved by Board Member Young and seconded by Board Member Desmond to accept staff's recommendation for Items 2 and 3. Motion carried unanimously.**

**EXECUTIVE COMMITTEE NEW BUSINESS**

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

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

**ACTION: Moved by Board Member Smisek and seconded by Board Member Cox to approve staff's recommendation. Motion carried unanimously.**

**REVIEW OF FUTURE AGENDAS**

**5. REVIEW OF THE DRAFT AGENDA FOR THE SEPTEMBER 1, 2011 BOARD MEETING:**

Angela Shafer-Payne, Vice President, Planning and Operations, provided an overview of the draft agenda for the October 6, 2011 Board Meeting.

Chair Gleason announced that at the November meeting the educational item will be in regard to the General Emergency Preparedness Plan at SDIA.

Board Member Cox requested that Item 16, Agreement for Parking Management Services, be heard at 11:00 a.m.

Board Member Desmond requested that the title for Item 16 be changed to include the consideration of the best and final offer.

Chair Gleason requested that the best and final offer submittals be provided to the Board for review.

Breton Lobner, General Counsel, recommended that to ensure compliance with the Brown Act, the title of the item be expanded to include language relating to consideration of the best and final offers.

**6. REVIEW OF THE DRAFT AGENDA FOR THE OCTOBER 6, 2011 AIRPORT LAND USE COMMISSION MEETING:**

Angela Shafer-Payne, Vice President, Planning and Operations, provided an overview of the draft agenda for the October 6, 2011 Airport Land Use Commission meeting.

**ACTION: Moved by Board Member Cox and seconded by Board Member Smisek to approve the draft agendas (Items 5 and 6). Motion carried unanimously.**

**GENERAL COUNSEL REPORT:** None

**BOARD COMMENT:** Chair Gleason reported that he and Board Member Robinson would be providing the Board with a written report regarding the trip that they made to Washington D.C. with the Chamber of Commerce delegation.

**ADJOURNMENT:**

The meeting was adjourned at 9:35 a.m. The next meeting of the Executive and Finance Committee will be held on Monday, October 24, 2011 at 9:00 a.m. in the Board Room at the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

APPROVED BY A MOTION OF THE EXECUTIVE COMMITTEE THIS 24<sup>th</sup> DAY OF OCTOBER, 2011.

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL