



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **JULY 7, 2011**

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**Subject:**

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

**Recommendation:**

For information only.

**Background/Justification:**

Authority Policy 3.30 (2)(b) and (4)(b) require that business expenses reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

Authority Policy 3.40 (2)(b) and (3)(b) require that travel expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be 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 Policies 3.30 and 3.40.

**Fiscal Impact:**

Funds for Business and Travel expenses are included in the FY 2010 Budget.

**Environmental Review:**

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

**Equal Opportunity Program:**

Not applicable.

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# **TRAVEL REQUESTS**

**THELLA F. BOWENS**

4/8/2011 → Corporate

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

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: 06  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/08/11 PLANNED DATE OF DEPARTURE/RETURN: 07/17/11 / 07/19/11

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

Destination: Washington, DC Purpose: Airport Legislative Alliance Meetings  
Explanation: Airport Legislative Alliance Meetings

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 130.00
B. LODGING	\$ 600.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 1530.00</b>

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

Travelers Signature: Thella F. Bowens Date: 6/8/11

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: [Signature] Date: 6.8.11

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

I, \_\_\_\_\_, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its \_\_\_\_\_ meeting.  
(Leave blank and we will insert the meeting date.)

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

*4/21 → Corporate Serv*

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Thella Bowens Dept: 06/Executive Office  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/20/11 PLANNED DATE OF DEPARTURE/RETURN: 09-18-11 / 09-21-11

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

Destination: Washington DC Purpose: Attend Fifth Annual One Region/One Voice Event and Semi-Annual Aviation Industry Workforce - Management Conference (Follow-Up to FAAC)  
Explanation: Attend Fifth Annual One Region/One Voice Event and Semi-Annual Aviation Industry Workforce - Management Conference (Follow-Up to FAAC)

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 650.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 150.00

B. LODGING \$ 1200.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 1099.00

E. ENTERTAINMENT (If applicable) \$           

F. OTHER INCIDENTAL EXPENSES \$           

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 3299.00

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

Travelers Signature: *Thella Bowens* Date: *21 June 2011*

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, \_\_\_\_\_, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its \_\_\_\_\_ meeting.  
(Leave blank and we will insert the meeting date.)

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

6/23 → Temporary Sen

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Thella BOWENS Dept: 06/Executive Office  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/20/11 PLANNED DATE OF DEPARTURE/RETURN: 08/28/11 / 08/30/11

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

Destination: Reno, NV Purpose: Participant on panel at Third Annual Unison - AAAE CIP Finance Workshop  
Explanation: Participant on panel at Third Annual Unison - AAAE CIP Finance Workshop

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	<u>500.00</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	<u>100.00</u>
<b>B. LODGING</b>	\$	<u>300.00</u>
<b>C. MEALS</b>	\$	<u>150.00</u>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$	<u>          </u>
<b>E. ENTERTAINMENT (If applicable)</b>	\$	<u>          </u>
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$	<u>100.00</u>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	<u>1150.00</u>

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

Travelers Signature: Thella BOWENS Date: 23 June 2011

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, \_\_\_\_\_, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its \_\_\_\_\_ meeting.  
(Leave blank and we will insert the meeting date.)

# **EXPENSE REPORTS**

**THELLA F. BOWENS**



3/18 → Corporate Service

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

**GENERAL INSTRUCTIONS:**

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: 6/Executive Office  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 03/14/11 PLANNED DATE OF DEPARTURE/RETURN: 05/13/11 / 05/19/11

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

Destination: Atlanta, GA Purpose: AAAE Board of Directors/Policy Review Committee Meeting and 83<sup>rd</sup> Annual AAAE Conference & Exhibition  
Explanation: AAAE Board of Directors/Policy Review Committee Meeting and 83rd Annual AAAE Conference & Exhibition

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 550.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
<b>B. LODGING</b>	<b>\$ 1200.00</b>
<b>C. MEALS</b>	<b>\$ 400.00</b>
<b>D. SEMINAR AND CONFERENCE FEES</b>	<b>\$ 625.00</b>
<b>E. ENTERTAINMENT (If applicable)</b>	<b>\$</b>
<b>F. OTHER INCIDENTAL EXPENSES</b>	<b>\$ 100.00</b>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 2975.00</b>

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

Travelers Signature: Thella F. Bowens Date: 3/14/2011

**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its 3/22/11 meeting.  
(Leave blank and we will insert the meeting date.)



- Revised -

TravelTrust  
374 North Coast Highway 101  
Encinitas, Ca 92024  
Tel: 760-635-1700  
Fax: 760-635-720  
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

13-May-2011 10:18 am

Page 1 of 2

YOUR CONTINENTAL ETICKET CONFIRMATION IS \*\* CLPE2N \*\*  
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----

\*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*

THIS IS AN E-TICKET RESERVATION.  
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

\*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*

PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV  
\*\*\*\*\*

  
13-May-2011  
11:20am  
Friday

Air: Continental Airlines Flight# 374 Class: T  
From: San Diego CA, USA To: Houston Intercontinental, TX  
Meal: Food For Purchase Seats: Seat 10C  
Equip: Boeing 737-900 Jet Status: Confirmed  
Depart: 13-May-2011 Friday 11:20am Stops: 0  
Arrival: 13-May-2011 Friday 04:27pm  
Depart - TERMINAL 2  
Arrive - TERMINAL C  
Continental Airlines locator: CLPE2N  
UA Frequent Flyer#   
\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 3 hour(s) and 07 minutes  
Class of Service: Coach

  
13-May-2011  
07:00pm  
Friday

Air: Continental Airlines Flight# 775 Class: T  
From: Houston Intercontinental, TX To: Atlanta Hartsfield-Jackson GA,  
Meal: None Seats: Seat 10C  
Equip: Boeing 737-500 Jet Status: Confirmed  
Depart: 13-May-2011 Friday 07:00pm Stops: 0  
Arrival: 13-May-2011 Friday 10:10pm  
Depart - TERMINAL C  
Arrive - NORTH TERMINAL  
Continental Airlines locator: CLPE2N  
UA Frequent Flyer#   
\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 2 hour(s) and 10 minutes  
Class of Service: Coach

  
17-May-2011  
12:30pm  
Tuesday

Air: Continental Airlines Flight# 5832 Class: W  
From: Atlanta Hartsfield-Jackson GA, To: Houston Intercontinental, TX  
Meal: None Seats: Seat 4B  
Equip: CRJ-Canadair Regional Status: Confirmed  
Depart: 17-May-2011 Tuesday 12:30pm Stops: 0  
Arrival: 17-May-2011 Tuesday 01:30pm  
ATL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS  
Depart - NORTH TERMINAL  
Arrive - TERMINAL B  
Continental Airlines locator: CLPE2N  
UA Frequent Flyer#   
\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 2 hour(s) and 00 minutes  
Class of Service: Coach

  
17-May-2011  
03:25pm  
Tuesday

Air: Continental Airlines Flight# 589 Class: W  
From: Houston Intercontinental, TX To: San Diego CA, USA  
Meal: Food For Purchase Seats: Seat 15C  
Equip: Boeing 737-800 Jet Status: Confirmed  
Depart: 17-May-2011 Tuesday 03:25pm Stops: 0  
Arrival: 17-May-2011 Tuesday 04:45pm



TravelTrust  
374 North Coast Highway 101  
Encinitas, Ca 92024  
Tel: 760-635-1730  
Fax: 760-635-720  
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

13-May-2011 10:18 am

Page 2 of 2

Depart - TERMINAL C  
Arrive - TERMINAL 2  
Continental Airlines locator: CLPE2N  
UA Frequent Flyer# [REDACTED]  
\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 3 hour(s) and 20 minutes  
Class of Service: Coach

**Other**

15-Nov-2011

San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

Tuesday

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST  
AND SATURDAY FROM 9AM-1PM PST - 760-835-1700.  
FOR EMERGENCY AFTERHOURS SERVICE IN THE US  
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0  
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER  
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00  
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

**Ticket Information**

BOWENS THELLA  
Ticket#: 2292829281  
Invoice#: 1184636

Ticket Base Fare:	325.00
Ticket Tax:	0.00
Total Ticket Amount:	325.00

325.00

Electronic: YES

BILLED TO: AMERICAN EXPRESS ENDING IN 1006



TravelTrust  
3/4 North Coast Highway 101  
Encinitas, Ca 92024  
Tel: 760-635-1700  
Fax: 760-635-720  
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

18-Apr-2011 5:18 pm

Page 2 of 2

Depart - TERMINAL C  
Arrive - TERMINAL 2  
Continental Airlines locator: CLPE2N

**\*\* AISLE SEAT CONFIRMED \*\***  
Flight Duration: 3 hour(s) and 17 minutes  
Class of Service: Coach

Other

15-Nov-2011

San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

Tuesday

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST  
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.  
FOR EMERGENCY AFTERHOURS SERVICE IN THE US  
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0  
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER  
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00  
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA  
Ticket#: 8644425854  
Invoice#: 1183989

Ticket Base Fare:	409.30
Ticket Tax:	70.50
Total Ticket Amount:	479.80

Electronic: YES

SERVICE FEE DOCUMENT #: 0545630150 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

# 509.80

Invoice Date	Voucher No./Type	Vendor Name	P-Card Holder	Status	Gross Amount	Tax Exp	Tax Amount
03/23/11	86128 P2	ACI Pac Geneva	AMY CALDERA PCARD	Statement Reconciled	600.00		
	GL Line Detail:	1.0 6.66280.110	WO # ACI Pac Geneva		600.00		
03/23/11	86129 P2	AAAB Registration	AMY CALDERA PCARD	Statement Reconciled	625.00		
	GL Line Detail:	1.0 6.66280.110	WO # AAAB Registration		625.00		
Grand Total For P-Card Holder: AMY CALDERA PCARD					<u>1,225.00</u>		

Cardholder Signature: 

Approving Official: 



# Conference Agenda

## 83rd Annual AAAE Conference and Exposition Agenda

Conference Events, Sessions and Exhibits Being Held  
at the Georgia World Congress Center, Atlanta, GA

### Saturday, May 14

- 7 a.m.-4 p.m. Habitat for Humanity Volunteer Event  
*Co-Sponsored by VanDerLande Industries, TransSolutions,  
New South Construction, Schneider Electric, Advantage  
Industrial Automation, Brock Solutions and Player and  
Company*
- 8 a.m.-5 p.m. Exhibitor Registration and Move-In
- 1-5 p.m. AAAE Board of Directors/Policy Review Committee  
Meeting
- 2-5 p.m. Delegate Registration

### Sunday, May 15

- 8 a.m.-7 p.m. Delegate and Exhibitor Registration
- 8 a.m.-5 p.m. AAAE Accreditation Final Interviews
- 8 a.m.-3 p.m. Exhibitor Move-In
- 8-9 a.m. AAAE Student Chapters Meeting
- 9 a.m.-12 p.m. AAAE Accreditation/Certification Multiple Choice Exam
- 9-10:15 a.m. AAAE Chapter Meetings  
*Sponsored by Air-Transport IT Services, Inc. (AirIT)*
- Great Lakes Chapter
  - Northeast Chapter
  - Northwest Chapter
  - Southwest Chapter
  - Southeast Chapter
  - South Central Chapter

- 10:30 a.m.-12 p.m. **AAAE Executive Business Meeting**  
*Sponsored by Robinson Aviation Inc. (RVA)*
- 10:30 a.m.-12 p.m. **AAAE Academic/Student Chapters Workshop – Career Exploration Panel**
- 12-1 p.m. **Lunch for Airport Members Only**  
*Sponsored by Signature Flight Support*
- 12-1:30 p.m. **AAAE Corporate Committee Meeting**
- 12:30-2:30 p.m. **International Association of Airport Executives Board of Directors Meeting and Lunch**
- 1-3 p.m. **AAAE Committee Meetings**
- **Technical Services**
  - **Academic Relations**
  - **Airline Economics and Air Service**
- 1:30-2:30 p.m. **Airport Board Members and Commissioners Session**
- 2-3 p.m. **Exhibitors Meeting**
- 3-3:30 p.m. **Refreshment Break**  
*Sponsored by Vic Thompson Company*
- 3-3:30 p.m. **AAAE Academic/Student Chapters Mentor/Mentee Ice Breaker**
- 3:30-5 p.m. **Concurrent Sessions**
- **Airline Consolidations: Clear Skies or Stormy Weather for Airports?**
  - **Got Plans? Recommended Security Guidelines for Airport Planning, Design and Construction**
  - **Is GA Rebounding?**
  - **It's Only Money - Reducing Energy Costs at Your Airport**
  - **Adapting Today's Job Candidates To Fit Tomorrow's Demands**
- 5-7 p.m. **Exhibit Hall Grand Opening and Corporate Appreciation Reception**

*Co-sponsored by National Air Traffic Controllers Association and Parsons Brinckerhoff and Heery International, Inc.*

5-7 p.m. AAAE Silent Auction Open

**Monday, May 16**

7:30 a.m.-5 p.m. Delegate and Exhibitor Registration

7:30-9 a.m. AAAE Committee Meetings

- General Aviation Airports
- Foundation
- Training

8 a.m.-3:30 p.m. Exhibit Hall Open

8 a.m.-3:30 p.m. AAAE Silent Auction Open

8-9 a.m. AAAE Finance and Administration Committee Meeting

8-9 a.m. **Breakfast with Exhibitors**  
*Co-sponsored by Avis Budget Group, Inc. and Faber, Coe & Gregg, Inc.*

9-10:15 a.m. **Refreshment Break with Exhibitors**  
*Co-sponsored by Clear Channel Airports and Michael Baker Jr., Inc.*

10:15-10:45 a.m. **Official Conference Opening Ceremonies**

10:45 a.m.-12 p.m. **General Session I**  
*Co-sponsored by Abu Dhabi Airports Company (ADAC), HNTB and Vic Thompson Company*

12-1:30 p.m. **Lunch with Exhibitors**  
*Co-sponsored by AECOM and Berkley Aviation*

12-3:30 p.m. Visit with Exhibitors and Hall Activities

1:45-3:15 p.m. AAAE Academic/Student Chapters Workshop – A “Mixer with the Mentors”

2-3 p.m. AAAE Committee Meetings

- Diversity
- Transportation Security Services

- 2011 F. Russell Hoyt National Airports Conference

2:30-3:30 p.m. **Refreshment Break with Exhibitors**  
*Co-sponsored by Crawford, Murphy & Tilly Inc., ESCO-Zodiac Aerospace, Gresham, Smith & Partners and ITT Corporation*

3:30-5 p.m. **Concurrent Sessions**  
*Co-sponsored by CSSI, Inc., South Central Chapter AAAE and URS Corporation*

- NextGen - Impacts on Airports in the Short-and Long-Term
- Soaring Through Airport Lease Defaults
- Stormwater Panel: Staying in the Eye of the Regulatory Storm
- What's New in Airport Concessions
- Accommodating the Shift in Airport Passenger Demographics

6:30-9:30 p.m. **Evening Event at the Georgia Aquarium**  
*Hosted by Hartsfield-Jackson Atlanta International Airport*

## **Tuesday, May 17**

7:30-9 a.m. **AAAE Committee Meetings**

- Environmental Services
- Operations/Safety/Planning
- Military Relations

8 a.m.-1 p.m. **Delegate and Exhibitor Registration**

8 a.m.-1 p.m. **Exhibit Hall Open**

8 a.m.-12:30 p.m. **AAAE Silent Auction Open**

8-9 a.m. **Breakfast with Exhibitors**  
*Sponsored by Vic Thompson Company*

8:30-9:30 a.m. **Transportation Security Clearinghouse Information Session**

- 9-10 a.m. U.S. Contract Tower Association General Membership Meeting
- 9-10:30 a.m. **Visit with Exhibitors and Refreshment Break**  
*Sponsored by C&S Companies*
- 9-10:30 a.m. AAAE Academic/Student Chapters Workshop
- Part I: Interview Skills – How to Land That Airport Job
  - Part II: When Networking is Not Working
- 10:30-11:45 a.m. **General Session II**  
*Co-sponsored by LEO A DALY, LeighFisher, The Louis Berger Group, Inc., Michael Baker Jr., Inc., Ross & Baruzzini, Inc., URS Corporation and Vic Thompson Company*
- 11:45 a.m.-1 p.m. Final Exhibit Hall Hours
- 11:45 a.m.-1 p.m. **Lunch with Exhibitors**  
*Co-sponsored by COFELY Airport Services, Ricondo & Associates, Inc. and The Paradies Shops*
- 12-6 p.m. Golf Tournament at Stone Mountain Golf Club  
*Sponsored by VanDerLande Industries*
- 1-4 p.m. Hartsfield-Jackson Atlanta International Airport Tours
- 1-2:30 p.m. Concurrent Sessions  
*Co-sponsored by Crawford, Murphy & Tilly Inc. and Gresham, Smith & Partners*
- TSA Roundtable Discussion: Airport Security - What's on the Horizon
  - Geographic Information Systems - The Future of Airport Asset Management is Now

**Wednesday, May 18**

- 8 a.m.-3:15 p.m. Delegate Registration
- 8-9:30 a.m. **AAAE Executive Business Breakfast and AAAE Corporate Cup Presentation**  
*(all delegates welcome)*  
*Co-sponsored by Midwest Air Traffic Control Service, Ross & Baruzzini, Inc. and Serco Inc.*
- 9:30-10:30 a.m. Concurrent Sessions

- **Conquering the Security Threat to Aviation with Technology**
- **Construction Project Management- There's More to it Than Just Dirt and Concrete**
- **Creating an Effective Sales Pitch: Partnering with Local Chambers/Economic Development Organizations/CVBs to Attract Air Service**
- **Working Together to Meet Customer Needs and Future Demand: A Discussion with Airline Properties Professionals**
- **FAA Roundtable: An Interactive Exchange**

**10:30-11 a.m. Refreshment Break**

**11 a.m-12 p.m. Concurrent Sessions**

- **AAAE Accreditation Update: The Myth Buster Session**
- **SMS-A Passion for Excellence in Safety**
- **Creative Solutions to Boost the Bottom Line: A Fresh Look at Increasing Non-aeronautical Revenue**
- **Airport Customer Service - Yesterday, Today and Tomorrow**
- **DBE Programs: Tracking Improvements, Maintaining Momentum and Identifying FAA Reauthorization's Impact**

**12-2 p.m. AAAE Awards Luncheon**  
***Co-sponsored by Hudson Group and Vic Thompson Company***

**Connecting Abu Dhabi to the World is the Goal – Managing the Capacity Challenge and Change is the Key to Successful Growth**

**2:15-3:15 p.m. Concurrent Sessions**

- **Global Flight - Making the Most of the Customer**

## Service Experience

- **Steering the Business of General Aviation Towards Success**
- **Social Media: Tips You Can Use**
- **Sustainability Programs: The Lean & Green Scene**

3:30-4:15 p.m. **AAAE Board of Directors/Policy Review Committee Meeting**

6-6:45 p.m. **Chair's Reception**  
*Sponsored by Austin Commercial*

6:45-9:30 p.m. **83rd Annual AAAE Conference Final Banquet**  
*Hosted by Hartsfield-Jackson Atlanta International Airport*

9:30-11 p.m. **Dessert Reception**  
*Hosted by Phoenix Sky Harbor International Airport, host of the 84<sup>th</sup> Annual AAAE Conference and Exposition, April 29 – May 2, 2012*

**AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**  
601 Madison Street, Suite #400, Alexandria, VA 22314  
Phone (703) 824-0504 Fax (703) 820-1395

**Date:** December 30, 2010  
**To:** AAAE Board of Directors, Policy Review Committee, Chapter Officers,  
Committee Chairs and Past Chairs  
**From:** Chip Barclay and Spencer Dickerson, AAAE

The 83<sup>rd</sup> Annual AAAE Conference and Exposition to be held May 15-18, 2011 in Atlanta, GA is fast approaching! To help you plan your travel arrangements, we would like to provide the following schedule:

**Saturday, May 14**

12:00 – 1:00 p.m.	Lunch for AAAE Board of Directors/Policy Review Committee
1:00 – 5:00 p.m.	AAAE Board of Directors/Policy Review Committee Meeting (AAAE Executive Committee, Board of Directors, Policy Review Committee, Chapter Officers, Committee Chairs and Past Chairs)
6:30 – 9:30 p.m.	Reception & Dinner Carter Presidential Center Complex Hosted by Hartsfield-Jackson Atlanta International Airport (All AAAE VIPS)

**Sunday, May 15 – Wednesday, May 18**

**83<sup>rd</sup> Annual AAAE Conference and Exposition**

Conference events taking place Sunday, May 15 through Wednesday, May 18 (General Sessions, Exhibit Hall, Breakout Sessions, Committee Meetings, Chapter Meetings, Business Breakfast, Awards Luncheon, Breakout Sessions, Final Banquet and Dessert Reception) will take place at the Georgia World Congress Center.

We will make hotel reservations for you with the Omni Hotel at CNN Center at 100 CNN Center, Atlanta, Georgia 30303, phone (404) 659-0000 and fax (404) 525-5050. All attendees will receive the group rate of \$199 Single/Double. As always, you will be responsible for your own charges. The hotel requires one night room and tax deposit upon confirmation of all reservations. Cancellation can be made within 72 hours of arrival without penalty.

AAAE will not be responsible for ground transportation arrangements this year. For your convenience, below is information on options for ground transportation.

The Hartsfield-Jackson Atlanta International Airport (ATL) is located approximately twelve miles from the Omni Hotel at CNN Center. A taxicab ride between Hartsfield-Jackson Atlanta



# OMNI HOTELS & RESORTS

cnn center | atlanta

100 CNN Center

Atlanta, GA 30303

Phone: 404-659-0000 • Fax: 404-525-5050

Reservations: 800-843-6664

BOWENS, THELLA

Room Number: 1004

Daily Rate: 199.00

P.O. BOX 82776

Room Type: KN

SAN DIEGO, CA 92138

No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
05/13/11	05/17/11	XXXXXXXXXXXX1003	GNATL	GNATL	10800939857

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
05/13/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/13/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/13/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/13/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/14/11	1004	PRIME MERIDIAN	1004/3577/10:49/PRIME MERIDIAN	\$20.78 <i>see page 2 →</i>
05/14/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/14/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/14/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/14/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/15/11	1004	PRIME MERIDIAN	1004/3719/10:56/PRIME MERIDIAN	\$14.92 <i>see page 2 →</i>
05/15/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/15/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/15/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/15/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/16/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/16/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/16/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/16/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/17/11	1004	AMERICAN EXPRESS	AMERICAN EXPRESS	(\$1,071.10)
05/17/11	1004	PRIME MERIDIAN	1004/3999/10:34/PRIME MERIDIAN	\$26.68 <i>See pg 5 →</i>
05/17/11	1004	AMERICAN EXPRESS	AMERICAN EXPRESS 1003	(\$26.68)

228<sup>88</sup>

228<sup>85</sup>

228<sup>85</sup>

228<sup>85</sup>

*Email sent requesting itemized receipt.*

*questfolix@omnihotels.com*

**TOTAL DUE:**                      \$0.00

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.



**RECEIPTS FROM TRAVEL TO ATLANTA, GA  
May 13 thru 17--THELLA F. BOWENS**

PRIME MERIDIAN  
OMNI @ CNN CENTER  
ATLANTA, GA.

11 RUSSELL 1

46/4 CHK 3719  
MAY15'11 8:42AM

CONTINENTAL 11.50  
SUBTOTAL 11.50  
TAX 0.92  
TOTAL \$ 12.42  
GRATUITY 2.50  
TOTAL 14.92  
NAME (PRINT) Thella Bowens  
NATURE \_\_\_\_\_  
ROOM NUMBER \_\_\_\_\_

VISIT US AT [WWW.OMNIHOTELS.COM](http://WWW.OMNIHOTELS.COM)

PRIME MERIDIAN	
435 MARCUS	
TEL 75/4	CHK 3577
May14'11 08:40AM	GST 0 ✓
-----	
1 SOUTHERN BKF	12.00
special prep	
NO HAM OR GRAVY	
special prep	
AD BACON EXTRA GRIT	
1 COFFEE	4.00
1 \$ CHARGE TIP	3.50
1 ROOM CHARGE	20.78
BOWENS, THELLA	
Subttl	16.00
Svc Chg	3.50
Tax	1.28
Total	20.78 ✓
-----CLOSED	May14'11 10:50AM-----
-----POSTED	May14'11 10:50AM-----

**RECEIPTS FROM TRAVEL TO ATLANTA, GA  
May 13 thru 17—THELLA F. BOWENS**

**Atlantic Grill**  
264 19th St, Atlantic Station Atlanta, GA  
30363  
(404) 888-9838

Date: 05/15/11 ✓ Time: 02:41 pm ✓  
Order #: 113

Server: Jordan  
Guest: 3  
Table #: 6  
Name:  
DINING  
Cashier: Jordan  
Payment#: 231592  
Auth Code: 529754/1  
Ref No: 113518001279  
Card# : XXXXXXXXXXXX1003 Swiped

Sub-total: ~~\$31.65~~  
Tax: ~~\$2.53~~  
Total: ~~\$34.18~~

Amex ~~\$34.18~~      **\$29.05**

Tip : \_\_\_\_\_  
Total : \_\_\_\_\_

X \_\_\_\_\_

I agree to pay above total amount  
according to card issuer agreement  
(merchant agreement if credit voucher)

Thank You  
Please Come Again

**Atlantic Grill**  
264 19th St, Atlantic Station Atlanta, GA  
30363  
(404) 888-9838

Date: 05/15/11 Time: 02:35 pm  
Order #: 113

Server: Jordan  
Guest: 3  
Table #: 6  
Name:  
DINING

1 KOBEBURGER \$ 2.95  
1 RINGS 1.00  
1 1/2 RACK RIBS \$13.95  
1 HALF FRY HALF RING \$0.00

Sub total: # 26.90 ~~\$31.65~~

Tax: 9% 2.15 ~~\$2.53~~

Pay This Amount: **\$29.05** ~~\$34.18~~

Thank You  
Please Come Again

**RECEIPTS FROM TRAVEL TO ATLANTA, GA  
May 13 thru 17—THELLA F. BOWENS**

0114

Server: ATHENA S Rec: 90  
05/16/11 14:47, Swiped T: 61 Term: 4

✓  
THE TAVERN AT PHIPPS  
370 PEACHTREE ROAD  
ATLANTA, GA 30326  
404-814-9640  
CASH #:



CARD TYPE ACCOUNT NUMBER  
AMERICAN EXPRESS XXXXXXXXXXXX1003  
Name: THELLA F BOWENS  
TRANSACTION APPROVED  
AUTHORIZATION #: 527047  
Reference: 0516010000114  
CASH TYPE: Credit Card SALE

114 Table 61 #Party 1 ✓  
ATHENA S SvrCk: 16 14:18 05/16/11

BAKED POTATO S'ID 5.95  
TEA 2.50  
TRADITIONAL 9.95

Sub Total: 18.40  
Tax : 1.40  
Sub Total: 19.80

CHECK : 19.87

05/16 14:44 TOTAL: 19.80

TIP : \_\_\_\_\_

TOTAL : \_\_\_\_\_

Tavern @ Phipps 404-814-9640  
Visit our newest restaurant  
Lenox Square Grill

X \_\_\_\_\_

\*\*\*Duplicate Copy\*\*

CARDHOLDER WILL PAY CARD ISSUER ABOVE  
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT  
THANK YOU - PLEASE COME AGAIN!!!

**RECEIPTS FROM TRAVEL TO ATLANTA, GA**  
**May 13 thru 17—THELLA F. BOWENS**

PRIME MERIDIAN  
OMNI @ CNN CENTER  
ATLANTA, GA.

108 Elizabet 1

-----  
TBL 62/1      CHK 3999    GST 1  
MAY17'11 10:04AM ✓  
-----

1	Buttermilk Bisqu	8.00
1	BACON	4.00
1	GRAPEFRUIT	5.00
1	JUICE	4.00
	cranberry	

SUBTOTAL	21.00
TAX	1.68
TOTAL	<b>\$22.68</b>

GRATUITY 4.00

TOTAL \$26.68

NAME (PRINT) Thella Bowens

SIGNATURE \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

VISIT US AT [WWW.OMNIHOTELS.COM](http://WWW.OMNIHOTELS.COM)

# **BUSINESS EXPENSE**

**BRET LOBNER**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## BUSINESS EXPENSE REIMBURSEMENT REPORT

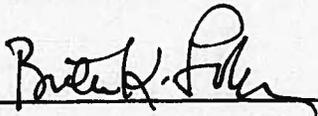
June 16, 2011

Period Covered

DATE	G/L Account	Description	AMOUNT
3/16/11	66290	Parking - Airport Taxicab Trip Fees/MTS  Meeting: Councilman Tony Young and City Attorney Jan Goldsmith	\$8.00
TOTAL			\$8.00

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

\* Policy 3.30



APPROVED: By the Executive Committee at its June 27 2011

NAME	NAME
DATE	DATE

**PARKING RECEIPT**

Parking Fee at City Hall: \$8.00  
Date: June 16, 2011  
Meeting: Councilman Tony Young  
City Attorney Jan Goldsmith  
Subject: Airport Taxicab Trip Fees/MTS

TH

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

ACE PARKING  
LOT 28 PARKING  
TWO HOUR PERMIT

Meter# 00000028  
Trans# 062077  
Stall# 60  
PURCHASE TIME:  
2:43PM Jun 16 2011  
PURCHASE PRICE:  
\$ 8.00  
Card: VISA 1444  
Auth: 097900  
PERMIT EXPIRES:

Jun 16 2011  
4:43PM Thu

THANKS FOR PARKING  
QUESTIONS? CALL  
800-925-7275

TH

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT