



SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
**STAFF REPORT**

Item No.  
**13**

Meeting Date: **MAY 5, 2011**

**Subject:**

**Adopt Authority Policy 5.05 – Signature Authority for Non-Monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement with Other Agencies**

**Recommendation:**

Adopt Resolution No. 2011-0058, approving Policy 5.05 – Signature Authority for Non-Monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement with other agencies.

**Background/Justification:**

This Authority Policy is proposed to facilitate the President/CEO's execution of daily responsibilities for operation of San Diego International Airport. Specifically, the policy provides the President/CEO or his/her designee with authority to execute any non-monetary Memorandum of Agreement, Memorandum of Understanding and Letter of Agreement.

During the normal course of business staff will be asked to enter into Memorandums of Agreement (MOA), Memorandums of Understanding (MOU) and Letters of Agreement (LOA) or other similar type agreements with other agencies to facilitate operational requirements. An example of such is a Letter of Agreement between the Airport and the FAA Air Traffic Control Tower regarding movement and non-movement area responsibilities, and airport vehicles.

The most common agency with whom these types of documents would be entered is the Federal Aviation Administration, particularly with the FAA's Air Traffic Control Tower. Often these documents will be proposed to solidify a temporary or new operating procedure related to the airfield and time is of the essence.

**Fiscal Impact:**

No fiscal impacts with this Policy.

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**Environmental Review:**

- A. This Policy 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 Policy is not a "project" subject to CEQA, Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Policy is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Equal Opportunity Program:**

Not applicable.

**Prepared by:**

ANGELA SHAFER-PAYNE  
VICE PRESIDENT, PLANNING AND OPERATIONS

RESOLUTION NO. 2011-0058

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING POLICY 5.05 – SIGNATURE AUTHORITY FOR NON-MONETARY MEMORANDUMS OF AGREEMENT, MEMORANDUMS OF UNDERSTANDING AND LETTERS OF AGREEMENT WITH OTHER AGENCIES

WHEREAS, during the course of day-to-day business the President/CEO may need to execute non-monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement or other such similar documents; and

WHEREAS, this policy has been created to provide such power; and

WHEREAS, these documents are executed between the San Diego County Regional Airport Authority and other agencies; and

WHEREAS, no such document will be signed unless first approved as to form by General Counsel; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts Policy 5.05 – Signature Authority for Non-Monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement with other agencies (Attachment A); and

BE IT FURTHER RESOLVED that the Board finds that this Board action is not a “project” as defined by the California Environmental Quality Act (CEQA), Pub. Res. Code §21065, and is not a “development” as defined by the California Coastal Act, Pub. Res. Code §30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego  
County Regional Airport Authority at a regular meeting this 5th day of May, 2011,  
by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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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

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**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**POLICIES**

**ARTICLE 5 - CONTRACTING AND DEBARMENT**  
**PART 5.0 - CONTRACTING AND PURCHASING**  
**SECTION 5.05 - SIGNATURE AUTHORITY FOR NON-MONETARY**  
**MEMORANDUMS OF AGREEMENT, MEMORANDUMS OF**  
**UNDERSTANDING AND LETTERS OF AGREEMENT WITH**  
**OTHER AGENCIES**

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**PURPOSE:** To authorize the President and Chief Executive Officer ("President/CEO") of the Authority to sign Non-Monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement with Other Agencies

**POLICY STATEMENT:**

- (1) The President/CEO or his or her designee shall have the authority to sign non-monetary Memorandums of Agreement, Memorandums of Understanding and Letters of Agreement or other similar type agreements with other agencies, provided that, prior to signature, each document is approved as to legal form by General Counsel to the Authority.

[Adopted by Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.]

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