

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
EXECUTIVE AND FINANCE COMMITTEE MEETING  
MINUTES  
MONDAY, SEPTEMBER 8, 2015  
SAN DIEGO INTERNATIONAL AIRPORT  
BOARD ROOM**

**CALL TO ORDER:**

Board Member Robinson called the Special Executive and Finance Committee and Special Board meeting to order at 9:05 a.m., Tuesday, September 8, 2015, 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: Gleason, Hubbs, Robinson

Board Members: Desmond

Absent: Committee Members: None

***Finance Committee***

Present: Committee Members: Alvarez, Cox

Absent: Committee Members: Boling, Janney, Sessom

Also Present: Thella F. Bowens, President/CEO; Bret Lobner, General Counsel; Tony R. Russell, Director, Corporate and Information Governance/Authority Clerk; Lorraine Bennett, Assistant Authority Clerk II

Tony R. Russell, Authority Clerk, noted the absence of a quorum of the Finance Committee.

*Chair Gleason and Board Member Alvarez arrived during the course of the meeting.*

**NON-AGENDA PUBLIC COMMENT** - None

**NEW BUSINESS**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the July 13, 2015, regular meeting.

**ACTION: Moved by Board Member Hubbs and seconded by Board Member Robinson to approve staff's recommendation. Motion carried unanimously noting Chair Gleason as ABSENT.**

**FINANCE COMMITTEE NEW BUSINESS**

*Chair Gleason arrived at 9:15 a.m. and Board Member Alvarez arrived at 9:17 a.m.*

**2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2015:**

Scott Brickner, Vice President, Finance & Asset Management /Treasurer, and Kathy Kiefer, Senior Director, Finance & Asset Management, provided a presentation on the Review of the Unaudited Financial Statements for the Year Ended June 30, 2015, which included Gross Landing Weight Units, Enplanements, Car Rental License Fees, Food and Beverage Concessions Revenue, Retail Concessions Revenue, Total Terminal Concessions (Includes Cost Recovery), Parking Revenue, Monthly Operating Revenue (Unaudited), Operating Revenues for the Year Ended June 30, 2015 (Unaudited), Monthly Operating Expenses (Unaudited), Operating Expenses for the Year Ended June 30, 2015 (Unaudited), Financial Summary for the Year Ended June 30, 2015 (Unaudited), Nonoperating Revenues and Expenses for the Year Ended June 30, 2015 (Unaudited), and Statements of Net Position (Unaudited).

In response to Board Member Robinson regarding why there is a (224)% change in the budget to actual in the Operating Expenses for Equipment and systems, Ms. Kiefer stated that there were purchases of replacements of radios for the Airport Traffic Officers, and smaller computer replacements.

RECOMMENDATION: Forward to the Board for acceptance.

**3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF JULY 31, 2015:**

Geoff Bryant, Manager, Airport Finance, provided a presentation on the Review of the Authority's Investment Report as of July 31, 2015, which included Total Portfolio Summary, Portfolio Composition by Security Type, Portfolio Composition by Credit Rating, Portfolio Composition by Maturity, Benchmark Comparison, Detail of Security Holdings, Portfolio Investment Transactions, Bond Proceeds Summary, and Bond Proceeds Investment Transactions.

RECOMMENDATION: Forward to the Board for acceptance.

**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:**

Bret Lobner, General Counsel, pointed out an error in his travel expense reimbursement statement, to be corrected, and stated that the error does not change the dollar amount.

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

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

**REVIEW OF FUTURE AGENDAS**

**5. REVIEW OF THE DRAFT AGENDA FOR THE SEPTEMBER 17, 2015, BOARD MEETING:**

Thella F. Bowens, President/CEO provided an overview of the draft agenda for the September 17, 2015 Board Meeting.

In regards to Item B, "Review of the Unaudited Financial Statements for the Year Ended June 30, 2015", Chair Gleason requested that staff include enplanements and operations statistics.

In response to Chair Gleason regarding the difference between Items 24, "Approve and Authorize the President/CEO to Execute On-Call Architectural and Engineering Consulting Services Agreement", and Item 25, "Approve and Authorize the President/CEO to Execute an On-Call Airside/Landside Engineering Consultant Services Agreement", Jeffrey Woodson, Vice President, Development, stated that Item 24 is for major maintenance projects administered by the Facilities Management Department and Item 25 is for airside/landside in the Capital Improvement Program and administered by the Facilities Development Department.

In regards to Items 24 and 25, Board Member Hubbs requested that staff provide a memorandum to explain how these projects relate to the AECOM contract.

Board Member Alvarez requested to get additional information ahead of time for Item 17, "Award and Authorize the President/CEO to Execute a Contract to Ball-Nogues Design Studio, LLC to Design Integrated Artwork for the Parking Plaza".

Chair Gleason requested that in regards to Item 20, staff provide to the Board, a copy of the Wayfinding Signage presentation presented to the Capital Improvement Program Oversight Committee at its July 16<sup>th</sup> Meeting.

Board Member Desmond requested that staff provide a construction status update for the Parking Plaza.

**6. REVIEW OF THE DRAFT AGENDA FOR THE SEPTEMBER 17, 2015, AIRPORT LAND USE COMMISSION MEETING:**

Thella F. Bowens, President/CEO provided an overview of the draft agenda for the September 17, 2015 ALUC Meeting.

In response to Board Member Alvarez regarding the City of San Diego's response to Item 10, "Consistency Determination – Marine Corps Air Station Miramar Airport Land Use Compatibility Plan – Construction of Eating & Drinking Establishment at 9370 Scranton Road, City of San Diego", Keith Wilschetz, Director, Airport Planning, stated that the City of San Diego staff is in concurrence with the proposed project being not consistent. He further stated that Authority staff also received a letter from Miramar, confirming that the proposed project is not consistent.

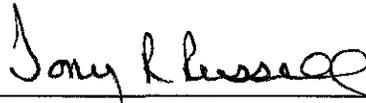
**ACTION: Moved by Board Member Robinson and seconded by Board Member Hubbs to approve Items 5 and 6 as amended. Motion carried unanimously.**

**NEW BUSINESS** None.

**ADJOURNMENT**

The meeting was adjourned at 9:37 a.m. The next meeting of the Executive and Finance Committee will be held on Monday, October 5, 2015, 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 OF THE SAN  
DIEGO COUNTY REGIONAL AIRPORT AUTHORITY THIS 5<sup>th</sup> DAY OF  
OCTOBER, 2015.



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TONY R. RUSSELL  
DIRECTOR, CORPORATE &  
INFORMATION GOVERNANCE/  
AUTHORITY CLERK

APPROVED AS TO FORM:



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BRETON K. LOBNER  
GENERAL COUNSEL