

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Members

C. April Boling
Chairman

Greg Cox
Jim Desmond
Mark Kersey
Robert T. Lloyd
Paul Robinson
Johanna S. Schiavoni
Michael Schumacher
Mark B. West

BOARD **AGENDA**

Thursday, January 3, 2019
9:00 A.M.

San Diego International Airport
SDCRAA Administration Building – Third Floor
Board Room
3225 N. Harbor Drive
San Diego, California 92101

Ex-Officio Board Members

Cory Binns
Col. Charles B. Dockery
Jacqueline Wong-Hernandez

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 "REQUEST TO SPEAK" FORM 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. NAVY'S PLANS FOR NAVAL BASE POINT LOMA OLD TOWN CAMPUS REDEVELOPMENT:**
Presented by Gregory Geisen, SPAWAR Facilities Plans & Revitalization
- B. OVERVIEW OF PASSENGER FACILITY CHARGES:**
Presented by Scott Brickner, Vice President, Treasurer/Chief Financial Officer

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

- **AUDIT COMMITTEE:**
Committee Members: Hollingworth, Lloyd, Robinson (Chair), Schiavoni, Tartre, Van Sambeek, West
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Boling, Kersey (Chair), Schumacher, Robinson
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Boling, Cox, Desmond (Chair), Kersey
- **FINANCE COMMITTEE:**
Committee Members: Cox (Chair), Lloyd, Schiavoni, West

AD HOC COMMITTEES

- **GROUND TRANSPORTATION AD HOC:**
Committee Members: Lloyd, Schiavoni, West (Chair)

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
Liaison: Robinson (Primary), Schiavoni
- **ART ADVISORY COMMITTEE:**
Committee Member: Robert H. Gleason

LIAISONS

- **CALTRANS:**
Liaison: Binns

- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cox
- **MILITARY AFFAIRS:**
Liaison: Dockery
- **PORT:**
Liaisons: Boling (Primary), Cox, Robinson
- **WORLD TRADE CENTER:**
Representatives: Robert H. Gleason

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Boling (Primary), Schiavoni
- **SANDAG BOARD OF DIRECTORS:**
Representative: Boling
- **SCAG AVIATION TASK FORCE:**
Representative: Boling

CHAIR'S REPORT:

PRESIDENT/CEO'S 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 1-12):

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:

The Board is requested to approve minutes of prior meetings.

RECOMMENDATION: Approve the minutes of the December 6, 2018 regular 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:

The Board is requested to accept the reports.

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)

3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM NOVEMBER 12, 2018 THROUGH DECEMBER 9, 2018 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM NOVEMBER 12, 2018 THROUGH DECEMBER 9, 2018:

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

(Procurement: Jana Vargas, Director)

4. JANUARY 2019 LEGISLATIVE REPORT:

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2019-0001, approving the January 2019 Legislative Report.

(Operations: Angela Shafer-Payne, Vice President/Chief Operating Officer)

CLAIMS

5. REJECT THE CLAIM OF ALBERTA GONZALEZ ADAME:

The Board is requested to reject a claim.

RECOMMENDATION: Adopt Resolution No. 2019-0002, rejecting the claim of Alberta Gonzalez Adame.

(Legal: Amy Gonzalez, General Counsel)

COMMITTEE RECOMMENDATIONS

6. AMEND AUTHORITY POLICY 3.30 – BUSINESS EXPENSE REIMBURSEMENT POLICY TO INCLUDE TRAVEL EXPENSES, AND REPEAL AUTHORITY POLICY 3.40 – TRAVEL AND LODGING EXPENSE REIMBURSEMENT POLICY:

The Board is requested to amend the policy.

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-0003, amending Policy 3.30 to include Travel Expenses, and repealing Policy 3.40.

(Executive: Matt Harris, Senior Director, Strategy & Policy)

7. ADOPTION OF AMENDMENTS TO AUTHORITY POLICIES:

The Board is requested to adopt the policy amendments.

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-0004, approving amendments to Authority Policies 5.04, 5.11, 8.21, 8.24, 8.31, 8.40, 8.60, 8.61, 8.63, 9.30 and repealing Policy 5.03.

(Board Services: Tony R. Russell, Director/Authority Clerk)

CONTRACTS AND AGREEMENTS

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

8. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 9, PROJECT NO. 380909 ONE HUNDRED TWENTY FIVE (125) NON-HISTORIC SINGLE-FAMILY UNITS ON SEVEN (7) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2019-0005, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,364,652 for Phase 9, Group 9, Project No. 380909, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

(Airport Planning & Environmental: Brendan Reed, Director)

9. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 10, PROJECT NO. 380910 FORTY FOUR (44) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON THIRTY SIX (36) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2019-0006, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,547,901 for Phase 9, Group 10, Project No. 380910, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

(Airport Planning & Environmental: Brendan Reed, Director)

10. AWARD A CONTRACT TO UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS, INC. FOR HVAC SYSTEM MODERNIZATION – TERMINALS T2E & T2W AT SAN DIEGO INTERNATIONAL AIRPORT:

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2019-0007, awarding a contract to University Mechanical & Engineering Contractors, Inc. in the amount of \$5,306,850 for Project No. 104229, HVAC System Modernization – Terminals T2E & T2W at San Diego International Airport.

(Development: Dennis Probst, Vice President/Chief Development Officer)

11. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN ENERGY SERVICES AGREEMENT WITH ENGIE SERVICES U.S. INC., AND APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ASSIGNMENT OF THE AGREEMENT FROM ENGIE SERVICES U.S. INC., TO ENGIE STORAGE SERVICES NA LLC.:

The Board is requested to execute an agreement.

RECOMMENDATION: Adopt Resolution No. 2019-0008, approving and authorizing the President/CEO to negotiate and execute an Energy Services Agreement with Engie Services U.S. Inc. to design, install, operate, and maintain a Battery Energy Storage System (“BESS”), via a fixed lease payment model for an amount not to exceed \$3,300,000, and a lease term limit of 10 years at San Diego International Airport.

Adopt Resolution No. 2019-0009, approving and authorizing the President/CEO to execute an assignment of the agreement from Engie Services U.S. Inc. to Engie Storage Services NA LLC.

(Facilities Management: Cogan Semler, Manager, Energy & Water Management)

12. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE THE NINTH AMENDMENT TO THE AGREEMENT WITH LEIGH FISHER TO CONTINUE PLANNING AND ENVIRONMENTAL REVIEW FOR THE AIRPORT DEVELOPMENT PLAN:

The Board is requested to amend an agreement.

RECOMMENDATION: Adopt Resolution No. 2019-0010, approving and authorizing the President/CEO to execute the Ninth Amendment to the agreement with Leigh Fisher increasing the compensation amount by \$2,280,780 for a new total not-to-exceed amount of \$11,648,655 and extending the term by one (1) year to expire on February 21, 2021 for the Airport Development Plan to support additional master planning and environmental review.

(Airport Planning & Environmental Affairs: Brendan Reed, Director)

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

CLOSED SESSION:

- 13. 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. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL
- 14. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL
- 15. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 16. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.
United States District Court Case No. 18 CV2068 LAB MDD
- 18. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Sheila Culbreath v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00036327-CU-PA-CTL
- 19. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of cases: 2

20. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.
Number of potential cases: 1

21. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Navy Boat Channel Environmental Remediation
Number of potential cases: 1

22. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of potential cases: 1

23. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:
Property: Airline Operating and Lease Agreement - San Diego International Airport
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy Gonzalez
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines
Under Negotiation: price and terms of payment

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:

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 complete a "Request to Speak" form 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 complete a form 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 limited to eighteen (18) minutes and 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. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 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. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 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.
- 6) 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) 400-2400 at least three (3) working days prior to the meeting to ensure availability.

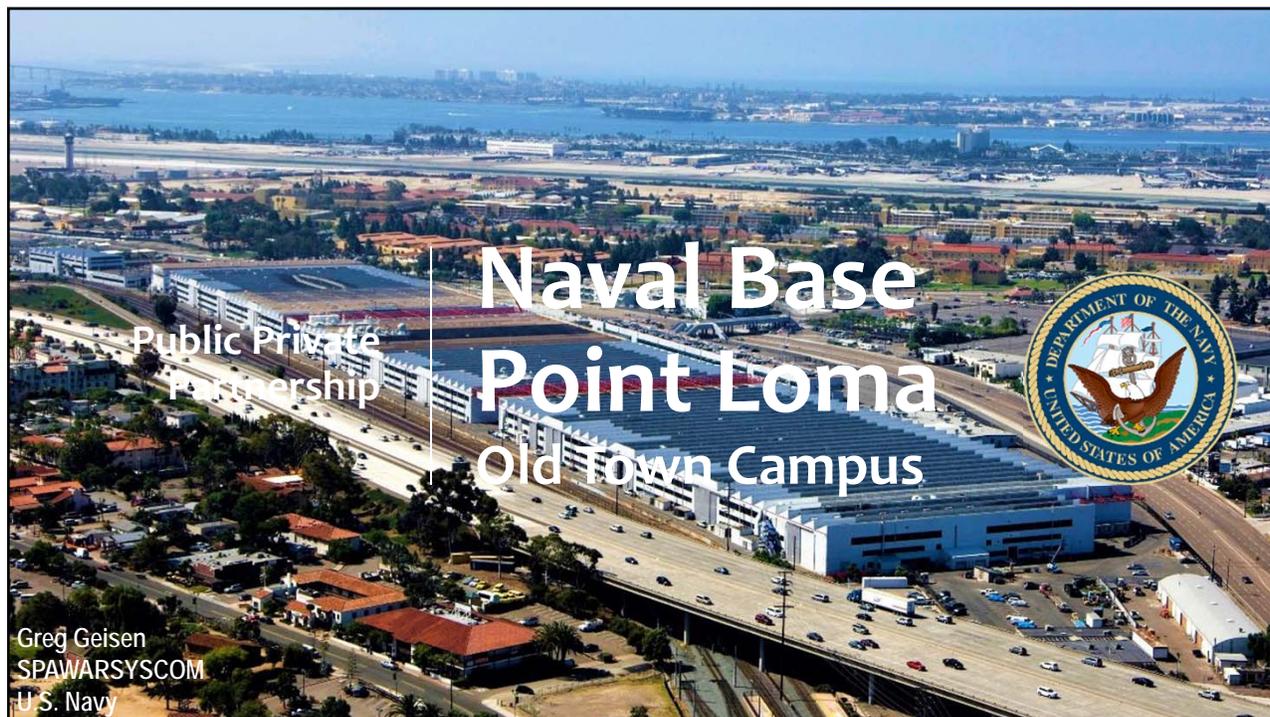
For your convenience, the agenda is also available to you on our website at www.san.org.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the Administration Building. Bring your ticket to the third floor receptionist for validation.

You may also reach the Administration Building by using public transit via the San Diego Metropolitan Transit System, Route 992. The MTS bus stop at Terminal 1 is a very short walking distance from the Administration Building. ADA paratransit operations will continue to serve the Administration Building as required by Federal regulation. For MTS route, fare and paratransit information, please call the San Diego MTS at (619) 233-3004 or 511. For other Airport related ground transportation questions, please call (619) 400- 2685.

UPCOMING MEETING SCHEDULE

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
February 7	Thursday	9:00 A.M.	Regular	Board Room



Executive Summary

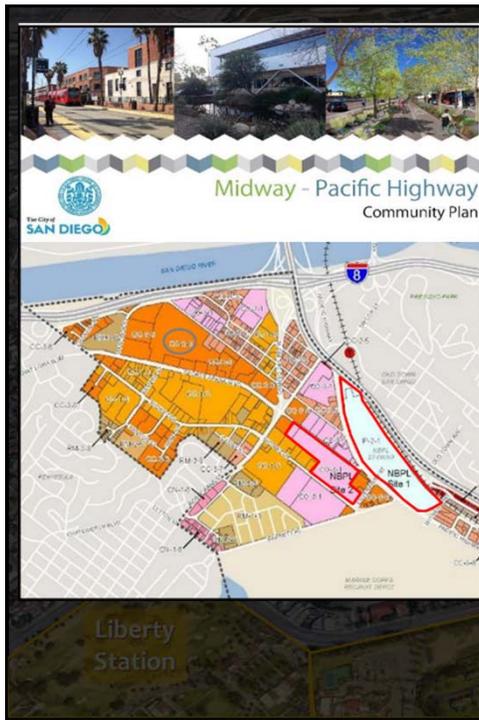
The United States Navy:

<p><u>Owns 70.5 acres</u></p> <ul style="list-style-type: none">• 2 miles from Downtown San Diego• 1 mile from the Airport• Next to I-5, I-8 and Pacific Hwy• Next to Public Transit Station	<p><u>Needs Modern Facilities</u></p> <ul style="list-style-type: none">• 675k sf Admin Space• 590k sf Production Floor/Lab• 275k sf Warehouse• 360k sf Open Staging Area
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Is considering:
Public Private Partnership
to include Long-Term Lease or Land Swap

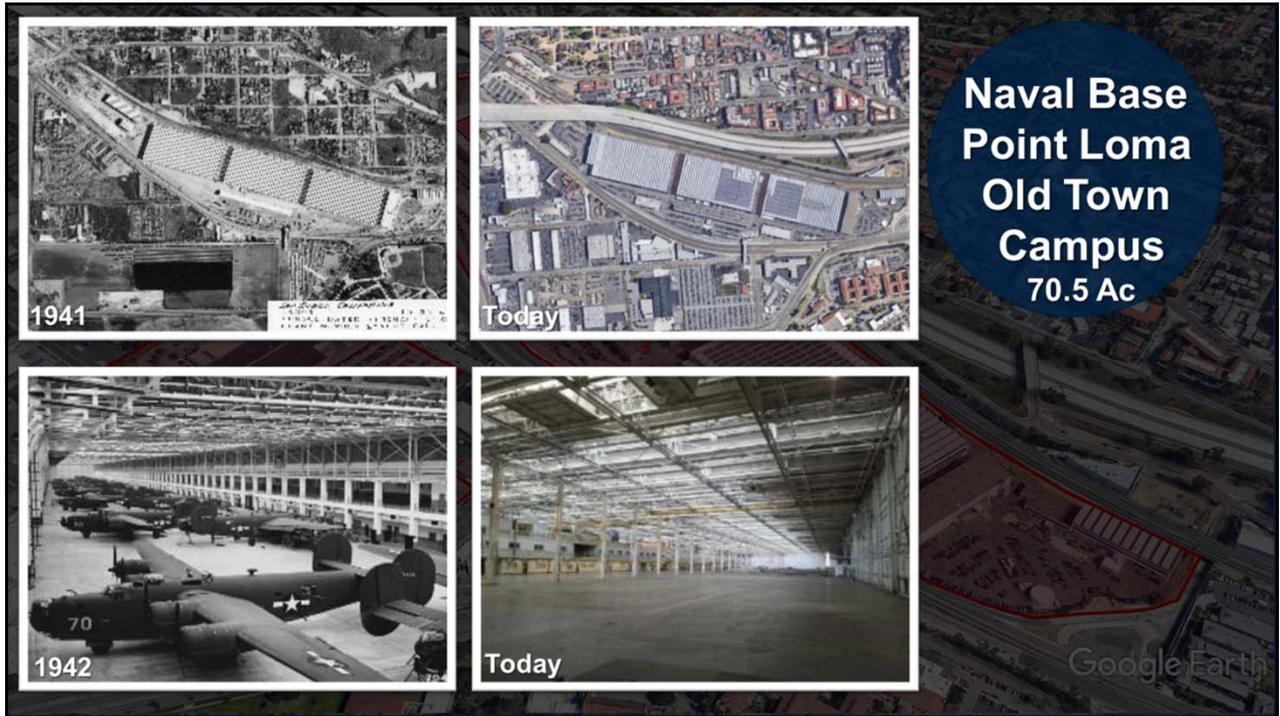


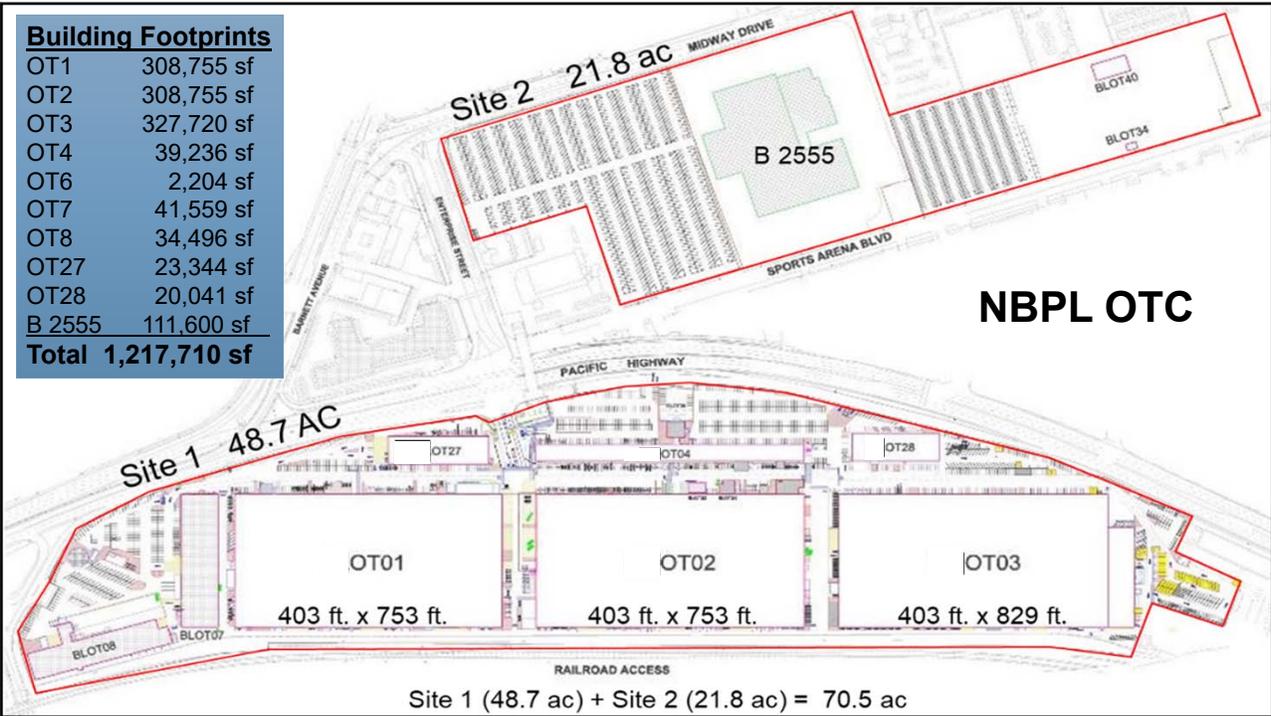
- Military is largest economic cluster in San Diego, twice the size of tourism.
- \$25 Billion in direct spending related to defense.
- 1 in 5 jobs in SD County created by the military sector.
- 22% of SD County's total gross regional product.



- Key Part of Midway-Pacific Highway Community Plan
- OTC Provides an anchor for other development in the area.







Request for Interest
Posted to FEDBIZOPS - Sept 14

The United States Navy:

Owns 70.5 acres

- 2 miles from Downtown San Diego
- 1 mile from the Airport
- Next to I-5, I-8 and Pacific Hwy
- Next to Public Transit Station

Needs Modern Facilities

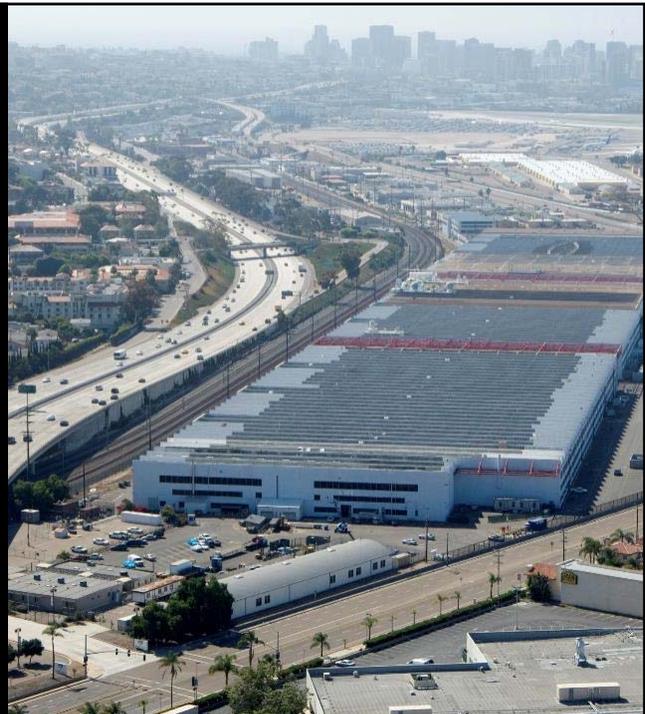
- 675k sf Admin Space
- 590k sf Production Floor/Lab
- 275k sf Warehouse
- 360k sf Open Staging Area

What's on the table?...everything:

- Long-term Lease
- Land Swap
- Renovate existing footprint
- Provide facilities in another part of San Diego

Notional Timeline

- **Phase I** – Jul-Dec 2017 - Internal Analysis
 - Requirements Identification
- **Phase II** – September 2018 – Request for Interest
 - Nov 05, 2018 - Industry Forum
 - Nov 26, 2018 –Questions Due
 - Dec 14, 2018 – DON's Responses Posted
 - Jan 18, 2019 – RFI Responses Due
- **Phase III** –TBD – Issue RFP / RFQ



NBPL OTC Industry Day – Nov 5th

97 Businesses 208 Personnel

AECOM	Fairfield	Latitude 33	SCS Engineers
Alexandria Real Estate Equities, Inc.	Fallon	Lee & Associates	San Diego State University
Atomic Investments, Inc.	Ferguson Pape Balwin Architects	Lincoln Property	SENTRÉ, Inc.
B&G Consultants	Fusco Engineering	Lockton Insurance Brokers, LLC	Serco Inc.
Balfour Beatty	G.H. Palmer Associates	Lowe Enterprises	Shea Homes
Blackgold Funds, LLC	Gensler	LPA Design Studios	Slatt
Booz Allen Hamilton Inc	Gerber Group	MAKERS architecture and Urban Design	SLP Urban Planning
BRG Consulting, Inc.	Glory Supply, Inc.	Meraki Pacific, LLC	Solomon Ward Seidenwurm & Smith
Burger Construction	Green Courte Partners	Michael Baker International	Stockdale Capital Partners LLC
Cardno Government Services	Hammer Ventures Companies	Miyamoto International, Inc.	Stream Realty Partners
Carrier Johnson	Hecht Solberg Robinson Goldberg & Bagley	Murphy Development	Sundt Construction, Inc.
Cazador Investments, LLC	Hensel Phelps	National Security Works	SVN Asset Advisory Group
CBRE	Hines	Newmark Knight Frank	Swanston Properties
Cellon and Associates, Inc	Howard's Rug Co.	Pardee Homes	Turner Construction
Cisterra	Hubbell-Premise	Patricia Schreiberman Consulting	University of California, San Diego
Clark Construction	Hugues Marino	Portman Holdings	UltraSystems Environmental
Colliers International	Intersection Real Estate	PRAVA Construction Services, Inc.	University of California, San Diego
Concourse Group, LLC	Irvine	PROTE Properties	University of San Diego
Cushman & Wakefield	Jacobs	RAVE Inc	Wakefield Beasley & Associates
DAS-Alliance Group	Jones Lang LaSalle Americas, Inc	RJ Vincent Enterprises LLC	Wermers Properties
Deloitte	Katz & Associates	RJC Steinberg Hart	Whiting-Turner Contracting
Devaney Pate Morris & Cameron, LLP	Kearny Real Estate	Rock Church	WSP USA
Edgemoor Infrastructure & Real Estate	Kilroy Realty Corporation	Ryan Companies US, Inc.	
EMMES	Landmark Enterprises	San Diego Economic Development Corp	
Energy Systems Group	Lankford & Associates, Inc.	San Diego Military Advisory Council	



Before



After

Manchester Pacific Gateway

12 acres =
 10 Ac Commercial 99yr Lease
 2 Ac Navy Base
 Navy HQ 17-Story 375K SF Office Space





Space and Naval Warfare Systems Command

"Rapidly Delivering Cyber Warfighting Capability From Seabed To Space"

NAVY AIR NAVSEA

NAVAFAC NAVSUP

SPAWAR

SPAWAR Systems Center ATLANTIC SPAWAR Systems Center PACIFIC

FUNCTIONS

- Sustainment
- Installation
- Test & Checkout
- Engineering
- IT Technical Authority
- Cyber Standards
- Acquisition Excellence
- Research & Development

Network & Communications

Warfare Systems

Business Systems

Cyber Security

FY 17 Execution

\$7.1B

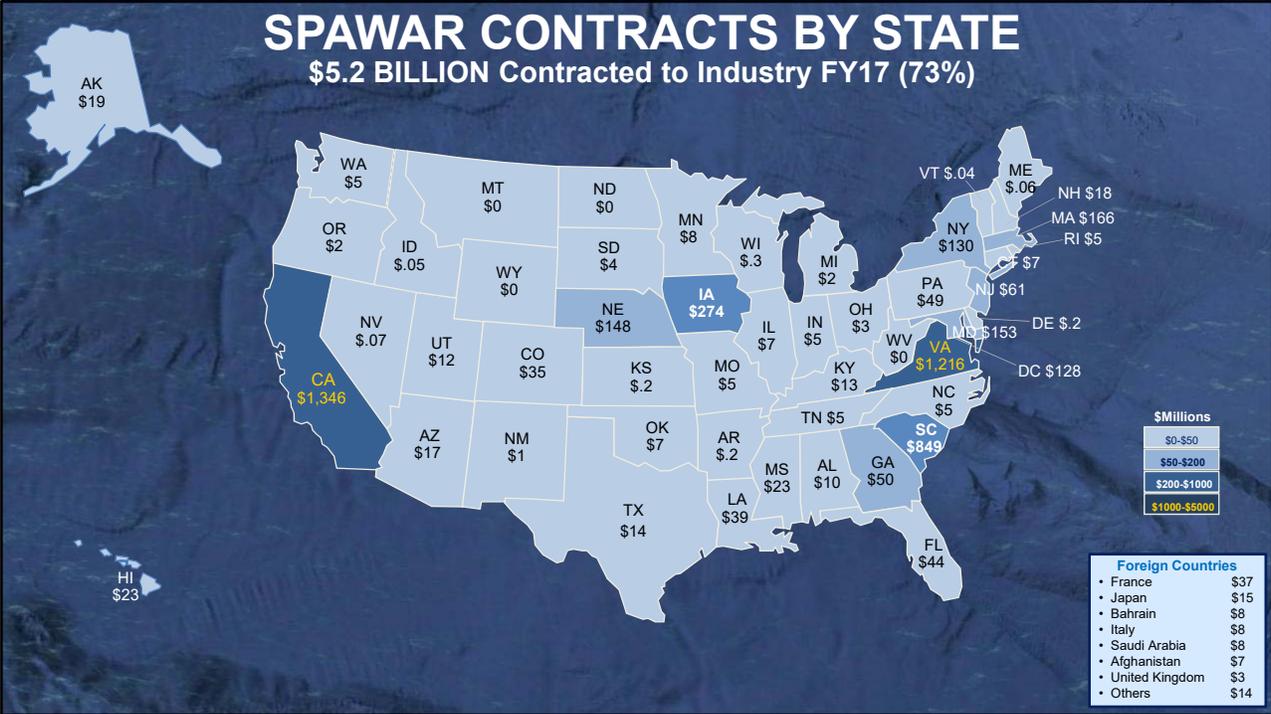
Contracts w/Industry \$5.2B (73%)

Small Business Contracts \$1.5B (31%)

10,000+

Mil & Civ Personnel

Located w/the Fleet Worldwide



SPAWAR in San Diego

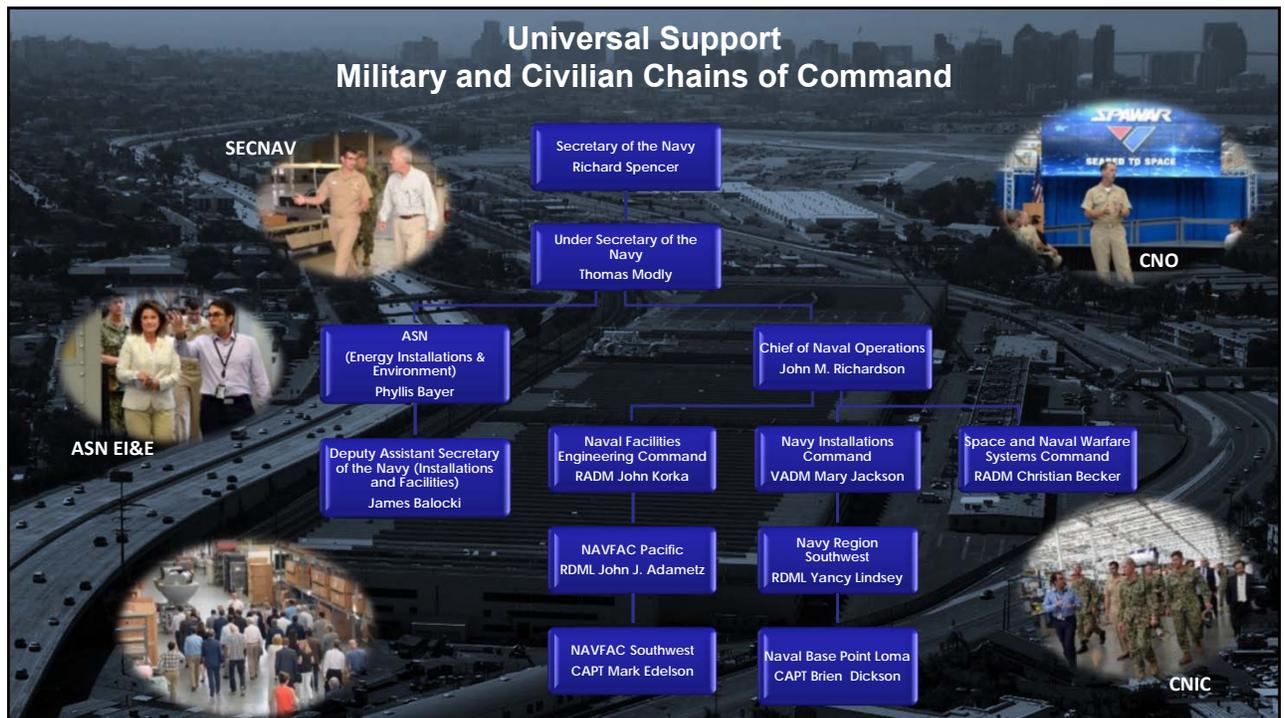
- **Workforce**
 - 5,000+ Federal Employees... 94% civilian
 - Wages / Benefits: \$558m / \$182 million
 - Half of all cybersecurity jobs in SD (3,400 of 7k)
 - More than 160 PhDs & 1,200 Masters
- **Acquisition**
 - Contracts in California: \$1.4 billion
 - Contracts in San Diego: \$1.1 billion
 - Contracts to SD small businesses: \$474 million
- **Location**
 - Proximity to Fleet, labs, training ranges
 - Robust high tech industry
 - World class universities
 - Extensive cybersecurity talent pool

The Requirement

SPAWAR Needs facilities that are:

- Secure
- Safe
- Modern

WWII aircraft manufacturing plant not conducive to SPAWAR's requirements





Vision

- Nation's premier center for cyber and information warfare
- State-of-the-art facility to meet growing mission
- Best place to work



Bottom line

World Class Mission:

- Deliver and sustain Information Warfare capabilities so our nation can deter, compete and win

World Class Talent:

- Attract and retain high-tech workforce
- Effectively engage with high-tech industry

Need - World Class Facilities:

- Modern, safe, secure facilities suitable to high tech mission and required talent

"....for our Navy to achieve the objectives of the National Defense Strategy, we've got to embrace every avenue to gain a competitive advantage... from the sea floor to space and in the information domain."
- Chief of Naval Operations

Let's Dig Some Dirt!!!

Naval Base Point Loma Old Town Campus

Navy Request for Interest

Posted to:
Federal Business Opportunities
<https://www.fbo.gov>
Solicitation: **N6247318RP211**

For more information & today's brief:
<https://go.usa.gov/xPRhk>

Gregory.Geisen@Navy.Mil
619-806-8174 mb

Navy Region Southwest Headquarters

Item B

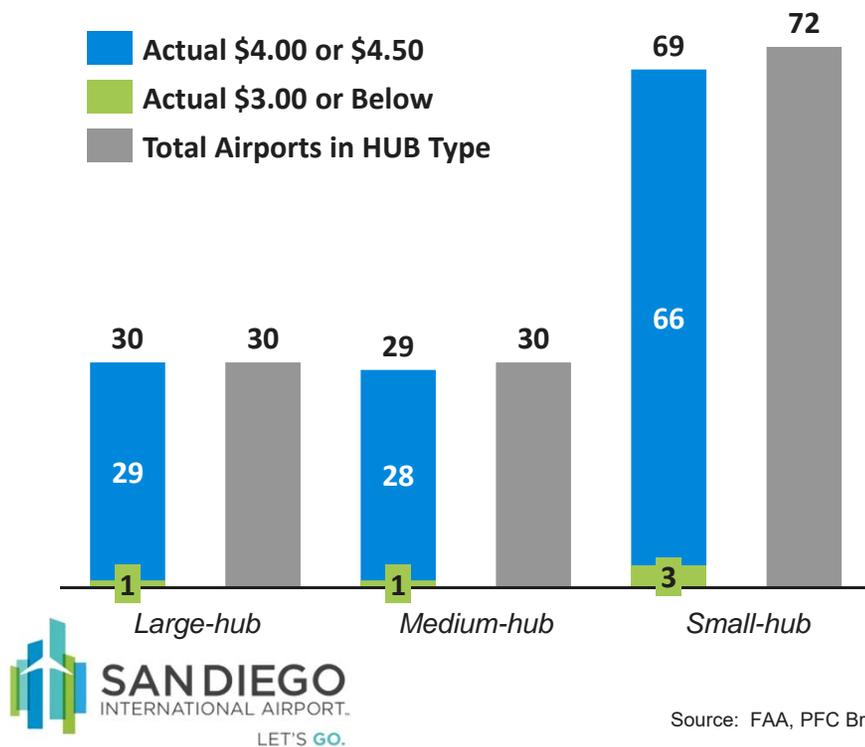
Passenger Facility Charge Overview

January 3, 2019

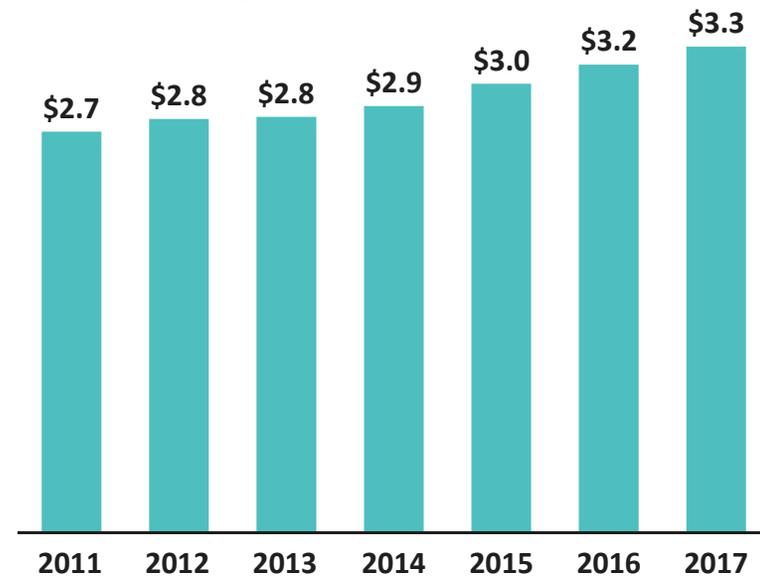
Passenger Facility Charges

- FAA-authorized program to generate local funds
- Level of \$1, to a maximum of \$4.50 per passenger
- Eligible projects:
 - Preserve or enhance capacity, safety, or security
 - Reduce noise or mitigate noise impacts
 - Enhance competition
- Can be used on a pay-as-you-go basis or pay debt

Most Airports have a \$4.50 PFC and PFCs Produce \$3 Billion in Annual Funding



PFC Collections by Year (in billions)



Source: FAA, PFC Branch, as of May 1, 2018.

Eligible PFC Projects

Category	Typical Projects
Airfield	Runway and taxiway paving, reconstruction, airfield lighting and signage, ARFF vehicles, security enhancements
Terminal	Construction of public use areas relating to the movement of passengers and baggage. Revenue producing areas (food courts, airline back office) are not eligible.
Environmental Mitigation	Noise mitigation such as Quieter Home Program, storm water management
Planning	Airport master planning
Landside	Dedicated airport access roadways and on-Airport rail connections

PFCs at SAN

- Collect \$4.50 per eligible passenger
- Approved to collect PFCs through March 2039 and pending application to extend to January 2040
- Generates annual PFC revenues of around \$50 million currently, dependent on passenger activity
- Used to pay Green Build debt service and pay-as-you go for other projects

Use of SAN PFC's

Approved PFC Applications			
Collection Start	Estimated Collection End	Authorized Amount	Projects Funded
October 2012	October 2036	\$1.1B	Green Build
October 2036	November 2037	\$31.3M	Taxiway C, SDIA Development Plan, QHP
November 2037	March 2039	\$43.8M	Runway/Taxiway Paving, Passenger Boarding Bridges, QHP
Pending PFC Applications			
Proposed Collection Start	Proposed Collection End	Proposed Amount	Projects Funded
March 2039	January 2040	\$40M	Terminal 2 West FIS

Future of PFCs

- PFCs levels have been capped of \$4.50 since 2000
 - Adjusting for construction cost escalation, \$4.50 in 2000 is worth only around \$2.50 today
- Airports have largely exhausted their PFC capacity
 - Over \$100 billion approved nationwide, but only around \$50 billion collected through 2017
- Airports lobbying for increase in the PFC level to:
 - Maintain purchasing power
 - Provide needed financing capacity for improvements like the ADP
- Increase will Reduce Airline payments

Questions?



DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, DECEMBER 6, 2018
SAN DIEGO INTERNATIONAL AIRPORT
BOARD ROOM

CALL TO ORDER: Chairman Boling called the regular meeting of the San Diego County Regional Airport Authority Board to order at 9:04 a.m. on Thursday, December 6, 2018, in the Board Room at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Board Member Desmond led the Pledge of Allegiance.

ROLL CALL:

PRESENT: Board Members: Binns (Ex Officio), Boling, Desmond, Kersey, Robinson, Schumacher

ABSENT: Board Members: Cox, Dockery (Ex Officio), Lloyd, Schiavoni, West, Wong-Hernandez (Ex Officio)

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

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

- **AUDIT COMMITTEE:** Board Member Robinson reported that at the November meeting, the Authority's external audit firm KBD provided a training on best practices for audit committee members.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** None.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None.
- **FINANCE COMMITTEE:** Chairman Boling reported that the latest Finance reports are being presented at today's meeting.

AD HOC COMMITTEES

- **GROUND TRANSPORTATION AD HOC:** Angela Shafer Payne, Vice President & Chief Operating Officer, reported that the first meeting of the committee was on November 29th and that the three assigned Board Members, and the majority of the assigned committee members were present. She reported that the meeting

focused on providing attendees with background information to allow everyone to begin with the same knowledge, and to have a clear understanding of how the current ground transportation system operates at SDIA. She also reported that the group looked at future agendas and the work planned in the next five months. She reported that the next meeting is scheduled for December 20th at 11:00 a.m.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** None.
- **ART ADVISORY COMMITTEE:** Chris Chalupsky, Senior Manager, Art and Community Partnership, reported that 15 local artists, curators and arts organizations have been selected for the 2019 Temporary Exhibition, *Forces of Nature*; with installations due to begin in February and March 2019. He reported that ongoing weekly live concerts are planned during December, and a special Third Thursday concert featuring the San Diego Women's Chorus is being provided. He also reported that roaming musical performances will be taking place during the peak travel period of Friday, December 21st, featuring the Motown Carolers, Holiday Hipsters, and Sweethearts of Swing groups.

LIAISONS

- **CALTRANS:** Board Member Binns reported that SANDAG submitted a grant application for an airport access study, aimed at evaluating airport connectivity from the core areas of Old Town, Downtown, and I-5. He also reported that there would be a recommendation made at the next SANDAG board meeting to create a committee to look at airport access, and that Caltrans would have oversight of the group. He reported that starting January 7, 2019, a closure of I-8W, near Morena Blvd., for a period of 15 days to two months, is planned for needed repairs.
- **INTER-GOVERNMENTAL AFFAIRS:** None.
- **MILITARY AFFAIRS:** None.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG TRANSPORTATION COMMITTEE:** None.

CHAIR'S REPORT: Chairman Boling reported that on November 19, San Diego Mayor Falconer convened a meeting of the Authority, City of San Diego, Port District, MTS and SANDAG to discuss regional transportation impacts and projects; with the intent to reach long term solutions. She reported that SANDAG will soon be creating a regional stakeholders committee, and that the Authority's Harbor Drive Mobility Committee Policy Group will fold into this new committee. She also reported that, in respect to the draft Environmental Impact Report (EIR), staff submitted an updated travel forecast scenario to the FAA for approval, based on 2018 statistics and feedback received from stakeholder responses. She also reported that the Authority has committed to revisiting the parking requirements in the Draft EIR, and has approached the FAA regarding possible financial participation in off-roadway and transit improvements. She reported that the President/CEO sent a letter to over one thousand community leaders, businesses, individuals and agencies, which included providing a status and progress update on the replacement of Terminal 1 and the rest of the Airport Development Plan. She provided a report on the San Diego Trade Mission to Tokyo, Japan and stated that it was led by U.S. Congressman Peters and the World Trade Center of San Diego, Inc. She reported that in addition to the meetings scheduled to promote key San Diego industries, and establish and develop business relationships, she and staff met with Japan Airlines' officials and leadership. She reported that they are very pleased with the status of the current route, and that they will be improving the travel experience from San Diego in March 2019 by providing some different aircrafts. She stated that on December 12, there will be a holiday appreciation event for Airport Ambassadors, and she encouraged Board members to attend. She also recognized Rose Parnsoonthorn, System Support Analyst II, Information & Technology Services, as the 2018 Authority's Employee of the Year.

PRESIDENT/CEO'S REPORT: Kimberly Becker, President/CEO, reported that in addition to the Employee of the Year, other recognition awards were presented. She reported that the 2018 Team of the Year was bestowed on the Federal Inspection Station (FIS) Project Team; the 2018 Innovator of the Year recognition was presented to the Innovation Lab, and the 2018 Sustainability Champion of the Year award was presented to Cogan Semler, Manager, Energy & Water Management, Facilities Maintenance Department. She reported that December is anticipated to be a very busy travel month, and stated that Friday, December 28 is expected to be the busiest with currently over 44K outbound seats, and on average, over 65K passengers a week are expected to come in and out of SDIA during the weeks of December 21st through 28th. She reported that the greatest growth in passengers has been with Southwest, Alaska and United airlines. She reported that during the trip to Tokyo, Japan, Authority staff had the opportunity to also meet with British Airways (BA) officials and get an update on the SAN-Heathrow route. She reported that the meeting was very positive and BA officials were very pleased with the route's performance overall.

NON-AGENDA PUBLIC COMMENT:

NAJI BARKZAI, SAN DIEGO, spoke in opposition to opening the airport to all taxis.

NORVAL SANTOS, SAN DIEGO, spoke in opposition to opening the airport to all taxis.

ALAN BEKER, LA MESA, spoke in opposition to opening the airport to all taxis.

ABEL SEIFU, SAN DIEGO, provided a petition and requested that more current airport taxi drivers be appointed to the Ground Transportation Ad Hoc Committee. He spoke in opposition to opening the airport to all taxi drivers.

MUSTAFA, SAN DIEGO, spoke in opposition to opening the airport to all taxis and requested to have an equal voice on the Ground Transportation Ad Hoc Committee.

RAY SALEHI, SAN DIEGO, spoke in opposition to opening the airport to all taxis.

KAMRAN HAMIDI, SAN DIEGO, provided a handout and spoke in support of opening the airport to all taxis, and noted that the December 2020 date referenced in the MOA's can be modified.

ALEM ZABIB, SAN DIEGO, spoke regarding opening the airport to all taxi drivers.

CONSENT AGENDA (Items 1-14):

ACTION: Moved by Board Member Desmond and seconded by Board Member Robinson to approve the Consent Agenda. Motion carried by the following votes: YES – Boling, Desmond, Kersey, Robinson, Schumacher; NO – None; ABSENT – Cox, Lloyd, Schiavoni, West; (Weighted Vote Points: YES – 59; NO – 0; ABSENT – 41).

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the November 1, 2018 regular 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, APPROVED CHANGE ORDERS FROM OCTOBER 8, 2018 THROUGH NOVEMBER 11, 2018 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM OCTOBER 8, 2018 THROUGH NOVEMBER 11, 2018:

RECOMMENDATION: Receive the report.

- 4. APPROVE AN AMENDMENT TO THE 401(A) DEFERRED COMPENSATION PLAN WITH MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY:**
RECOMMENDATION: Adopt Resolution No. 2018-0129, approving and authorizing the President/CEO to execute the first amendment to the 401(a) Deferred Compensation Plan with Massachusetts Mutual Life Insurance Company.

CLAIMS

- 5. REJECT THE CLAIM OF VASQUEZ CONSTRUCTION:**
RECOMMENDATION: Adopt Resolution No. 2018-0130, rejecting the claim of Vasquez Construction.
- 6. REJECT THE CLAIM OF ERIC ANTONIUS:**
RECOMMENDATION: Adopt Resolution No. 2018-0131, rejecting the claim of Eric Antonius.

COMMITTEE RECOMMENDATIONS

- 7. APPROVE ESTABLISHING THE DATE AND TIME OF BOARD AND ALUC MEETINGS FOR 2019, AS INDICATED IN THE PROPOSED 2019 MASTER CALENDAR OF BOARD AND COMMITTEE MEETINGS:**
RECOMMENDATION: The Executive Committee recommends the Board Adopt Resolution No. 2018-0132, establishing the date and time of Board and ALUC meetings for 2019 as indicated on the proposed 2019 Master Calendar of Board and Committee Meetings.
- 8. ADOPTION OF AMENDMENTS TO AUTHORITY POLICIES:**
RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2018-0133, approving amendments to Authority Policies 1.10, 1.33, 1.40, 1.41, 1.60, 3.01, 3.02, 3.03, 3.31, 4.10, 4.20, 4.21, 4.30 and 4.40 and repealing Policy 4.02.
- 9. AMEND AUTHORITY POLICY 5.12 - PREFERENCE TO SMALL BUSINESSES TO INCLUDE LOCAL AND VETERAN OWNED SMALL BUSINESS PREFERENCES AND APPEAL POLICY 5.13 - LOCAL BUSINESS OPPORTUNITIES, AND POLICY 5.14 - SMALL BUSINESS, LOCAL BUSINESS AND SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS GOAL AND PREFERENCE PROGRAM:**
RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2018-0134, amending Policy 5.12 to include local and veteran owned business preferences and repealing Policy 5.13 and 5.14.

10. **FISCAL YEAR 2019 FIRST QUARTER ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
11. **EXTERNAL AUDITOR'S FISCAL YEAR ENDED JUNE 30, 2018, REPORTS: A) AUDITED FINANCIAL STATEMENTS, B) SINGLE AUDIT REPORTS, C) PASSENGER FACILITY CHARGE COMPLIANCE REPORT, D) CUSTOMER FACILITY CHARGE COMPLIANCE REPORT, AND E) LETTER TO THE BOARD:**
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.
12. **REVIEW OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2018:**
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.

CONTRACTS AND AGREEMENTS

13. **AWARD A CONTRACT TO ACE ELECTRIC, INC. FOR APRON LIGHTING LED UPGRADE AT SAN DIEGO INTERNATIONAL AIRPORT:**
RECOMMENDATION: Adopt Resolution No. 2018-0135, awarding a contract to Ace Electric, Inc., in the amount of \$681,429 for Project No. 601055, Apron Lighting LED Upgrade at San Diego International Airport.
14. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FOURTH AMENDMENT TO THE PUBLIC ART AGREEMENT WITH BALL-NOGUES STUDIO FOR PARKING PLAZA PUBLIC ART PROJECT:**
RECOMMENDATION: Adopt Resolution No. 2018-0136, approving and authorizing the President/CEO to execute a Fourth Amendment to the Public Art Agreement with Ball-Nogues Design Studio, LLC to extend the term for an additional 2 months resulting in a termination date of March 1, 2019.

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

15. **APPROVE THE DECEMBER 2018 LEGISLATIVE REPORT AND 2019 LEGISLATIVE AGENDA:**
Richard Harris, Nossaman LLC and Sam Whitehorn, Signal Group, provided a presentation on the December 2018 Legislative Report and 2019 Legislative Agenda, which included Legislative Advocacy Program, 2018 State Highlights,

2019 State Legislative Proposals, 2018 Federal Highlights, State of Play: Trump Administration, State of Play: Congress, Key Aviation Issues, Infrastructure, and 2019 Federal Legislative Proposals.

Board Member Desmond requested that at a future meeting of the Board, staff provide a presentation regarding the importance of Passenger Facilities Charges, how they are spent and what they cannot be spent on.

Chairman Boling requested that staff provide the Board with a listing of all Federal/State grant applications the Authority has submitted and what actions our Federal delegation has taken on each.

RECOMMENDATION: Adopt Resolution No. 2018-0137, approving the December 2018 Legislative Report and 2019 Legislative Agenda.

ACTION: Moved by Board Member Desmond and seconded by Board Member Kersey to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Desmond, Kersey, Robinson, Schumacher; NO – None; ABSENT – Cox, Lloyd, Schiavoni, West; (Weighted Vote Points: YES – 59; NO – 0; ABSENT – 41).

16. AWARD A CONTRACT TO GRANITE CONSTRUCTION COMPANY FOR HYDRANT FUELING INFRASTRUCTURE AT SAN DIEGO INTERNATIONAL AIRPORT:

Dennis Probst, Vice President & Chief Development Officer, Development, provided a presentation on the awarding of a contract to Granite Construction Company for hydrant fueling infrastructure at San Diego International Airport, which included Project Benefits, Project Scope, and Construction Alignment.

RECOMMENDATION: Adopt Resolution No. 2018-0138, awarding a contract to Granite Construction Company in the amount of \$40,988,313, for Project No.104249 Hydrant Fueling Infrastructure at San Diego International Airport.

ACTION: Moved by Board Member Kersey and seconded by Board Member Schumacher to approve staff's recommendation. Motion carried by the following votes: YES – Boling, Desmond, Kersey, Robinson, Schumacher; NO – None; ABSENT – Cox, Lloyd, Schiavoni, West; (Weighted Vote Points: YES – 59; NO – 0; ABSENT – 41).

CLOSED SESSION: The Board did not meet in in Closed Session.

17. 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. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

- 18. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL
- 19. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 20. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 21. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.
United States District Court Case No. 18 CV2068 LAB MDD
- 22. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Sheila Culbreath v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00036327-CU-PA-CTL
- 23. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of cases: 2
- 24. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.
Number of potential cases: 1

25. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)

Navy Boat Channel Environmental Remediation

Number of potential cases: 1

26. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)

Number of potential cases: 2

27. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Property: Airline Operating and Lease Agreement - San Diego International Airport

Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy

Gonzalez Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines,

British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United

Airlines

Under Negotiation: price and terms of payment

REPORT ON CLOSED SESSION: None.

GENERAL COUNSEL REPORT: None.

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: None.

ADJOURNMENT: The meeting adjourned at 10:35 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 3RD DAY OF JANUARY, 2019.

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

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. 2009-0149R, 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.

The Board is also being requested to pre-approve Board Member attendance at meetings of the multi-agency policy group addressing off-airport roadway access and the Ad Hoc Ground Transportation Committee.

Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2019 Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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. Section 15378. This Board action is not a "project" subject to CEQA. Pub. Res. Code Section 21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act, Pub. Res. Code Section 30106.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

G. COX

DEC 20 2018

Board Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary

Period Covered: December 1-31, 2018

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT:
GREG COX		December 20, 2018
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: <u>Dec. 20, 2018</u> Time: <u>9:00am</u> Location: <u>SDIA</u>	SDCRAA EXECUTIVE COMMITTEE MEETING & FINANCE COMMITTEE MEETING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	

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

Signature: _____

Greg Cox

M. KERSEY

DEC 20 2018

Board Services

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

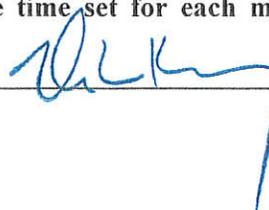
Period Covered: December 2018

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Mark Kersey		12/20/18
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.2009-0149R	Date: December 6, 2018 Time: 9:00 am Location: 3225 N Harbor Drive	ALUC/BOD Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: December 20, 2018 Time: 9:00 am Location: 3225 N Harbor Drive	Executive and Finance Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: _____



R. LLOYD

DEC 27 2018

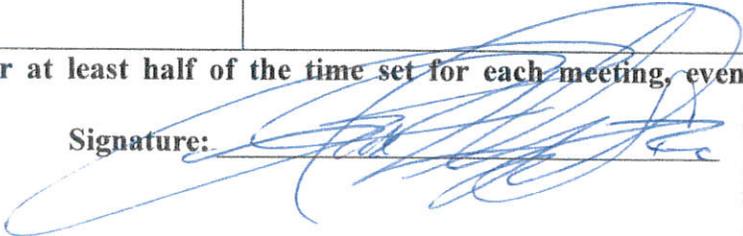
Board Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary
 Period Covered: 10/24/2018 to 12/24/2018

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. Attendance at a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance. This report must be delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority C

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT
R. Lloyd		12/27/18
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 10/31/2018 Time: 8:00am Location: Airport Authority	Meeting with Kim Becker 1 on 1
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 11/5/2018 Time: 10:00am Location:	Audit Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 11/26/2018 Time: 9:00AM Location:	Finance Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 11/29/2018 Time: 11:00am Location:	Ground Trans Ad Hawk Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: 12/20/2018 Time: 9:00am 11:00am 1:00pm Location:	Finance /ad hawk /1 on 1
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	

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

Signature: 

P. ROBINSON

DEC 20 2018

Board Services

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

Period Covered: 12/31/18

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Robinson		12/1/18
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.2009-0149R	Date: 12/6/18 Time: 9:00a.m - 11:00 a.m Location: SDCRAA Bd. Rm.	SDCRAA Bd / ALVO mtgs
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: 12/20/18 Time: 9:00 a.m - 11:00 a.m Location: SDCRAA Bd Rm	Exec / Finance Com mtgs Bd mtg
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: _____

R. Robinson

J. SCHIAVONI

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

Period Covered: 11/29/2018-12/20/2018

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Johanna S. Schiavoni		12/20/18
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input checked="" type="checkbox"/> Res2009-0149R	Date: November 29, 2018 Time: 11:00 am Location: SDCRAA	SDCRAA Ground Transportation Ad Hoc Committee
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: December 20, 2018 Time: 9:00 am Location: SDCRAA	SDCRAA Finance Committee (9-11am); Ground Transportation Committee (11am-1pm)
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre -approved <input type="checkbox"/> Res2009-0149R	Date: Time: Location:	

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

Signature: Johanna Schiavoni

M. SCHUMACHER

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

Period Covered: Dec 31st, 2018

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Michael Schumacher		12/31/18
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: December 6, 2018 Time: 9:00 am Location: SDCRAA Office	BOD Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: December 20, 2018 Time: 9:00 am Location: SDCRAA Office	BOD Meeting / Executive/Finance Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location: SDCRAA Office	
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: Michael Schumacher Digitally signed by Michael Schumacher
Date: 2017.03.29 08:32:08 -07'00'

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Awarded Contracts, Approved Change Orders from November 12, 2018 through December 9, 2018 and Real Property Agreements Granted and Accepted from November 12, 2018 through December 9, 2018

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:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

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 November 12, 2018 - December 9, 2018

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
11/8/2018		InterVISTAS Consulting, Inc.	The Contractor will provide assistance with the commercial passenger and cargo air service development, guidance, and representation regarding regulatory matters for San Diego International Airport.	RFP	Marketing, Arts & Air Service Development	\$750,000.00	10/31/2021
11/20/2013		EXIGIS LLC	The Contractor will provide services for managing insurance compliance functions and support services at San Diego County Regional Airport Authority.	RFP	Risk Management	\$ 210,000.00	10/31/2021
11/29/2018		Aspen Risk Management Group, Inc.	The Contractor will provide a Job Safety Analysis consulting services to optimize the workplace safety practices at San Diego International Airport.	Informal RFP	Talent, Culture & Learning	\$ 100,000.00	6/2/2019

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN November 12, 2018 - December 9, 2018

New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
11/13/2018		Statewide Stripes, Inc.	The contract was approved by the Board at the September 6, 2018 Board Meeting. The Contractor will provide On-Call Roadway, Painting and Slurry Sealing Services for San Diego International Airport.	RFP	Facilities Management	\$5,772,883.00	10/31/2021
11/13/2018		Sign Age Identity Systems, Inc.	The contract was approved by the Board at the September 13, 2018 Board Meeting. The Contractor will provide On-Call Airport Signage Fabrication and Repair Services for San Diego International Airport.	RFP	Airside and Terminal Operations	\$2,000,000.00	10/31/2021
11/19/2018	380908	S&L Specialty Construction Inc.	The contract was approved by the Board at the October 4, 2018 Board Meeting. The Contractor will provide sound attenuation services for designated non-historic Single-Family residential properties located east and west of the San Diego International Airport.	RFB	Quieter Home Program/Noise Mitigation	\$2,772,000.00	9/29/2019
11/21/2018		Cartwright Termite & Pest, Inc.	The contract was approved by the Board at the September 6, 2018 Board Meeting. The Contractor will provide On-Call Pest Management Services at San Diego International Airport.	RFP	Environmental Affairs	\$5,000,000.00	10/30/2021
11/29/2018		Allied Waste Systems, Inc. dba Republic Services of San Diego	The contract was approved by the Board at the November 1, 2018 Board Meeting. The Contractor will provide Waste and Recycling Services at San Diego International Airport.	RFP	Airside and Terminal Operations	\$3,250,000.00	1/4/2022
12/3/2018		Atkins North America, Inc.	The contract was approved by the Board at the March 1, 2018 Board Meeting. The Contractor is a one of two pre-qualified and approved to bid on On-Call Airside & Landside Engineering Consulting Services for San Diego International Airport. The contract value reflects the total not-to-exceed cost for the entire pool of contractors for this service.	RFQ	Airport Design & Construction	\$10,000,000.00	11/14/2021

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN November 12, 2018 - December 9, 2018

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
11/9/2018		Audio of Associates of San Diego	The 3rd Amendment extends the contract by Ninety (90) days for Maintenance and Repair of the Public Paging System at San Diego County Regional Airport Authority. There is no increase in compensation.	I&TS	\$450,000.00	\$0.00	0%	\$450,000.00	1/29/2019
11/13/2018		Wood Environmental & Infrastructure Solutions, Inc.	The Acknowledgment and Consent to Assignment transfers rights, duties and obligations under the current Service and Consulting Agreement to Wood Environment & Infrastructure Solutions, Inc. to AMEC Foster Wheeler Environmental & Infrastructure, Inc. for On-Call Geotechnical Engineering Consulting Services at San Diego International Airport. There is no increase in compensation.	ADC	\$3,273,421.87	\$0.00	0%	\$3,272,421.87	1/31/2020
11/19/2018		The Ken Blanchard Companies	The 5th Amendment extends the term of the agreement by one year (1) to allow for additional leadership workshops at San Diego County Regional Airport Authority. There is no increase in compensation.	Talent, Culture & Capability	\$109,000.00	\$0.00	0%	\$109,000.00	11/30/2019
11/19/2018		Pericle Communications Company	The 1st Amendment revises the billable start date to begin 30 days later for 3rd Party Business Management Services for Distributed Antenna System at San Diego International Airport. There is no increase in compensation.	Business & Financial Management	\$300,000.00	\$0.00	0%	\$300,000.00	9/30/2020
11/20/2018		Riskconnect Inc.	The 3rd Amendment extends the contract by Sixty (60) days and revises the dates in Exhibit B to compensate the Contractor during the extension for Risk Management Information System Services for San Diego County Regional Airport Authority. There is no increase in compensation.	Finance & Risk Management	\$329,935.00	\$0.00	0%	\$329,935.00	9/29/2018
11/27/2018		M2P Consulting, Inc.	The 1st Amendment extends the agreement by One year (1) and increases the maximum amount payable by Forty Nine Thousand and Nine Hundred and Ninety Nine Dollars (\$49,999.00) to provide support for a work force staffing study associated with the Airside and Terminal Operations at San Diego International Airport.	Talent, Culture & Capability	\$50,000.00	\$49,999.00	100%	\$99,999.00	11/27/2019

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN November 12, 2018 - December 9, 2018

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
11/29/2018		David Brush Company	The 1st Amendment extends the agreement by One year (1) for Airport Development Plan Project Consulting Services for San Diego International Airport. There is no increase in compensation.	Facilities Development	\$50,000.00	\$0.00	0%	\$50,000.00	12/31/2019
12/4/2018		Steer Davies & Gleave, Inc.	The 1st Amendment extends the term of the agreement by Two years (2), increases the total amount payable by Sixty Four Thousand Five Hundred Dollars (\$64,500.00) and transfers the contract from Board Services to the Executive Office for Aviation and Industry Consulting Services at San Diego International Airport.	Executive Office	\$45,000.00	\$64,500.00	143%	\$64,500.00	2/14/2021

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN November 12, 2018 - December 9, 2018

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
			There were no executed Board Approved Amendments and Change orders this period.						

Attachment "B"

REAL PROPERTY AGREEMENTS EXECUTED FROM NOVEMBER 12, 2018 through DECEMBER 9, 2018



Real Property Agreements

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
12/9/2018-12/22/2018	LE-0969	United Parcel Service, Inc.	Right of Entry	Capital Space on Northside	Aircraft parking for commercial air cargo operations and ingrees/egress	N/A	\$6,466 total for term of agreement	To support increased UPS cargo operations for the holiday season.



Real Property Agreement Amendments and Assignments

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
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No Real Property Agreement Amendments and Assignments

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

January 2019 Legislative Report

Recommendation:

Adopt Resolution No. 2019-0001, approving the January 2019 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 January 2019 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.

State Legislative Action

The Authority's legislative team does not recommend that the Board adopt any new positions on state legislation.

The California State Legislature will reconvene on January 7th for the 2019-2020 legislative session.

Federal Legislative Action

The Authority's legislative team does not recommend that the Board adopt any new positions on federal legislation.

President Trump appointed D. Kirk Shaffer to serve as the new Federal Aviation Administration (FAA) Associate Administrator for Airports, effective December 17th.

The 116th United States Congress will convene on January 3, 2019.

Fiscal Impact:

Not applicable.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

STEPHANIE HEYING
GOVERNMENT RELATIONS SPECIALIST

RESOLUTION NO. 2019- 0001

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, APPROVING THE JANUARY 2019
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 January 2019 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 is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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

January 2019 Legislative Report

State Legislation

New Assembly Bills

There are no new Assembly bills to report.

New Senate Bills

There are no new Senate bills to report.

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

There are no new House bills to report.

House Bills from Previous Report

Legislation/Topic

H.R. 598 (Lynch) – Airplane Impacts Mitigation Act of 2017

Background/Summary

H.R. 598, the “Airplane Impacts Mitigation Act of 2017”, would require the Federal Aviation Administration (FAA) to enter into an agreement with an eligible institution of higher education to conduct a study of the health impacts of airplane flights on residents exposed to a range of noise and air pollution levels from flights. The study is directed to:

- Focus on residents in Boston, Chicago, New York, the northern California Metroplex, Phoenix, and not more than three additional metropolitan areas each containing an international airport
- Consider the health impacts on residents living partly or entirely within the land underneath the flight paths most frequently used by aircraft flying below 10,000 feet
- Consider only the health impacts that manifest during the physical implementation of the NextGen program on flights departing from or arriving to an international airport located in one of the designated metropolitan areas

Anticipated Impact/Discussion

Although this bill is not expected to directly impact operations at San Diego International Airport, the information collected by the study may be useful in helping the Airport Authority accurately describe any environmental and health impacts of the FAA’s recently implemented NextGen program.

Status: 1/20/17 – Introduced in the House and Referred to House Committee on Transportation and Infrastructure

Position: Support (3/2/17)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 665 (Keating) – Airport Perimeter and Access Control Security Act of 2017

Background/Summary

H.R. 665, the “Airport Perimeter and Access Control Security Act of 2017,” would direct the Transportation Security Administration (TSA) to update:

- The Transportation Sector Security Risk Assessment for the aviation sector
- The Comprehensive Risk Assessment of Perimeter and Access Control Security for airports (as well as conduct a system-wide assessment of airport access control points and airport perimeter security)
- The 2012 National Strategy for Airport Perimeter and Access Control Security

Anticipated Impact/Discussion

Although this bill is not expected to impact operations at San Diego International Airport, the updating of assessments by the TSA may lead to the future implementation of new security requirements. The Authority’s legislative team will identify any unfunded mandates resulting from these proposed actions.

Status: 1/31/17 – Approved by the House on a voice vote and referred to Senate Committee on Commerce, Science and Transportation

Position: Watch (3/2/17)

Legislation/Topic

H.R. 678 (McSally) – Department of Homeland Security Support to Fusion Centers Act of 2017

Background/Summary

Fusion centers were created to promote information sharing at the federal level between agencies such as the Central Intelligence Agency, the U.S. Department of Justice, the U.S. military and state and local governments. H.R. 678, the “Department of Homeland Security Support to Fusion Centers Act of 2017” would:

- Direct the Comptroller General to conduct an assessment of Department of Homeland Security (DHS) personnel assigned to fusion centers
- Direct the Under Secretary of Intelligence and Analysis of the DHS to provide eligibility for access to information classified as Top Secret for analysts at fusion centers, and submit a report to the Committee on Homeland Security, Permanent House Select Committee on Intelligence, Committee on Homeland Security and Government Affairs and Senate Select Committee on Intelligence
- Direct the Chief Information officer of the DHS to conduct an assessment of information systems used to share homeland security information between fusion centers and the Department

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

Although this bill is not expected to impact operations at San Diego International Airport, it will be monitored closely for any potential impact to DHS or Customs and Border Protection procedures.

Status: 1/31/17 – Approved by the House on a voice vote and Referred to Senate Committee on Homeland Security and Governmental Affairs

Position: Watch (3/2/17)

Legislation/Topic

H.R. 1265 (DeFazio) – Investing in America: Rebuilding America’s Airport Infrastructure Act

Background/Summary

H.R. 1265, the “Investing in America: Rebuilding America’s Airport Infrastructure Act”, would provide airports the Airport Authority to establish a passenger facility charge (PFC) of their choosing by eliminating the current \$4.50 Congressionally-set PFC limit. This bill would also reduce Airport Improvement Program (AIP) funding by \$400 million annually and eliminate large hub airports’ entitlement to AIP grants if those airports collect PFCs greater than \$4.50.

Anticipated Impact/Discussion

H.R. 1265 would provide the Airport Authority with the ability to establish a PFC based on San Diego International Airport funding needs rather than relying on the current PFC limit of \$4.50 per passenger established by Congress in 2000.

Status: 3/2/17 – Introduced and referred to House Committee on Transportation and Infrastructure

Position: Support (4/6/17)

Legislation/Topic

H.R. 2514 (DeFazio) – Funding for Aviation Screeners and Threat Elimination Restoration Act

Background/Summary

H.R. 2514 would ensure that revenues collected from passengers as aviation security fees are used to help finance the costs of aviation security screening by repealing a requirement that a portion of these fees be deposited in the federal government’s general fund.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

Enactment of this legislation would ensure that aviation security fees are used for their stated purpose, and help to ensure that funding is available to provide an adequate level of screening at the nation's airports.

Status: 5/18/17 – Introduced and referred to House Committee on Homeland Security

Position: Support (1/4/18)

Legislation/Topic

H.R. 2800 (DeFazio) – Aviation Funding Stability Act

Background/Summary

This legislation would take the Airport and Airway Trust Fund off budget in an effort to protect Trust Fund revenue from sequestration and potential budget cuts. This bill would also require the Federal Aviation Administration (FAA) to develop a streamlined procurement system for the acquisition of NextGen technology and update its personnel management system. In addition, H.R. 2800 would elevate the role of the Management Advisory Council and authorize funds to rebuild and modernize U.S. air traffic control facilities.

Anticipated Impact/Discussion

Enactment of H.R. 2800 might benefit the Airport Authority by insulating the Airport and Airway Trust fund from potential reductions in funding for FAA-related operations. In addition, this legislation could expedite the modernization of the national air traffic control system.

Status: 6/7/17 – Introduced and Referred to House Committees on Transportation and Infrastructure, Armed Services, the Budget, and Appropriations

Position: Watch (7/6/17)

Legislation/Topic

H.R. 2997 (Shuster) – 21st Century Aviation Innovation, Reform, & Reauthorization Act

Background/Summary

This legislation would authorize Federal Aviation Administration (FAA) operations and related programs for the next six years. Specifically, this bill would:

- Transfer air traffic control functions from the FAA to a new not-for-profit corporation

*Shaded text represents new or updated legislative information

- Include one airport representative to serve on the 13-member board of directors for the new ATC corporation
- Increase annual Airport Improvement Program (AIP) funding to a level of \$3.8 billion in Fiscal Year 2023
- Retain the current \$4.50 Passenger Facility Charge (PFC) cap
- Streamline and expedite the PFC reporting and review process
- Eliminate the PFC significant contribution test for large and medium hub airports

Anticipated Impact/Discussion

Although San Diego International Airport (SDIA) might potentially benefit from the AIP increases included in H.R. 2997, this bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000. As a result, this legislation would essentially maintain the status quo for the financing of airport infrastructure projects instead of providing new funding opportunities for SDIA improvement projects. In addition, this bill does not include any provision that could position SDIA to compete for nonstop service to Ronald Reagan Washington National Airport.

Status: 6/27/17 – Approved by House Transportation and Infrastructure Committee on a vote of 32 to 25

Position: Oppose Unless Amended (7/6/17)

Legislation/Topic

H.R. 4559 (Estes) – Global Aviation System Security Reform Act

Background/Summary

This legislation would require that the Transportation Security Administration (TSA) undertake several actions, including the following:

- Conduct a coordinated global aviation security review within 90 days to address ways to improve aviation security standards across the globe, including cybersecurity threats
- Establish best practices based on this review and report to Congress on the actions that the TSA Administrator has taken to implement these practices

Anticipated Impact/Discussion

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

Status: 1/9/18 – Approved by the House on a voice vote
9/12/18 – Approved by the Senate Committee on Commerce, Science, and Transportation

Position: Watch (2/1/18)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 4561 (Bilirakis) – Security Assessment Feasibility for Equipment Testing and Evaluation of Capabilities for Our Homeland Act

Background/Summary

This legislation would authorize third-party testing of transportation security screening technology and ensure that third-party entities do not have a financial stake in vendor technology being tested. The bill would also require that any entity providing third-party testing be owned and controlled by U.S. citizens and require Transportation Security Administration to establish a coordinated program for detection testing within a year.

Anticipated Impact/Discussion

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

Status: 1/9/18 – Approved by the House of Representatives on a voice vote and Referred to Senate Committee on Commerce, Science, and Transportation

Position: Watch (2/1/18)

Legislation/Topic

H.R. 4577 (Rogers) – Domestic Explosives Detection Canine Capability Building Act

Background/Summary

H.R. 4577 would establish a working group to determine ways to develop a domestic canine breeding network to procure high-quality explosive detection canines. This bill would also require that the Transportation Security Administration consult with other federal relevant agencies, including Customs and Border Protection and the Secret Service, in developing its canine program.

Anticipated Impact/Discussion

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

Status: 1/9/18 – Approved by the House on a voice vote and referred to Senate Committee on Commerce, Science, and Transportation

Position: Watch (2/1/18)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 4581 (Fitzpatrick) – Screening and Vetting Passenger Exchange Act

Background/Summary

This legislation would require the Secretary of the Department of Homeland Security to develop best practices for utilizing advanced passenger information and passenger name record data for counterterrorism screening and vetting operations.

Anticipated Impact/Discussion

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

Status: 1/9/18 – Approved by the House on a vote of 415 to 1
9/4/18 – Approved by Senate Committee on Homeland Security and Governmental Affairs

Position: Watch (2/1/18)

Legislation/Topic

H.R. 4627 (Donovan) – Shielding Public Spaces from Vehicular Terrorism Act

Background/Summary

H.R. 4627 would amend the Homeland Security Act of 2002 to authorize expenditures to combat emerging terrorist threats, including vehicular attacks. The bill expands eligibility of Department on Homeland Security grants through the Urban Area Security Initiative and the State Homeland Security Grant Program to include “addressing security vulnerabilities of public spaces, including through the installation of bollards and other target hardening activities.”

Anticipated Impact/Discussion

Although this bill is not expected to directly impact operations at San Diego International Airport, it will be monitored closely for any potential grant funding opportunities.

Status: 6/19/18 – Approved by House Committee on Homeland Security on a voice vote and referred to Senate Committee on Homeland Security and Governmental Affairs

Position: Watch (7/12/18)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 4737 (Wasserman-Schultz) – Airport Advanced Logistics, Emergency Response and Training (Airport ALERT) Act

Background/Summary

This legislation would require all Category X airports to establish integrated Airport Operations Centers. It would also require airports to include security and emergency preparedness training requirements in their Airport Security Plan (ASP), including mass evacuation plans, risk communication plans, continuity of operations plans and airport family assistance and customer care plans.

Anticipated Impact/Discussion

As San Diego International Airport (SDIA) is currently classified as a Category 1 airport, the requirement in H.R. 4737 for Category X airports to have an integrated and unified operations center would not currently apply to SDIA. Additionally, although this legislation does not provide adequate details concerning the specific mandates in the bill, H.R. 4737 is expected to require the Airport Authority to undertake several unfunded actions that would be duplicative of security-related activities currently conducted by Authority staff. Authority staff will work with airport advocacy associations who plan to discuss their concerns with this bill with the author in an effort to improve this legislation.

Status: 1/8/18 – Introduced and Referred to House Committee on Homeland Security

Position: Watch (2/1/18)

Legislation/Topic

H.R. 5003 (Hultgren) – Amend the Internal Revenue Code of 1986 to Reinstate Advance Refunding Bonds

Background/Summary

The Tax Cuts and Jobs Act (H.R. 1), signed into law in 2017, eliminated advance refunding of bonds. H.R. 5003 would amend the Internal Revenue Code of 1986 to reinstate advance refunding of bonds, restoring the flexibility for the management of municipal debt that may assist state and local governments finance infrastructure projects.

Anticipated Impact/Discussion

Although it is unclear at this time if the Airport Authority will advance refund bonds in the future, this bill might benefit the Airport Authority by providing the flexibility to advance refund bonds if necessary, depending on future financial market conditions.

*Shaded text represents new or updated legislative information

Status: 2/13/18 – Introduced and Referred to House Committee on Ways and Means

Position: Watch (4/5/18)

Legislation/Topic

H.R. 6265 (Katko) – PreCheck is PreCheck Act of 2018

Background/Summary

This legislation would limit the Transportation Security Administration's (TSA) use of PreCheck lanes to only those travelers who are enrolled in PreCheck or other Department of Homeland Security (DHS) Trusted Traveler programs within one year of enactment of this Act. This legislation would require TSA to develop modified risk screening protocols for lanes other than designated PreCheck lanes for use by low-risk passengers and would require TSA to develop and implement a long-term strategy to increase enrollment in PreCheck to expand the total population of trusted travelers.

Anticipated Impact/Discussion

Although this bill is not expected to impact operations at San Diego International Airport, it will be monitored closely for any potential impact to TSA screening protocols including PreCheck or other Trusted Traveler programs.

Status: 9/4/18 – Approved by House on a voice vote and Referred to the Senate Committee on Commerce, Science, and Transportation

Position: Watch (9/13/18)

Legislation/Topic

H.R. 6461 (Coleman) – TSA National Deployment Force Act

Background/Summary

This legislation would establish within the Transportation Security Administration (TSA) a national deployment force, authorizing the use of this new workforce to provide rapid and efficient response to augment homeland security operations:

- When airports need temporary personnel due to an emergency, seasonal demands, hiring shortfalls, severe weather conditions, passenger volume mitigation, equipment support or other reasons
- When special events require additional security occur
- In response to the aftermath of a manmade disaster, including a terrorist attack
- When other such situations arise

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

This legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport if enacted.

Status: 9/4/18 – Approved by House on a voice vote and Referred to Senate Committee on Commerce, Science, and Transportation

Position: Watch (9/13/18)

New Senate Bills

There are no new Senate bills to report.

Senate Bills from Previous Report

Legislation/Topic

S. 271 (Fischer) – Build USA Infrastructure Act

Background/Summary

S. 271, the “Build USA Infrastructure Act” would divert \$21.4 billion annually in Customs and Border Protection (CBP) passenger and freight user fees to the Highway Trust Fund. This funding would be diverted for a five-year period, beginning October 1, 2020.

Anticipated Impact/Discussion

Airports Council International – North America (ACI-NA) strongly opposes this bill. User fees should be applied for their intended use, not diverted to subsidize other programs, especially as CBP continues to face significant staffing shortfalls and technological challenges. As San Diego International Airport continues to expand international air service, this bill could have a negative impact on CBP’s ability to effectively process international passengers.

Status: 2/1/17 – Introduced and Referred to Senate Committee on Homeland Security and Governmental Affairs

Position: Oppose (3/2/17)

*Shaded text represents new or updated legislative information

Legislation/Topic

S. 1733 (Van Hollen) – Customers Not Cargo Act

Background/Summary

This proposed legislation would prohibit airlines from forcibly removing passengers after they have already boarded the plane due to overbooking or airline staff seeking to fly as passengers. It would also require the establishment of standards to resolve oversales once an aircraft has been boarded.

Anticipated Impact/Discussion

This bill is not expected to directly impact operations at San Diego International Airport.

Status: 4/12/17 – Introduced and Referred to Senate Committee on Commerce, Science and Transportation

Position: Watch (5/4/17)

Legislation/Topic

S. 1757 (Cornyn) – Building America’s Trust Act

Background/Summary

S. 1757 would authorize approximately \$15 billion over four years for border security and enforcement activities. Specific actions include:

- Requires the deployment of multi-layered tactical infrastructure across the southern U.S. border which, at the Secretary of DHS’s discretion, could include a wall system, fencing, levees, technology, or other physical barriers
- Increases the number of Border Patrol agents, Customs and Border Protection (CBP) Officers at ports, agricultural inspectors, Immigration and Customs Enforcement officers, immigration judges and federal prosecutors
- Streamline the CBP hiring process for military veterans and law enforcement personnel
- Requires CBP to deploy a biometric entry system at fifteen U.S. airports within 18 months and at all U.S. airports within five years

Anticipated Impact/Discussion

While several provisions in S. 1757 could provide additional CBP staffing resources at CBP’s San Diego port, some elements of this bill may be considered by community leaders to be a deterrent to the cross-border trade and tourism that currently benefits the regional economy.

Status: 8/3/17 – Introduced in the Senate

Position: Watch (9/7/17)

*Shaded text represents new or updated legislative information

Legislation/Topic

S. 2314 (McCaskill) – The Border and Port Security Act

Background/Summary

This bill would require the Commissioner of Customs and Border Protection (CBP) to hire, train, and assign at least 500 new CBP officers annually until the number of CBP officers equals the number of CBP officers needed under the CBP's Workload Staffing Model.

Anticipated Impact/Discussion

If enacted, this bill could potentially result in additional CBP officers at San Diego International Airport depending on the allocation of the additional CBP officers that would be hired pursuant to this bill. California Senator Kamala Harris is a cosponsor of S. 2314.

Status: 1/10/18 – Introduced and Referred to Senate Committee on Homeland Security and Governmental Affairs

Position: Support (2/1/18)

Legislation/Topic

S. 2422 (Warren) – Study on the Health Impacts of Air Traffic Noise and Pollution

Background/Summary

S. 2422 would require the Administrator of the Federal Aviation Administration to enter into an arrangement with the Health and Medicine Division of the National Academies of Sciences, Engineering, and Medicine to convene a committee of experts in health and environmental science to examine the various health impacts of air traffic noise and pollution.

Anticipated Impact/Discussion

Although this bill is not expected to directly impact operations at San Diego International Airport, the information collected by the study may be useful in helping the Airport Authority describe any potential health or impacts of air traffic noise and pollution.

Status: 2/13/18 – Introduced and Referred to Senate Committee on Science, Commerce and Transportation

Position: Watch (4/5/18)

*Shaded text represents new or updated legislative information

Legislation/Topic

S. 2836 (Johnson) – Preventing Emerging Threats Act of 2018

Background/Summary

The goal of S. 2836 is to assist the Department of Homeland Security in preventing emerging threats from unmanned aircraft systems (UAS) and vehicles. Specifically, this bill:

- Gives the Department of Homeland Security (DHS) and the Department of Justice the authority they need to protect important buildings and assets when there is a security risk posed by a UAS
- Directs DHS to perform research and testing of technology
- Requires DHS to conduct several assessments to evaluate emerging threats that drones may pose to state or private critical infrastructures and domestic large hub airports as well as emerging threats of vehicles “vehicular terrorism” when used to inflict violence and intimidation on individuals
- Includes a 5-year sunset provision

Anticipated Impact/Discussion

This bill could benefit the San Diego International Airport (SDIA) by providing law enforcement officials with additional enforcement tools to deter unsafe UAS operations near SDIA.

Status: 6/13/18 – Approved by Senate Committee on Homeland Security and Governmental Affairs

Position: Watch (7/12/18)

Legislation/Topic

S. 2859 (Peters) – Secure Airport Public Spaces Act of 2018

Background/Summary

S. 2859 would add a provision to allow for the use of passenger facility charge (PFC) revenue to enhance security at airports including projects for the construction, repair, or improvement of facilities at an airport, or for the acquisition or installation of equipment at an airport directly and substantially related to the movement of passengers and baggage in air transportation. The bill would also make projects for the installation of security cameras eligible for the Airport Improvement Program (AIP).

Anticipated Impact/Discussion

This bill could benefit the San Diego International Airport by increasing eligibility for the use of PFCs or AIP grants for security related projects, although, this bill does not include any adjustment to the current \$4.50 PFC limit established by Congress in 2000.

*Shaded text represents new or updated legislative information

Status: 5/16/18 – Introduced in the Senate and Referred to Senate Committee on
Commerce, Science, and Transportation

Position: Watch (7/12/18)

*Shaded text represents new or updated legislative information

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Reject the Claim of Alberta Gonzalez Adame

Recommendation:

Adopt Resolution No. 2019-0002, rejecting the claim of Alberta Gonzalez Adame.

Background/Justification:

On November 30, 2018, Alberta Gonzalez Adame filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Adame alleges she fell backwards while ascending an escalator in Terminal One at San Diego International Airport. Adame claims damages in an unknown amount to cover past and ongoing medical expenses.

As described above, Adame alleges that on October 2, 2018, she was riding the escalator up when she fell backwards, breaking her wrist and hitting her eye and rib. She further states a bystander stopped the escalator and paramedics transported her to Mercy Hospital for emergency treatment.

Adame's claim should be denied. An investigation into the alleged incident revealed no notice of an unsafe or dangerous condition. A police report taken at the time of the incident revealed she was pulled off balance by her own suitcase which caused her to fall. The General Counsel has reviewed the claim and recommends rejection.

Fiscal Impact:

Not applicable.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

AMY GONZALEZ
GENERAL COUNSEL

NOV 30 8:58RCV'D

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>Alberta Gonzalez Adame</u>	
2) Address to which correspondence regarding this claim should be sent: <u>(Friend's house)</u> <u>1255 Broadway St Apt 30 Chula Vista CA 91911</u>	
Telephone No.: <u>011521(664)1028260</u>	Date: <u>11/7/18</u>
3) Date and time of incident: <u>10/2/18 Around 1-2 pm</u>	
4) Location of incident: <u>Electric Stairs.</u>	
5) Description of incident resulting in claim:	
<u>I took the electric stairs to go into the bridge and a little less than the half I fell backwards and I broke my wrist, hit my eye and a rib. A person stopped the electric stairs and helped me to leave the stairs the paramedics arrived and the ambulance put a bracket on my wrist and took me to the hospital.</u>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:	
<u>N/A</u>	
7) Persons having firsthand knowledge of incident:	
Witness (es) <u>N/A</u>	Physician(s): <u>Emergency room</u>
Name:	Name: <u>Dr. Nauyen</u>
Address:	Address:
Phone:	Phone: <u>619-260-7022</u>

8) Describe property damage or personal injury claimed:
My wrist is broken and today in the hospital told me that it might not be normal again & I might need surgery.
9) Owner and location of damaged property or name/address of person injured:
Ruta Morelos 9309 Fraccionamiento Mariano Matamoros Sur, Tijuana Baja California Mexico 22234
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.
I add a copy of the account they gave me on 10/24/18 but the account is increasing every visit.

Dated: _____ Claimant: _____
 (Signature)

Notice to Claimant:
 Where space is insufficient, please use additional paper and identify information by proper section number.

<p>Mail completed original form to:</p> <p>Claims San Diego County Regional Airport Authority P.O. Box 82776 San Diego, CA 92138-2776</p>	<p><u>OR</u></p>	<p>Deliver completed original form in person to:</p> <p>San Diego County Regional Airport Authority Administration Reception Desk 3225 N. Harbor Drive, 3rd Floor San Diego, CA 92101</p>
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RESOLUTION NO. 2019-0002

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, REJECTING THE CLAIM OF ALBERTA
GONZALEZ ADAME

WHEREAS, on November 30, 2018 Alberta Gonzalez Adame filed a claim with the San Diego County Regional Airport Authority (“Authority”) for losses she claims to have suffered as the result of falling while on an escalator in Terminal One at San Diego International Airport; and

WHEREAS, at its regular meeting on January 3, 2019, the Board considered the claim filed by Alberta Gonzalez Adame and the report submitted to the Board, and found that the claim should be rejected.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the claim of Alberta Gonzalez Adame; and

BE IT FURTHER RESOLVED 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 is not a “development” as defined by the California Coastal Act (California Public Resources Code § 30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at its regular meeting this 3rd day of January, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Amend Authority Policy 3.30 – Business Expense Reimbursement Policy to Include Travel Expenses and Repeal Authority Policy 3.40 – Travel and Lodging Expense Reimbursement Policy

Recommendation:

Adopt Resolution No. 2019-0003, amending Policy 3.30 to include travel expenses and repealing Policy 3.40.

Background/Justification:

Two Authority policies govern reimbursement of Board member and employee expenses: (a) Policy 3.30 – Business Expense Reimbursement Policy; and (b) Policy 3.40 – Travel and Lodging Expense Reimbursement Policy. As part of a periodic policy review, staff determined that these policies, which were last amended in December 2009, should be updated and combined into a single Business and Travel Expense Reimbursement Policy.

Staff conducted a comprehensive and thorough review of the current policies and researched policies at other public agencies that operate airports. Input and review of proposed changes was solicited and received from several stakeholder departments, the General Counsel, Chief Auditor, and executive management. This process resulted in the attached proposed amended Policy 3.30 (Attachment A).

Significant changes represented in the proposed amended Policy 3.30 are:

- (a) meal expenses during out-of-town travel will be on a Per Diem basis instead of actual expenses;
- (b) the Executive Committee may pre-approve a set amount for the in-town business expenses of the President/CEO, General Counsel, and Chief Auditor;
- (c) training will be required for travelers and those who book travel;
- (d) certain travel expenses are now included in the policy (bag and seat fees, internet expenses, etc.)
- (e) travel advance policies are codified, including a penalty for those who fail to adhere to such policies; and
- (f) the combined policy is reorganized and simplified to be clearer and easier to follow.

For reference, the following exhibits are attached:

- (a) Exhibit 1: detailed comparison between current Policies 3.30 & 3.40 and the proposed amended Policy 3.30;
- (b) Exhibit 2: current Policy 3.30 – Business Expense Reimbursement Policy; and
- (c) Exhibit 3: current Policy 3.40 – Travel and Lodging Expense Reimbursement Policy.

Page 2 of 2

The proposed amended Policy 3.30 was presented to the Executive Committee on December 20, 2019. The Executive Committee voted unanimously to recommend that the Board adopt the proposed amended Policy 3.30 and repeal the existing Policy 3.40.

The adoption of the proposed Business and Travel Expense Reimbursement Policy will necessitate revisions to numerous processes, procedures, and forms. Also, the new Policy requires training for travelers and those who arrange travel and approve expenses under the Policy. To allow for the smooth transition to the new Policy, staff recommends that the Board adopt the proposed amendment to Policy 3.30 and repeal of Policy 3.40 with an effective date of July 1, 2019.

Fiscal Impact:

Funding for business and travel expenses is included in the adopted FY2019 budget and FY2020 conceptual budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

MATT HARRIS
SENIOR DIRECTOR, STRATEGY & POLICY

EXHIBIT 1**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

Subject	Current Policy (3.30 and 3.40) [with cite]	Proposed Amended Policy 3.30 [with cite]
		SECTION 2 GENERAL PROVISIONS
Domestic Travel	“travel within and between the 48 continental United States” [Policy 3.40(2)(c); 3.40(Att.A)(a)(i)]	“travel among the fifty (50) United States” [(2)(g)(iii)]
International Travel	“outside the 48 continental United States” [3.40(Att.A)(a)(1)]	“travel outside the fifty (50) United States.” [(2)(g)(iv)]
In-Town	“within 50 miles of the Authority’s principal business office.” [3.30(3)(a)]	“a location within San Diego county.” [(2)(g)(v)]
Out-of-Town	“more than 50 miles from the Authority’s principal business office.” [3.30(3)(b)]	“a location outside San Diego county.” [(2)(g)(vi)]
		SECTION 3 ADMINISTRATOR
Pre-Approval of Travel Requests (Board, President/CEO, General Counsel, Chief Auditor)	“For pre-approval of travel requests... where time demands require that travel commence prior to the next meeting of the Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair’s designee from the Executive Committee will act as the Administrator.” [3.40(b)]	“Where time demands require that travel commence or travel arrangements be made prior to the next meeting of the Board Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair’s designee from the Board Executive Committee will act as the Administrator.” [(3)(b)(i)(A)(II)]

EXHIBIT 1

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

<p>Pre-Approval of a Set Dollar Amount for Routine In-Town Expenses (Board, President/CEO, General Counsel, Chief Auditor)</p>	<p>---</p>	<p>“The Board Executive Committee may pre-approve a set dollar amount of expenses to be used by the President/CEO, General Counsel, and Chief Auditor for routine, In-Town business expenses (i.e. parking, meals). All expenses pre-approved pursuant to this provision shall be documented and presented to the Board for information no later than 12 months from the date of the Board’s pre-approval.” [(3)(b)(i)(C)]</p>
<p>Designated Administrator (All Other Authority Employees)</p>	<p>Vice President – Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval of the President/CEO. Department Head – Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO. Other employees – Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO. [3.30(4)(b); 3.40(3)(b)]</p>	<p>“All Other Authority Employees. (A) The President/CEO shall designate Administrators for approval of employee travel pre-approvals and Business and Travel Expense reimbursement requests.” [(3)(b)(ii)(A)]</p>
<p>Training</p>	<p>“Each Administrator shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.” [3.30(4)(d) & 3.40(3)(d)]</p>	<p>“Each Administrator and employee responsible for booking travel shall receive training regarding his or her duties and responsibilities pursuant to this Policy at least once every two years. Prior to traveling, a Board member or employee shall attend training regarding his or her duties and responsibilities pursuant to this Policy within the previous two years. “ [(3)(d)]</p>

EXHIBIT 1

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

		SECTION 4 PROCEDURES TO REQUEST PRE-APPROVAL/REIMBURSEMENT
Date By Which In-Town Business Expenses Must Be Submitted	<p>“Board members and employees must submit the [Business Expense Reimbursement] Report to the Administrator no later than thirty (30) days after the incurrence of the corresponding expense.</p> <p>“Each Board member or employee who seeks reimbursement for in-town mileage and parking expenses must complete a “Monthly Mileage and Parking Fee Reimbursement Report” no later than thirty (30) days after the end of the corresponding calendar month.”</p> <p>[3.30(5)(a) and 3.30(5)(b)]</p>	<p>“In-Town expenses, other than those reimbursed under Section 3(b)(i)(C) of this Policy, shall be submitted no later than the last day of the month following the month in which the expenses are incurred.”</p> <p>[(4)(b)]</p>
Most Senior Pays	<p>“The most senior Authority Board member or employee shall pay for the meal for all Authority Board members and/or employees present at the meal.”</p> <p>[3.30(Att.A)(a)(i)(4)(c)]</p>	<p>When meals are reimbursable under this policy and more than one employee is on the same reimbursement request, the Administrator of the most senior employee shall approve reimbursement of the meal. If a meal reimbursement request includes a Board member, the expense shall be approved pursuant to Section 3(b)(i) of this Policy.</p> <p>[(4)(d)]</p>

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

<p>Expense Reimbursement Forms</p>	<p><u>Expense Reimbursement Forms</u></p> <p>(a) <i>In-town Business Expense Reimbursement Report.</i> All reimbursable in-town expenses (other than in-town mileage and parking expenses) are processed on a “Business Expense Reimbursement Report.” Board members and employees must submit the Report to the Administrator no later than thirty (30) days after the incurrence of the corresponding expense.</p> <p>(b) <i>In-town Monthly Mileage and Parking Fee Reimbursement Report.</i> Each Board member or employee who seeks reimbursement for in-town mileage and parking expenses must complete a “Monthly Mileage and Parking Fee Reimbursement Report” no later than thirty (30) days after the end of the corresponding calendar month.</p> <p><u>Pre-approval of Travel and Approval of Travel Expense Reimbursement Forms</u></p> <p>(a) <i>Out-of-Town Travel Request.</i> Board members and employees who wish to engage in travel that directly relates to the transaction of the Authority’s business must complete and have approved by the Administrator, the “Out-of-Town Travel Request” form prior to the commencement of travel. The travel request shall identify the purpose of the travel; the expected benefits to accrue to the Authority; the means and class of transportation; and include a projected budget of transportation, lodging and other significant costs</p> <p>(b) <i>Out-of-Town Travel Expense Reimbursement Report.</i> To receive reimbursement of expenses associated with authorized travel, the Board member or employee must complete and submit in a timely fashion after such travel, a “Travel Expense Report” form.</p> <p>[3.30(5) & 3.40(4)]</p>	<p>“The President/CEO shall establish and communicate to all Board members and employees further procedures governing submission, processing, and approval of Business and Travel Expenses.”</p> <p>[(4)(e)]</p>
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“- - -” indicates that current Policies 3.30 and 3.40 are silent on subject matter

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

		SECTION 5 SUPPORTING DOCUMENTATION
Original Receipts	<p>“Each reimbursement request must include the following supporting documentation... original, itemized, detailed receipts. Each receipt must be imprinted with the name of the business and date.” [3.30(6)(c); 3.40(5)(b)]</p>	<p>“Each reimbursement request must include the following supporting documentation... All itemized, detailed receipts.” [(5)(b)(iii)]</p>
		SECTION 6 BUSINESS AND TRAVEL EXPENSES
		(a) Meals, Entertainment, and Incidental Expenses
Per Diem	<p>“Travel Per Diem for Board Members. When traveling on official Authority business, Board members may be reimbursed for the actual cost of lodging, meals, and necessary incidental travel-related expenses which shall not exceed the then stated per diem rate established that year by the [GSA] for destinations within the United States and the U.S. Department of State Bureau of Administration for international destinations....”</p> <p>“Travel for Employees. When traveling on Authority business, employees may be reimbursed for the actual cost of necessary lodging, meals, and incidental travel-related expenses.” [3.40(2)(a)(iii); 3.40(2)(a)(iv)]</p>	<p>“When traveling on official Authority business, Board members and employees may be reimbursed for meals and incidental expenses at the then per diem rate established that year by the [GSA] for destinations within the United States and the U.S. Department of State for international destinations (“Per Diem Rate”). Receipts shall not be required for meals and incidental expenses for which the Per Diem Rate is paid.</p> <p>“In special circumstances, Board members and employees may be reimbursed for meals above the Per Diem Rate. For employees other than the President/CEO, General Counsel and Chief Auditor, the Administrator for expenses reimbursed under this paragraph shall be the President/CEO or a Vice President. Receipts shall be required for any meal reimbursed above the Per Diem Rate.” [(6)(a)(ii)(A) & (6)(a)(ii)(B)]</p>
Meals with Existing Vendors or Contractors	<p>“...meals with vendors or contractors with whom the Authority already has an existing relationship or contract are generally not reimbursable.” [3.30(Att.A)(a)(i)(4)]</p>	- Removed -

EXHIBIT 1

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

		(b) Seminars and Conferences
Definition of Seminar and Conference Expenses	“Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.” [3.30(Att.A)(b)(i)]	“Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are required for the seminar or conference.” [(6)(b)(i)]
		(c) Vehicle, Toll, Mileage and Parking Fees
Requirement for Operating Privately-Owned Vehicle on Authority Business	“Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid California Driver’s License....” [3.30(Att.A)(c)(ii)]	“Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid Driver’s License....” [(6)(c)(ii)(A)]
		(e) Air Travel
Approved Travel Agent	“Board members are encouraged to not personally make travel arrangements for air travel approved by the Authority.” “In the event that a Board member chooses to personally make travel arrangements then such Board member must: (A) Obtain the lowest fare available, (B) Purchase coach fare for domestic travel...” [3.40(Att. A)(a)(iii)(2)]	“Board members and employees are encouraged to use the Authority’s approved travel agent or system. The Administrator must pre-approve travel arranged not using the Authority’s approved travel agent or system.” [(6)(e)(ii)(B)]

EXHIBIT 1**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

Early and Late Departures	<p>“Board members and employees as approved by the Administrator are permitted to depart one or two days early (e.g., on a Saturday for a meeting beginning on Monday morning) or stay one or two extra days (e.g., until Sunday after a meeting ending on Friday or Saturday) if (1) they are able to obtain a discounted airfare for which they would not otherwise be eligible and (2) the combined cost of the discounted airfare and additional allowable expenses are less than the cost of the lowest airfare otherwise available. If the Board member or employee elects to travel extra days, the respective Administrator must pre-approve such extra travel day(s) and obtain appropriate documentation to support such pre-approval.”</p> <p>[3.40(Att.A)(a)(iii)(3)]</p>	<p>“Board members and employees are permitted to extend business trips to reduce the total travel and airfare costs when approved by the Administrator. Additional lodging and meal expense is allowable, provided that the total does not exceed the airfare cost savings. Documentation that the extension of the business trip does not increase the expense to the Authority must be provided to and approved by the Administrator.”</p> <p>[(6)(e)(iii)(A)]</p>
Personal Side Trips	<p>---</p>	<p>“Personal side trips Combined with Business Trips are permitted for Board members and employees when approved by the Administrator. Side trips must be taken on the Board Member’s or employee’s own time and at no expense to the Authority. Any additional expense over the least expensive ticketing cost for the business portion of the trip is the responsibility of the Board member or employee. Documentation that the personal side trip does not increase the expense to the Authority must be provided to and approved by the Administrator.”</p> <p>[(6)(e)(iii)(B)]</p>
Business Travel Departure City	<p>---</p>	<p>“Board members and employees are permitted to depart from a destination other than San Diego for the purpose of business travel if pre-approved by the Administrator.”</p> <p>[(6)(e)(iv)(A)]</p>

EXHIBIT 1**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

Other Air Travel Expenses	---	“Board members and employees may be reimbursed for in-flight internet service and reasonable miscellaneous fees charged by airlines such as ticket change fees, baggage fees and charges for aisle or window seats, extra leg room, early check-in, etc.” [(6)(e)(v)(A)]
		(g) Lodging and Associated Expenses
Internet at Hotel or Other Location	---	“Internet Expenses. Board members and employees may request reimbursement for reasonable internet access expenses at a hotel or other location.” [(6)(g)(iii)(A)]
Fitness Facility Fees	---	“Fitness Facility Fees. If the traveler’s lodging does not offer a fitness facility, Board members and employees may request reimbursement for reasonable fees for the use of a fitness facility at another location. This does not include spa services or personal trainer services.” (6)(g)(iv)(A)
Laundry and Dry Cleaning	“Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs for out-of-town assignments of three or more consecutive nights.” [3.40(Att.A)(b)(iii)(3)]	“Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs that are incurred on or after the fourth consecutive day of an Out-of-Town travel assignment.” [(6)(g)(v)(A)]
		(h) Travel Advances
Limit on Advance Amount	---	“Travelers may request an advance of up to 100 percent (100%) of the estimated Business and Travel Expenses expected to be paid by the traveler.” [(6)(h)(i)]
Approval and Payment of Advance	---	“Any advance request must be approved by the Administrator and generally shall not be paid to traveler more than seven (7) days prior to the travel.” [(6)(h)(i)]

EXHIBIT 1**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

Suspension of Advance Privileges	“Failure to account for travel advances within the required 30 day period may result in the suspension of privileges to obtain further advances.” [3.40(2)(g)]	“Failure to adhere to the requirements for travel advances outlined in this Policy shall result in the suspension of privileges to obtain advances for one (1) year.” [(6)(h)(v)]
		SECTION 7 CANCELLATIONS OF PRE-PAID TRAVEL
Pre-Paid Personal Travel	---	“Cancellations or Rescheduling of Pre-Paid Personal Travel. As approved by the appropriate Administrator, the Authority President/CEO, General Counsel, Chief Auditor and employees may be reimbursed for costs incurred to cancel or reschedule prepaid personal travel when such cancellation was required due to Authority business.” [(7)(b)]
		SECTION 8 SUBSEQUENT AUDIT BY THE AUTHORITY
Required Annual Audit of Board Member, President/CEO, General Counsel and Chief Auditor Expenses	“Authority Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to audit annually.” [3.30(9) & 3.40(8)]	“All Board Member and employee reimbursement requests and corresponding payments are subject to audit...” [(8)(a)]

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

	MISCELLANEOUS PROVISIONS	
Board member international travel, Drawings, and Rotation Rule	<p>“(i) <u>General Policy</u>. It is general Board policy that no more than two (2) Board members shall be permitted to attend the same event where both (a) International Travel is required, and (b) the Board members are to be reimbursed for their travel expenses. This policy is not intended to prevent any Board member from attending an event where reimbursement is not requested.</p> <p>“(ii) <u>Exception</u>. Notwithstanding (i), above, a majority of the disinterested members of the Board may vote to permit Authority reimbursement for travel expenses of more than two (2) Board members requiring International travel.</p> <p>“(iii) <u>Eligibility by Drawing</u>. Where more than two (2) Board members request permission to attend the same event requiring International travel and reimbursement for travel expenses, then eligibility for travel reimbursement for the two (2) Board members shall be determined by drawing lots.</p> <p>“(iv) <u>Rotation Rule</u>. Unless otherwise agreed to by a majority of the disinterested members of the Board, no Board member who has received reimbursement for expenses requiring International travel shall be eligible for future reimbursement of travel expenses requiring International travel until all other Board members either (a) have been subsequently reimbursed for International travel, or (b) have declined to participate in such travel when asked to do so by reason of remaining eligibility.”</p> <p>[3.40(Att.A)(d)]</p>	- Removed -

EXHIBIT 1

**COMPARISON BETWEEN
CURRENT POLICIES 3.30 & 3.40 AND PROPOSED AMENDED POLICY 3.30**

Office Supplies	“Office Supplies (Board members only) (i) Office supplies subject to this section include paper, toner, writing utensils, copy expenses, facsimile expenses, and mailing and overnight shipping expenses. (ii) Expenses for office supplies only are reimbursable if such office supplies directly relate to the Board member’s transaction of the Authority’s business. (iii) Board members should request reimbursement for office supplies on the Business Expense Reimbursement Report.” [3.30(Att.A)(d)]	- Removed -
Biennial Review of Policy	“The Authority President/CEO shall have this Policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendation for revision shall be presented to the Board.” [3.30(10); 3.40(9)]	- Removed -

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 3 - PERSONNEL**
PART 3.3 - REIMBURSEMENT
SECTION 3.30 - BUSINESS EXPENSE REIMBURSEMENT POLICY
-

PURPOSE: To establish a policy for the reimbursement of business expenses for the members of the Board (the “**Board**”) and employees of the San Diego County Regional Airport Authority (the “**Authority**”).

POLICY STATEMENT:

(1) Objectives. The objectives of this policy are to:

(a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary business expenses incurred while on official business;

(b) Ensure that the business expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;

(c) Identify the conditions under which and the procedures by which Board members and employees may be reimbursed for authorized business expenses;

(d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate business expenses that they incur; and

(e) Incorporate applicable provisions of Government Code § 53232.2 – 53232.3.

(2) General Reimbursement Provisions.

(a) Board members and employees may be reimbursed for actual, necessary, and reasonable business expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority.

(b) Reimbursement of Board members, the President/CEO, the General Counsel and/or Chief Auditor for any expense that does not fall within this policy shall require the approval of the Executive Committee at a regularly scheduled meeting. Reimbursement of employees for any expense that does not fall within this policy shall require the approval of the President/CEO.

(c) Board members attending meetings at the expense of the Authority shall provide a brief oral or written report at the next regularly scheduled meeting of the Board.

(d) All reimbursement requests should be submitted to the Administrator within a reasonable amount of time, but no later than thirty (30) days after incurring the expense.

(e) All business expense advances must be cleared no later than thirty (30) days after issuance of the advance.

(f) Should the Board member or employee owe the Authority for a portion of any unused advances, the Board member or employee must pay to the Authority the unused portion by cash or personal check.

(g) Failure to account for business expense advances within the required 30-day period may result in the suspension of privileges to obtain further advances. All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred outside of the United States.

(h) Expenses specifically excluded from this policy are: political contributions, specifically expenses incurred for the purpose of supporting or opposing or raising money to support or oppose any candidate, ballot measure, or political party; gifts to Board members and/or employees; expenses incurred with any club or organization that discriminates on the basis of race, gender, religion, sexual orientation or other legally protected criteria in its membership policy.

(i) Travel-related expenses, such as transportation, lodging, meals and incidental expenses are reimbursable pursuant to the provisions of Policy 3.40.

(3) In-Town and Out-of Town Business Expenses. This policy addresses the following types of business expenses:

(a) *In-town business expenses*, which are direct, out-of-pocket expenses incurred by an employee while conducting Authority business within 50 miles of the Authority's principal business office.

(b) *Out-of-town business expenses*, which are direct, out-of-pocket expenses incurred by an employee while conducting Authority business more than 50 miles from the Authority's principal business office.

(4) Administrator Review and Approval. Reimbursement of business expenses requires a responsible officer of the Authority (the "**Administrator**") to review and approve the reimbursement of business expenses in the manner set forth in this policy.

(a) Responsibilities of Administrator. An Administrator, in approving a request for reimbursement of business expenses, is responsible for ensuring that such request meets the requirements of this policy. In discharging this responsibility, the Administrator shall review the reimbursement request and supporting documentation to determine whether or not the request conforms to the standards and specifications in this policy. Specifically, the Administrator shall:

- (1) Make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the Authority’s business;
- (2) Confirm that each reimbursement request is accompanied by the documentation required in Section 6 of this policy;
- (3) Verify that the documentation for each expense that is unusual in nature and/or amount adequately supports the reasonableness and necessity of the expense;
- (4) Reject those expenses that are not consistent with this policy; and
- (5) For those expenses that are approved for reimbursement, provide written certification that such expenses were reasonable and directly related to the Authority’s business.

(b) Designation of Administrator. As used in this policy, the appropriate Administrator shall be designated in the below table. No Administrator may approve the reimbursement of a business expense that directly benefits the Administrator.

Authority Position	Corresponding Administrator
Board Member, President/CEO, General Counsel and Chief Auditor	<p>(1) The Executive Committee will act as the Administrator, or (2) where delayed reimbursement would cause financial hardship and more timely reimbursement is requested, the Chair or the Board , or in the Chair’s absence, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p>All reimbursement requests approved by the Chair or the Chair’s designee shall be subject to approval of the Executive Committee at its next meeting.</p> <p>All approved reimbursement requests will be presented to the Board for its information at its next regular meeting.</p>
Vice President	Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval

	<p>of the President/CEO or his or her designee.</p> <p>If the President/CEO’s designee is the Vice President requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.</p>
<p>Department Head</p>	<p>Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO. If the President/CEO’s designee is the Vice President of the Department Head requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.</p>
<p>Other employees</p>	<p>Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO.</p>

(c) **Single Point of Contact.** In order to provide for uniform and consistent application of this policy by Administrators reviewing requests for reimbursement of business expenses, the President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this policy.

(d) **Annual Training.** Each Administrator shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.

(5) **Expense Reimbursement Forms.**

(a) *In-town Business Expense Reimbursement Report.* All reimbursable in-town expenses (other than in-town mileage and parking expenses) are processed on a “Business Expense Reimbursement Report.” Board members and employees must submit the Report to the Administrator no later than thirty (30) days after the incurrence of the corresponding expense.

(b) *In-town Monthly Mileage and Parking Fee Reimbursement Report.* Each Board member or employee who seeks reimbursement for in-town mileage and parking expenses must complete a “Monthly Mileage and Parking Fee Reimbursement Report” no later than thirty (30) days after the end of the corresponding calendar month.

(6) Supporting Documentation for All Authorization and Reimbursement Requests.

(a) For each authorization and reimbursement request, employees should clearly document and explain the business purpose of the proposed or actual expenditures, including, without limitation, the type of expenditure and the reason why such expenditure directly relates to Authority business.

(b) All expenses must be itemized (e.g., a detailed list of individual expenses, no groupings of expenses) in each authorization and reimbursement request. For example, if a Board member or employee pays for a meal of an Authority customer or business associate, then the name and business affiliation of the customer or business associate, as well as the purpose for the meeting, must be listed on the reimbursement request.

(c) The original, itemized, detailed receipts must be provided in all reimbursement requests. Each receipt must be imprinted with the name of the business and date. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances why the receipt is not submitted. Excluded from this requirement are the payments of tips to taxi drivers, bellhops, room attendants, and others where receipts are generally not available or required.

(d) Reimbursement requests that have not been properly prepared, authorized or supported by documentation shall be returned to the Board member or employee within 14 days with the reasons given for not processing the claim.

(7) Approval for Reimbursement of Business Expenses.

(a) The Administrator will approve in writing each reimbursement request if the Administrator determines that the corresponding expenditure is a reimbursable expense under this policy.

(b) Board members or employees who are uncertain whether a proposed expenditure is reimbursable in accordance with this policy may request, at least fifteen (15) days prior to the incurrence of such expenditure, pre-approval of such expenditure with the Administrator.

(c) Alcohol expenses are not reimbursable unless specifically pre-approved by the Executive Committee for all Board member requests or the President/CEO for all Authority staff requests.

(8) Payment of Approved Business Expenses. The Authority generally will process payments for reimbursement requests by issuing a check made payable to the Board member or employee eligible for such reimbursement.

(9) Subsequent Audit by the Authority. Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to subsequent audit by the Authority on an annual basis. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow

such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

(10) Biannual Review of Policy. The President/CEO shall have this policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendations for revision shall be presented to the Board.

ATTACHMENT A
BUSINESS EXPENSES

Reimbursable Business Expenses. This section lists *business expenses* that generally are reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses. Any expense(s) not listed in this attachment may not be authorized nor reimbursed without special pre-approval by the respective Administrator:

(a) *Meals, Entertainment and Gratuities:*

(i) *Definition of Meal, Entertainment and Gratuity Expenses.*

(1) *Meals* – expenses include the costs of food, beverages and taxes. Alcohol expenses are not reimbursable unless specifically pre-approved by the Executive Committee for all Board member requests or the President/CEO for all Authority staff requests.

(2) *Entertainment* – expenses incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events. Entertainment expenses shall meet one of the following tests:

(a) The employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; the employee incurring the expense actively sought to obtain that benefit at that time; business was the principal motivation for the incurrence of the expense; and the outlay was used for both the employee incurring the expense, and the third party from whom the employee expects the business benefit; or

(b) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay was for business or for support of future business objectives; or

(c) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the employee incurring the expense is also accompanied by one or more other Authority employees, the Authority also will pay for the expense for the other Authority employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority employee(s).

(3) *Gratuities* – expenses for gratuities in connection with meals and entertainment should be reasonable. Receipts generally are not required for the reimbursement of gratuities if such gratuities are included in the expenses for the corresponding meal or entertainment activity.

(4) *Exclusions* – Meals between Authority employees and/or Board members and meals with vendors or contractors with whom the Authority already has an existing relationship or contract (“existing vendors or contractors”) are generally not reimbursable. However, when special circumstances justify such expenses, (1) the President/CEO, as Administrator, may approve reimbursement expenses for meals between Authority employees and for meals between Authority employees and existing vendors or contractors; or (2) a member of the Executive Committee, as the Administrator, may approve reimbursement of expenses for meals between Authority employees and Board members, for meals between Board members, and for meals between Board members and existing vendors or contractors. Authority employees will be reimbursed for such business-related meals solely with other Authority employees when:

- (a) for confidentiality reasons, business must be conducted off-airport premises; or
- (b) authorization is given by the Administrator for department reward or recognition; or
- (c) when the meal is an integral part of job-related seminar, conference, convention, meeting or training that occurs during the meal. The most senior Authority Board member or employee shall pay for the meal for all Authority Board members and/or employees present at the meal.

(ii) *Requirements for Reimbursement.* Expenses for meals, entertainment and gratuities are only reimbursable if the Authority determines that these expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority’s business. Such expenses only will be considered “directly related” to the transaction of the Authority’s business if the Board member or employee actively is engaged, during the meal or entertainment activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the purpose of generating revenues for the Authority or another specific business benefit such as the enhancement of the Authority’s image. Discussions, meetings, negotiations or other business transactions that only are incidental to the meal or entertainment will not meet the “directly related” test.

(iii) *Procedure to Request Reimbursement.* Board members and employees shall request reimbursement for meal, entertainment and gratuity expenses on the Business Expense Reimbursement Report for in-town or on the Travel Expense Report for out-of-town. The reimbursement request shall itemize (1) the business expense, (2) the name, title and Authority affiliation of the business associate(s) who participated in the meal or entertainment activity and (3) a description of why the business expense is directly related to the transaction of the Authority's business. If an employee requests reimbursement for a meal or entertainment activity that includes business associate(s) who are not directly related to the transaction of the Authority's business, then expenses relating to these individuals shall be excluded from the reimbursement request.

(b) *Seminars and Conferences.*

(i) *Definition of Seminar and Conference Expenses.* Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.

(ii) *Requirements for Reimbursement.* Expenses for seminars and conferences are only reimbursable if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Employees should request reimbursement for seminars and conferences on the Business Expense Reimbursement Report for in-town expenses or on the Travel Expense Report for out-of-town expenses.

(c) *Vehicle, Mileage and Parking Fees.*

(i) *Definition of Vehicle and Mileage Expenses.* Vehicle and mileage expenses include expenses that are incurred by Board members or employees with his or her personal vehicle parking, mileage and toll fees for authorized use of a personal vehicle; vehicle and mileage expenses may include:

- parking, taxi and shuttle fees to and from the airport, bus or train station; and
- rental car payments in limited circumstances.
- or a vehicle authorized for use by the Authority, and
- will be paid at the current rate established by the Internal Revenue Service (IRS) for that year, or the rate that is established from time to time by the Authority at its discretion.

(ii) *Requirements for Reimbursement.* Expenses for vehicle use, mileage and parking fees are only reimbursable if they directly relate to the transaction of the Authority's business. Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid California Driver's License and maintain their vehicles in a safe operating condition. Board members and employees receiving a vehicle allowance from the Authority or any other agency shall not be reimbursed for in-town use of a privately-owned vehicle.

(iii) *Procedure to Request Reimbursement.* Board members and employees should request reimbursement for vehicle use, mileage and parking fees on the Monthly Mileage and Parking Fee Reimbursement Report for in-town expenses or on the Travel Expense Report for out-of-town expenses.

(1) Board members and employees shall attach copies of all parking and toll receipts to the Request.

(2) If an Administrator determines that such Board member or employee will drive to an out-of-town location with his or her personal automobile instead of flying to such location, then such Board member or employee may request reimbursement for vehicle, mileage, parking and toll fees in an amount that shall not exceed the expenses incurred in flying to such location in accordance with this policy.

(3) If a Board member or employee determines to fly or take alternative transportation (e.g., bus or train) to the out-of-town location, then the employee may request reimbursement for an amount that is the lesser of (1) the parking fees to store his or her vehicle in long-term parking during the duration of the out-of-town trip, or (2) the cost of the taxi or shuttle to and from the airport, bus or train station.

(4) A Board member or employee may only use a rental car while on out-of-town business if (1) the need for a car is necessary to transact Authority business, (2) the use of taxi services or public transportation would not be economical or practicable and (3) the Administrator has approved in advance the rental car usage.

(5) Board members and employees should choose the least expensive and more effective type of ground transportation where practical, including the use of taxis, shuttles, ferries, buses or other public transportation.

(d) *Office Supplies (Board members only).*

(i) *Definition of Office Supply Expenses.* Office supplies subject to this section include paper, toner, writing utensils, copy expenses, facsimile expenses, and mailing and overnight shipping expenses.

(ii) *Requirements for Reimbursement.* Expenses for office supplies only are reimbursable if such office supplies directly relate to the Board member's transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Board members should request reimbursement for office supplies on the Business Expense Reimbursement Report.

(e) Telephone Services.

(i) *Definition of Telephone Call Expenses.* Telephone expenses include local and long-distance telephone calls made from a land line or cellular phone.

(ii) *Requirements for Reimbursement.* Expenses for telephone calls made from a land line or cellular phones are reimbursable only if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.* Employees should request reimbursement for telephone calls on the Business Expense Reimbursement Report for in-town expenses and the Travel Expense Report for out-of-town expenses, and should attach copies of the corresponding telephone bills that highlight the specific calls for which reimbursement is sought. Employees may request reimbursement of the actual and reasonable cost of one personal telephone call per day during an out-of-town assignment.

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0042 dated April 3, 2006.]

[Amended by Resolution No. 2005-0100 dated October 3, 2005.]

[Amended by Resolution No. 03-010 RR dated April 3, 2003.]

[Resolution No. 2002-2 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 3 - PERSONNEL**
PART 3.4 - REIMBURSEMENT
SECTION 3.40 - TRAVEL AND LODGING EXPENSE REIMBURSEMENT POLICY
-

PURPOSE: To establish a policy for the reimbursement of travel expenses for the members of the Board (the “**Board**”) and employees of the San Diego County Regional Airport Authority (the “**Authority**”).

POLICY STATEMENT:

(1) Objectives. The objectives of this policy are to:

(a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary traveling expenses incurred while on official business;

(b) Ensure that the travel expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;

(c) Identify the conditions under which and the procedures by which Board members and employees may be reimbursed for authorized travel expenses;

(d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate travel expenses that they incur; and

(e) Incorporate applicable provisions of Government Code § 53232.2 – 53232.3.

(2) General Travel Reimbursement Provisions.

(a) Board members and employees may be reimbursed for actual, necessary, and reasonable travel expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority.

(i) *Board Member and Employee Travel by Commercial Air Carrier.* When traveling by commercial air carrier on official Authority business, Board members and employees shall use government or group air travel rates when such rates are offered by a commercial air carrier. When government or group rates are not available, Board members and employees shall be reimbursed at a rate not to exceed the prevailing applicable coach rate for domestic travel and the prevailing rate for one class above the coach rate for non-domestic travel when the scheduled flight time exceeds six hours.

(ii) *Board Member and Employee Travel by Means Other Than Commercial Air Carrier.* When traveling by means other than commercial air carrier, Board members and employees may be reimbursed for the actual transportation costs except for travel by personal vehicle where reimbursement shall be at the current mileage rate as published by the Internal Revenue Service (“IRS”). In no event shall the reimbursement of transportation expenses exceed the prevailing applicable rate for coach-class air travel.

(iii) *Travel Per Diem for Board Members.* When traveling on official Authority business, Board members may be reimbursed for the actual cost of lodging, meals, and necessary incidental travel-related expenses which shall not exceed the then stated per diem rate established that year by the U.S. General Services Administration (“GSA”) for destinations within the United States and the U.S. Department of State Bureau of Administration for international destinations. If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code §54952.2, including, but not limited to, ethics training required by §53234 et seq., lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the Board member shall use comparable lodging at comparable rates.

(iv) *Travel for Employees.* When traveling on official Authority business, employees may be reimbursed for the actual cost of necessary lodging, meals, and incidental travel-related expenses. Employees shall use available government and/or group rates for travel and lodging. Lodging expenses incurred in connection with a conference or organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. If the group rate is not available, the employee shall use comparable lodging.

(b) Reimbursement of Board members, the President/CEO, the General Counsel, and/or Chief Auditor for any travel expense that does not fall within this policy shall require the approval of the Executive Committee at a regularly scheduled meeting. Reimbursement of employees for any travel expense that does not fall within this policy shall require the approval of the President/CEO.

(c) Domestic travel for the purpose of this policy includes travel within and between the 48 continental United States.

(d) Board members and employees must submit to their respective Administrator the Out-of-Town Travel Request at least three (3) weeks prior to the anticipated travel departure date, but this advance notice period is not required if the Authority provides less than three (3) weeks’ notice in requesting that a Board member or employee conduct out-of-town travel.

(e) The Travel Expense Report should be submitted to the Administrator within a reasonable amount of time, but no later than thirty (30) days after the completion of the out-of-town travel.

(f) All domestic travel advances must be cleared no later than thirty (30) days after the completion of the domestic travel, and all international travel advances must be cleared no later than forty-five (45) days after the completion of the international travel.

(g) Should a Board member or employee owe the Authority for a portion of any unused travel advance, the Board member or employee must pay to the Authority the unused portion by cash or personal check. Failure to account for travel advances within the required 30-day period may result in the suspension of privileges to obtain further advances.

(h) All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred outside of the United States.

(3) Administrator Pre-approval of Travel Requests and Approval of Reimbursement Requests. Reimbursement of travel expenses requires a responsible officer of the Authority (the "Administrator") to pre-approve the travel and to review and approve the reimbursement of travel expenses in the manner set forth in this policy.

(a) Responsibilities of Administrator. An Administrator, in authorizing a travel request or approving a request for reimbursement of incurred travel, is responsible for ensuring that each such request meets the requirements of this policy. In discharging this responsibility, the Administrator shall review the request and supporting documentation to determine whether or not the request conforms to the standards and specifications in this policy. Specifically, the Administrator shall:

(1) Verify that the means of transportation and lodging arrangements conform to the requirements of this policy;

(2) Confirm that the requested travel is reasonably necessary for the business of the Authority;

(3) Determine that the projected costs of the travel are objectively reasonable in comparison to the anticipated benefits to the Authority;

(4) Make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the Authority's business;

(5) Confirm that each reimbursement request is accompanied by the documentation required by this policy;

(6) Verify that the documentation for each expense that is unusual in nature and/or amount adequately supports the reasonableness and necessity of the expense;

(7) Reject those expenses that are not consistent with this policy; and

(8) For those expenses that are approved for reimbursement, provide written certification that the Administrator, based on reasonable inquiry, believes such expenses were reasonable, necessary, and directly related to the Authority’s business.

(b) Designation of Administrator. As used in this policy, the appropriate Administrator shall be designated in the below table. No Administrator may approve the reimbursement of a travel or business expense that directly benefits the Administrator.

Authority Position	Corresponding Administrator
<p>Board Member, President/CEO, General Counsel and Chief Auditor</p>	<p><i>For Pre-approval of Travel Requests:</i> (1) the Executive Committee will act as the Administrator, or (2) where time demands require that travel commence prior to the next meeting of the Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p><i>For Approval of Travel Reimbursement Requests:</i> (1) The Executive Committee will act as the Administrator, or (2) where delayed reimbursement would cause financial hardship and the traveler requests more timely reimbursement, the Chair of the Board, or in the Chair’s absence, the Chair’s designee from the Executive Committee will act as the Administrator.</p> <p>All travel pre-approvals and reimbursement requests approved by the Chair or the Chair’s designee shall be subject to approval of the Executive Committee at its next meeting.</p> <p>All approved travel pre-approvals and reimbursement requests will be presented to the Board for its information at its next regular meeting.</p>
<p>Vice President</p>	<p>Individual expenses under \$250 require the approval of another Vice President; individual expenses of \$250 or more require the approval of the President/CEO or his or her designee. If the President/CEO’s designee is the Vice</p>

	President requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.
Department Head	Individual expenses under \$250 require the approval of the corresponding Vice President; individual expenses of \$250 or more require the approval of the President/CEO. If the President/CEO’s designee is the Vice President of the Department Head requesting the reimbursement, then the President/CEO (and not a designee) must approve the reimbursement.
Other employees	Individual expenses under \$250 require the approval of the Department Head; individual expenses of \$250 or more require the approval of the President/CEO.

(c) **Single Point of Contact.** In order to provide for uniform and consistent application of this policy by Administrators reviewing requests for authorization of travel requests and reimbursement of travel expenses, the President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this policy.

(d) **Annual Training.** Administrators shall receive annual training regarding their duties and responsibilities pursuant to this policy. Such training may be incorporated with other regularly required training.

(4) **Pre-approval of Travel and Approval of Travel Expense Reimbursement Forms.**

(a) *Out-of-Town Travel Request.* Board members and employees who wish to engage in travel that directly relates to the transaction of the Authority’s business must complete and have approved by the Administrator, the “Out-of-Town Travel Request” form prior to the commencement of travel. The travel request shall identify the purpose of the travel; the expected benefits to accrue to the Authority; the means and class of transportation; and include a projected budget of transportation, lodging and other significant costs.

(b) *Out-of-Town Travel Expense Reimbursement Report.* To receive reimbursement of expenses associated with authorized travel, the Board member or employee must complete and submit in a timely fashion after such travel, a “Travel Expense Report” form.

(5) **Supporting Documentation for All Travel Expense Reimbursement Requests.**

(a) All travel, lodging, meal and incidental expenses must be itemized (e.g., a detailed list of individual expenses, no groupings of expenses) in each reimbursement request.

(b) The *original, itemized, detailed* travel, lodging, meal and incidental receipts must be provided with all reimbursement requests. Each receipt must be imprinted with the name of the business and date. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances explaining why the receipt is not submitted.

(c) Reimbursement requests that have not been properly prepared, authorized or supported by documentation shall be returned to the Board member or employee within 14 days with the reasons given for not processing the claim.

(6) Cancellation and Penalties. A Board member or employee who does not attend an event that the Authority has pre-paid at such Board member's or employee's request shall be responsible for any pre-paid costs, unless the Board member's or employee's inability to attend such event is for valid medical reasons, personal emergencies, or reasons attributable to the Authority. Board members and employees who cancel an out-of-town trip must return any travel advances no later than five (5) days after the date of such cancellation. If for some reason a Board member or employee is incapacitated, then a reasonable amount of time will be given to return any travel expenses.

(7) Payment of Approved Travel and Business Expenses. The Authority generally will process payments for reimbursement requests by issuing a check made payable to the Board member or employee eligible for such reimbursement.

(8) Subsequent Audit by the Authority. Board member, President/CEO, General Counsel and Chief Auditor reimbursement requests and corresponding payments are required to be audited annually. All other employee reimbursement requests and corresponding payments are subject to subsequent audit by the Authority on an annual basis. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

(9) Biannual Review of Policy. The President/CEO shall have this policy reviewed for currency, applicability, and appropriateness every two (2) years. On completion of each review, the results of the review with recommendations for revision shall be presented to the Board.

ATTACHMENT A

TRAVEL EXPENSES

Reimbursable Travel Expenses. Expenses shall be reasonable and directly related to the transaction or representation of the Authority's business. Directly related is defined as a Board Member or employee actively engaged, during the travel activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the benefit of the Authority.

This section lists *air travel and lodging expenses* that generally are reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses:

(a) *Air Travel.*

(i) *Definitions.*

- *Air Travel Expenses.* Air travel expenses include the cost of the airline ticket and the cost of air phone calls when directly related to the transaction of Authority business.
- *Domestic travel.* Domestic travel includes travel within and between the 48 continental United States.
- *International travel.* International travel includes travel outside the 48 continental United States.

(ii) *Requirements for Reimbursement.* Expenses for air travel to out-of-town locations are only reimbursable if the expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.*

(1) *Pre-Approval of Air Travel.* Board members and employees shall submit an Out-of-Town Travel Request that describes the proposed air travel to the respective Administrator as soon as the travel requirement is known; preferably, at least three (3) weeks prior to the anticipated travel departure date. This advance notice period is not required if the Authority provides less than three (3) weeks' notice in requesting that a Board member or employee participate in travel.

(2) *Airline Tickets.* Board members are encouraged to not personally make travel arrangements for air travel approved by the Authority.

- In the event that a Board member chooses to personally purchase airline tickets then such Board member must:

(A) obtain the lowest fare available,

(B) purchase coach fare for *domestic travel*,

- Board members and employees may elect to upgrade one class for non-domestic air travel in cases where the flight time is greater than six hours.
- Give preference to airlines with operations at the San Diego International Airport.
- Board members and employees who opt to upgrade their airline tickets beyond the standards set forth in this policy will be responsible for paying any additional expense for such upgrade.

(3) *Early and Late Departures.* Board members and employees as approved by the Administrator are permitted to depart one or two days early (e.g., on a Saturday for a meeting beginning on Monday morning) or stay one or two extra days (e.g., until Sunday after a meeting ending on Friday or Saturday) if (1) they are able to obtain a discounted airfare for which they would not otherwise be eligible and (2) the combined cost of the discounted airfare and additional allowable expenses are less than the cost of the lowest airfare otherwise available. The Authority will reimburse the cost of allowable expenses relating to advance arrivals or late departures only for the minimum number of days required to obtain the discounted fare. If the Board member or employee elects to travel extra days, the respective Administrator must pre-approve such extra travel day(s) and obtain appropriate documentation to support such pre-approval.

(4) *Airline Air Phone Usage.* Board members and employees only may request reimbursement for air phone usage when the corresponding call is (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(5) *Frequent Flyer Award Programs.* The Authority does not reimburse individuals for the value of frequent flyer miles or points that are redeemed to acquire airline tickets or hotel rooms on Authority business. Membership dues in frequent flyer and similar award programs are a personal expense and not reimbursable by the Authority.

(b) *Lodging and Associated Expenses.*

(i) *Definition of Lodging and Associated Expenses.* Lodging and associated expenses may include the cost of the lodging, laundry and dry cleaning expenses in certain circumstances.

(ii) *Requirements for Reimbursement.* Expenses for out-of-town lodging and associated expenses are only reimbursable if the expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(iii) *Procedure to Request Reimbursement.*

(1) *Reimbursement Request.* Board members and employees shall request reimbursement for lodging and associated expenses on the Travel Expense Report, including business expenses that directly relate to the transaction of the Authority's business (e.g., business facsimiles, internet, etc.).

(2) *Lodging.* Lodging for Board members and employees will be determined by the respective Administrator based on the price and quality of similarly situated lodging.

(3) *Laundry and Dry Cleaning.* Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs for out-of-town assignments of three or more consecutive nights.

(c) *Seminar and Conference fees, Meals, Entertainment, and Gratuities.* Board members and employees should refer to Policy 3.30, Business Expense Reimbursement for authorization and reimbursement requests associated with travel and lodging.

(d) *International Travel.*

(i) General Policy. It is general Board policy that no more than two (2) Board members shall be permitted to attend the same event where both (a) International travel is required, and (b) the Board members are to be reimbursed for their travel expenses. This policy is not intended to prevent any Board member from attending an event where reimbursement is not requested.

(ii) Exception. Notwithstanding (i), above, a majority of the disinterested members of the Board may vote to permit Authority reimbursement for travel expenses of more than two (2) Board members requiring International travel.

(iii) Eligibility by Drawing. Where more than two (2) Board members request permission to attend the same event requiring International travel and reimbursement for travel expenses, then eligibility for travel reimbursement for the two (2) Board members (as limited in (i), above) shall be determined by drawing lots.

(iv) Rotation Rule. Unless otherwise agreed to by a majority of the disinterested members of the Board, no Board member who has received reimbursement for expenses requiring International travel shall be eligible for future reimbursement of travel expenses requiring International travel until all other Board members either (a) have been subsequently reimbursed for International travel, or (b) have declined to participate in such travel when asked to do so by reason of remaining eligibility.

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2009-0130R dated October 1, 2009.]

[Amended by Resolution No. 2008-0113 dated September 4, 2008.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0084 dated July 6, 2006.]

[Amended by Resolution No. 2005-0101 dated September 8, 2005.]

[Amended by Resolution No. 03-069 dated November 10, 2003.]

[Resolution No. 03-010 RR dated April 3, 2003.]

RESOLUTION NO. 2019-0003

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AMENDING POLICY 3.30 TO INCLUDE TRAVEL EXPENSES AND REPEALING POLICY 3.40.

WHEREAS, Authority Policy 3.30 governs Business Expense reimbursement for Board members and employees; and

WHEREAS, Authority Policy 3.40 governs Travel and Lodging expense reimbursement for Board members and employees; and

WHEREAS, Policies 3.30 and 3.40 were last amended on December 3, 2009; and

WHEREAS, staff conducted a comprehensive and thorough review of Policies 3.30 and 3.40 to align business and travel expense reimbursement policies with best practices; and

WHEREAS, staff recommended that Policies 3.30 and 3.40 should be combined into a single Business and Travel Expense Reimbursement Policy; and

WHEREAS, the proposed amended Policy 3.30 as set forth in Attachment A was presented to the Executive Committee at its December 20, 2018, meeting and the Committee forwarded the proposed amended Policy to the Board with a recommendation for approval; and

WHEREAS, the Board finds that it is in the best interest of the Authority to amend Policy 3.30 to include travel expenses and to repeal Policy 3.40; and

WHEREAS, the Board finds that in order to allow for the smooth transition to the new Business and Travel Expense Reimbursement Policy, the amendment of Policy 3.30 and repeal of Policy 3.40 should take effect on July 1, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby amends Policy 3.30 as set forth in Attachment A, with an effective date of July 1, 2019; and

BE IT FURTHER RESOLVED that the Board hereby repeals Policy 3.40, with an effective date of July 1, 2019; 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 is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
POLICIES

ARTICLE 3 - PERSONNEL
PART 3.3 - REIMBURSEMENT
SECTION 3.30 - BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT POLICY

PURPOSE: To establish a policy (“**Policy**”) for the reimbursement of business and travel expenses for the members of the Authority Board (“**Board**”) and employees of the San Diego County Regional Airport Authority (“**Authority**”).

POLICY STATEMENT:

- (1) **OBJECTIVES.** The objectives of this Policy are to:
- (a) Comply with applicable provisions of section 170017(d) of the San Diego County Regional Airport Authority Act, as amended, which provides that Board members may be paid for actual and necessary Business and Travel Expenses incurred while on official business;
 - (b) Ensure that the Business and Travel Expenses of Board members and employees are reasonable, cost-effective and necessary for the Authority’s business;
 - (c) Identify the conditions under which, and the procedures by which, Board members and employees may be reimbursed for authorized Business and Travel Expenses;
 - (d) Ensure that Board members and employees are reimbursed on a timely basis for all appropriate Business and Travel Expenses that they incur; and
 - (e) Incorporate applicable provisions of Government Code §§53232.2 – 53232.3.

(2) **GENERAL PROVISIONS.**

- (a) Board members and employees may be reimbursed for actual, necessary, and reasonable Business and Travel Expenses incurred in connection with a meeting on matters directly affecting the interests of the Authority when such meeting is with a member of the legislative, executive or judicial branch of the federal government, state government or local public agency; or is with an official of a business entity with whom the Authority currently has or has significant potential to be in a contractual relationship; or is demonstrably and directly related to the business of the Authority or operations of the San Diego International Airport. Necessary expenses are those that are helpful and appropriate for the advancement of the business interests of the Authority. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority. Directly related is defined as a Board member or employee actively engaged, during a business or travel activity, in discussions, meetings, negotiations or other business transactions with business associate(s) for the benefit of the Authority.
- (b) Board members attending meetings at the expense of the Authority shall provide a brief oral or written report at the next regularly scheduled meeting of the Board.
- (c) Reimbursement of Board members, the President/CEO, the General Counsel and/or the Chief Auditor for any expense that does not fall within this Policy shall require the approval of the Board Executive Committee at a regularly scheduled meeting. Reimbursement of other employees for any expense that does not fall within this Policy shall require the approval of the President/CEO.
- (d) Authority Board members or employees who are uncertain whether a proposed expenditure is reimbursable in accordance with this Policy may request, within a reasonable time prior to the incurrence of such expenditure, pre-approval of such expenditure with the appropriate Administrator.
- (e) Expenses specifically excluded from this Policy are: political contributions, specifically expenses incurred for the purpose of supporting or opposing or raising money to support or oppose any candidate, ballot measure, or political party; gifts to Board members and/or employees; expenses incurred with any club or organization that discriminates on the basis of race, gender, religion, sexual orientation or other legally protected criteria in its membership policy.
- (f) All reimbursement requests shall be in U.S. dollars, with sufficient supporting documentation for any corresponding currency conversion rates for expenses incurred in currencies other than U.S. dollars.

- (g) As used in this Policy, the following terms shall have the meanings indicated:
- (i) “**Administrator**” means person or entity with authority to approve travel and business expense reimbursement as set forth in this Policy
 - (ii) “**Business and Travel Expenses**” means direct, out-of-pocket expenses incurred by a Board member or employee while conducting Authority business, and as further described in Section 6 of this Policy entitled “Business and Travel Expenses”;
 - (iii) “**Domestic Travel**” means travel among the fifty (50) United States;
 - (iv) “**International Travel**” means travel outside the fifty (50) United States;
 - (v) “**In-Town**” means a location within San Diego county;
 - (vi) “**Out-of-Town**” means a location outside San Diego county; and
 - (vii) “**Supporting Documentation**” means documents that must be submitted with each reimbursement or travel request as set forth in Section 5 of this Policy entitled “Supporting Documentation.”

(3) **ADMINISTRATOR.** Reimbursement of Business and Travel Expenses requires the designated Administrator to review and approve the reimbursement of Business and Travel Expenses in the manner set forth in this Policy.

- (a) Responsibilities of Administrator. An Administrator, in authorizing a travel request or approving a request for reimbursement of Business and Travel Expenses, is responsible for ensuring that such request meets the requirements of this Policy. In discharging this responsibility, the Administrator shall review the request and supporting documentation to determine whether the request conforms to the standards and specifications in this Policy. Specifically, the Administrator shall:
- (i) Make inquiries as necessary to determine that the travel request or individual expenses are reasonable under the circumstances and directly related and reasonable necessary to the Authority’s business;
 - (ii) Verify that the means of transportation and lodging arrangements conform to the requirements of this Policy;
 - (iii) Determine that the projected costs of the travel are objectively reasonable in comparison to the anticipated benefits to the Authority;
 - (iv) Confirm that each reimbursement request or travel pre-approval request is accompanied by the documentation as set forth in Section 5 of this Policy entitled “Supporting Documentation”;

- (v) Verify that the documentation for each unusual expense adequately supports the reasonableness and necessity of the expense;
 - (vi) Reject those expenses that are not consistent with this Policy;
 - (vii) For those expenses that are approved for reimbursement, provide written certification that the Administrator, based on reasonable inquiry, determines such expenses were reasonable, necessary, directly related to the Authority's business, and the corresponding expenditure is a reimbursable expense under this Policy; and
 - (viii) Not approve the reimbursement of a Business or Travel Expense that directly benefits the Administrator.
- (b) Designation of Administrator. As used in this Policy, the appropriate Administrator shall be designated in accordance with the following:
- (i) Board Members, President/CEO, General Counsel, and Chief Auditor.
 - (A) For Pre-Approval of Travel Requests:
 - (I) The Board Executive Committee will act as the Administrator; or
 - (II) Where time demands require that travel commence or travel arrangements be made prior to the next meeting of the Board Executive Committee, the Chair of the Board, or in the event the Chair is not available, the Chair's designee from the Board Executive Committee, will act as the Administrator.
 - (B) For Approval of Business and Travel Expense Reimbursement Requests:
 - (I) The Board Executive Committee will act as the Administrator; or
 - (II) Where delayed reimbursement would cause financial hardship and more timely reimbursement is requested, the Chair of the Board, or in the Chair's absence, the Chair's designee from the Board Executive Committee, will act as the Administrator.
 - (C) The Board Executive Committee may pre-approve a set dollar amount of expenses to be used by the President/CEO, General Counsel and Chief Auditor for routine, In-Town business expenses (i.e., parking, meals). All expenses pre-approved pursuant to this provision shall be documented and presented to the Board for information no later than 12 months from the date of the Board's pre-approval.
 - (D) All travel pre-approvals and reimbursement requests approved by the Chair or the Chair's designee shall be subject to approval of the Board Executive Committee at its next meeting.

- (E) All approved requests will be presented to the Board for its information at its next regular meeting.
- (ii) All Other Authority Employees.
 - (A) The President/CEO shall designate Administrators for approval of employee travel pre-approvals and Business and Travel Expense reimbursement requests.
- (c) Single Point of Contact. In order to provide for uniform and consistent application of this Policy by Administrators reviewing requests for authorization of travel requests and for reimbursement of Business and Travel Expenses, the President/CEO may appoint a qualified individual to serve as the single point of contact for advising Administrators on the implementation of this Policy.
- (d) Biennial Training. Each Administrator and employee responsible for booking travel shall receive training regarding his or her duties and responsibilities pursuant to this Policy at least once every two years. Prior to traveling, a Board member or employee shall attend training regarding his or her duties and responsibilities pursuant to this Policy within the previous two years.

(4) **PROCEDURES TO REQUEST PRE-APPROVAL/REIMBURSEMENT.**

- (a) Board members and employees shall request pre-approval and reimbursement for Business and Travel Expenses by submitting to the respective Administrator the appropriate form(s) together with the required Supporting Documentation described in Section 5 of this Policy.
- (b) The date by which reimbursement requests for Business and Travel Expenses must be submitted to the appropriate Administrator varies according to the following schedule:
 - (i) In-Town expenses, other than those reimbursed under Section 3(b)(i)(C) of this Policy, shall be submitted no later than the last day of the month following the month in which the expenses are incurred.
 - (ii) Out-of-Town expenses that include only Domestic Travel shall be submitted no later than thirty (30) days after the conclusion of the Out-of-Town travel.
 - (iii) Out-of-Town expenses that include International Travel shall be submitted no later than forty-five (45) days after the conclusion of the Out-of-Town travel.

- (c) Reimbursement requests for Business and Travel Expenses that include participants other than the Board member or employee requesting reimbursement shall itemize (1) the Business or Travel Expense, (2) the name, title and Authority affiliation of the business associate(s) who participated in the meal or entertainment activity, and (3) a description of the business-related purpose of the Business or Travel Expense. If a Board member or employee requests reimbursement for an expense that includes business associate(s) who are not directly related to the transaction of the Authority's business, then expenses relating to these individuals shall be excluded from the reimbursement request.
- (d) When meals are reimbursable under this policy and more than one employee is on the same reimbursement request, the Administrator of the most senior employee shall approve reimbursement of the meal. If a meal reimbursement request includes a Board member, the expense shall be approved pursuant to Section 3(b)(i) of this Policy.
- (e) The President/CEO shall establish and communicate to all Board members and employees further procedures governing submission, processing, and approval of Business and Travel Expenses.

(5) SUPPORTING DOCUMENTATION.

- (a) Each travel pre-approval request must include the following supporting documentation:
 - (i) An explanation of the business purpose of the proposed travel;
 - (ii) The means and class of transportation; and
 - (iii) All expected costs to the Authority associated with the travel.
- (b) Each reimbursement request must include the following supporting documentation:
 - (i) An explanation of the business purpose of the expenditures, including, without limitation, the type of expenditure and the reason why such expenditure directly relates to Authority business;
 - (ii) A detailed list of individual expenses. All expenses must be itemized (no groupings of expenses). For example, if a Board member or employee pays for a meal of an Authority customer or business associate, then the name and business affiliation of the customer or business associate, as well as the purpose for the meeting, must be listed on the reimbursement request;

- (iii) All itemized, detailed receipts. Reimbursement requests will not be processed without a related receipt, unless the Board member or employee submits a written statement of the circumstances explaining why the receipt is not submitted. Excluded from this requirement are the payments of meals and incidental expenses covered by Per Diem, and where receipts are generally not available or required; and
 - (iv) For expenses incurred outside of the United States, a currency conversion rate explanation.
 - (c) Reimbursement requests that have not been properly prepared, authorized or include Supporting Documentation shall be returned to the Board member or employee within fourteen (14) days with the reasons given for not processing the request.
 - (d) Lack of itemized receipts or acceptable documentation may result in non-reimbursement or require re-payment to the Authority by the Board member or employee.
- (6) **BUSINESS AND TRAVEL EXPENSES.** This section lists Business and Travel Expenses that are generally reimbursable, and sets forth the requirements and procedures for Board members and employees to obtain reimbursement for such expenses.
 - (a) Meals, Entertainment and Incidental Expenses.
 - (i) Definitions.
 - (A) Meal expenses include the costs of food, beverages, gratuities and taxes.
 - (B) Entertainment expenses include the costs incurred in any activity generally considered to provide socially appropriate entertainment, amusement or recreation, including the entertainment of customers or clients of the Authority at social, athletic and cultural activities or events.
 - (C) Incidental expenses are minor expenses associated with travel such as tips or fees given to porters or hotel/venue staff.

- (ii) Out-of-Town Meals and Incidental Expenses.
 - (A) When traveling on official Authority business, Board members and employees may be reimbursed for meals and incidental expenses at the then per diem rate established that year by the U.S. General Services Administration for destinations within the United States and the U.S. Department of State for international destinations (“Per Diem Rate”). Receipts shall not be required for meals and incidental expenses for which the Per Diem Rate is paid.
 - (B) In special circumstances, Board members and employees may be reimbursed for meals above the Per Diem Rate. For employees other than the President/CEO, General Counsel and Chief Auditor, the Administrator for expenses reimbursed under this paragraph shall be the President/CEO or a Vice President. Receipts shall be required for any meal reimbursed above the Per Diem Rate.
- (iii) In-Town Meals.
 - (A) In-Town meals are reimbursable if the Board member or employee is actively engaged, during the meal, in discussions, meetings, negotiations, or other business transactions with business associate(s) for the purpose of generating revenues for the Authority or another specific business benefit such as the enhancement of the Authority’s image.
 - (B) In-Town meals solely between Authority employees and/or Board members are generally not reimbursable. Board members and employees will be reimbursed for such business-related meals solely with other Board members and employees only when:
 - (I) For confidentiality reasons, business must be conducted off-premises;
 - (II) Authorization is given by the Administrator for a meal to reward or recognize a group of employees; or
 - (III) When the meal is an integral part of a job-related seminar, conference, convention, meeting or training that occurs during the meal.

(iv) Entertainment Expenses.

(A) Entertainment expenses shall meet one of the following tests:

- (I) The Board member or employee incurring the expense reasonably expects that the Authority will derive income or a business benefit then or at a future time; business is the principal motivation for the incurrence of the expense; and the outlay is used for both the Board member or employee incurring the expense, and the third party from whom the Board member or employee expects the business benefit; or
- (II) The expenditures were incurred in a clear business setting where the party being entertained would reasonably understand that the outlay is for business or for support of future business objectives; or
- (III) The expense is intended to foster positive organizational relationships with civic or governmental organizations consistent with the Authority's mission and objectives. If the Board member or employee incurring the expense is also accompanied by one or more other Board member(s) or Authority employee(s), the Authority also will pay for the expense for the other Authority Board member(s)/employee(s) if the ability to meet one of the foregoing tests will be enhanced by the presence of the other Authority Board member(s)/employee(s).

(v) Alcohol Expenses.

- (A) Alcohol expenses are not reimbursable unless specifically pre-approved by the Board Executive Committee for Board member, President/CEO, General Counsel, and Chief Auditor requests or the President/CEO for all other employee requests.

(vi) Requirements for Reimbursement.

- (A) Expenses for meals, entertainment and gratuities are only reimbursable if the Authority determines that these expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(b) Seminars and Conferences.

(i) Definition.

(A) Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are required for the seminar or conference.

(ii) Requirements for Reimbursement.

(A) Expenses for seminars and conferences are only reimbursable if such expenses are (1) actual, (2) reasonable and (3) directly related to the transaction of the Authority's business.

(c) Vehicle, Toll, Mileage and Parking Fees.

(i) Definition.

(A) Vehicle, toll, mileage and parking expenses include expenses that are incurred by Board members or employees with the Board member's or employee's personal vehicle as well as parking, mileage and toll expenses associated with authorized use of a personal vehicle.

(B) Vehicle, toll, mileage, and parking expenses also include:

(I) Taxi, Transportation Network Company (TNC) and shuttle fees;

(II) Rental car payments in limited circumstances; and

(III) Parking, toll, and fuel expenses associated with the use of a rental car.

(ii) Requirements for Reimbursement.

(A) Expenses for vehicle use, toll, mileage and parking fees are only reimbursable if they directly relate to Authority business. Board members and employees authorized to operate a privately-owned vehicle on Authority business must possess a valid Driver's License and maintain their vehicles in a safe operating condition. Board members and employees receiving a vehicle allowance from the Authority or any other agency shall not be reimbursed for In-Town use of a privately-owned vehicle. Mileage will be paid at the current rate established by the Internal Revenue Service for that year, or the rate that is established from time to time by the Authority at its discretion.

- (B) If an Administrator determines that a Board member or employee will drive to an Out-of-Town location with his or her personal automobile instead of flying to such location, then such Board member or employee may request reimbursement for vehicle, toll, mileage, and parking expenses in an amount that shall not exceed the airline and ground transportation expenses that would be incurred if flying to such location in accordance with this Policy.
- (C) If a Board member or employee determines to fly or take alternative transportation (e.g., bus or train) to the Out-of-Town location, then the Board member or employee may request reimbursement for an amount that is the lesser of (1) the parking fees to store his or her vehicle in long-term parking during the duration of the Out-of-Town trip, or (2) the cost of the taxi, TNC or shuttle to and from the airport, bus or train station.
- (D) A Board member or employee may only use a rental car while on Out-of-Town business if (1) the need for a car is necessary to transact Authority business, (2) the use of taxi services, TNCs and/or public transportation would not be economical or practicable and (3) the Administrator has approved in advance the rental car usage.
- (E) Board members and employees should choose the least expensive and most efficient type of ground transportation where practical, including the use of taxis, TNC, shuttles, ferries, buses or other public transportation.

(d) Telephone Services.

(i) Definition.

- (A) Telephone expenses include local and long-distance telephone calls made from a landline or mobile phone.

(ii) Requirements for Reimbursement.

- (A) Expenses for telephone calls made from a land line or mobile phone are reimbursable only if such expenses are (1) actual, (2) reasonable, and (3) directly related to the transaction of the Authority's business.

(e) Air Travel.

(i) Definition.

- (A) Air travel expenses include the cost of airline tickets, airline-related fees, and in-flight internet service.

(ii) Airline Tickets.

- (A) Board members and employees shall submit a travel request that describes the proposed air travel to the respective Administrator as soon as the travel requirement is known and at least three (3) weeks prior to the anticipated travel departure date. This advance notice period is not required if the Authority provides less than three (3) weeks' notice in requesting that a Board member or employee participate in travel.
- (B) Board members and employees are encouraged to use the Authority's approved travel agent or system. The Administrator must pre-approve travel arranged not using the Authority's approved travel agent or system.
- (C) Board members and employees must book coach fares for Domestic Travel. Board members and employees may elect to book business class or its equivalent for International Travel when the scheduled flight time exceeds six (6) hours.
- (D) Board members and employees who opt to upgrade their airline tickets beyond the standards set forth in this Policy will be responsible for paying any additional expense for such upgrade.
- (E) In booking air travel, Board members and employees should give preference to airlines with operations at San Diego International Airport.

(iii) Early and Late Departures.

- (A) Board Members and employees are permitted to extend business trips to reduce the total travel and airfare costs when pre-approved by the Administrator. Additional lodging and meal expense is allowable, provided that the total does not exceed the airfare cost savings. Documentation that the extension of the business trip does not increase the expense to the Authority must be provided to and approved by the Administrator.
- (B) Personal side trips Combined with Business Trips are permitted for Board members and employees when approved by the Administrator. Side trips must be taken on the Board member's or employee's own time and at no expense to the Authority. Any additional expense over the least expensive ticketing cost for the business portion of the trip is the responsibility of the Board Member or employee. Documentation that the personal side trip does not increase the expense to the Authority must be provided to and approved by the Administrator.

- (iv) Business Travel from Destinations Other than San Diego.
 - (A) Board members and employees are permitted to depart from a destination other than San Diego for the purpose of business travel if pre-approved by the Administrator.
- (v) Other Air Travel Expenses.
 - (A) Board members and employees, as approved by the Administrator, may be reimbursed for in-flight internet service and reasonable miscellaneous fees charged by airlines such as ticket change fees, baggage fees and charges for aisle or window seats, extra leg room, early check-in, etc.
- (vi) Frequent Flyer Award Programs.
 - (A) The Authority does not reimburse Board members or employees for the value of frequent flyer miles or points that are redeemed to acquire airline tickets or hotel rooms on Authority business. Membership dues in frequent flyer and similar award programs are a personal expense and not reimbursable by the Authority.
- (vii) Requirements for Reimbursement.
 - (A) Air travel expenses to Out-of-Town locations are only reimbursable if the expenses are (1) actual and (2) directly related to the transaction of the Authority's business.
- (f) Means of Travel Other Than Air Carrier or Vehicle.
 - (i) As approved by the Administrator, when traveling by means other than commercial air carrier or vehicle (e.g. passenger train), Board members and employees may be reimbursed for the actual transportation costs.
- (g) Lodging and Associated Expenses.
 - (i) Definition.
 - (A) Lodging and associated expenses may include the cost of the lodging, fitness gym, laundry, dry cleaning, and internet expenses in certain circumstances.

- (ii) Lodging.
 - (A) When traveling on official Authority business, Board Members and employees may be reimbursed for actual lodging expenses. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the Board member or employee shall use comparable lodging.
- (iii) Internet Expenses.
 - (A) Board members and employees may request reimbursement for reasonable internet access expenses at a hotel or other location.
- (iv) Fitness Facility Fees.
 - (A) If the traveler's lodging does not offer a fitness facility, Board members and employees may request reimbursement for reasonable fees for the use of a fitness facility at another location. This does not include spa services or personal trainer services.
- (v) Laundry and Dry Cleaning.
 - (A) Board members and employees may request reimbursement for reasonable laundry and dry cleaning costs that are incurred on or after the fourth consecutive day of an Out-of-Town travel assignment.
- (vi) Requirements for Reimbursement.
 - (A) Expenses for Out-of-Town lodging and associated expenses are only reimbursable if the expenses are (1) actual, (2) directly related to the transaction of the Authority's business, and (3) used available group rates for lodging (if available).
- (h) Travel Advances.
 - (i) Travelers may request an advance of up to 100 percent (100%) of the estimated Business and Travel Expenses expected to be paid by the traveler. Any advance request must be approved by the Administrator and generally shall not be paid to traveler more than seven (7) days prior to the travel.
 - (ii) All Domestic Travel advances must be cleared no later than thirty (30) days after completion of the Domestic Travel.
 - (iii) All International Travel advances must be cleared no later than forty-five (45) days after the completion of the International Travel.

- (iv) Should the Board member or employee owe the Authority for a portion of any unused travel advances, the Board member or employee must pay to the Authority the unused portion by cash or personal check
- (v) Failure to adhere to the requirements for travel advances outlined in this Policy shall result in the suspension of privileges to obtain advances for one (1) year.

(7) CANCELLATIONS OF PRE-PAID TRAVEL.

(a) Cancellations of Pre-paid Authority-Related Travel.

A Board member or employee who does not attend an event that the Authority has pre-paid at such Board member's or employee's request shall be responsible for any pre-paid costs, unless the Board member's or employee's inability to attend such event is for valid medical reasons, personal emergencies, or reasons attributable to the Authority. Board members and employees who cancel an Out-of-Town trip must return any travel advances no later than five (5) days after the date of such cancellation. If for some reason a Board member or employee is incapacitated, then a reasonable amount of time will be given to return any travel expenses.

(b) Cancellations or Rescheduling of Pre-paid Personal Travel.

As approved by the appropriate Administrator, the Authority President/CEO, General Counsel, Chief Auditor and employees may be reimbursed for costs incurred to cancel or reschedule pre-paid personal travel when such cancellation is required due to Authority business.

(8) SUBSEQUENT AUDIT BY THE AUTHORITY.

- (a) All Board Member and employee reimbursement requests and corresponding payments are subject to audit. If an audit determines that reimbursements have been inappropriately made, then the Authority may retroactively disallow such reimbursements and the Board member or employee will be required to reimburse the Authority for such amounts.

[Amended by Resolution No. 2019-00XX dated January 3, 2019]

[Amended by Resolution No. 2009-0148R dated December 3, 2009.]

[Amended by Resolution No. 2007-0071 dated July 5, 2007.]

[Amended by Resolution No. 2006-0042 dated April 3, 2006.]

[Amended by Resolution No. 2005-0100 dated October 3, 2005.]

[Amended by Resolution No. 03-010 RR dated April 3, 2003.]

[Adopted by Resolution No. 2002-2 dated September 20, 2002.]

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Adoption of Amendments to Authority Policies

Recommendation:

Adopt Resolution No. 2019-0004, approving amendments to Authority Policies 5.04, 5.11, 8.21, 8.24, 8.31, 8.40, 8.60, 8.61, 8.63, 9.30 and repealing Policy 5.03.

Background/Justification:

The Authority Codes and Policies were initially adopted by the Interim Authority Board on September 20, 2002. Since 2003, the year the San Diego County Regional Airport Authority ("Authority") was formed and began operating San Diego International Airport ("Airport") and acting as the Airport Land Use Commission, there has not been a comprehensive and thorough review of the Authority's Codes and Policies.

Staff initiated a review of the codes and policies in order 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. Amending the codes will also provide alignment with Airport Rules and Regulations.

In order to perform a thorough review, departments and stakeholders responsible for compliance with the requirements of individual codes and policies conducted a thorough review and recommended revisions, an Executive Project Team consisting of two Vice Presidents was created to review all proposed amendments and the General Counsel's Office reviewed all proposed amendments.

Staff presented the proposed amendments to the Executive Committee during a workshop at its December 20, 2018 meeting and the committee voted unanimously to forward the policies to the Board for approval as amended.

Fiscal Impact:

The is no fiscal impact associated with the requested action.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not Applicable

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

RESOLUTION NO. 2019-0004

A RESOLUTION OF THE BOARD OF THE SAN
DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, AMENDING AUTHORITY POLICIES

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

WHEREAS, there has not been a comprehensive review of the codes and policies since the Authority was created; and

WHEREAS, since the creation of the Authority, best practices require a comprehensive and thorough review in order to ensure that the Codes and Policies reflect current operations of the Airport and the Authority; and

WHEREAS, the proposed amendments included in Attachment A were reviewed by the Executive Committee at its December 20, 2018 meeting and the committee forwarded the proposed amendments to the Board with a recommendation for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to the Authority Policies 5.04, 5.11, 8.21, 8.24, 8.31, 8.40, 8.60, 8.61, 8.63, 9.30 and repealing Policy 5.03 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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

POLICIES

ARTICLE 5

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 5 - CONTRACTING AND DEBARMENT
PART 5.0 - CONTRACTING AND PURCHASING
SECTION 5.03 - REQUEST FOR PROPOSALS AND REQUEST FOR
QUALIFICATION^[KLL]

PURPOSE: To establish a policy governing direct the preparation of procedures for the Request for Proposal (“RFP”) and Request for Qualification (“RFQ”) processes of the San Diego County Regional Airport Authority (the “Authority”).

POLICY STATEMENT:

- (1) — In the event that any proposals for the provision of services, procurement of goods or other matters are subject to competitive bidding or selection processes, then the Authority’s staff shall prepare for review by the Authority’s Executive Director/President/Chief Executive Officer (“ ”) or his or her designee (the “Executive Director”), a draft RFP or RFQ, as applicable.
- (2) — The Executive Director/President/CEO will have the power to prepare, adopt, modify and amend the procedures (the “Procedures”) for the RFP and RFQ processes. The Executive Director/President/CEO will deliver the initial Procedures to the Board and will notify the Board of any material amendments, modifications, additions or deletions to the Procedures.
- (3) — The RFP and RFQ process shall be conducted in accordance with the Authority’s other policies and codes and applicable federal, state and local laws.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 5 - CONTRACTING AND DEBARMENT
PART 5.0 - CONTRACTING AND PURCHASING
SECTION 5.04 - COOPERATIVE PURCHASING

PURPOSE: To ~~establish a policy to allow~~~~permi~~t the Authority to use the competitively awarded purchasing contracts of other public agencies for the acquisition of supplies, materials, equipment, information technology, ~~or~~ services, ~~including or~~ public projects. The use of this alternative contracting method provides the Authority with the ability to reduce the cost of purchasing supplies, materials, equipment, information technology ~~and~~ services ~~or~~ ~~Public Projects or~~ ~~Maintenance Work~~ ~~[KLI]~~ by pooling the purchasing power of more than one public agency or by avoiding the expenses of conducting its own individual competitive process.

POLICY STATEMENT:

(1) The San Diego County Regional Airport Authority Act (Public Utilities Code Section 170040) states that the Authority “may contract with any department or agency of the United States, with any state or local governmental agency, or with any person upon whose terms and conditions that the Authority finds are in its best interests.” Government Code Section 6500 *et seq.*, provides that public agencies by agreement may jointly exercise any power common to the contracting parties, even though one or more of the parties may be located outside the State of California.

(2) The procurement of supplies, materials, equipment, information technology ~~or~~ ~~and~~ services is governed by Policy Section 5.01. The procurement of public projects ~~and~~ ~~maintenance work~~ is governed by Policy Section 5.02. In some instances, however, the Authority shall be allowed to enter into a cooperative procurement arrangement, joint powers agreement or other agreement to purchase supplies, materials, equipment, information technology or services, ~~including and~~ public projects ~~and~~ ~~maintenance work~~ as long as a competitive selection process was used by the other public agency to secure the underlying contract for the supplies, materials, equipment, information technology ~~or~~ services, ~~or~~ ~~public project~~.

(3) In accordance with Public Utilities Code Section 170040 and Government Code Section 6500 *et seq.*, the Authority is ~~hereby~~ authorized to use cooperative procurement arrangements, joint powers agreements or other agreements for the purpose of combining resources to increase efficiency or reduce administrative expenses in the purchase of supplies, materials, equipment, information technology ~~or~~ services ~~or~~ ~~public projects or~~ ~~maintenance work~~.

Policy Section No. 5.04

- (4) The Authority may participate in cooperative procurement arrangements, joint powers agreements or other agreements with one or more other public bodies, or agencies of the United States for the purchase of supplies, materials, equipment, information technology ~~or services~~ or public projects or maintenance work if: (1) a public competitive selection process was used to secure the underlying contracts for goods, supplies, equipment, information technology ~~or services~~ or public projects or maintenance work with the lead public agency; (2) the Authority has identified a need for the supplies, materials, equipment, information technology ~~or services~~ or public projects or maintenance work; (3) a copy of the agreement or other written proof is secured by the Authority reflecting that a public competitive process was used; and (4) it is determined by the President/CEO or his or her designee to be in the best interest of the Authority to use the alternative contracting method described herein.

[Amended by Resolution No. 2008-0053 dated May 1, 2008.]

[Adopted by Resolution No. 2006-0046 dated May 1, 2006.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 5 - CONTRACTING AND DEBARMENT

PART 5.1 - EQUAL OPPORTUNITY

SECTION 5.11 - EQUAL OPPORTUNITY CONTRACTING POLICY

PURPOSE: To ~~establish~~ ~~promulgate~~ a ~~formal~~ policy statement of the Board of Directors (~~the~~ “**Board**”) of the San Diego County Regional Airport Authority (~~the~~ “**Authority**”) to ensure that all businesses, including Disadvantaged Business Enterprises (“**DBEs**”), ~~and Airport Concessions Disadvantaged Business Enterprises (“**ACDBEs**”)~~ shall have the maximum opportunity to participate in the performance of all Authority and Department of Transportation (“**DOT**”) assisted contracts and leasing opportunities.

POLICY STATEMENT:

~~(1) —~~ Definitions:

~~(1) Airport Concession Disadvantaged Business Enterprise – as defined in 49 CFR Part 23~~

~~(2) Disadvantaged Business Enterprise- as defined by 49 CFR Part 26.~~

~~BEs are for-profit, small business concerns that are at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.~~

~~Socially and economically disadvantaged individuals means any individual who is a citizen or lawfully admitted permanent resident of the United States and who is:~~

~~(a) — Any individual found to be socially and economically disadvantaged on a case-by-case basis;~~

~~(b) — Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:~~

~~(i) — Black Americans;~~

~~(ii) — Hispanic Americans;~~

~~(iii) — Native Americans;~~

~~(iv) — Asian-Pacific Americans;~~

~~(v) — Subcontinent Asian Americans;~~

~~(vi) — Women; and/or~~

~~(vii) — Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration. [A1]~~

(2) It is the policy of the Authority that all DBEs and ACDBEs businesses, including those that meet the definition of socially and economically disadvantaged, as defined in 49 Code of Federal Regulations (“CFR”) Part 26, be provided equal access to participate in the performance of all Authority and in DOT-assisted contract and leasing opportunities.

(3) The Authority further has committed to take all necessary and reasonable steps to increase its utilization of DBEs or ACDBEs to the extent feasible and legally permissible. It is also the Authority’s policy to prohibit discrimination against any person because of race, color, religion, sex, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age (40 years and older), sexual orientation, pregnancy or other non-job related criteria, in the award or performance of Authority and DOT-assisted contracts or leases.

(4) The Authority will create a level playing field on which DBEs and ACDBEs can compete fairly for Authority and DOT-assisted contracts and ensure that the DBE and ACDBE programs are is narrowly tailored in accordance with applicable law. The Authority will strive to ensure that only firms that fully meet 49 CFR Part 23 and 26 eligibility standards are permitted to participate as DBEs and ACDBEs. This policy will help remove barriers to the participation of DBEs and ACDBEs in Authority and DOT-assisted contracts and assist in the development of firms to compete successfully in the marketplace outside the DBE and ACDBE program.

(5) The Authority will take such action as may be necessary to ensure that, to the maximum extent practicable and allowed by law, at least 10% of all businesses at the airport(s) under the Authority’s control that sell food, beverages, printed materials or other consumer products to the public, are small business concerns (as defined by the U.S. Secretary of Transportation by regulation), owned and controlled by socially and economically disadvantaged individuals.

(6) The Manager Director of Small Business Development shall be designated as the DBE Liaison Officer (DBELO) and shall have unimpeded access to the President/Chief Executive Officer of the Authority regarding DBE matters. The DBELO shall be responsible for implementation of the Authority’s DBE program and ensuring that the Authority’s employees, agents, lessees and contractors adhere to the provisions of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Authority.

~~(7) — This policy shall be reviewed and updated annually [K12] and when required by law.~~

[Amended by Resolution No. 2011-0011 dated January 6, 2011.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

ARTICLE 8

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8 - GENERAL OPERATIONS
PART 8.2 - AUTHORITY FACILITIES
SECTION 8.21 - SURPLUS MATERIALS AND EQUIPMENT
-

PURPOSE: To establish a policy ~~governing~~ the disposition of surplus materials and/or equipment by the San Diego County Regional Airport Authority (~~the~~ “Authority”).

POLICY STATEMENT:

(1) ~~(1)~~ General Policy for Disposition of Surplus Materials and Equipment:

- (a) Materials and equipment valued at under **Five Thousand Dollars (\$5,000)** ~~[RSP1][RT2]:.00~~ per item and determined to be surplus to the needs of the Authority by the Authority’s President/Chief Executive Officer or his or her designee (“**President/CEO**”) may be disposed of at the discretion of the President/CEO.
- (ab) ~~A list of m~~Materials and equipment, valued at **over Five Thousand Dollars (\$5,000) per item and** ~~[RSP3][RT4]:.00,~~ determined to be surplus to the needs of the Authority by the ~~Authority’s President/CEO or his or her designee (the “President/CEO”),~~ President/CEO, together with a statement as to the reasons such materials and equipment ~~[RSP5][RT6]~~ are no longer needed, shall be submitted **in an aggregated list** to the Authority’s Board of Directors (~~the~~ “**Board**”) at least once each fiscal year.
- (bc) The Board may authorize the President/CEO, by resolution, to advertise and carry out the sale of surplus materials and equipment for the best price obtainable by the Authority.
- (ed) When an item cannot be sold, the President/CEO may authorize the disposal of such items by ~~junking and recycling or~~ depositing it in ~~the~~ sanitaryland fill or by any other suitable means available with a minimum cost to the Authority.
- (de) The President/CEO is authorized to sell or dispose of scrap metals and used fuel oils at his or her discretion. Such sales shall periodically be reported to the Board.

- (2) Alternative Policy for Disposition of Obsolete and Surplus Computers, Phones, and Related Equipment. When the President/CEO determines that Authority-owned

computer, phone, and related equipment ~~is~~ are both obsolete and surplus to the needs of the Authority, the President/CEO may dispose of such equipment in the following manner:

- (a) Donation to Certain Charitable Organizations. The President/CEO may, on behalf of the ~~San Diego International Airport (“Airport”)~~ Authority, donate such computer and phone equipment to a San Diego County-based organization that is exempt from taxation pursuant to 26 U.S.C. Sec. 501(c)(3) ~~and that uses such computer, phone, and related equipment for the care, teaching, or training of children and/or disadvantaged adults~~. Each such donation shall be subject to the following conditions:
- [1] No single donated item has a fair market value exceeding Fifty-One Hundred Dollars (~~\$1050~~); and
 - [2] The receiving organization takes appropriate action to publicly recognize the ~~Airport’s Authority’s~~ donations in a manner that increases the public’s awareness of the Authority and acceptance of the San Diego International Airport (“Airport”); and
 - [3] Following each donation, the President/CEO provides the Board with a written report of each donation with a list of the donated computer equipment at the regularly scheduled Board meeting following the donation.
- (b) Sale to Authority Personnel. If the President/CEO determines that it is advantageous to the Authority to provide Authority personnel the opportunity to purchase surplus and obsolete computers, phones, and related equipment, the President/CEO may authorize such sales subject to the following conditions:
- [1] The sale of each computer or computer with monitor, or phone shall be at a price that at least equals the fair ~~-~~market value of the equipment as reasonably determined.
 - [2] The opportunity to purchase surplus and obsolete computers, phones, and associated equipment shall be available on a fair and equitable basis to all Authority personnel.
 - [3] Prior to receipt of a purchased computer, phones, and/or related equipment, each purchaser shall sign a statement certifying that: (1) the computer, phone, or related equipment will be used solely for the purchaser’s personal use; (2) the computer, phone, or related equipment will not be used for business purposes and will not be resold; and (3) the purchaser will dispose of the purchased computer, phone, and/or related equipment through a state certified electronic waste recycling center or electronic waste collection point.

[4] Documentation of the means by which and whom the fair-market value of each sold computer or computer equipment, phone, or related equipment was determined, the purchase price, the purchaser, and the purchaser's certification shall be maintained for a minimum of three years.

(e) ~~The Office of the Chief Auditor shall audit the procedures by which computers, phones, and computer related equipment are donated to charitable organizations and/or sold to Authority personnel pursuant to this Policy at least every other year.~~

[RT7]

[Amended by Resolution No. 2010-0132 dated December 2, 2010.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 8 - GENERAL OPERATIONS
PART 8.2 - AUTHORITY FACILITIES
SECTION 8.24 - LOST AND FOUND PROPERTY

PURPOSE: To establish the policy for the receipt, custody, care, restitution, and disposal of lost items of personal property found at the Airports operated by the San Diego County Regional Airport Authority.

DEFINITIONS:^[RT1]

- ~~(1) "Airport" or "Airports" shall mean Airports operated by the Authority, including the San Diego International Airport.~~
- ~~(2) "Authority" shall mean the San Diego County Regional Airport Authority.~~
- ~~(3) "Custodian" shall mean the employee or agent of the Authority that is on-duty at a Facility.~~
- ~~(4) "Facility" shall mean a lost and found facility operated by the Authority and located at an airport or facility operated by the Authority.~~

POLICY STATEMENT:

- (1) It shall be the Authority's policy to exert reasonable best efforts to return all lost property that is received at a Facility to the item's rightful owner and to maintain complete, accurate, and current records of the receipt, restitution and/or disposal of all lost property received at the Facility.
- (2) The Authority's President/Chief Executive Officer ("**President/CEO**") shall take appropriate and necessary actions required to implement the provisions of this policy.
- (3) Receipt of Lost Items at the Facility. The Facility shall not receive or take custody of personal property, including baggage lost onboard an aircraft, in for-hire vehicles such as door-to-door shuttles and taxis, in public busses, or in rental cars. Except for the below-listed Excluded Items, the Facility shall receive and take custody of all items of personal property found inside Airport terminals, Airport curbside areas, Airport parking areas operated by the Authority, and Airport-operated shuttle buses.
 - (a) Excluded Items. The Facility shall not accept custody of items that are classified in the following categories:

[1] Contraband.

- [2] Animals. Lost animals shall be turned over to the San Diego ~~County Animal Control~~ **Humane Society**. The Custodian shall not take custody of a found animal, but may provide reasonable humanitarian assistance until the arrival of the San Diego County Animal Control Officer.
 - [3] Perishable Items. Perishable items, including foodstuffs shall be properly disposed of by the Custodian.
 - [4] Leaking Containers. Items evidencing leakage of materials contained inside shall be disposed of by the Custodian.
 - [5] Hazardous Materials. Items that present a hazard to personnel or property shall be immediately turned over to the appropriate law enforcement agency.
 - [6] Firearms and/or Ammunition. Any firearm or ammunition shall be immediately turned over to the appropriate law enforcement agency.
 - [7] Money Recovered at Security Checkpoints. Money recovered at a Transportation Security Administration checkpoint shall be retained by the Transportation Security Administration pursuant to 49 U.S.C. §44945 or applicable succeeding statute.
- (b) Procedures.
- [1] Procedures for Facility's Receipt of Found Articles:
 - [a] General Procedures. On receipt of each found article, the Custodian shall provide the individual turning in the found article with a numbered receipt stating the date and time the article was received by the Custodian, a description of the article, a good-faith estimate of the value of the article, the identity of the individual turning in the article, the time and location at which the article was found and the identity of the finder if known. Each receipt shall be signed by the Custodian and a copy of each receipt retained by the Facility.
 - [b] Procedures for Receipt of Money. For each instance in which found money or found articles containing money are turned in to the Facility, the Custodian shall include on the receipt the total amount received and the inventory of the money by denomination. For articles containing money, the Custodian shall remove the money and place a copy of the receipt securely within the article.

[2] Procedures for Custody and Storage of Received Articles:

- [a] General. All articles turned into the Facility shall be securely stored commensurate with the value of the article and a running inventory shall be maintained. All unclaimed articles shall be held by the Facility for a minimum of three months.
- [b] Money. All money received by the Facility shall be turned over to the Authority's Treasurer with a copy of the issued receipt(s) no later than the close of each working day. The Treasurer shall maintain a separate accounting of all monies received from the Facility.

[3] Restitution of Claimed Articles:

- [a] Identification of Owner. The Custodian shall take all reasonable actions available to determine the identity of the owner of each article received by the Facility. Where the identity of the owner may be determined, the Custodian shall take all reasonable actions, including phone calls and written notification, to notify the owner that the article is being held by the Facility, and the procedure for claiming the article. For articles other than money, the notification shall advise that articles unclaimed after three months may be disposed of by the Authority at its sole discretion. For money, the notification shall advise that money will become the property of the Authority if unclaimed after three years.
- [b] Restitution of Articles Other Than Money. All requests for return of lost articles other than money shall be processed through the Facility. When an individual requests the return of an article and presents evidence reasonably confirming the requestor's ownership of the article, the Custodian shall provide the owner with the article after the requestor signs an appropriate receipt. The receipt shall identify the requestor's name and contact information, and describe the article and the evidence provided to confirm the requestor's ownership of the article.
- [c] Restitution of Money. An individual may timely file a claim for lost money with the Authority's Treasurer. Such claim shall include the claimant's name and address, the amount of the claim, the grounds on which the claim is based and other information as may be required by the Treasurer. The Treasurer shall accept or reject the claim. If the Treasurer rejects the claim, the claimant may file a verified compliant pursuant to Calif. Gov. Code §50052.

[4] Disposal of Unclaimed Articles:

- [a] Articles Other Than Money. The Authority may dispose of unclaimed articles that have been held in the Facility for at least three months by:

- [i] Donation to Certain Charitable Organizations. “The President/CEO may, on behalf of the Airport, donate such unclaimed articles to a San Diego County-based organization that is exempt from taxation pursuant to 26 U.S.C. §501(c)(3) and that uses such computer equipment for the care, teaching, or training of children and/or disadvantaged adults { . Each such donation shall be subject to the following conditions:
 - [1] No single donated item has a fair market value exceeding One Hundred Dollars (\$100); and
 - [2] The receiving organization takes appropriate action to publicly recognize the Authority’s donations in a manner that increases the public’s awareness of the Authority and acceptance of the Airport; and
 - [3] Following each donation, the President/CEO provides the Board with a written report of each donation with a list of the donated computer equipment at the regularly scheduled Board meeting following the donation.
- [ii] Public Auction. The Authority may conduct a public auction of unclaimed items. The Authority shall provide notice of the public auction at least five days prior to the auction by publication in a newspaper of general circulation published in San Diego County. After each auction, the Authority may destroy or otherwise dispose of any unsold articles.
- [iii] Public Use. On written determination by the President/CEO, or the designee of the President/CEO, that an unclaimed article is needed for public use, the Authority may retain such article for such use.
- [b] Money. After unclaimed money has been in the custody of the Authority’s Treasurer for three years, the Treasurer shall cause a notice to be published once a week for two consecutive weeks in a newspaper of general circulation within San Diego County. The notice shall state the amount of money, the account in which it is held, and that the money shall become the property of the Authority on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice. If no valid claim for the money or verified complaint is filed prior to the designated date, the money shall become the property of the Authority on the designated date. If a verified complaint is filed prior to the designated date, the Treasurer shall hold the unclaimed money until the court has rendered its decision on the complaint.

[Amended by Resolution No. 2018-00106 dated October 4, 2018.]
[Adopted by Resolution No. 2010-0055 dated May 6, 2010.]

[Amended by Resolution No. 2018-00106 dated October 4, 2018.]
[Adopted by Resolution No. 2010-0055 dated May 6, 2010.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**
PART 8.3 - **STRATEGY AND PLANNING**
SECTION 8.31 - **SUSTAINABILITY**
-

PURPOSE: To establish and formalize ~~formal policy statement of the Board of Directors (the “Board”) of the San Diego County Regional Airport Authority (the “Authority”) formalizing its commitment of the Board of Directors (“Board”) of the San Diego County Regional Airport Authority (“Authority”)~~ to a sustainable future for the San Diego International Airport (“Airport”), the Authority and the region.

POLICY STATEMENT:

Sustainability has emerged as a global environmental theme and a major business imperative for the 21st century, dramatically influencing regional thinking and policy making. It is essential for the Authority to become a known benchmark and respected role model for best sustainable practices in the San Diego region and the aviation industry. Sustainability is consistent with and vigorously reinforces the Authority’s Mission Statement: *to operate San Diego’s air transportation gateways in a manner that promotes the region’s prosperity and protects its quality of life.*

The Board recognizes the need for the Authority to be a sustainable-resilient and enduring organization and endorses the three pillars of sustainability (environmental, social, and economic) ~~four sustainability elements of Economic Viability (E), Operational Excellence (O), Natural Resource Conservation (N), and Social Responsibility (S) (EONS)~~ to guide and implement the Authority’s sustainable practices. These ~~four~~ three elements have been put forth within the aviation industry as the core precepts for a holistic approach to airport sustainability. Incorporating the three pillars of sustainability ~~the EONS elements~~ into the Authority’s business practices, policies and programs will ensure sustainability is fully deployed across the Authority’s operational and business functions.

By setting forth this policy, the Board commits the Authority to these sustainable practices:

- (1) Affirm commitment to regulatory compliance, ~~pollution prevention~~, continuous improvement, accountability and transparency in environmental, social and economic performance through the development of formal sustainability reports on a regular basis;
- (2) Actively participate in local and regional sustainability partnerships and strongly encourage and promote sustainable practices both in the aviation industry and the region;

Proactively address greenhouse gas emissions and the impacts of climate change through a Airport operations, planning and development decisions; ~~MA2~~

- (3) Review and evaluate all new programs and projects in terms of addressing all three pillars of sustainability ~~four Sustainability Elements (EONS)~~, in a balanced, holistic and measurable approach;
- (4) Analyze the life cycle operating costs and impacts of the Authority's ~~our~~ facilities, operations and services, using a Total Cost of Ownership approach to determine project feasibility and economic sustainability;
- (5) Adopt the standards set forth by the United States Green Building Council's (USGBC); Leadership in Energy and Environmental Design (LEED) and/or other green design and construction standards as guiding criteria for achieving sustainable design in the development and remodeling of a Airport facilities;
- (6) Apply the three pillars of sustainability, EONS, and LEED, and other green construction criteria as a significant factor when reviewing tenant development/redevelopment projects and provide incentives to encourage sustainable design features;
- (7) Develop language within all new leases, agreements and contracts that supports the Authority's sustainability initiatives;
- (8) Require the Authority's lessees and contractors to comply with the terms and conditions of their agreements pertaining to sustainability;
- (9) Establish a work environment that maximizes the Authority's ~~our~~ employee assets and stimulates an atmosphere of innovation, productivity, pride, and a personal commitment to sustainability; and;
- (10) Take a leadership role in sustainability initiatives that strengthen the social well-being and community relationships with visitors, a Airport stakeholders and the public wethe Authority serves.

POLICY SECTION NO. 8.31

[Adopted by Resolution No. 2008-0013 dated February 7, 2008.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8 - GENERAL OPERATIONS
PART 8.4 - MEDIA ~~POLICY~~
SECTION 8.40 - ~~ESTABLISHMENT OF MEDIA POLICY~~ RELATIONS
-

PURPOSE: To ~~establish a policy relating to assure effective~~ media relations by the San Diego County Regional Airport Authority (~~the~~ "Authority").

POLICY STATEMENT:

(1) The Authority believes that effective communications with the media is an important factor in addressing the safety and security needs and public relations issues relating to ~~the facilities and airports under its jurisdiction, including, without limitation, the~~ the San Diego International Airport ~~and the Authority~~. The Authority's Board ~~of Directors of Directors~~ recognizes the importance of establishing and adopting a media relations policy that sets forth the duties and responsibilities of ~~the~~ Authority ~~staff's personnel in~~ when communicating with the media.

(2) The Authority's ~~Executive Director~~ President/Chief Executive Officer or his or her designee, from time to time, may prepare, adopt, amend or modify guidelines relating to communications with the media by Authority ~~staff personnel~~.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8 - GENERAL OPERATIONS
PART 8.6 - DOCUMENTS AND RECORDS
SECTION 8.60 - RECORDS AND INFORMATION MANAGEMENT
-

PURPOSE: To ~~establish a policy for~~ assure the proper and efficient management and stewardship of the records and information of the San Diego County Regional Airport Authority (“**Authority**”), regardless of format. ~~This policy affirms the Authority’s commitment to proper and economical stewardship of the records and information~~ created and received in conjunction with its operations.

(1) Development and Maintenance of a Records and Information Management Program.

The designated Director, ~~Corporate and Information Governance/Authority Clerk (“Clerk”)~~ or his or her designee, shall manage the continued development and maintenance of a Records and Information Management Program (“**Program**”) that shall apply to the Authority and ~~all of~~ its departments. The ~~Clerk~~ Director shall provide guidance to the Authority’s officers, employees and consultants with respect to the specific requirements of the Program.

~~The purpose of the Program is to provide for the proper and efficient management of the records and information of the Authority.~~ The objectives of the Program shall be:

(a) Compliance with Law. The Authority’s officers, employees, and consultants shall retain all necessary records and information in accordance with the Authority’s Program and all associated federal, state, and local laws.

(b) Availability and Accessibility. The Authority shall retain each record in a manner sufficient to ensure that such record is authentic, reliable, accessible, secure and useable for so long as the availability of such record is reasonably necessary for legal, fiscal, administrative, or historical purposes.

(c) Cost Reduction. The Authority shall economically and efficiently manage records and information throughout their lifecycle. Departments of the Authority shall create only those records operationally necessary and/or required by law, classify and maintain records in such a way as to ensure their availability and accessibility, and discard all records and information according to the adopted records retention schedules.

(2) Ownership.

~~All records and information shall be the property of the Authority and shall not be stored in any locations not unauthorized by the Authority locations. sSuch locations include, but are not limited to, as-employee residences, unapproved removable storage devices, or third party cloud-based services. Outgoing Authority officers, employees, and consultants shall deliver all Authority-owned records and information to their successors-the Authority[A1],[A2]~~

~~All records and information shall be the property of the Authority and, in this regard, outgoing officers, employees, and consultants shall deliver such records and information to the Authority.[A3]~~

(3) Review of the Retention Schedule.

At least biennially, the Authority shall review the Retention Schedules to determine whether legal or operational requirements warrant any amendments thereto.

[Superseded by Resolution No. 2015-0086 dated September 17, 2015.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8 - GENERAL OPERATIONS**
PART 8.6 - DOCUMENTS AND RECORDS
SECTION 8.61 - PROVIDING COPIES OF PUBLIC RECORDS
-

PURPOSE: To ~~establish a policy~~ provide disclosure and a fee schedule for ~~providing~~ copies of public records of the San Diego County Regional Airport Authority (the "Authority") to the public.

The California Public Records Act ("CPRA"), Government Code §§~~6250-6270~~ et seq., requires state and local government agencies to disclose non-exempt public records to the public upon request. Therefore, the terms of the ~~California Public Records Act~~ are hereby incorporated by reference and constitute the "Public Records Request Policy" of the Authority.

POLICY STATEMENT:

The following fee schedule was developed in accordance with the CPRA:

- (1) Copies of public records shall be provided to the ~~public~~ by the ~~Director, Corporate & Information Governance/~~ Authority ~~Clerk (the "Clerk")~~ upon payment of the following fees, unless statutory fees apply:
 - (a) Documents - \$.20 per page
 - (b) Large Format Copies - \$3.00 per sheet
 - (c) CD/DVD - \$1.00; and
 - (d) Certification - \$1.00 per document.
- (2) When a member of the public requests that the records be mailed, said requester will incur the direct cost of shipping the records as charged by the United States Postal Service or requested shipping service.
- (3) When existing records are requested in electronic format, charges shall be assessed in accordance with the CPRA.
- (4) When the Authority determines that [RSPI] copies of records must be sent to an outside copy service for reproduction, the requester will incur the direct cost of duplication as assessed to the Authority by the copy service.

(5) Upon written request by any person, one copy of the Board or Committee agenda, minutes, or all of the documents constituting the agenda packet of the Authority shall be furnished upon payment of the following fees, plus any applicable shipping costs:

- (a) Agenda: \$1.00
- (b) Minutes \$1.50
- (c) Agenda Packet: \$40.00

(6) It shall be the duty of the [Records & Information Management designee](#)~~Clerk~~ to respond to requests for copies or inspection of public records and to manage the production of records in compliance with the CPRA.

(7) The President/CEO, or his or her designee, may revise the fees and charges set forth in this policy and add additional fees and charges from time to time.

[Superseded by Resolution No. 2015-0086 dated September 17, 2015.]

[[Adopted by](#) Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 8** - **GENERAL OPERATIONS**
PART 8.6 - **DOCUMENTS AND RECORDS**
SECTION 8.63 - **PRIVACY OF PERSONAL INFORMATION**
-

PURPOSE: To ~~assure the prudent and reasonable protection of personal information (“PI”) by establish a policy statement of~~ the San Diego County Regional Airport Authority (the “Authority”) ~~for the prudent and reasonable protection of personal information (“PI”)~~ to the extent practicable.

POLICY STATEMENT:

(1) The Authority recognizes that privacy is a personal and fundamental right protected by Section 1 of Article I of the California Constitution, the U.S. Constitution, federal, state and local laws. The Authority will not sell, lease or intentionally share PI in its possession with anyone else, except as follows:

- (a) to the extent the Authority deems it necessary in furtherance of and for the purpose it was submitted;
- (b) for use by an Authority employee acting solely in his or her official capacity;
- (c) to help locate the owner of lost property;
- (d) where required by applicable laws, including the California Public Records Act (Cal. Gov. Code §§6250 *et seq.*);
- (e) where compelled by court order;
- (f) where consented-to by the subject individual;
- (g) where already in the public domain;
- (h) where provided to the Authority on a public record or other record in furtherance of conducting business with the Authority (e.g., a meeting sign-in sheet or responses to requests for proposals, qualifications or bids); or
- (i) in the course of an Authority or law enforcement investigation.

(2) In the event of any data breach of Authority records that includes PI, the Authority will make reasonable attempts to notify the owner(s) following discovery, where the PI was, or is reasonably believed to have been, accessed and/or acquired by an unauthorized person.

(3) Examples of Authority-protected PI elements include, but are not limited to:

- (a) user-name and password;
- (b) full social security number;
- (c) driver's license number;
- (d) citizenship/legal status;
- (e) race/ethnicity;
- (f) birth date;
- (g) home and personal cell telephone numbers;
- (h) personal email address, mailing and home address;
- (i) religious preference;
- (j) security clearance;
- (k) mother's middle and maiden names;
- (l) family information: marital status, spouse information, child information, emergency contact information;
- (m) biometric information;
- (n) medical information;
- (o) disability information;
- (p) law enforcement records; and
- (q) military records.

(4) Examples of -PI elements not protected by the Authority include, but are not limited to:

- (a) name and job description;
- (b) office location; *
- (c) office and work cell telephone numbers; *
- (d) business e-mail address;
- (e) information provided to the Authority on a meeting sign-in sheet or responses to requests for proposals, qualifications or bids; *
- (f) badge number; and *
- (g) salary, benefits and pension amounts.

(5) Prior to the intentional collection of PI from any person, the Authority will first disclose how such PI may be collected and used, and require the person's consent.

(6) The Authority shall retain PI in accordance with its Records Retention Policy.

* *Except where disclosure is discretionary or would be in violation of local, state, or federal statutes; or release of such information would potentially jeopardize the safety of the individual.*

(7) The Authority shall comply with all requirements of the California Civil Code relating to ~~the Authority's~~ use of any automated license plate recognition system.

[Amended by Resolution No. 2016-0083 dated September 15, 2016.]
[Adopted by Resolution No. 2015-0124 dated December 17, 2015.]

ARTICLE 9

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 9** - **SAN DIEGO INTERNATIONAL AIRPORT**
PART 9.3 - **AIRPORT OPERATIONS**
SECTION 9.30 - **AIRPORT PARKING CARD PROGRAM FOR EXTERNAL
STAKEHOLDERS**
-

PURPOSE: To establish a policy governing the airport parking card program of the San Diego County Regional Airport Authority (~~the~~ “**Authority**”).

POLICY STATEMENT:

- (1) Objectives. The principal objectives of the Authority’s parking card program are to:
- (a) benefit the San Diego International Airport (~~the~~ “**Airport**”) by efficiently managing access to public parking lots by eligible individuals;
 - (b) establish an efficient and well-managed program that expedites the travel of tenants and others who provide direct services to the Airport; and
 - (c) support local government officials in recognition of their responsibility in representing the interests of the Airport, other regional transportation centers and the San Diego County region.

This policy is designed to achieve the foregoing objectives by regulating the distribution and use of parking cards and ensuring effective administration of the parking card program.

- (2) Eligibility.
- (a) The Authority’s President/Chief Executive Officer or his or her designee (~~the~~ “**President/CEO**”) may issue Airport parking cards to the following eligible groups:
 - (i) Foreign Consulates serving San Diego County;
 - (ii) Federal and state elected officials representing the San Diego County region;
 - (iii) Elected officials representing the County of San Diego;
 - (iv) Elected officials representing the cities of the County of San Diego;
 - (v) Employees ~~and employees~~ of airlines that serve the Airport;

- (vi) Employees of government agencies that serve the Airport (*e.g.*, [the San Diego Unified Port District](#), Federal Aviation Administration, [the Transportation Security Administration](#), [the United States Customs Service and Border Protection](#));
- (vii) Contractors, vendors, suppliers, and concessionaires that serve the Airport; and
- (vii) Other individuals whose use is deemed by the President/CEO to be consistent with the objectives set forth above in Paragraph 1.

Notwithstanding the foregoing, the Authority may change, limit or expand the foregoing groups at its discretion.

(b) If the eligibility status of a cardholder changes (*e.g.*, the cardholder ceases to be a consular official, federal or state official, etc.), then the cardholder no longer shall be entitled to use his or her parking card. The cardholder promptly shall notify the Authority of such change of status and the Authority shall deactivate his or her parking card.

(3) Usage Restrictions.

(a) Each parking card shall be issued only for the eligible individual's use, and each cardholder shall use his or her parking card only for official business purposes.

(b) In some cases, financial, gift or economic reporting requirements may apply to a cardholder's receipt or use of a parking card. In addition, misuse of a parking card may constitute a gift of public funds. Each cardholder shall comply with all applicable legal requirements relating to his or her receipt and use of his or her parking card.

(c) Before being issued a parking card, each potential cardholder shall sign a statement in which he or she agrees to comply with this policy.

(d) The President/CEO may impose restrictions on the parking locations at the Airport that are authorized for use by cardholders.

(4) Administration.

(a) The President/CEO shall be responsible for the overall administration and management of the parking card program.

(b) The President/CEO shall oversee periodic audits of the parking card program and report to the Board the results thereof.

(c) The Authority shall maintain a list of cardholders, which shall be reviewed at least on a semi-annual basis.

(d) Each parking card shall be valid for a period of one year. The President/CEO may renew any parking cards for additional one-year periods.

(e) The Authority shall promptly ~~shall~~ deactivate unauthorized parking cards.

(f) The President/CEO may require a cardholder to surrender his or her parking card at any time, for any reason in the President/CEO's sole discretion.

[Amended by Resolution No. 2009-0127R dated October 1, 2009]
[Amended by Resolution No. 03-036 dated June 12, 2003]
[Adopted by Resolution No. 03-017 dated April 3, 2003]

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Award a Contract to G&G Specialty Contractors, Inc. for Quieter Home Program Phase 9, Group 9, Project No. 380909 One Hundred Twenty Five (125) Non-Historic Single-Family Units on Seven (7) Residential Properties Located East and West of the Airport

Recommendation:

Adopt Resolution No. 2019-0005, awarding a contract to G & G Specialty Contractors, Inc. in the amount of \$1,364,652 for Phase 9, Group 9, Project No. 380909, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

Background/Justification:

The Authority's Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 9, Group 9, Project number 380909 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to one hundred twenty five (125) non-historic single-family units on seven (7) residential properties located east and west of the airport (refer to Attachment A).

To date, the Program has completed 3,708 residences, of which 960 are historic and 3,364 are non-historic. 2,767 residences are located west of SDIA and 1,557 are located east of SDIA.

Project No. 380909 was advertised on August 31, 2018, and bids were opened on October 2, 2018. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Construction, Inc.	\$1,384,000.00
Nuera Contracting LP	\$1,780,710.30
HHJ Construction, Inc.	\$1,364,662.49
G&G Specialty Contractors, Inc.	\$1,364,652.00

The Engineer's estimate is \$1,431,625.00.

The low bid of \$1,364,652.00 is considered responsive and G&G Specialty Contractors, Inc. is considered responsible. Award to G&G Specialty Contractors, Inc. is, therefore, recommended in the amount of \$1,364,652.00. Please note the original apparent low bid was received from HHJ Construction, Inc. However, upon further review of the bid package, the bid was determined non-responsive.

Fiscal Impact:

Adequate funds for the contract with G&G Specialty Contractors, Inc. are included in the adopted FY 2019 and conceptual FY 2020 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:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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. This Board action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects 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.”

Application of Inclusionary Policies:

At the time of the issuance of the request per bids, the Authority had the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. 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. Only one of the programs/policies 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 Policies 5.12 and 5.14. 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. G&G Specialty Contractors, Inc. proposed 3.45% DBE participation on QHP Phase 9, Group 9.

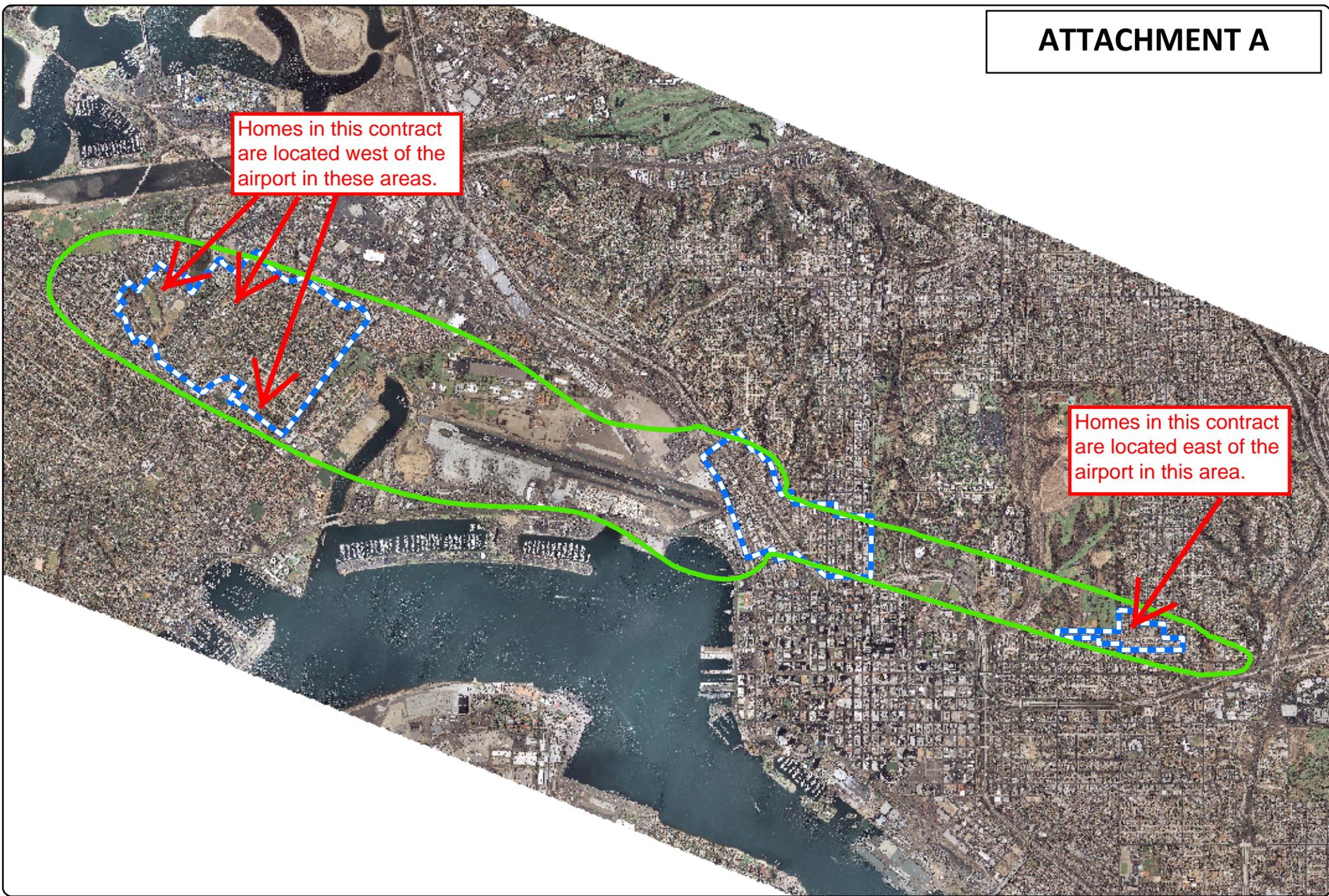
Prepared by:

BRENDAN REED
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

ATTACHMENT A

Homes in this contract are located west of the airport in these areas.

Homes in this contract are located east of the airport in this area.



Map Notes:
Staff Report Attachment A

1 inch = 3,898 feet

Land Use - SanGIS 2/07

- Single-Family Residential
- Multi-Family Residential
- Condominiums

- QHP Completed
- QHP Ineligible
- County Parcel

- 67 dB Boundary
- 65 dB CNEL Contour
- Address Point

San Diego County Regional Airport Authority
Quieter Home Program
Project 380909

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETTER HOME PROGRAM PROJECT NO. 380909
BIDS OPENED: October 2, 2018 at 2:00 p.m.
ENGINEER'S ESTIMATE: \$1,431,625

CONTRACTOR:		Engineer's Estimate				G&G Specialty Contractors, Inc.				HHJ Construction				S&L Specialty Construction, Inc.				Nuera Contracting LP					
ADDRESS:						1221 N. Mondel Drive, Gilbert, AZ 85233				11156 S. Main Street				315 S. Franklin Street, Syracuse, NY 13202				814 Morena Blvd, Suite 303 San Diego, CA 92110					
GUARANTEE OF GOOD FAITH:						Hartford Casualty Insurance Company				Old Republic Surety Company				Liberty Mutual Insurance Company				Fidelity and Deposit Company of Maryland					
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)	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)
380908.38	Harrington 3640 Oleander Dr	1	Lump Sum	\$17,060	\$18,060	\$785	\$35,905.46	\$19,740.00	\$8,000.00	\$2,600.00	\$30,340.00	\$16,452.99	\$7,800.00	\$2,600.00	\$26,852.99	\$19,300.00	\$8,000.00	\$3,700.00	\$31,000.00	\$13,860.50	\$11,195.00	\$2,600.00	\$27,655.50
380909.01	Firoto 4467 Valeta St Unit 1	1	Lump Sum	\$16,407	\$3,824	\$459	\$20,690.11	\$14,555.00	\$4,700.00	\$1,400.00	\$20,655.00	\$11,834.27	\$4,500.00	\$1,400.00	\$17,734.27	\$19,000.00	\$3,000.00	\$1,000.00	\$23,000.00	\$22,135.29	\$5,885.00	\$1,400.00	\$29,420.29
380909.01	Firoto 4467 Valeta St Unit 2	1	Lump Sum	\$16,746	\$5,773	\$459	\$22,978.93	\$14,517.00	\$4,700.00	\$1,100.00	\$20,317.00	\$11,804.27	\$4,500.00	\$1,100.00	\$17,404.27	\$19,000.00	\$3,000.00	\$1,000.00	\$23,000.00	\$22,282.29	\$5,885.00	\$1,100.00	\$29,267.29
380909.01	Firoto 4467 Valeta St Unit 3	1	Lump Sum	\$21,206	\$5,773	\$459	\$27,438.31	\$20,136.00	\$4,700.00	\$1,100.00	\$25,936.00	\$15,964.19	\$4,500.00	\$1,100.00	\$21,564.19	\$23,000.00	\$3,000.00	\$1,000.00	\$27,000.00	\$26,992.99	\$5,885.00	\$1,100.00	\$33,977.99
380909.01	Firoto 4467 Valeta St Unit 4	1	Lump Sum	\$19,452	\$5,788	\$459	\$25,700.24	\$19,245.00	\$4,700.00	\$1,100.00	\$25,045.00	\$15,596.50	\$4,500.00	\$1,100.00	\$21,196.50	\$23,000.00	\$4,000.00	\$1,000.00	\$28,000.00	\$24,930.02	\$5,885.00	\$1,100.00	\$31,915.02
380909.01	Firoto 4467 Valeta St Unit 5	1	Lump Sum	\$17,158	\$5,773	\$459	\$23,390.63	\$17,550.00	\$4,700.00	\$1,100.00	\$23,350.00	\$15,687.80	\$4,500.00	\$1,100.00	\$21,287.80	\$20,000.00	\$3,000.00	\$1,000.00	\$24,000.00	\$23,529.89	\$5,885.00	\$1,100.00	\$30,514.89
380909.01	Firoto 4467 Valeta St Unit 6	1	Lump Sum	\$17,044	\$5,773	\$459	\$23,276.94	\$17,550.00	\$4,700.00	\$1,100.00	\$23,350.00	\$16,138.80	\$4,500.00	\$1,100.00	\$21,738.80	\$19,000.00	\$3,000.00	\$1,000.00	\$23,000.00	\$23,529.89	\$5,885.00	\$1,100.00	\$30,514.89
380909.01	Firoto 4467 Valeta St Unit 7	1	Lump Sum	\$21,200	\$5,773	\$459	\$27,432.99	\$20,107.00	\$4,700.00	\$1,100.00	\$25,907.00	\$18,718.30	\$4,500.00	\$1,100.00	\$24,318.30	\$23,000.00	\$3,000.00	\$1,000.00	\$27,000.00	\$27,287.08	\$5,885.00	\$1,100.00	\$34,272.08
380909.01	Firoto 4467 Valeta St Unit 8	1	Lump Sum	\$18,008	\$5,788	\$459	\$24,256.14	\$19,245.00	\$4,700.00	\$1,100.00	\$25,045.00	\$15,596.50	\$4,500.00	\$1,100.00	\$21,196.50	\$23,000.00	\$4,000.00	\$1,000.00	\$28,000.00	\$28,261.02	\$5,885.00	\$1,100.00	\$35,246.02
380909.01	Firoto 4467 Valeta St Unit 9	1	Lump Sum	\$18,009	\$5,773	\$459	\$24,241.12	\$18,779.00	\$4,700.00	\$1,100.00	\$24,579.00	\$16,949.50	\$4,500.00	\$1,100.00	\$22,549.50	\$20,000.00	\$4,000.00	\$1,000.00	\$25,000.00	\$24,898.12	\$5,885.00	\$1,100.00	\$31,883.12
380909.01	Firoto 4467 Valeta St Unit 10	1	Lump Sum	\$17,976	\$5,773	\$459	\$24,208.49	\$18,779.00	\$4,700.00	\$1,100.00	\$24,579.00	\$16,949.50	\$4,500.00	\$1,100.00	\$22,549.50	\$21,000.00	\$3,000.00	\$1,000.00	\$25,000.00	\$24,898.12	\$5,885.00	\$1,100.00	\$31,883.12
380909.02	Gelbart 2631 A St Unit 1	1	Lump Sum	\$15,576	\$3,769	\$515	\$19,859.26	\$15,659.00	\$4,700.00	\$1,900.00	\$22,259.00	\$12,317.67	\$4,500.00	\$1,900.00	\$18,717.67	\$18,000.00	\$3,000.00	\$2,000.00	\$23,000.00	\$22,370.86	\$5,785.00	\$1,900.00	\$30,055.86
380909.02	Gelbart 2631 A St Unit 2	1	Lump Sum	\$14,604	\$3,467	\$515	\$18,586.10	\$13,474.00	\$4,500.00	\$1,900.00	\$19,874.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$19,721.70	\$5,495.00	\$1,900.00	\$27,116.70
380909.02	Gelbart 2631 A St Unit 3	1	Lump Sum	\$14,135	\$3,467	\$515	\$18,116.69	\$13,474.00	\$4,500.00	\$1,900.00	\$19,874.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$20,436.70	\$5,495.00	\$1,900.00	\$27,831.70
380909.02	Gelbart 2631 A St Unit 4	1	Lump Sum	\$14,135	\$3,467	\$515	\$18,116.69	\$13,474.00	\$4,500.00	\$1,900.00	\$19,874.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$20,436.70	\$5,495.00	\$1,900.00	\$27,831.70
380909.02	Gelbart 2631 A St Unit 5	1	Lump Sum	\$15,566	\$3,769	\$515	\$19,848.97	\$15,450.00	\$4,700.00	\$1,900.00	\$22,050.00	\$12,317.67	\$4,500.00	\$1,900.00	\$18,717.67	\$18,000.00	\$3,000.00	\$2,000.00	\$23,000.00	\$22,370.86	\$5,785.00	\$1,900.00	\$30,055.86
380909.02	Gelbart 2631 A St Unit 6	1	Lump Sum	\$14,135	\$3,467	\$459	\$18,061.26	\$13,805.00	\$4,500.00	\$1,900.00	\$20,205.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$18,000.00	\$3,000.00	\$2,000.00	\$23,000.00	\$20,535.70	\$5,495.00	\$1,900.00	\$27,930.70
380909.02	Gelbart 2631 A St Unit 7	1	Lump Sum	\$14,135	\$3,467	\$515	\$18,116.69	\$13,503.00	\$4,500.00	\$1,900.00	\$19,903.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$20,436.70	\$5,495.00	\$1,900.00	\$27,831.70
380909.02	Gelbart 2631 A St Unit 8	1	Lump Sum	\$14,135	\$3,467	\$515	\$18,116.69	\$13,503.00	\$4,500.00	\$1,900.00	\$19,903.00	\$10,098.97	\$4,500.00	\$1,900.00	\$16,498.97	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$20,436.70	\$5,495.00	\$1,900.00	\$27,831.70
380909.02	Gelbart 2631 A St Unit 9	1	Lump Sum	\$16,577	\$3,769	\$515	\$20,860.51	\$14,809.00	\$4,700.00	\$1,900.00	\$21,409.00	\$11,387.07	\$4,500.00	\$1,900.00	\$17,787.07	\$16,000.00	\$3,000.00	\$2,000.00	\$21,000.00	\$22,092.01	\$5,785.00	\$1,900.00	\$29,777.01
380909.03	Goldman 2810 Union St Unit 1	1	Lump Sum	\$5,049	\$0	\$0	\$5,049.39	\$4,958.00	\$0.00	\$0.00	\$4,958.00	\$6,019.56	\$0.00	\$0.00	\$6,019.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$6,207.58	\$0.00	\$0.00	\$6,207.58
380909.03	Goldman 2810 Union St Unit 2	1	Lump Sum	\$4,226	\$0	\$0	\$4,225.65	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 3	1	Lump Sum	\$4,594	\$0	\$0	\$4,593.93	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 4	1	Lump Sum	\$4,226	\$0	\$0	\$4,225.65	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 5	1	Lump Sum	\$4,731	\$0	\$0	\$4,731.07	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 6	1	Lump Sum	\$4,290	\$0	\$0	\$4,289.51	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 7	1	Lump Sum	\$4,816	\$0	\$0	\$4,816.20	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 8	1	Lump Sum	\$3,644	\$0	\$0	\$3,644.32	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,182.09	\$0.00	\$0.00	\$5,182.09
380909.03	Goldman 2810 Union St Unit 9	1	Lump Sum	\$3,877	\$0	\$0	\$3,877.24	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 10	1	Lump Sum	\$4,282	\$0	\$0	\$4,281.70	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 11	1	Lump Sum	\$4,182	\$0	\$0	\$4,181.66	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 12	1	Lump Sum	\$6,112	\$0	\$0	\$6,112.03	\$4,885.00	\$0.00	\$0.00	\$4,885.00	\$6,019.56	\$0.00	\$0.00	\$6,019.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$6,158.98	\$0.00	\$0.00	\$6,158.98
380909.03	Goldman 2810 Union St Unit 14	1	Lump Sum	\$5,585	\$0	\$0	\$5,585.33	\$4,885.00	\$0.00	\$0.00	\$4,885.00	\$6,019.56	\$0.00	\$0.00	\$6,019.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$6,158.98	\$0.00	\$0.00	\$6,158.98
380909.03	Goldman 2810 Union St Unit 15	1	Lump Sum	\$4,175	\$0	\$0	\$4,175.28	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 16	1	Lump Sum	\$4,282	\$0	\$0	\$4,281.70	\$3,717.00	\$0.00	\$0.00	\$3,717.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 17	1	Lump Sum	\$3,877	\$0	\$0	\$3,877.24	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 18	1	Lump Sum	\$4,197	\$0	\$0	\$4,196.56	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 19	1	Lump Sum	\$4,501	\$0	\$0	\$4,500.99	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 20	1	Lump Sum	\$4,808	\$0	\$0	\$4,808.40	\$3,717.00	\$0.00	\$0.00	\$3,717.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 21	1	Lump Sum	\$3,300	\$0	\$0	\$3,299.52	\$3,688.00	\$0.00	\$0.00	\$3,688.00	\$5,240.76	\$0.00	\$0.00	\$5,240.76	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,229.19	\$0.00	\$0.00	\$5,229.19
380909.03	Goldman 2810 Union St Unit 22	1	Lump Sum	\$4,175	\$0	\$0	\$4,175.28	\$3,736.00	\$0.00	\$0.00	\$3												

TABULATION OF BIDS

ATTACHMENT B

CONTRACTOR:	Engineer's Estimate	G&G Specialty Contractors, Inc.	HHJ Construction	S&L Specialty Construction, Inc.	Nuera Contracting LP
ADDRESS:		1221 N. Mondel Drive, Gilbert, AZ 85233	11156 S. Main Street	315 S. Franklin Street, Syracuse, NY 13202	814 Morena Blvd. Suite 303 San Diego, CA 92110
GUARANTEE OF GOOD FAITH:		Hartford Casualty Insurance Company	Old Republic Surety Company	Liberty Mutual Insurance Company	Fidelity and Deposit Company of Maryland

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)	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)			
380909.06	Pacific Breeze 2850 Adrian St Unit 108	1	Lump Sum	\$9,147	\$0	\$0	\$9,147.25	\$8,992.00	\$0.00	\$0.00	\$8,992.00	\$9,695.76	\$0.00	\$0.00	\$9,695.76	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$10,270.21	\$0.00	\$0.00	\$10,270.21
380909.06	Pacific Breeze 2850 Adrian St Unit 109	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 110	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 111	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 112	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 113	1	Lump Sum	\$8,330	\$0	\$0	\$8,330.33	\$6,713.00	\$0.00	\$0.00	\$6,713.00	\$7,802.66	\$0.00	\$0.00	\$7,802.66	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$8,599.26	\$0.00	\$0.00	\$8,599.26
380909.06	Pacific Breeze 2850 Adrian St Unit 114	1	Lump Sum	\$8,330	\$0	\$0	\$8,330.33	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.66	\$0.00	\$0.00	\$7,802.66	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$8,779.26	\$0.00	\$0.00	\$8,779.26
380909.06	Pacific Breeze 2850 Adrian St Unit 115	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,162.56	\$0.00	\$0.00	\$6,162.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 116	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 117	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 118	1	Lump Sum	\$5,161	\$0	\$0	\$5,161.07	\$5,056.00	\$0.00	\$0.00	\$5,056.00	\$6,107.56	\$0.00	\$0.00	\$6,107.56	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,944.25	\$0.00	\$0.00	\$6,944.25
380909.06	Pacific Breeze 2850 Adrian St Unit 119	1	Lump Sum	\$7,989	\$0	\$0	\$7,988.80	\$7,726.00	\$0.00	\$0.00	\$7,726.00	\$8,846.56	\$0.00	\$0.00	\$8,846.56	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$9,054.34	\$0.00	\$0.00	\$9,054.34
380909.06	Pacific Breeze 2850 Adrian St Unit 120	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 121	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 122	1	Lump Sum	\$7,989	\$0	\$0	\$7,988.80	\$7,726.00	\$0.00	\$0.00	\$7,726.00	\$8,395.56	\$0.00	\$0.00	\$8,395.56	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$9,214.67	\$0.00	\$0.00	\$9,214.67
380909.06	Pacific Breeze 2850 Adrian St Unit 123	1	Lump Sum	\$7,989	\$0	\$0	\$7,988.80	\$7,726.00	\$0.00	\$0.00	\$7,726.00	\$8,846.56	\$0.00	\$0.00	\$8,846.56	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$9,054.34	\$0.00	\$0.00	\$9,054.34
380909.06	Pacific Breeze 2850 Adrian St Unit 124	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 125	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 126	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 201	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$7,919.13	\$0.00	\$0.00	\$7,919.13
380909.06	Pacific Breeze 2850 Adrian St Unit 202	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 203	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 204	1	Lump Sum	\$7,989	\$0	\$0	\$7,988.80	\$7,726.00	\$0.00	\$0.00	\$7,726.00	\$8,846.56	\$0.00	\$0.00	\$8,846.56	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$9,054.34	\$0.00	\$0.00	\$9,054.34
380909.06	Pacific Breeze 2850 Adrian St Unit 205	1	Lump Sum	\$7,989	\$0	\$0	\$7,988.80	\$7,726.00	\$0.00	\$0.00	\$7,726.00	\$8,395.56	\$0.00	\$0.00	\$8,395.56	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$9,054.34	\$0.00	\$0.00	\$9,054.34
380909.06	Pacific Breeze 2850 Adrian St Unit 206	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$7,919.13	\$0.00	\$0.00	\$7,919.13
380909.06	Pacific Breeze 2850 Adrian St Unit 207	1	Lump Sum	\$6,575	\$0	\$0	\$6,574.93	\$6,391.00	\$0.00	\$0.00	\$6,391.00	\$7,477.06	\$0.00	\$0.00	\$7,477.06	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$8,079.46	\$0.00	\$0.00	\$8,079.46
380909.06	Pacific Breeze 2850 Adrian St Unit 208	1	Lump Sum	\$9,147	\$0	\$0	\$9,147.25	\$8,992.00	\$0.00	\$0.00	\$8,992.00	\$9,695.76	\$0.00	\$0.00	\$9,695.76	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$10,270.21	\$0.00	\$0.00	\$10,270.21
380909.06	Pacific Breeze 2850 Adrian St Unit 209	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 210	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,713.00	\$0.00	\$0.00	\$6,713.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 211	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 212	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$7,314.00	\$0.00	\$0.00	\$7,314.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 213	1	Lump Sum	\$12,095	\$0	\$0	\$12,095.46	\$9,808.00	\$0.00	\$0.00	\$9,808.00	\$10,351.36	\$0.00	\$0.00	\$10,351.36	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$12,138.82	\$0.00	\$0.00	\$12,138.82
380909.06	Pacific Breeze 2850 Adrian St Unit 214	1	Lump Sum	\$12,095	\$0	\$0	\$12,095.46	\$9,976.00	\$0.00	\$0.00	\$9,976.00	\$10,351.36	\$0.00	\$0.00	\$10,351.36	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$12,138.82	\$0.00	\$0.00	\$12,138.82
380909.06	Pacific Breeze 2850 Adrian St Unit 215	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 216	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.56	\$0.00	\$0.00	\$7,802.56	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$9,049.26	\$0.00	\$0.00	\$9,049.26
380909.06	Pacific Breeze 2850 Adrian St Unit 217	1	Lump Sum	\$8,475	\$0	\$0	\$8,474.74	\$6,881.00	\$0.00	\$0.00	\$6,881.00	\$7,802.56	\$0.00	\$0.00												

RESOLUTION NO. 2019-0006

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, AWARDING A CONTRACT TO G&G
SPECIALTY CONTRACTING, INC. IN THE AMOUNT
OF \$1,364,652 FOR PHASE 9, GROUP 9, PROJECT
NO. 380909, OF THE SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY'S QUIETER
HOME PROGRAM

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 9, Group 9, of the Program will include installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 9, Group 9, of the Program provides sound attenuation to one hundred twenty five (125) non-historic single-family units on seven (7) residential properties located east and west of the Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 9, Group 9, on August 31, 2018; and

WHEREAS, on October 2, 2018, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder G&G Specialty Contracting, Inc. submitted a bid of \$1,364,652.00 and the Authority's staff has duly considered the bid and has determined G&G Specialty Contracting, Inc is responsible and that 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 G&G Specialty Contracting, Inc the lowest bidder, the contract for Phase 9, Group 9, 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 G&G Specialty Contracting, Inc. in the amount of \$1,364,652 for Phase 9, Group 9, Project No. 380909, 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 G&G Specialty Contracting, 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 of the San Diego County Regional Airport Authority finds that this is a "project" as defined by the California Environmental Quality Act ("CEQA"), Cal. Pub. Res. Code §21065; and is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Award a Contract to S&L Specialty Construction, Inc. for Quieter Home Program Phase 9, Group 10, Project No. 380910 Forty-Four (44) Non-Historic Single-Family and Multi-Family Units on Thirty-Six (36) Residential Properties Located East and West of the Airport

Recommendation:

Adopt Resolution No. 2019-0006, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,547,901 for Phase 9, Group 10, Project No. 380910, of the San Diego County Regional Airport Authority's ("Authority's") Quieter Home Program.

Background/Justification:

The Authority's Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 9, Group 10, Project number 380910 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to forty-four (44) non-historic single-family and multiple units on thirty-six (36) residential properties located east and west of the airport (refer to Attachment A).

To date, the Program has completed 3,708 residences, of which 960 are historic and 3,364 are non-historic. 2,767 residences are located west of SDIA and 1,557 are located east of SDIA.

Project No. 380910 was advertised on November 1, 2018, and bids were opened on December 3, 2018. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Construction, Inc.	\$1,547,901.00
G&G Specialty Contractors, Inc.	\$1,633,793.00

The Engineer's estimate is \$1,599,406.29.

The low bid of \$1,547,901.00 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 \$1,547,901.00.

Fiscal Impact:

Adequate funds for the contract with S & L Specialty Construction, Inc. are included in the adopted FY 2019 and conceptual FY 2020 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:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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. This Board action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects 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.”

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 and Policy 5.14. 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. Only one of the programs/policies 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 Policies 5.12 and 5.14. 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 7.3% DBE participation on QHP Phase 9, Group 10.

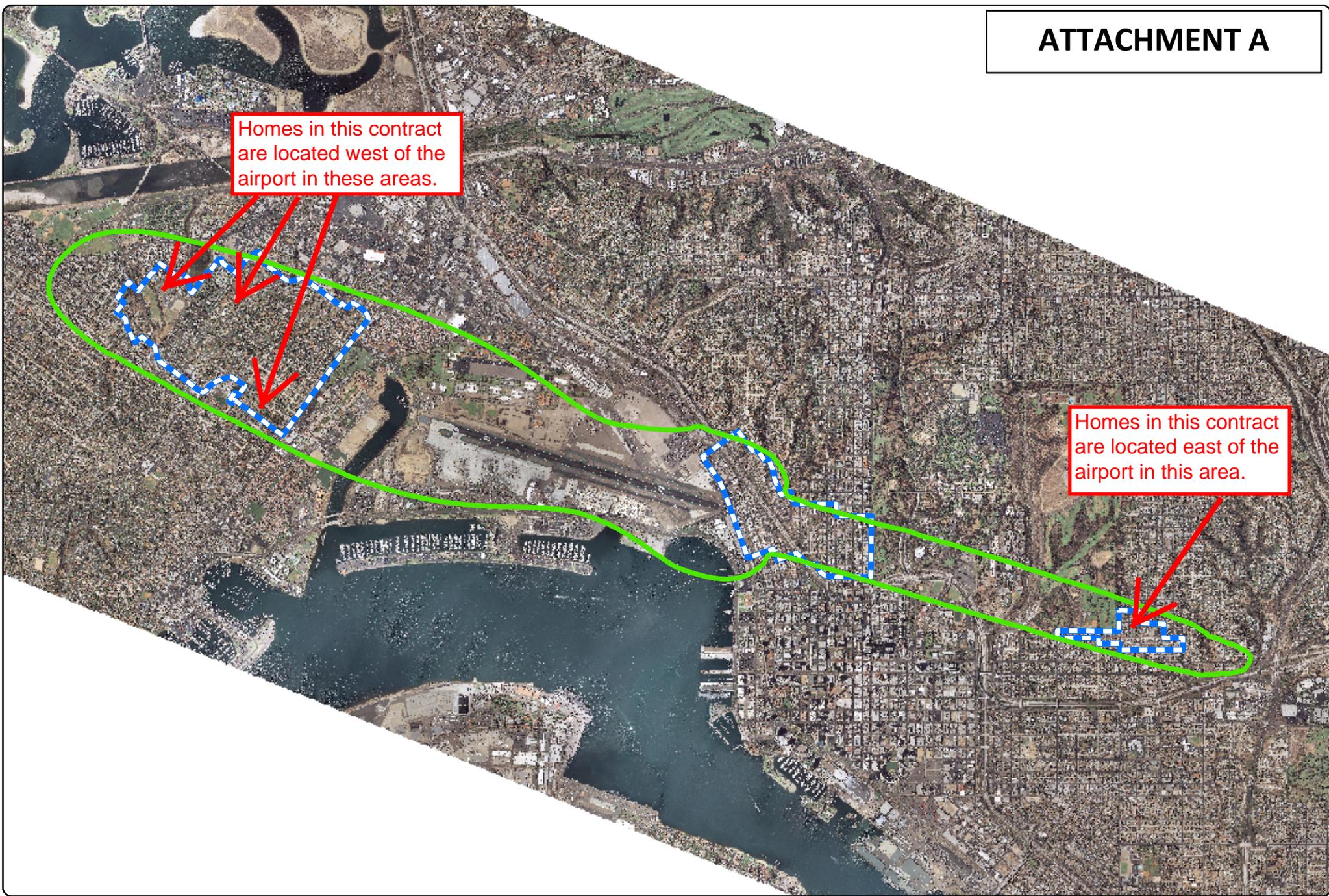
Prepared by:

BRENDAN REED
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

ATTACHMENT A

Homes in this contract are located west of the airport in these areas.

Homes in this contract are located east of the airport in this area.



Map Notes:
Staff Report Attachment A

1 inch = 3,898 feet

- Land Use - SanGIS 2/07**
- Single-Family Residential
 - Multi-Family Residential
 - Condominiums
 - QHP Completed
 - QHP Ineligible
 - County Parcel
 - 67 dB Boundary
 - 65 dB CNEL Contour
 - Address Point

San Diego County Regional Airport Authority
Quieter Home Program
Project 380910

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380910
 BIDS OPENED: December 3, 2018 at 2:00 p.m.
 ENGINEER'S ESTIMATE: \$1,559,406.29

CONTRACTOR:				Engineer's Estimate				S&L Specialty Construction, Inc.				G&G Specialty Contractors, Inc.				
ADDRESS:								315 S. Franklin Street, Syracuse, NY 13202				1221 N. Mondel Drive, Gilbert, AZ 85233				
GUARANTEE OF GOOD FAITH:								Liberty Mutual Insurance Company				Hartford Casualty Insurance 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)	
380907.18	ZAVIEH 2678 POINSETTIA DRIVE	1	Lump Sum	\$22,688.47	\$7,580.11	\$490.62	\$30,759.20	\$19,100.00	\$7,000.00	\$1,900.00	\$28,000.00	\$24,755.00	\$10,000.00	\$1,000.00	\$35,755.00	
380910.01	BERARDINO 2428 BRANT STREET	1	Lump Sum	\$48,621.71	\$15,931.73	\$3,178.43	\$67,731.86	\$41,000.00	\$10,000.00	\$5,000.00	\$56,000.00	\$46,104.00	\$13,800.00	\$3,200.00	\$63,104.00	
380910.03	BRAZ 3065 MADRID STREET	1	Lump Sum	\$37,988.78	\$0.00	\$0.00	\$37,988.78	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$32,957.00	\$0.00	\$0.00	\$32,957.00	
380910.04	WALKER/LOUN 4368 TEMECULA STREET UNIT 205	1	Lump Sum	\$11,441.66	\$0.00	\$0.00	\$11,441.66	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$13,202.00	\$0.00	\$0.00	\$13,202.00	
380910.05	ZIZZO 2446 BRANT STREET UNIT A	1	Lump Sum	\$31,415.58	\$0.00	\$0.00	\$31,415.58	\$39,000.00	\$0.00	\$0.00	\$39,000.00	\$40,416.00	\$0.00	\$0.00	\$40,416.00	
380910.05	ZIZZO 2446 BRANT STREET UNIT B	1	Lump Sum	\$24,960.99	\$3,939.66	\$665.17	\$29,565.82	\$34,000.00	\$3,000.00	\$2,000.00	\$39,000.00	\$33,144.00	\$8,500.00	\$1,200.00	\$42,844.00	
380910.05	ZIZZO 2446 BRANT STREET UNIT C	1	Lump Sum	\$9,785.22	\$2,863.08	\$725.30	\$13,373.60	\$7,000.00	\$3,000.00	\$1,000.00	\$11,000.00	\$12,071.00	\$6,100.00	\$1,200.00	\$19,371.00	
380910.06	CHRISTENSON 2210 ETIWANDA STREET	1	Lump Sum	\$20,358.77	\$6,524.06	\$2,852.81	\$29,735.64	\$19,000.00	\$6,000.00	\$5,000.00	\$30,000.00	\$21,668.00	\$6,400.00	\$4,200.00	\$32,268.00	
380910.07	COOPER 4368 TEMECULA STREET UNIT 301	1	Lump Sum	\$16,239.48	\$9,930.56	\$2,717.87	\$28,887.91	\$16,000.00	\$8,000.00	\$5,000.00	\$29,000.00	\$17,701.00	\$8,200.00	\$2,900.00	\$28,801.00	
380910.08	CROSSLAND 4404 MONTALVO STREET	1	Lump Sum	\$21,596.95	\$0.00	\$0.00	\$21,596.95	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$17,951.00	\$0.00	\$0.00	\$17,951.00	
380910.09	CUNNINGHAM 2252 EVERGREEN STREET	1	Lump Sum	\$77,590.09	\$0.00	\$0.00	\$77,590.09	\$86,000.00	\$0.00	\$0.00	\$86,000.00	\$77,291.00	\$0.00	\$0.00	\$77,291.00	
380910.10	EDWARDS 4368 TEMECULA STREET UNIT 304	1	Lump Sum	\$11,441.66	\$0.00	\$0.00	\$11,441.66	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$13,144.00	\$0.00	\$0.00	\$13,144.00	
380910.11	FULLBRIGHT 4368 TEMECULA STREET UNIT 103	1	Lump Sum	\$17,312.35	\$10,223.91	\$2,056.74	\$29,593.00	\$20,000.00	\$8,000.00	\$5,000.00	\$33,000.00	\$19,063.00	\$8,200.00	\$2,900.00	\$30,163.00	
380910.12	GUTIERREZ 3160 A STREET	1	Lump Sum	\$49,743.67	\$24,746.84	\$3,272.30	\$77,762.80	\$45,000.00	\$16,000.00	\$3,000.00	\$64,000.00	\$47,938.00	\$22,800.00	\$2,800.00	\$73,538.00	
380910.13	IACONO 2278 FROUDE STREET	1	Lump Sum	\$48,616.35	\$13,967.77	\$1,740.29	\$64,324.40	\$51,000.00	\$10,000.00	\$2,000.00	\$63,000.00	\$49,657.00	\$11,400.00	\$1,600.00	\$62,657.00	
380910.13	IACONO 2280 FROUDE STREET	1	Lump Sum	\$15,509.72	\$0.00	\$0.00	\$15,509.72	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$20,784.00	\$0.00	\$0.00	\$20,784.00	
380910.14	INGRANDE 2683 REYNARD STREET	1	Lump Sum	\$24,337.99	\$12,300.08	\$4,957.21	\$41,595.29	\$28,000.00	\$8,000.00	\$7,000.00	\$43,000.00	\$25,790.00	\$10,000.00	\$4,800.00	\$40,590.00	
380910.14	INGRANDE 2687 REYNARD STREET	1	Lump Sum	\$24,627.03	\$12,652.10	\$2,953.28	\$40,232.41	\$28,000.00	\$8,000.00	\$7,000.00	\$43,000.00	\$25,868.00	\$10,000.00	\$3,200.00	\$39,068.00	
380910.15	JIMENEZ 1409 30TH STREET	1	Lump Sum	\$24,490.09	\$11,351.83	\$2,720.07	\$38,562.00	\$18,000.00	\$9,000.00	\$5,000.00	\$32,000.00	\$23,571.00	\$11,800.00	\$2,800.00	\$38,171.00	
380910.16	KAMIN 4368 TEMECULA STREET UNIT 104	1	Lump Sum	\$17,923.18	\$10,144.71	\$2,351.18	\$30,419.07	\$20,000.00	\$8,000.00	\$5,000.00	\$33,000.00	\$18,314.00	\$8,700.00	\$3,000.00	\$30,014.00	
380910.17	KARLSON 3320 WHITTIER STREET	1	Lump Sum	\$51,572.16	\$26,476.12	\$3,886.13	\$81,934.41	\$57,000.00	\$18,000.00	\$6,000.00	\$81,000.00	\$66,689.00	\$23,000.00	\$5,600.00	\$95,289.00	
380910.18	KEMPTON 4368 TEMECULA STREET UNIT 101	1	Lump Sum	\$11,441.66	\$0.00	\$0.00	\$11,441.66	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$13,298.00	\$0.00	\$0.00	\$13,298.00	
380910.19	KETTOOLA 4368 TEMECULA STREET UNIT 105	1	Lump Sum	\$18,042.39	\$10,504.06	\$2,511.79	\$31,058.24	\$20,000.00	\$8,000.00	\$5,000.00	\$33,000.00	\$21,384.00	\$8,700.00	\$3,000.00	\$33,084.00	
380910.20	LINGLE 4642 LARKSPUR STREET	1	Lump Sum	\$8,063.78	\$5,121.86	\$1,730.39	\$14,916.02	\$9,000.00	\$3,000.00	\$4,000.00	\$16,000.00	\$9,116.00	\$6,900.00	\$2,000.00	\$18,016.00	
380910.20	LINGLE 4644 LARKSPUR STREET	1	Lump Sum	\$15,329.17	\$11,678.92	\$4,008.60	\$31,016.69	\$14,000.00	\$8,000.00	\$3,000.00	\$25,000.00	\$14,718.00	\$8,000.00	\$3,200.00	\$25,918.00	
380910.21	LOCKWOOD 4619 GREENE STREET	1	Lump Sum	\$26,557.31	\$10,826.01	\$907.91	\$38,291.23	\$23,000.00	\$8,000.00	\$2,000.00	\$33,000.00	\$27,968.00	\$9,600.00	\$1,400.00	\$38,968.00	
380910.22	LOPEZ 4368 TEMECULA STREET UNIT 102	1	Lump Sum	\$17,111.42	\$9,668.02	\$2,541.13	\$29,320.57	\$22,000.00	\$8,000.00	\$5,000.00	\$35,000.00	\$19,419.00	\$8,800.00	\$3,000.00	\$31,219.00	
380910.23	LYOVIN 4368 TEMECULA STREET UNIT 305	1	Lump Sum	\$20,128.91	\$11,017.42	\$2,511.79	\$33,658.12	\$21,000.00	\$8,000.00	\$5,000.00	\$34,000.00	\$20,658.00	\$8,200.00	\$3,000.00	\$31,858.00	
380910.24	MANN 3420 XENOPHON STREET	1	Lump Sum	\$30,131.71	\$14,277.98	\$3,069.15	\$47,478.84	\$29,000.00	\$10,000.00	\$5,000.00	\$44,000.00	\$32,343.00	\$12,800.00	\$4,600.00	\$49,743.00	
380910.25	MIESNER 4455 MONTALVO STREET	1	Lump Sum	\$21,648.50	\$12,578.76	\$2,841.08	\$37,068.33	\$23,000.00	\$9,000.00	\$3,000.00	\$35,000.00	\$28,178.00	\$12,600.00	\$3,400.00	\$44,178.00	
380910.25	MIESNER 4458 VALETA STREET	1	Lump Sum	\$17,243.75	\$10,493.06	\$1,732.59	\$29,469.39	\$17,000.00	\$8,000.00	\$3,000.00	\$28,000.00	\$22,326.00	\$8,900.00	\$3,400.00	\$34,626.00	
380910.30	PICKETT 3702 OLEANDER DRIVE	1	Lump Sum	\$26,757.82	\$10,675.67	\$1,936.10	\$39,369.59	\$27,000.00	\$9,000.00	\$2,000.00	\$38,000.00	\$28,044.00	\$8,900.00	\$1,600.00	\$38,544.00	
380910.31	PIKE 3104 MALAGA STREET	1	Lump Sum	\$37,243.86	\$0.00	\$0.00	\$37,243.86	\$57,000.00	\$0.00	\$0.00	\$57,000.00	\$46,161.00	\$0.00	\$0.00	\$46,161.00	
380910.34	RAMOS 4368 TEMECULA STREET UNIT 203	1	Lump Sum	\$18,676.02	\$10,621.40	\$2,511.79	\$31,809.21	\$21,000.00	\$8,000.00	\$5,000.00	\$34,000.00	\$17,504.00	\$8,900.00	\$3,000.00	\$29,404.00	
380910.36	RIEL 4617 LARKSPUR STREET	1	Lump Sum	\$11,350.36	\$11,048.22	\$1,535.68	\$23,934.26	\$12,000.00	\$8,000.00	\$2,000.00	\$22,000.00	\$15,135.00	\$8,900.00	\$1,600.00	\$25,635.00	
380910.38	ST. MARTIN / MONTGOMERY 3522 VOLTAIRE STREET	1	Lump Sum	\$37,328.39	\$0.00	\$0.00	\$37,328.39	\$37,000.00	\$0.00	\$0.00	\$37,000.00	\$41,145.00	\$0.00	\$0.00	\$41,145.00	
380910.39	STUARD 2578 CLOVIS STREET	1	Lump Sum	\$15,758.02	\$10,588.40	\$1,657.42	\$28,003.83	\$13,000.00	\$8,000.00	\$2,000.00	\$23,000.00	\$16,434.00	\$11,200.00	\$1,600.00	\$29,234.00	
380910.39	STUARD 2580 CLOVIS STREET	1	Lump Sum	\$18,600.16	\$10,892.01	\$1,606.08	\$31,098.25	\$17,000.00	\$8,000.00	\$2,000.00	\$27,000.00	\$18,164.00	\$11,200.00	\$1,600.00	\$30,964.00	
380910.39	STUARD 4403 MONTALVO STREET	1	Lump Sum	\$25,368.80	\$10,757.07	\$1,550.34	\$37,676.21	\$31,000.00	\$8,000.00	\$2,000.00	\$41,000.00	\$27,993.00	\$12,800.00	\$1,400.00	\$42,193.00	
380910.41	TERRY 2383 CAMANITO AGRADO	1	Lump Sum	\$25,764.43	\$11,678.18	\$5,649.88	\$43,092.50	\$23,000.00	\$9,000.00	\$5,000.00	\$37,000.00	\$28,006.00	\$12,300.00	\$4,600.00	\$44,906.00	
380910.42	TORRES 4368 TEMECULA STREET UNIT 202	1	Lump Sum	\$17,030.94	\$10,621.40	\$2,482.46	\$30,134.80	\$21,000.00	\$8,000.00	\$5,000.00	\$34,000.00	\$19,225.00	\$9,400.00	\$3,000.00	\$31,625.00	
380910.43	TROLINGER 4368 TEMECULA STREET UNIT 302	1	Lump Sum	\$14,478.29	\$0.00	\$0.00	\$14,478.29	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$16,508.00	\$0.00	\$0.00	\$16,508.00	
380910.44	VENEGAS 4368 TEMECULA STREET UNIT 303	1	Lump Sum	\$18,042.39	\$10,900.08	\$2,511.79	\$31,454.26	\$20,000.00	\$8,000.00	\$5,000.00	\$33,000.00	\$18,091.00	\$8,900.00	\$3,000.00	\$29,991.00	
380910.46	WEST 4368 TEMECULA STREET UNIT 201	1	Lump Sum	\$17,479.61	\$10,738.74	\$2,482.46	\$30,700.81	\$22,000.00	\$8,000.00	\$5,000.00	\$35,000.00	\$19,396.00	\$8,900.00	\$3,000.00	\$31,296.00	
							Subtotal				Subtotal	\$1,531,505.00			Subtotal	\$1,605,892.00
							Probable Cost for Permits:				Probable Cost for Permits:	\$27,901.00			Probable Cost for Permits:	\$27,901.00
							TOTAL				TOTAL BID	\$1,547,901.00			TOTAL BID	\$1,633,793.00

Addenda No. 1 noted

Addenda No. 1 noted

Addenda No. 1 noted

RESOLUTION NO. 2019-0006

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 \$1,547,901 FOR PHASE 9, GROUP 10, PROJECT NO. 380910, OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY'S QUIETER HOME PROGRAM

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 9, Group 10, of the Program will include installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

WHEREAS, Phase 9, Group 10, of the Program provides sound attenuation to forty-four (44) non-historic single-family and multi-family units on thirty-six (36) residential properties located east and west of the Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 9, Group 10, on November 1, 2018; and

WHEREAS, on December 3, 2018, 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 \$1,547,901.00 and the Authority's staff has duly considered the bid and has determined S&L Specialty Construction, Inc. is responsible and that 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 9, Group 10, 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 \$1,547,901 for Phase 9, Group 10, Project No. 380910, 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 of the San Diego County Regional Airport Authority finds that this is a "project" as defined by the California Environmental Quality Act ("CEQA"), Cal. Pub. Res. Code §21065; and is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

Subject:

Award a Contract to University Mechanical & Engineering Contractors, Inc., for HVAC System Modernization – Terminals T2E & T2W at San Diego International Airport

Recommendation:

Adopt Resolution No. 2019-0007, awarding a contract to University Mechanical & Engineering Contractors, Inc., in the amount of \$5,306,850 for Project No. 104229, HVAC System Modernization – Terminals T2E & T2W at San Diego International Airport.

Background/Justification:

This project is a San Diego County Regional Airport Authority (“Authority”) Board (“Board”) approved project in the FY2019 Capital Improvement Program (“CIP”).

The project scope includes modernization of the Heating, Ventilation, and Air Conditioning (HVAC) system by refurbishing and/or replacing old air handler units and associated subsystems in Terminals T2E and T2W. Attachment A is an aerial photo of the project site.

This project was advertised on September 17, 2018, and sealed bids were opened on October 22, 2018. Based on the bids submitted, Southland Industries was the apparent low bidder. After the bids were opened and announced, staff then prepared a bid tabulation spreadsheet (Attachment B). This standard practice revealed mathematical errors in the submitted bids. Specifically, the bid tabulation revealed that Southland Industries was not the actual low bidder; instead, University Mechanical & Engineering Contractors submitted the lowest bid.

The apparent low bidder, Southland Industries, filed both a records request and a bid protest. The Authority has provided Southland Industries with copies of the other bid package proposals and with the applicable contract provisions that were used to resolve the mathematical errors. The Authority responded to Southland Industries’ bid protest and rejected the protest. Southland Industries did not file an appeal.

The following bids were received.

Company	Bid Amount	Corrected Bid Amount
University Mechanical & Engineering Contractors	\$5,728,896	\$5,306,850
Southland Industries	\$5,631,284	\$5,631,310.10
AHC Mechanical	\$6,150,000	\$6,150,000
ACCO Engineered Systems	\$8,571,582	\$15,970,086

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The low bid of \$5,306,850, submitted by University Mechanical and Engineering Contractors, Inc., is responsive and is considered responsible. Staff recommends award to University Mechanical & Engineering Contractors, in the amount of \$5,306,850.

Fiscal Impact:

Adequate funds for the HVAC System Modernization are included within the Board adopted FY2019-FY2023 Capital Program Budget in Project No. 104229. Sources of funding for this project include Airport Cash and General Airport Revenue Bonds (GARB).

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

A. CEQA: This project is consistent with a Categorical Exemption Section 15301 – Class 1 – Existing Facilities and 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 and Categorical Exemption 15302 – Replacement or Reconstruction – Class 2 and consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same purpose and capacity as the structure replaced, including but not limited to: (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion capacity.

Application of Inclusionary Policies:

At the time of the solicitation, the Authority had the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, Policy 5.12 and Policy 5.14. 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. At the time of the solicitation, only one of the programs/policies named above could be used in any single contracting opportunity.

This contract does not utilize federal funds and provides opportunities for sub-contractor participation; therefore; at the option of the Authority, Policy 5.14 was applied. Policy 5.14 establishes separate goals for the participation of: (1) small businesses; (2) local businesses; and, (3) service disabled veteran owned small businesses (SDVOSB). The local business participation goal can only be applied when the overall local business participation of all Authority contracts at the time of solicitation is less than 60%. The maximum preference applied under Policy 5.14 is seven percent (7%): three percent (3%) for small business participation; two percent (2%) for local business participation; and, two percent (2%) for SDVOSB participation. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The

preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid. When bid price is not the primary selection criteria, the preference is only applied to determine which proposers are interviewed for final consideration. Per Policy 5.14, the preference is not applied in the final selection.

In accordance with Policy 5.14, University Mechanical & Engineering Contractors did not meet the SBE goal of 36% for a 3% small business participation preference and did not meet the SDVOSB goal of 3% for a 2% SDVOSB participation preference. At the time of the solicitation it was determined that the Authority's overall local business participation exceeded 60%, therefore no preference was applied for local business participation.

Prepared by:

BOB BOLTON
DIRECTOR, AIRPORT DESIGN & CONSTRUCTION

Approximate work boundary located within AOA, restricted and/or TSA controlled sterile areas

T2W T2E

104229 - HVAC System Modernization – Terminals T2E & T2W
Project Site



BID TABULATION

REVISED BID TABULATION 12-1-18

Project Title: **HVAC SYSTEM MODERNIZATION - TERMINALS T2E & T2W**

CIP Number: **104229**

DATE/TIME BIDS OPENED: **10/22/2018 at 2:00PM**

ENGINEER'S ESTIMATE				APPARENT LOW BIDDER			ACTUAL LOW BIDDER		CONSIDERED DISQUALIFIED		4		
ENGINEER'S ESTIMATE: \$ 11,000,000.00				1			2		3		4		
As Advertised				SOUTHLAND INDUSTRIES			UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS		AHC MECHANICAL		ACCO ENGINEERED SYSTEMS		
GUARANTEE OF GOOD FAITH:				FEDERAL INSURANCE COMPANY			TRAVELERS CASUALTY & SURETY		Not provided		FIDELITY & DEPOSIT CO OF MARYLAND		
BID ITEM NO.	TITLE	QUANTITY	UNIT ITEM	UNIT PRICE (In Figures)	TOTAL (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	UNIT PRICE (In Figures)	TOTAL (In Figures)	
Bid Schedule A - Base Bid													
1	HVAC System Modernization (Includes entire Work under this Contract, excluding Bid Items 2 Through 13)	LS	Lump Sum	\$ 545,353.00	\$ 545,353.00	\$ 545,353.00	\$ 232,859.00	\$ 232,859.00	\$ 1,582,936.00	\$ 1,582,936.00		\$ 8,571,582.00	
2	Replace T2E Air Handling Units AH-01&05	2	EA	\$ 742,000.00	\$ 1,484,000.00	\$ 808,619.85	\$ 289,386.00	\$ 578,772.00	\$ 251,373.00	\$ 502,746.00		\$ 709,200.00	
3	Replace T2E Air Handling Unit AH-08	1	EA	\$ 547,755.00	\$ 547,755.00	\$ 298,467.36	\$ 255,323.00	\$ 255,323.00	\$ 217,103.00	\$ 217,103.00		\$ 535,840.00	
4	Replace T2E Air Handling Units AH-2,3,4,7,12&26	6	EA	\$ 464,718.67	\$ 2,788,312.00	\$ 1,519,329.12	\$ 232,645.00	\$ 1,395,870.00	\$ 180,741.00	\$ 1,084,446.00		\$ 383,493.00	
5	Replace T2E Air Handling Units AH-10,11,13,14,15, 16,17&18	8	EA	\$ 390,565.25	\$ 3,124,522.00	\$ 1,702,527.29	\$ 190,591.00	\$ 1,524,728.00	\$ 144,473.00	\$ 1,155,784.00		\$ 196,212.00	
6	Replace T2E Air Handling Unit AH-27	1	EA	\$ 315,221.00	\$ 315,221.00	\$ 171,761.43	\$ 194,618.00	\$ 194,618.00	\$ 165,748.00	\$ 165,748.00		\$ 126,800.00	
7	Refurbish T2W Air Handling Units AH-1,2,3,4,5,6,7&8	8	EA	\$ 156,402.13	\$ 1,251,217.00	\$ 681,778.23	\$ 74,821.00	\$ 598,568.00	\$ 3,102.13	\$ 24,817.00		\$ 46,875.00	
8	Replace T2W Tertiary Chilled Water Pumps TP-1&2	2	EA	\$ 104,655.00	\$ 209,310.00	\$ 114,051.36	\$ 60,737.00	\$ 121,474.00	\$ 25,334.00	\$ 50,668.00		\$ 42,500.00	
9	Replace T2W Tertiary Heating Hot Water Pumps TP-4&5	2	EA	\$ 104,655.00	\$ 209,310.00	\$ 114,051.36	\$ 45,233.00	\$ 90,466.00	\$ 11,751.00	\$ 23,502.00		\$ 35,000.00	
10	Overhead	290	Day	\$ 1,500.00	\$ 435,000.00	\$ 435,000.00	\$ 1,831.49	\$ 31,132.10	\$ 1,445.00	\$ 419,050.00		\$ 2,489.00	
11	Contractor's Progress Schedule	LS	Lump Sum	\$ 20,000.00	\$ 20,000.00	\$ 10,897.84	\$ 37,500.00	\$ 37,500.00	\$ 10,050.00	\$ 10,050.00		\$ 125,000.00	
12	Allowance for Relocation of Utilities and Mitigation of Unknown Conditions	AL	Allowance	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	
13	Allowance for Authority Personnel Travel, Transport, and Accommodation Expenses for Factory Witnessed Testing of Air Handling Units	AL	Allowance	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		\$ 20,000.00	
Total for Bid Schedule A				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total for All (Bid Schedule A)				\$ 11,000,000.00	\$ 6,471,836.84	\$ 5,631,310.10	\$ 5,306,850.00	\$ 6,150,000.00	\$ 15,970,086.00				

ADDENDUM NO. NOTED BY BIDDERS ON THEIR SUBMITTED BID SCHEDULE:												
1		NA					Yes		Yes		NO	
2		NA					Yes		Yes		NO	
3		NA					Yes		Yes		NO	

CONTRACTOR'S Submitted Bid Schedule Amount	\$ 5,631,284.00	\$ 5,728,896.00	\$ 6,150,000.00	\$ 8,571,582.00
Delta	\$ (26.10)	\$ 422,046.00		\$ (7,398,504.00)

Policy 5.14 Points and Bid Adjustment Amount Table			
Low Bid Amt	\$ 5,631,310.10	7%	
Points	Bid Adjustment Amount Based on Low Bid or Max. \$200,000		
7 or 7%	\$394,191.71	7%	7
6 or 6%	\$337,878.61	6%	6
5 or 5%	\$281,565.51	5%	5
4 or 4%	\$225,252.40	4%	4
3 or 3%	\$168,939.30	3%	3
2 or 2%	\$112,626.20	2%	2
1 or 1%	\$56,313.10	1%	1

Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount		Policy 5.14 Bid Adjustment Amount	
Points	0	Points	0	Points	0	Points	0
Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$ -	Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$ -	Adjustment Amount (Enter Amount from Table Based on Number of Points)	NO DATA PROVIDED	Adjustment Amount (Enter Amount from Table Based on Number of Points)	\$ -
	\$5,631,310.10		\$5,306,850.00		\$6,150,000.00		\$15,970,086.00

Qualification Requirements:												
MC Acting As prime												
Proj over 10M within last 5 yrs												
Airport projects in restricted, sterile & airside												
AHU replacement												
24hr ops facility, w/ multiple shifts												
Crane/rigging work												
Temporary cooling												

Distribution: Project Bid Review Checklist (Original)
 Staff Report
 FDD Estimator (Excel File)
 Director, Small Business (PDF copy)
 Program Coordinator, Small Business (PDF copy)
 Project Procurement Analyst (PDF copy)

RESOLUTION NO. 2019-0007

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO UNIVERSITY MECHANICAL & ENGINEERING CONTRACTORS, INC., IN THE AMOUNT OF \$5,306,850 FOR PROJECT NO. 104229, HVAC SYSTEM MODERNIZATION – TERMINALS T2E & T2W AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, this project is a San Diego County Regional Airport Authority (“Authority”) Board (“Board”) approved project in the FY2019 Capital Improvement Program (“CIP”); and

WHEREAS, the project scope includes modernization of the Heating, Ventilation and Air Conditioning (HVAC) system by refurbishing and/or replacing old air handler units and associated subsystems in Terminals T2E and T2W. Attachment A is an aerial photo of the project site; and

WHEREAS, this project was advertised on September 17, 2018, and sealed bids were opened on October 22, 2018; and

WHEREAS, Southland Industries filed a protest which was rejected by the Authority; and

WHEREAS, Southland Industries did not file an appeal, therefore has failed to exhaust its administrative remedies; and

WHEREAS, the low bid of \$5,306,850, submitted by University Mechanical and Engineering Contractors, is responsive and is considered responsible; and

WHEREAS, the Board believes that it is in the best interest of the Authority and the public that it serves, for the Board to award University Mechanical and Engineering Contractors, the contract for Project No. 104229 HVAC System Modernization – Terminals T2E & T2W, 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 University Mechanical & Engineering Contractors, Inc. in the amount of \$5,306,850 for Project No. 104229, HVAC System Modernization – Terminals T2E & T2W at San Diego International Airport; and

BE IT FURTHER RESOLVED the Board finds that this project is consistent with a Categorical Exemption Section 15301 – Class 1 – Existing Facilities and 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 and Categorical Exemption 15302 – Replacement or Reconstruction – Class 2 and consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same purpose and capacity as the structure replaced, including but not limited to:

(c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion capacity; and is not a "development" as defined by the California Coastal Act, Cal. Pub. Res. Code §30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019 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: **JANUARY 3, 2019**

Subject:

Approve and Authorize the President/CEO to Negotiate and Execute an Energy Services Agreement with ENGIE Services U.S. Inc., and Approve and Authorize the President/CEO to Execute an Assignment of the Agreement From ENGIE Services U.S. Inc., to ENGIE Storage Services NA LLC.

Recommendation:

Adopt Resolution No. 2019-0008, approving and authorizing the President/CEO to negotiate and execute an Energy Services Agreement with Engie Services U.S. Inc., to design, install, operate, and maintain a Battery Energy Storage System ("BESS"), via a fixed lease payment model for an amount not to exceed \$3,300,000, and a lease term limit of 10 years at San Diego International Airport.

Adopt Resolution No. 2019-0009, approving and authorizing the President/CEO to execute an assignment of the agreement from Engie Services U.S. Inc., to Engie Storage Services NA LLC at San Diego International Airport.

Background/Justification:

The San Diego County Regional Airport Authority ("Authority") is in the process of executing projects identified as part of a holistic Strategic Energy Plan (STEP) to guide future energy management activities and infrastructure to help contain costs, improve operational efficiency, lower greenhouse gas emissions, and increase energy resilience. One of the priority technologies identified in the STEP is a Battery Energy Storage System (BESS), due to its ability to reduce the Airport's peak electricity demand and in turn reduce utility costs.

On June 1, 2017, as part of the FY2018-2022 Capital Program, the Authority Board ("Board") approved the Battery Energy Storage project. The project involves the procurement of a third party that will design, install, operate, and maintain a BESS with an approximate capacity of 4 Megawatt hours (MWh). The BESS will be connected to the Airport's existing electrical system and will charge and discharge during strategic points throughout the day to reduce electrical utility demand charges that the Authority pays to San Diego Gas & Electric (SDG&E). These demand charges currently account for approximately 40% of the Authority's monthly electricity costs. In addition, the BESS is an enabling technology for the installation of additional photovoltaic (PV) solar infrastructure at the Airport and will demonstrate the Authority's leadership in the community by implementing technologies that reduce grid reliance.

The Authority has also secured a \$1.2 million incentive from California's Self-Generation Incentive Program (SGIP) for the BESS due to the technology's ability to reduce Greenhouse Gas (GHG) emission reductions, utility demand charges, and customer electricity purchases. The SGIP incentive provides a significant overall cost reduction to

the BESS, which translates into more favorable project economics.

During the development of the BESS Request for Proposal (“RFP”), Authority staff initially expected that RFP respondents would propose a “shared savings” model in which the amount of demand charge reduction savings was split between the two parties. However, within the last two years, the market has quickly shifted to a fixed lease payment model where 100% of the net savings (total savings less the lease payments) will be realized by the Authority. This model results in potentially lower overall cost to the Authority, and therefore opportunity for higher savings. Risk will also be mitigated by the Contractor’s “Savings Guaranty”, which guarantees a reduction in the sum of the monthly utility bills in each year of BESS operations that equals the Authority’s BESS lease payments. Historically, these systems are reliable and effective, and deliver savings in excess of the minimum guaranteed savings

On December 26, 2017, the Authority issued an RFP soliciting proposals from qualified firms to design, install, operate, and maintain a BESS at San Diego International Airport.

On February 22, 2018, eight (8) proposals were received in response to the RFP. One (1) proposal was determined to be non-responsive. Below is a listing of the responsive firms:

1. Bloom Energy
2. Borrego Solar Systems, Inc.
3. ENGIE Services U.S. Inc.
4. PowerSecure Inc.
5. Siemens Industry, Inc.
6. Tesla, Inc.
7. StrongHold Engineering, Inc.

An Authority Evaluation Panel (“Panel”) comprised of representatives from Planning and Environmental Affairs, Facilities Management, and Facilities Development was convened, and, in March 2018, conducted a thorough review of the proposals. The Panel determined that three (3) firms were uniquely qualified to perform the requested services, ranked in the following order:

1. Tesla, Inc. (“Tesla”)
2. ENGIE Services U.S. Inc. (“ENGIE”)
3. Power Secure Inc. (“Power Secure”)

The scoring criteria used to short-list the qualified firms were the firm’s incentive to the contractor (RFP respondent), incentive to the Authority, savings, design schedule, maintenance, company experience, and qualifications of primary staff.

The three (3) highest ranked firms were invited to an interview on April 9, 2018. The Respondents were asked to provide responses to a specific list of questions, prepared by the Panel, which targeted the evaluation criteria presented in the solicitation.

The combined scoring matrix from the Panel is as follows:

Combined Scores	Policy 5.12	10Yr. Cost	Incentive - Contractor	Incentive - Authority	Savings Guar.	Realistic Savings	Design, Schedule, & Maintenance	Company Experience & Qual.	Primary Staff	Total
ENGIE	0	400	0	100	0	100	600	945	405	2550
Power Secure	0	240	80	20	80	60	480	805	300	2065
Tesla	0	280	0	100	0	60	740	1295	525	3000

The final ranking matrix from the Panel is as follows:

Final Rank	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Total	Rank
ENGIE	2	1	2	2	7	2
Power Secure	3	3	3	3	12	3
Tesla	1	2	1	1	5	1

The Panel ranked Tesla as the best-qualified firm to provide services based on the evaluation criteria and interview. However, the Authority was not able to come to terms on an agreement with Tesla, as Tesla would not provide a guaranteed savings to cover lease payments through energy savings, which was contrary to the language provided in their proposal and reiterated verbally in their interview.

On August 1, 2018, the Authority began negotiations with the second-ranked bidder, ENGIE.

ENGIE's proposal indicated that they will design, install, operate and maintain the BESS for a term of 10 years at a fixed payment of \$330,000 per year and that they will provide a savings guarantee from the BESS of at least the value of the lease payments. According to ENGIE modeling that factors in current and future SDG&E rate increases, in the first year of operation the BESS maximum demand charge savings is \$710,000. After subtracting the fixed lease payment of \$330,000, the maximum possible net savings (demand savings less lease payments) for the first year is in the range of \$380,000.

The Authority utilized AECOM Technical Services ("AECOM") to review the potential cost savings within ENGIE's proposal. AECOM conducted a detailed analysis of ENGIE's proposal, the Airport's electricity use data, and SDG&E's cost structure. The expected demand charge savings in the first year is approximately \$430,000, which would result in an expected net savings of \$100,000. Because of the savings guarantee, even if the demand charge savings are not achieved as expected, the Authority will not lose money. The financial modeling assumes a 3% escalation rate in the cost of electricity from SDG&E, but the fixed monthly lease payment from the Authority will remain the same for the duration of the 10-year agreement, allowing the Authority the opportunity to realize increased utility savings in the case of increased energy prices in the future.

The BESS is anticipated to be located in the general vicinity of the Central Utility Plant. Its components will include an inverter, batteries, controller, electrical equipment, conduit, and transformers as needed, fencing, and an enclosure with a mechanical and fire suppression system that will protect the BESS and its components from weather,

theft, vandalism, and other external hazards. The fenced enclosure will have screening that will be aesthetically pleasing, and the equipment will not be visible to the general public.

The BESS will optimize distributed energy resources and monitor instantaneous demand and other data relevant to the Authority's dedicated control system which will help the Authority contain costs as it prepares for escalating electricity rates from SDG&E. ENGIE's BESS software is known for its ability to manage demand peaks and provide rate arbitrage when peak management is not required. During those times, the ENGIE system will shift energy use to lower Time-of-Use (TOU) periods to contain costs. The company's monitoring and data acquisition system will also allow the Authority to view real-time energy performance, which will promote education and transparency among its staff as well as airport visitors.

At the end of the 10 year operational lease, the Authority has three options:

1. Purchase the system;
2. Have the contractor remove the system at no cost to the Authority;
3. Extend the Energy Storage Services Agreement ("Agreement").

Recommended Firm

ENGIE is the country's leading developer of turnkey distributed energy storage solutions in the U.S., with 60MWh of BESS under contract and 30MWh enrolled and participating in eight grid services programs throughout the country. ENGIE's mission is to power the world efficiently and sustainably, and the company is well-respected in the distributed energy storage industry with systems installed and under development that will save its customers more than \$30 million.

Energy savings projects completed at California Airports by ENGIE include:

- Salinas Municipal Airport – designed and constructed solar Photovoltaic (PV) canopies.
- Yuba County Airport – designed and constructed 1.6 MW solar PV system.
- Livermore Municipal Airport – designed and constructed 80 kW solar PV canopy.
- Palm Springs International Airport – designed and constructed a cogeneration plant.

Energy savings projects completed by ENGIE in other locations in San Diego County include:

- Poway Unified School District – 6.3 MWh BES system – September 2016
- Grossmont Union High School District – 7.4MWh BES system – July 2016
- San Diego County Water Authority – 2MWh PV system – in construction.

Staff recommends that the Board approve and authorize the President/CEO to negotiate and execute an Energy Storage Service Agreement with ENGIE Services U.S. Inc. to design, install, operate, and maintain a Battery Energy Storage System, via a fixed lease payment model for an amount not to exceed \$3,300,000, and lease term of 10 years.

Request for Assignment

ENGIE has requested that the Authority consent to an assignment of the Agreement with ENGIE Services U.S., Inc. to ENGIE Storage Services NA LLC. ENGIE has indicated that ENGIE Services U.S. Inc., the corporate entity that responded to the RFP, does not typically own assets of any type and that the company that owns and operates all of the behind-the-meter energy storage systems for ENGIE in North America is ENGIE Storage Services NA LLC. Engie has also indicated that both companies often work together on projects to bring complementary relationships and capabilities to a customer. Engie has also indicated that both ENGIE Services, Inc. and ENGIE Storage Services NA LLC are 100% owned by ENGIE Holdings, and share risk management, treasury, accounting, finance, and legal functions.

Staff recommends that the Board approve and authorize the President/CEO to consent to an assignment of the Agreement from ENGIE Services U.S. Inc. to ENGIE Storage Services NA LLC.

Fiscal Impact:

Adequate funds for Battery Energy Storage (BESS) (Overhead) are included within the Board approved FY2018-FY2022 Capital Program Budget in Project No. 104244. Source of funding for this project is Airport Cash through the Facilities Management Department’s operating budget. Monthly operating expense savings through utility costs are guaranteed to be an amount equal to or greater than the required lease payments in this contract and will produce net savings (demand savings less lease payments) expected to be greater than \$100,000 per year. There will be a separate line item in the budget to cover lease payments in the first 2 years in order to arrive to the first true up period where any savings shortages that might occur would be paid by the provider. The battery will not begin operation and trigger lease payments until FY2020.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy
- Customer Strategy
- Employee Strategy
- Financial Strategy
- Operations Strategy

Environmental Review:

- A. CEQA: This project is consistent with a Categorical Exemption under CEQA Sections 15301 – Existing Facilities – Class 1; 15302 – Replacement or Reconstruction – Class 2 and 15304 Minor Alternations to Land – Class 4.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

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 and Policy 5.14. 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. Only one of the programs/policies named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore; at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses. Policy 5.12 provides a preference of up to five percent (5%) to small businesses in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance to Policy 5.12, BESS did not receive the small business preference.

Prepared by:

COGAN SEMLER
MANAGER, FACILITIES MANAGEMENT

RESOLUTION NO. 2019-0008

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN ENERGY SERVICES AGREEMENT WITH ENGIE SERVICES U.S. INC., TO DESIGN, INSTALL, OPERATE, AND MAINTAIN A BATTERY ENERGY STORAGE SYSTEM VIA A FIXED LEASE PAYMENT MODEL, FOR AN AMOUNT NOT TO EXCEED \$3,300,000, AND A LEASE TERM LIMIT OF 10 YEARS, AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, the San Diego County Regional Airport Authority (“Authority”) is in the process of executing projects identified as part of a holistic Strategic Energy Plan (STEP) to guide future energy management activities and infrastructure to help contain costs, improve operational efficiency, lower greenhouse gas emissions, and increase energy resilience; and

WHEREAS, one of the priority technologies identified in the STEP is a Battery Energy Storage System (BESS), due to its ability to reduce the Airport’s peak electricity demand and in turn reduce utility costs; and

WHEREAS, on June 1, 2017, as part of the FY2018-2022 Capital Improvement Program, the Authority Board (“Board”) approved the Battery Energy Storage project; and

WHEREAS, the project involves the procurement of a third party that will design, install, operate, and maintain a BESS with an approximate capacity of 4 Megawatt hours (MWh); and

WHEREAS, the BESS will be connected to the Airport’s existing electrical system and will charge and discharge during strategic points throughout the day to reduce electrical utility demand charges that the Authority pays to San Diego Gas & Electric (SDG&E); and

WHEREAS, these demand charges currently account for approximately 40% of the Authority’s monthly electricity costs; and

WHEREAS, the BESS is an enabling technology for the installation of additional photovoltaic (PV) solar infrastructure at the Airport and will demonstrate the Authority’s leadership in the community by implementing technologies that reduce grid reliance; and

WHEREAS, the Authority has also secured a \$1.2 million incentive from California's Self-Generation Incentive Program (SGIP) for the BESS due to the technology's ability to reduce Greenhouse Gas (GHG) emission reductions, utility demand charges, and customer electricity purchases; and

WHEREAS, the SGIP incentive provides a significant overall cost reduction to the BESS, which translates into more favorable project economics; and

WHEREAS, during the development of the BESS Request for Proposal ("RFP"), Authority staff initially expected that RFP respondents would propose a "shared savings" model in which the amount of demand charge reduction savings was split between the two parties; and

WHEREAS, within the last two years, the market has quickly shifted to a fixed lease payment model where 100% of the net savings (total savings less the lease payments) will be realized by the Authority; and

WHEREAS, this model results in potentially lower overall cost to the Authority, and therefore opportunity for higher savings; and

WHEREAS, risk will also be mitigated by the Contractor's "Savings Guaranty", which guarantees a reduction in the sum of the monthly utility bills in each year of BESS operations that equals the Authority's BESS lease payments; and

WHEREAS, historically, these systems are reliable and effective, and deliver savings in excess of the minimum guaranteed savings; and

WHEREAS, December 26, 2017, the Authority issued an RFP soliciting proposals from qualified firms to design, install, operate, and maintain a BESS at San Diego International Airport; and

WHEREAS, on February 22, 2018, eight (8) proposals were received in response of the RFP. One (1) proposal was determined to be non-responsive; and

WHEREAS a listing of the responsive firms is:

1. Bloom Energy
2. Borrego Solar Systems, Inc.
3. ENGIE Services U.S. Inc.
4. PowerSecure, Inc.
5. Siemens Industry, Inc.
6. Tesla, Inc.
7. StrongHold Engineering, Inc.; and

WHEREAS, an Authority Evaluation Panel (“Panel”) comprised of representatives from Planning and Environmental Affairs, Facilities Management, and Facilities Development was convened, and, in March 2018, conducted a thorough review of the proposals; and

WHEREAS, the Panel determined that three (3) firms were uniquely qualified to perform the requested services, ranked in the following order:

1. Tesla, Inc. (“Tesla”)
2. ENGIE Services U.S. Inc. (“ENGIE”)
3. Power Secure Inc. (“Power Secure”); and

WHEREAS, the scoring criteria used to short-list the qualified firms were the firm’s incentive to contractor (RFP respondent), incentive to Authority, savings, design schedule, maintenance, company experience, and qualifications of primary staff; and

WHEREAS, the three (3) highest ranked firms were invited to an interview on April 9, 2018; and

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

WHEREAS, the Panel ranked Tesla, Inc. as the best-qualified firm to provide services based on the evaluation criteria and interview; and

WHEREAS, the Authority was not able to come to terms on an agreement with Tesla, as Tesla would not provide a guaranteed savings to cover lease payments through energy savings, which was contrary to the language provided in their proposal and reiterated verbally in their interview; and

WHEREAS, on August 1, 2018, the Authority began negotiations with the second-ranked bidder, ENGIE; and

WHEREAS, ENGIE's proposal indicated that they will design, install, operate and maintain the BESS for a term of 10 years at a fixed payment of \$330,000 per year and that they will provide a savings guarantee from the BESS of at least the value of the lease payments; and

WHEREAS, according to ENGIE modeling that factors in current and future SDG&E rate increases, in the first year of operation the BESS maximum demand charge savings is \$710,000; and

WHEREAS, after subtracting the fixed lease payment of \$330,000, the maximum possible net savings (demand savings less lease payments) for the first year is in the range of \$380,000; and

WHEREAS, the Authority utilized AECOM Technical Services ("AECOM") to review the potential cost savings within ENGIE's proposal. AECOM conducted a detailed analysis of ENGIE's proposal, the Airport's electricity use data, and SDG&E's cost structure; and

WHEREAS, the expected demand charge savings in the first year is approximately \$430,000, which would result in an expected net savings of \$100,000; and

WHEREAS, because of the savings guarantee, even if the demand charge savings are not achieved as expected, the Authority will not lose money; and

WHEREAS, the financial modeling assumes a 3% escalation rate in the cost of electricity from SDG&E, but the fixed monthly lease payment from the Authority will remain the same for the duration of the 10-year agreement, allowing the Authority the opportunity to realize increased utility savings in the case of increased energy prices in the future; and

WHEREAS, the BESS is anticipated to be located in the general vicinity of the Central Utility Plant; and

WHEREAS, its components will include an inverter, batteries, controller, electrical equipment, conduit, and transformers as needed, fencing, and an enclosure with a mechanical and fire suppression system that will protect the BESS and its components from weather, theft, vandalism, and other external hazards; and

WHEREAS, the fenced enclosure will have screening that will be aesthetically pleasing, and the equipment will not be visible to the general public; and

WHEREAS, the BESS will optimize distributed energy resources and monitor instantaneous demand and other data relevant to the Authority's dedicated control system, which will help the Authority contain costs as it prepares for escalating electricity rates from SDG&E; and

WHEREAS, ENGIE's BESS software is known for its ability to manage demand peaks and provide rate arbitrage when peak management is not required. During those times, the ENGIE system will shift energy use to lower Time-of-Use (TOU) periods to contain costs; and

WHEREAS, the company's monitoring and data acquisition system will also allow the Authority to view real-time energy performance, which will promote education and transparency among its staff as well as airport visitors; and

WHEREAS, at the end of the 10 year operational lease, the Authority has three options:

1. Purchase the system;
2. Have the contractor remove the system at no cost to the Authority;
3. Extend the Energy Storage Services Agreement ("Agreement"); and

WHEREAS, Staff recommends that the Board approve and authorize the President/CEO to negotiate and execute an Energy Storage Service Agreement with ENGIE Services U.S. Inc. to design, install, operate, and maintain a Battery Energy Storage System, via a fixed lease payment model for an amount not to exceed \$3,300,000, and lease term of 10 years.

NOW, THEREFORE, BE IT RESOLVED that the Board approves and authorizes the President/CEO to negotiate and execute an Energy Services Agreement with ENGIE Services U.S. Inc., to finance, design, install, operate, and maintain a Battery Energy Storage System, for Project No. 104244, Battery Energy Storage, for an amount not to exceed \$3,300,000, and a lease term limit of 10 years, at San Diego International Airport; and

BE IT FURTHER RESOLVED that the San Diego County Regional Airport Authority and its officers, employee, and agents are hereby authorized, empowered, and directed to do and perform such acts as may be necessary or appropriate in order to effectuate fully the foregoing resolutions; and

BE IT FURTHER RESOLVED that this project is consistent with a Categorical Exemption under CEQA Sections 15301 – Existing Facilities – Class 1; 15302 – Replacement or Reconstruction – Class 2 and 15304 Minor Alternations to Land – Class 4; and it is not a "project" as defined by the California Coastal Act. Cal. Pub. Res. Code § 30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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

RESOLUTION NO. 2019-0009

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN ASSIGNMENT OF THE AGREEMENT FROM ENGIE SERVICES U.S. INC. TO ENGIE STORAGE SERVICES NA, LLC AT SAN DIEGO INTERNATIONAL AIRPORT

WHEREAS, ENGIE Services U.S., Inc., (“Engie”) has requested that the San Diego County Regional Airport Authority (“Authority”) consent to an assignment of the Agreement with ENGIE Services U.S., Inc., to ENGIE Storage Services NA LLC; and

WHEREAS, ENGIE has indicated that ENGIE Services U.S. Inc., the corporate entity that responded to the RFP, does not typically own assets of any type and that the company that owns and operates all of the behind-the-meter energy storage systems for ENGIE in North America is ENGIE Storage Services NA LLC; and

WHEREAS, Engie has indicated that both Engie Services, U.S. Inc., and ENGIE Storage Services NA LLC are 100% owned by ENGIE Holdings, and share risk management, treasury, accounting, finance, and legal functions.

NOW, THEREFORE, BE IT RESOLVED that the Board approves and authorizes the President/CEO to execute an assignment of the agreement from Engie Services U.S. Inc., to Engie Storage Services NA LLC at San Diego International Airport; and

BE IT FURTHER RESOLVED that the San Diego County Regional Airport Authority and its officers, employee, and agents are hereby authorized, empowered, and directed to do and perform such acts as may be necessary or appropriate in order to effectuate fully the foregoing resolutions; and

BE IT FURTHER RESOLVED that this project is consistent with a Categorical Exemption under CEQA Sections 15301 – Existing Facilities – Class 1; 15302 – Replacement or Reconstruction – Class 2 and 15304 Minor Alternations to Land – Class 4; and it is not a “project” as defined by the California Coastal Act. Cal. Pub. Res. Code § 30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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: **JANUARY 3, 2019**

Subject:

Approve and Authorize the President/CEO to Execute the Ninth Amendment to the Agreement with Leigh Fisher to Continue Planning and Environmental Review for the Airport Development Plan

Recommendation:

Adopt Resolution No. 2019-0010, approving and authorizing the President/CEO to execute the Ninth Amendment to the agreement with Leigh Fisher increasing the compensation amount by \$2,280,780 for a new total not-to-exceed amount of \$11,648,655 and extending the term by one (1) year to expire on February 21, 2021 for the Airport Development Plan to support additional master planning and environmental review.

Background/Justification:

The Airport Authority released a Request for Qualifications in 2011 for consultant services to identify future facility needs and to develop a new master plan for the San Diego International Airport to meet the region's growing demand for air transportation through the year 2035. In October 2011, the Board adopted Resolution No. 2011-0115 approving a contract of up to \$6.5 million and four (4) years for a consultant team led by Leigh Fisher for the "Airport Development Plan" (ADP) and the associated federal and state environmental review. First, second and third amendments to the contract altered staff titles, and added items to the scope of work, but did not increase the not-to-exceed amount of compensation.

In December 2015, the Board approved the fourth amendment to the contract (Resolution 2015-0131), which added major items to the scope of work, increased the not-to-exceed amount of compensation to \$8,692,145 and extended the contract term to February 21, 2020. A fifth amendment added subcontractors, but did not increase the not-to-exceed amount of compensation. In September 2016, the Board approved the sixth amendment (Resolution 2016-0080), which increased the not-to-exceed amount of compensation to \$9,367,875, to support additional grant-funded sustainability management planning as part of the Airport Development Plan. The seventh and eighth amendments added subconsultants related to the environmental review, but did not increase the not-to-exceed amount of compensation.

In July 2018, a Draft Environmental Impact Report for the ADP was released for public review and comment. In September 2018, eighty-two (82) comment letters were received from federal/state/local agencies, non-governmental organizations, community planning groups, and individuals. The comments related to a variety of topics including noise impacts, traffic congestion, and transit connections.

The Airport Authority has since been meeting with many of these commenting agencies and organizations to better understand their comments, which will help inform the development and incorporation of formal responses into a Final Environmental Impact Report as required under the California Environmental Quality Act (CEQA). This feedback will also inform any potential planning refinements – especially related to traffic and transit connectivity – to the proposed Airport Development Plan. In addition, the Airport Authority is developing a new passenger and operations forecast scenario, based on SAN’s high-levels of growth experienced over the last few years. These updates will be used to reassess environmental impacts from the proposed Airport Development Plan under CEQA.

As such, the proposed Ninth Amendment will increase the not-to exceed agreement amount by \$2,280,780 to \$11,648,655 and extend the contract term by one year to February 21, 2021. These additional resources will support the continued refinement of the ADP, additional environmental review, and ongoing collaboration with partner agencies under the Leigh Fisher agreement for professional services.

Fiscal Impact:

Adequate funds for the Amendment to the Leigh Fisher Contract are included within the Board adopted FY2018-FY2023 Capital Program Budget in Project No. 104149 SDIA Airport Development Plan. Sources of funding for this project include Airport Cash, Airport Improvement Program (AIP) Grants and General Airport Revenue Bonds.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy
- Customer Strategy
- Employee Strategy
- Financial Strategy
- Operations Strategy

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.

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 and Policy 5.14. 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. Only one of the programs/policies named above can be used in any single contracting opportunity.

At the time of the RFQ/Statement of Qualification in September 2011, the ADP study was anticipated to utilize FAA grant funding. The plan of finance ultimately scheduled the use of Passenger Facility Charges as the funding source of this project. Consequently, no preferences were applied to the award of this contract. However, Leigh Fisher & Associates committed to working with the Airport Authority to maximize participation by small, local, historically underrepresented businesses on the project. To date, there is 18% small business participation on this contract.

Prepared by:

BRENDAN REED
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

RESOLUTION NO. 2019-0010

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE THE NINTH AMENDMENT TO THE AGREEMENT WITH LEIGH FISHER INCREASING THE COMPENSATION AMOUNT BY \$2,280,780 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$11,648,655 AND EXTENDING THE TERM BY ONE (1) YEAR TO EXPIRE ON FEBRUARY 21, 2021 FOR THE AIRPORT DEVELOPMENT PLAN TO SUPPORT ADDITIONAL MASTER PLANNING AND ENVIRONMENTAL REVIEW

WHEREAS, the Airport Development Plan (ADP) for San Diego International Airport requires airport master planning consulting services as well as related environmental consulting services from the consulting firm of Leigh Fisher; and

WHEREAS, in July 2018 a Draft Environmental Impact Report for the ADP was released for public review and eighty-two (82) comment letters were received from federal/state/local agencies, organizations, community planning groups, and individuals, mainly related to noise impacts, traffic congestion, and transit connections; and

WHEREAS, the Airport Authority has since been meeting with many of these commenting agencies and organizations to better understand their comments in order to further refine the ADP and to inform formal responses in a Final Environmental Impact Report as required under the California Environmental Quality Act (CEQA); and

WHEREAS, the current agreement with Leigh Fisher commenced on February 22, 2012 and expires on February 21, 2020 with a not-to-exceed compensation amount of \$9,367,875; and

WHEREAS, above-mentioned additional ADP planning and environmental review work necessitates an increase in Leigh Fisher's contract duration by one (1) year and additional funds in an amount not to exceed \$2,280,780.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute the Ninth Amendment to the Leigh Fisher agreement extending the term by one (1) year to expire on February 21, 2021 and increasing the compensation amount by \$2,280,780 for a new total not-to-exceed amount of \$11,648,655 for the Airport Development Plan and related environmental review documentation; 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 3rd day of January, 2019, 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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

STAFF REPORT

Meeting Date: **JANUARY 3, 2019**

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 2018-2019 Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

TRAVEL REQUEST

KIM BECKER

**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: Kimberly J. Becker Dept: Executive, BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 11/27/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 01/20/2019 / 01/23/2019

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

Destination: Pasay City, Philippines Purpose: Philippine Airlines Headquarters Meetings
 Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ <u>5000.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>150.00</u>
B. LODGING	\$ <u>800.00</u>
C. MEALS	\$ <u>225.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>6,175.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: Kimberly J. Becker Date: 12/6/18

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

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: Kimberly J. Becker Dept: BU 6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 12/05/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 03/05/19 03/06/19

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

Destination: Phoenix, AZ Purpose: FAA Noise Forum
Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	300.00
• AIRFARE	\$ _____
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ 100.00
B. LODGING	\$ 300.00
C. MEALS	\$ 150.00
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>850.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: Kimberly J. Becker Date: 12/6/18

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.)

BUSINESS EXPENSE

KIM BECKER

11/19/18 - Parking
meeting with Mayon Falconer

Pay Station Number: 1
Entered: 11/19/2018 11:09
Exited: 11/19/2018 12:12
Ticket Number: 10299
Transaction Number: 10307
Rate: A
Parking Fee: \$8.00
Total Tax: \$0.00

Total Fee: \$8.00
Fee Paid: \$8.00
Master
XXXXXXXXXXXX7574
Approval Number: 675420

Thank you for your visit
Please come again!

APRIL BOLING

J. SCHIAVONI

TRAVEL EXPENSE

APRIL BOLING

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT - Board Members
(To be completed within 30 days from travel return date)

Board member name: C. April Bolling
 Departure Date: 11/10/2018 Return Date: 11/27/2018 Report Due: 12/27/18
 Destination: Tokyo, Japan - San Diego Trade Mission and Airline Meetings

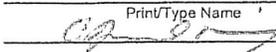
Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

⁵ Business Expense Reimbursement Policy 3.30

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

	Authority Expenses (Prepaid by Athty)	Board Member Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		11/11/18	11/12/18	11/13/18	11/14/18			11/10/18	
Daily PerDiem Limitations:									
**GSA Daily Hotel Rate or Conference Hotel Rate		262.61	262.61	295.54	295.51				
**GSA Daily Meals, Entertainment & Incidentals (ME&I)								4.04	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)		978.21							978.21
Conference Fees (provide copy of flyer/registration expenses)	3,509.95								0.00
Rental Car									0.00
Gas and Oil									0.00
Garage/Parking									0.00
Mileage - attach mileage form									0.00
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.		29.90		* 29.08					58.98
Hotel - Actual Expense Paid - Excluding Taxes		262.61	262.61	295.54	295.51				
Allowable Hotel (Lessor of Actual or GSA Allowance)		262.61	262.61	295.54	295.51	0.00	0.00	0.00	1,116.27
Hotel Taxes Paid									0.00
Telephone, Internet and Fax									0.00
Laundry									0.00
Meals, Entertainment & Incidentals (M,E&I):									
Meals (include tips pd.)	Breakfast								
	Lunch								
	Dinner								
	Other Meals							4.04	
Entertainment (Hospitality) ¹									
Tips Paid to Maids, Bellhops and other hotel servers									
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations									
Total Meals, Entertainment & Incidentals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)		0.00	0.00	0.00	0.00	0.00	0.00	4.04	
Allowable M,E&I (Lessor of Actual or GSA Allowance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol is a non-reimbursable expense									0.00
Miscellaneous:									0.00
									0.00
									0.00
Total Expenses	3,509.95	1,270.72	262.61	324.62	295.51	0.00	0.00	4.04	2,157.50
Notes: Travel was 11/10 to 11/26/18 - Event 11/11 to 11/15/18 *Hotel cost is noted per day of stay during event - daily conversion rate Yen to U.S. Dollars as applicable - see attached *\$29.08 Lyft fare for Tuesday 11/27									
Grand Trip Total									5,667.45
Less Cash Advance (attach copy of Authority ck)									
Less Expenses Prepaid by Authority									3,509.95
Due Traveler - if positive amount, prepare check request									
Due Authority - if negative, attach check payable to SDCRAA									2,157.50
<i>Note: Send this report to Accounting even if the amount is \$0.</i>									

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Prepared By: Linda Gehlken
 Print/Type Name
 Traveler Signature: 
 Administrator's signature: _____

Ext.: x2557
 Date: 12/10/18
 Date: _____

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 it's meeting on _____.

Clerk Signature: _____ Date: _____

**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: C. April Boling Dept: 02-Board Services
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 7/24/18 PLANNED DATE OF DEPARTURE/RETURN: 11/10/18 / 11/17/18

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

Destination: Tokyo, Japan Purpose: San Diego Trade Mission and Airline Meetings

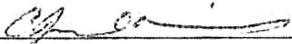
Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 1,100.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200.00
B. LODGING	\$ 1,800.00
C. MEALS	\$ 600.00
D. SEMINAR AND CONFERENCE FEES	\$ 3,500.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 50.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 7,250.00

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:  Date: 7/25/18

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: 7/26/18

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 AUGUST 27, 2018 meeting.
(Leave blank and we will insert the meeting date.)



SAN DIEGO TRADE MISSION – TOKYO, JAPAN
CITIES OF THE FUTURE
NOVEMBER 11-15, 2018

GOAL: Leverage long-term connectivity with the Japanese market in order to create new business opportunities in the defense, life sciences, and robotics industries, and continue to position the San Diego region as a global innovation hub. Core delegation will be comprised of approximately 20-25 of the region's top level business executives, trade representatives and academics, led by Congressman Scott Peters (confirmed) and California State Senate President, Toni Atkins (invited).

WHY: Japan is San Diego County's top source of foreign direct investment, accounting for nearly 12,000 local jobs across 407 firms. Since Japan Airlines began its non-stop, daily service from the San Diego Airport to Tokyo's Narita Airport in 2012, both San Diego and Japan have come to enjoy economic success and an influx of visitors, all who've added to the prosperity of both regions. Anchored by largescale investments by multinationals like Kyocera and Takeda, San Diego's ties to Japan have been deepened in recent years by the opening of Biocom and UCSD offices in Tokyo, Kyoto University's establishment of a satellite campus in La Jolla, and new flows of capital, firms, and exports in high tech industries. New advancements in robotics, AI, biotech and defense on both sides of the Pacific are creating new opportunities for partnerships between San Diego and one of its most important markets.

THEMES: Cities of the Future: life sciences, tech, defense/maritime, and startups

DELEGATES*:

- Congressman Scott Peters, US House of Representatives (CA-52)
 - Mayor Kevin Faulconer, City of San Diego *[invited]*
 - Senator Toni Atkins, California State Senate (39th District) *[invited]*
 - Supervisor Ron Roberts, San Diego County Board of Supervisors (Fourth District)
 - Mark Cafferty, CEO, San Diego Regional Economic Development Corporation
 - Nikia Clarke, Executive Director, World Trade Center San Diego
 - Dan Malcolm, Commissioner, Port of San Diego
 - Ann Moore, Commissioner, Port of San Diego
 - Kimberly Becker, President & CEO, San Diego County Regional Airport Authority
 - Scott Drury, President, San Diego Gas & Electric
 - Al Pisano, Professor & Dean, UC San Diego, Jacobs School of Engineering
 - Mary Walshok, Dean, UC San Diego Extension
 - Maria Cugini, VP, FoxFury Lighting Solutions
 - Dave Twining, COO, Planck Aerosystems
 - John Newsam, CEO, Tloga Research
 - Stephane Richard, CEO, CureMatch, Inc
 - Stephen Welter, VP of Research, Dean of Graduate Affairs, San Diego State University
 - David Wertz, Head of Takeda California and Global Research Externalization
 - James Perkins, COO & Chief Compliance Officer, Procopio
 - Janice Brown, founder, The Brown Law Group/ EDC Board Chair
-



WORLD TRADE CENTER® SAN DIEGO

SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

- Dave Buss, President, Cubic Global Defense
- Monique Rodriguez, Senior Director, Government Affairs, Qualcomm
- Paul Burke, Founder and CEO, Guru
- Samantha Urban, founder and CEO, Urban Translations

DRAFT ITINERARY

Saturday, Nov 10

Flight Time: Depart SAN at 11:35 AM □ Arrive NRT at 4:45 PM (+1) – (JAL 65)

Sunday, Nov 11

Travel Time: 4:45 PM – 5:45 PM

Customs, baggage claim, meet at bus

Travel Time: 5:45 – 7:15 PM

Event: Bus ride to Imperial Hotel Tokyo

Location: Imperial Hotel Tokyo (1 Chome-1-1 Uchisaiwaicho, Chiyoda, Tokyo 100-0005, Japan)

Time: 8:30 PM – 9:30

Event: **Welcome Reception** (Optional)

Venue: Imperial Hotel Tokyo

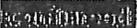
Background:

Join EDC/WTC staff in the Rendezvous Bar for a drink and get acquainted with others in the delegation

Hotel website: <https://www.imperialhotel.co.jp/e/tokyo/index.htm>

Monday, Nov 12 (Tokyo)

Time: 8:30 AM – 9:30 AM

Meeting: **Trade Mission Briefing** 

Venue: Imperial Hotel Tokyo

Participants:

All delegates and JETRO reps

Background:

Breakfast briefing where JETRO's senior leadership and sector specialists will welcome delegation and provide market overview. This session will also cover the trade mission agenda and provide the delegates with an opportunity to have any questions answered.



WORLD TRADE CENTER® SAN DIEGO

SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

Travel Time: 9:30 – 10:00 AM

Time: 10:00 AM – 11:30 AM

Event: The Future of Coastal Cities

Venue: Tokyo Waterfront (TBC)

Proposed Participants:

Scripps Institution of Oceanography, Port of San Diego, elected officials, UCSD School of Engineering, Tokyo University, SDG&E, JETRO, and Planck Aerosystems

Background:

As regions near or directly on top of fault lines, both Japan and San Diego must remain vigilant and be prepared to address natural disasters such as earthquakes and tsunamis. Detecting these occurrences requires significant investments in research, commercial applications and technologies, and cooperation among academic, government, and private/commercial institutions. This session is a great forum for exchanging best practices around disaster preparedness and relief, while exploring what governments and companies are doing to ensure we have the latest technology and best engineering solutions for this ever-present threat.

Travel Time: 11:30 AM – 12:00 PM

Time: 12:00 PM – 2:00 PM

Event: Women's Leadership Forum Luncheon

Venue: Imperial Hotel/Palace Hotel, Tokyo (*tentative*)

Participants:

All delegates, Qualcomm Japan, Japanese elected officials, Keidanren-Japanese Business Federation, JPMorgan Chase Japan

Background:

Japan has made a considerable effort to empower and engage women in both the work-place and society over the past few decades. Japanese prime-age women have now caught up and exceeded the U.S. rate of labor force participation. This forum celebrates the progress that both societies have made in gender equality while also addressing the challenges that remain.

Free Time: 2:00 PM – 4:00 PM

Event: Part 1 of UC San Diego Robotics/AI module

Notes: UCSD Jacobs School of Engineering will host a symposium in partnership with Link-J. San Diego delegation will join for Part 2 of the program at 4:00 PM

Time: 4:00 PM – 5:30 PM

Event: San Diego's Innovation Economy – Research, Entrepreneurship, and Collaboration

Venue: Nihonbashi Life Science Building

Participants:

All delegates, Japanese Life Science companies, academicians, associations, Tokyo University, Nihonbashi LS building tenants

Background:

Opportunity for WTC, UC San Diego Contextual Robotics Institute, and SDSU's Intelligent Robots and Machines Laboratory to highlight their cutting edge research on Robotics, Artificial Intelligence, and Autonomous Vehicles



WORLD TRADE CENTER® SAN DIEGO

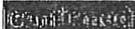
SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

as well as the underlying collaboration among academia, industry and government sectors that supports San Diego's Innovation Economy.

Speakers:

- Tech Collaboration Models & Opportunities: Al Pisano
- Robotics & AI: Rajesh Gupta, Todd Hylton, Stephen Welter

Time: 5:30 PM – 7:30 PM

Event: **San Diego and Japan's Innovation Hubs (Reception)** 

Venue: Nihonbashi Life Science Building

Background:

The San Diego delegation will engage members of the LINK-J, Blocom, and UC San Diego communities in Tokyo for a trade mission reception. Emphasis will be put on the interactions between the delegates and Japanese life science and technology companies, venture capitals, academia and alumni.

Invitees:

Chugai, Takeda, Daiichi Sankyo, Ajinomoto, Taisho Pharma, Kyowa Kirin, Mitsubishi Tanabe Pharma, Sumitomo Dainippon Pharma, Sony, Honda, Toyota, Hitachi, Fujitsu, NEC, Kyocera, Murata Mfg., Japan Airlines, government officials, Keldanren partners, and many others.

Remarks: Sandra Brown

Travel Time: 7:30 – 8:00 PM [Back to Imperial Hotel]

End of day 1

Tuesday, Nov 13 (Tokyo)

Travel Time: 9:00 – 9:30 AM

Time: 9:30 AM – 11:00 AM

Event: **Unmanned Systems & National Security**

Venue: TBD

Participants:

TBD

Background:

Highlight the close cooperation in defense between San Diego and Japan in defense.

Travel Time: 11:00 – 11:30 AM

Time: 11:30 AM – 1:00 PM

Event: **The Future of Venture Capital**

Partners: Procopio, Guru

Participants:

Delegates, Japanese startups and VCs



WORLD TRADE CENTER® SAN DIEGO

SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

Background:

San Diego is a city built on startups, with 98% of the regional economy consisting of small to medium-sized businesses. Softbank is the world's biggest tech investor. The company's Vision Fund recently invested \$98B in companies such as NVIDIA, WeWork, Slack, and San Diego-based Brain Corp. In this meeting, venture partners on both sides discuss the approaches they take to discovering and nurturing entrepreneurial talent and the emerging trends they see for the future.

Notes: Lunch will be served

Travel Time: 1:00 – 1:30 PM

Time: 1:30 – 3:00 PM

Event: **Tour of NHK and discussion of 8k technology**

Venue: NHK

Background: 8k Super Hi-Vision is the next-generation broadcast media technology which combines ultra high definition images at four times the number of pixels of 4k, and 16 times that of regular high definition technology. Japan's public broadcaster NHK was the first to start research and development of 4320p resolution in the year 1995 and has since partnered with companies like SHARP to revolutionize endoscopic imaging using this 8k technology. In 2016, Panasonic and Sony announced that they would partner with NHK and others to develop broadcast technology capable of handling 8K video in time for the 2020 Tokyo Olympics.

Free Time: 3:00 – 5:00 PM

Travel time: 5:00 – 5:30 PM

Time: 5:30 – 7:30 PM

Event: **#SDInJapan Business Reception**

Venue: TBC [Hibiya Midtown]

Participants:

All delegates, US Embassy, Tokyo, US Commercial Service, Japanese business community, industry, and officials, JETRO

Background:

Reception with officials from the US Embassy and VIPs from Tokyo business community. The mixer will provide an opportunity for the delegation to spend time networking with each other as well as some of the individuals they met both days. US Embassy representative will also provide brief remarks on the consular resources available to Americans conducting business in Japan.

End of day 2

Wednesday, Nov 14 (Kanagawa)

Travel Time: 8:30 – 10:30 AM

Time: 10:30 AM – 12:30 PM



WORLD TRADE CENTER® SAN DIEGO

SAN DIEGO TRADE MISSION – TOKYO, JAPAN CITIES OF THE FUTURE NOVEMBER 11-15, 2018

Event: **Creating a Life Science Open Innovation Park: Takeda, Axcelead and the Shonan Health Innovation Park**

Participants:

All delegates, David Weitz (Takeda), Shonan i-Park executives, Axcelead

Background:

Shonan Health Innovation Park is the first life science open innovation ecosystem in Japan where pharma, start-ups, CROs, academia and government come together to discover innovative and impactful health solutions for patients across the globe. Housed within the park is one of Takeda's three global research sites (with San Diego and Boston), Axcelead, a CRO recently formed by Takeda, and T-CIRA, a 10 year joint venture for IPS cell research between Takeda and Kyoto University. San Diego has a close relationship with Shonan Health Innovation Park thanks to Takeda's San Diego research site and the many researchers that have benefited from multi-year secondments between Shonan and San Diego.

Notes: Lunch will be served

Travel Time: 12:30 – 1:00 PM

Time: 1:00 PM – 3:00 PM

Event: **Free Time in Ancient Kamakura**

Background:

Kamakura was the political center of Japan for over a century, starting in 1192. Often called the Kyoto of Eastern Japan, the small city is a very popular tourist destination boasting numerous temples, shrines and other historical monuments. The Great Buddha and Hachimangu Shrine are major tourist attractions for Japanese and foreigners alike. **(Self-funded tour guide option available)**

Travel Time: 3:00 – 3:30 PM

Time: 3:30 PM – 5:00 PM

Event: **Defense Innovations: Dual-Use Military Technologies**

Venue: Mitsubishi Electric, Kanagawa

Background:

In April 2018, Mitsubishi Electric will launch the Michibiki No. 4 satellite, which in tandem with a satellite Japan launched in June 2017, will work to significantly improve GPS capabilities. Once the system installation is completed, smartphone users and car navigation systems will receive more accurate map information, reducing the margin of error from 10 meters currently, down to between one meter and six centimeters.

Travel Time: 5:00 – 6:00 PM

Time: 6:00 – 8:00 PM

Event: **Global Partners in Innovation: Yokohama Sister City Dinner**

Venue: Yokohama venue (TBD)

Participants:

All delegates, Yokohama City officials, JETRO Yokohama

Background:



**SAN DIEGO TRADE MISSION – TOKYO, JAPAN
CITIES OF THE FUTURE
NOVEMBER 11-15, 2018**

In 2017, San Diego and Yokohama celebrated 60 years as sister cities. In commemoration of this long-standing relationship, the City of Yokohama coordinated a visit to San Diego to showcase its new Life Innovation Platform, which seeks to enhance cooperation between Japanese Institutions and foreign partners to boost innovation. This final dinner recognizes two cities reaching across the globe to create an environment conducive to life changing discoveries.

Travel Time: 8:00 – 9:30 PM [Back to Imperial Hotel]

End of day 3

Thursday, Nov 15 (Tokyo - Narita)

Time: 9:00 AM – 10:00 AM

Event: **Breakfast and Farewell**

Venue: Imperial Hotel Tokyo

Background:

Mission will be wrapped up with an informal breakfast before heading to the airport for departure.

Travel Time: 12:30 PM – 2:00 PM

Bus ride to Tokyo Narita Airport

Time: 5:05 PM

Flight Time: Depart NRT at 5:05 PM □ Arrive SAN at 9:45 AM – (JAL 66)

END OF ITINERARY

###

800264963996620777001



Event

Cities of the Future: San Diego Trade Delegation to Japan



Date+Time

Sunday, November 11, 2018 at
7:00 PM - Thursday, November
15, 2018 at 10:00 PM (PST)

Location

San Diego
San Diego CA

Name

April Boling

Payment Status

PayPal Completed

Order Info

Order #800264963. Ordered by Diane Casey on July 24, 2018 1:16 PM

Type

DELEGATE \$3,509.95



800264963996620777001

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Holly Crowell

From: april [REDACTED]
Sent: 11/11/2018 1:35 PM
To: Holly Crowell
Subject: Fwd: Your ride with Paul on November 10

Please print and hold. Will be part of my reimbursement request.

Sent from my T-Mobile 4G LTE device

----- Original message-----

From: Lyft Ride Receipt
Date: Sat, Nov 10, 2018 10:04 AM
To: april [REDACTED]
Cc:
Subject:Your ride with Paul on November 10

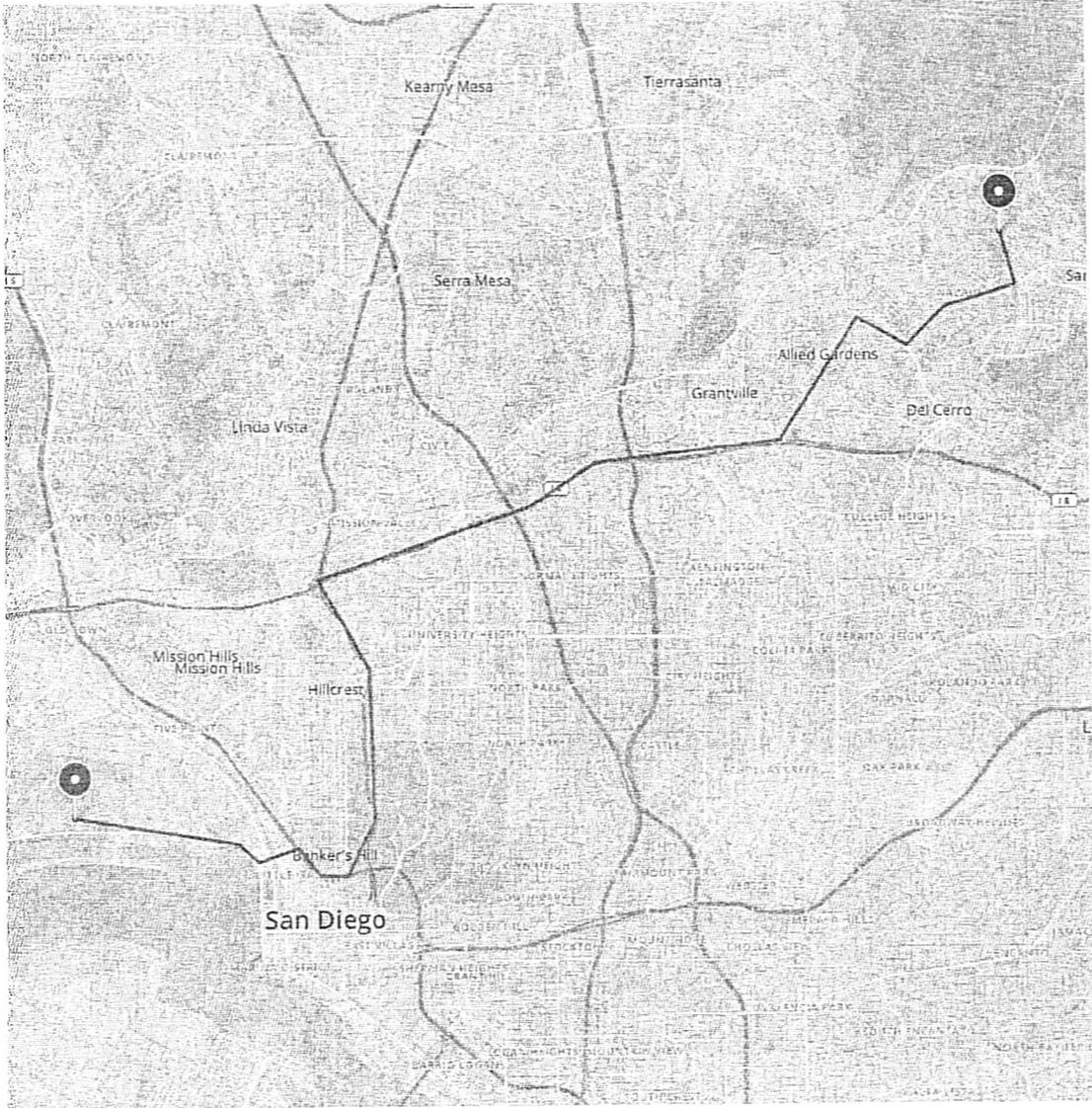


Thanks for riding with Paul!

November 10, 2018 at 8:57 AM

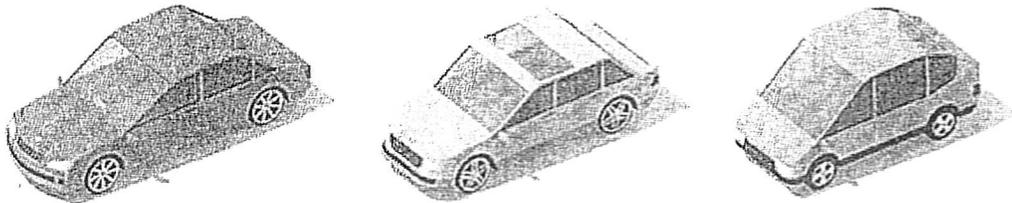
Ride Details

Lyft fare (14.37mi, 26m 45s)	\$25.90
Tip	\$5.00
Lyft Credits	-\$1.00
<hr/>	
<small>VISA</small> Visa *6715	\$29.90



- Pickup 8:57 AM
██████████ Ave, San Diego, CA
- Drop-off 9:24 AM
Airport Terminal Rd, San Diego, CA

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Receipt #[1200720571015458866](#)

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185 Berry Street, Suite 5000
San Francisco, CA 94107



[Become a Driver](#)

Holly Crowell

From: [REDACTED]
Sent: 11/27/2018 11:40 AM
To: Holly Crowell
Subject: Fwd: Your ride with Peter on November 26

Sent from my T-Mobile 4G LTE device

----- Original message-----

From: Lyft Ride Receipt
Date: Mon, Nov 26, 2018 1:33 PM
To: apr [REDACTED]
Cc:
Subject: Your ride with Peter on November 26

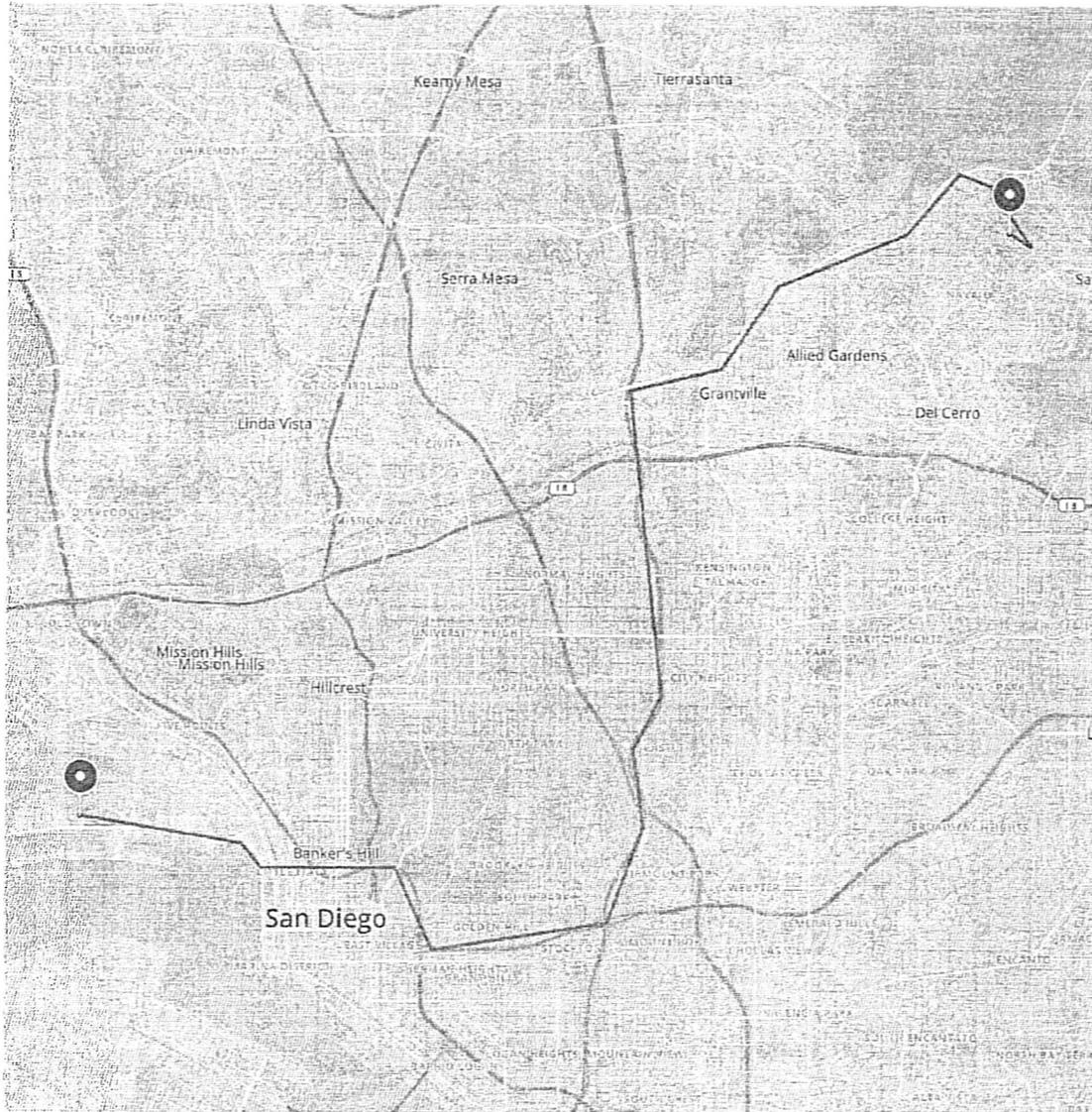


Thanks for riding with Peter!

November 26, 2018 at 10:19 AM

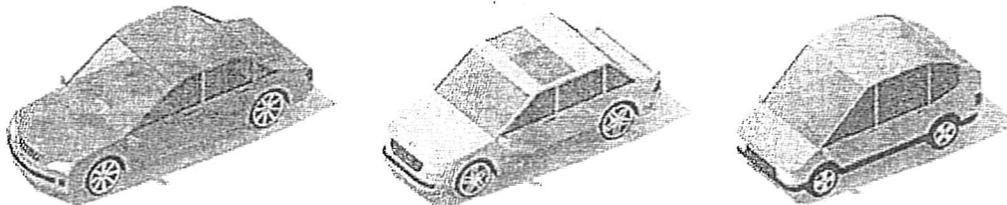
Ride Details

Lyft fare (16.62mi, 30m 7s)	\$28.35
Tip	\$3.00
 Lyft Credits	-\$2.27
<hr/>	
 Visa *6715	\$29.08



- Pickup 10:19 AM
Airport Terminal Rd, San Diego, CA
- Drop-off 10:50 AM
[REDACTED] Ave, San Diego, CA

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Receipt #[1206679578458858990](#)

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お勘定書 STATEMENT

〒100-8558 東京都千代田区内幸町1丁目1-1

Imperial Hotel, Ltd.

1-1, Uchisaiwai-cho 1-chome, Chiyoda-ku, Tokyo 100-8558, Japan

TEL (03) 3504-1111 FAX (03) 3581-9146

お名前 MS BOLING CATHERINE APRIL
NAME

お部屋番号 2824
ROOM
ご到着 2018/11/11
ARR.

ご人数 2
PSN
ご出発 2018/11/17
DEP.

DUPLICATE

PAGE 1

日付 DATE	部屋番号 ROOM	料金 CHARGES	摘要 REFERENCE	伝票番号 CHIT NO
11/11	2824	25,000 2,500 2,200 200 29,900	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/12		25,000 2,500 2,200 200 59,800	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/13		28,000 2,800 2,464 400 93,464	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
11/14		28,000 2,800 2,464 400 127,128	ROOM CHARGE SERVICE CHARGE CONSUMPTION TAX ACCOMMODATION TAX SUB TOTAL	
			CITY CALL 1040.5	

甚だ勝手ではございますが、お勘定の一割をサービス料として頂戴させていただきます。伝票につきましては、すでにお渡し済みでございますので、再発行いたしかねます。今後も引き続きお引き立てくださいますようお願い申し上げます。

A 10% service charge has been added to all bills. Chits are not attached herewith as guests receive them upon each usage of our facilities. We sincerely appreciate your gracious patronage.

ご署名 SIGNATURE

CARD *****6715

VISA

BOLING/CATHERINE

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Transfer Money (https://transferwise.com/partner/oanda?utm_source=oanda&utm_medium=affiliate&utm_campaign=currency-converter)
[print](#)

Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

29,900

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

262.608

DATE: Nov 11, 2018

HELP (</help/how-to-use-currency-converter>)

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[print](#)

Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

29,900

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

262.607

DATE: Nov 12, 2018

HELP (</help/how-to-use-currency-converter>)

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CONVERT

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Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

33,664

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

295.537

DATE: Nov 13, 2018

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Currency I Have:

Japanese Yen

JPY

AMOUNT:

I have this much to exchange

33,664

Currency I Want:

US Dollar

USD

AMOUNT:

I want to buy something at this price

295.506

DATE: Nov 14, 2018

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C. A. Boling
Expense Report - JAPAN

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1 LG WTR ARFC SOL	3.75
SUBTOTAL	3.75
TAX	0.29
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CASH	5.00
CHANGE	0.96

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