

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE MEETING**  
**MINUTES**  
**WEDNESDAY, MAY 19, 2010**  
**BOARD ROOM**

**CALL TO ORDER:**

Chair Desmond called the regular meeting of the Executive Personnel and Compensation Committee to order at 10:00 a.m. on Wednesday, May 19, 2010, in the Board Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Chair Desmond led the pledge of allegiance.

**ROLL CALL:**

PRESENT:           Committee Members:   Boland, Desmond, Smisek  
                          Board Members:       Finnila, Gleason

ABSENT:           Committee Members:   Cox

ALSO PRESENT:   Jeffrey Woodson, Vice President, Administration; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I.

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

**1.    APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the regular February 17, 2010, and the March 22, 2010 and April 20, 2010 special meetings.

**ACTION: Moved by Board Member Smisek and seconded by Chair Desmond to approve staff's recommendation. Motion carried unanimously, noting Board Member Cox as ABSENT.**

**2.    HEALTHCARE REFORM UPDATE:**

Jeff Lindeman; Director, Human Resources, and Paul LaBounty; First Vice President, Alliant Insurance, provided a Healthcare Reform Update presentation which included: Federal Health Care Reform, Impacts on Employers; Implementation Timeline 2010; Implementation Timeline 2011; Implementation Timeline 2012; Implementation Timeline 2013; Implementation Timeline 2014 and beyond; Health Care Reform Bill; and Overview of 2011 Work Plan.

In response to Chair Desmond regarding a suggested timeline for Board consideration and action, Mr. Lindeman suggested that the Committee schedule a meeting in September to review benefit renewals that would become effective on January 1, 2011, and plan to provide a recommendation to the Board at its October, 2010 meeting.

Board Member Gleason recommended considering the fact that this year's renewals likely will generate more discussion than previous years, and to allow adequate time to address this issue at possibly two Board meetings.

In response to Chair Desmond regarding what health reform items are expected to impact the Authority first, and which are anticipated to create the greatest cost to the agency overall, Mr. LaBounty referenced the following four items: 1) additional time allotted for dependant coverage; 2) the removal of lifetime limits; 3) preventive/cautionary care; and 4) the cost of over-the-counter drugs, although this component is not part of the renewal plans. He stated that there is no consistent answer from the carriers on which of these will have the greatest impact on cost.

Tony R. Russell, Director, Corporate Services/Authority Clerk, suggested that the Committee consider revising the June 7, 2010 special meeting date, and also stated that staff would work with the Committee to schedule an additional meeting in September.

Chair Desmond stated that the June 7, 2010 meeting will be moved to June 8, 2010.

RECOMMENDATION: Receive the information.

**CLOSED SESSION:** The Committee recessed into Closed Session at 10:50 a.m. to discuss Items 1 and 3.

**1. CONFERENCE WITH LABOR NEGOTIATOR:**

Labor negotiations pursuant to Cal. Gov. Code §54957.6.

Authority Designated Negotiators: Thella F. Bowens; President/CEO, and Jeffrey Woodson; Vice-president, Administration

Employee Organization: Teamsters 911

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: President/CEO

**3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: General Counsel

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: Chief Auditor

**REPORT ON CLOSED SESSION:** The Committee reconvened into open session at 12:02 p.m. Breton Lobner, General Counsel, stated that there was no reportable action.

**NON-AGENDA PUBLIC COMMENT:** None

**COMMITTEE MEMBER COMMENTS:** None

**ADJOURNMENT:** The meeting was adjourned at 12:03 p.m.

APPROVED BY A MOTION OF THE EXECUTIVE PERSONNEL AND  
COMPENSATION COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL  
AIRPORT AUTHORITY THIS 18TH DAY OF NOVEMBER, 2010.

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JEFFREY WOODSON  
VICE PRESIDENT, ADMINISTRATION

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**SPECIAL EXECUTIVE PERSONNEL AND**  
**COMPENSATION COMMITTEE MEETING**  
**MINUTES**  
**TUESDAY, JUNE 8, 2010**  
**TUSKEGEE CONFERENCE ROOM**

**CALL TO ORDER:**

Chair Desmond called the special meeting of the Executive Personnel and Compensation Committee to order at 10:06 a.m. on Tuesday, June 8, 2010, in the Tuskegee Conference Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

PRESENT:           Committee Members:   Boland, Cox, Desmond, Smisek  
                          Board Members:       Finnila, Gleason

ABSENT:           Committee Members:   None

ALSO PRESENT:   Thella F. Bowens, President/CEO; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I.

**NON- AGENDA PUBLIC COMMENT:** None

**CLOSED SESSION:** The Committee recessed into Closed Session at 10:07 a.m. to discuss Item 1.

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: President/CEO

**REPORT ON CLOSED SESSION:** The Committee reconvened into open session at 11:44 a.m. Chair Desmond stated that there was no reportable action.

**COMMITTEE MEMBER COMMENTS:** None

**ADJOURNMENT:** The meeting was adjourned at 11:45 a.m.

APPROVED BY A MOTION OF THE EXECUTIVE PERSONNEL AND  
COMPENSATION COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL  
AIRPORT AUTHORITY THIS 18TH DAY OF NOVEMBER, 2010.

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JEFFREY WOODSON  
VICE PRESIDENT, ADMINISTRATION

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**SPECIAL EXECUTIVE PERSONNEL AND**  
**COMPENSATION COMMITTEE MEETING**  
**MINUTES**  
**MONDAY, JULY 12, 2010**  
**TUSKEGEE CONFERENCE ROOM**

**CALL TO ORDER:**

Chair Desmond called the special meeting of the Executive Personnel and Compensation Committee to order at 10:00 a.m. on Monday, July 12, 2010, in the Tuskegee Conference Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

PRESENT:           Committee Members:   Boland, Cox, Desmond, Smisek  
                          Board Members:           Gleason

ABSENT:           Committee Members:   None

ALSO PRESENT:   Thella F. Bowens, President/CEO; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I.

**NEW BUSINESS:**

**1.   DISCUSSION REGARDING THE EXECUTIVE LEVEL PERFORMANCE MANAGEMENT SYSTEM:**

Chair Desmond stated that due to the lack of alignment in the Performance Evaluation process, the executives had not to date submitted their goals for next year, and he hoped to have this process completed by September, 2010. He stated that the focus of today's special meeting was to reach a consensus on aligning format, goals, and timelines for expectations regarding the Executive Level Performance Evaluation process.

Board Member Boland suggested that an area for subjective criteria be added to the process.

Board Member Smisek stated that evaluating an executive at this level is to some degree subjective. He recommended analyzing the data relevant to the position, and possibly evaluating whether it would be best to avoid having a formal format to encourage flexibility. He stated that the methodology should not be confusing or limit flexibility.

Chair Desmond stated that in his opinion, it would be best to have a formal format; however, he suggested revising the way the process is delineated. He recommended having: 1) an area for identifying the overall goals; 2) an area for the executive to identify the goals they would like to strive towards; and 3) have a “progress” column, similar to the current one for the Chief Auditor, where each executive can identify steps made towards completion of their respective goals.

Board Member Gleason stated that it is important to have alignment between goals and achievements. He acknowledged that the current format is constraining, and not very useful. He recognized that the President/CEO position is judged on how the overall organization is performing, which is not a component of the evaluation criteria for the General Counsel or Chief Auditor.

Board Member Cox recommended ensuring that the executives are provided the opportunity to provide feedback on their goals in each of their respective areas of expertise, and how these identified goals support the overall goals of the Authority.

Thella F. Bowens, President/CEO, stated that there should be a tool used to ensure objectivity in the process. She provided an overview of the evaluation processes for other airport executives across the country. She recommended that each executive’s goals be aligned with the Authority’s goals, be structured, and ensure flexibility. She stated that it is very important to maintain ongoing communication throughout the year, and to provide feedback on how the goals are being met; including relative information of what may be impeding progress.

Breton Lobner, General Counsel, stated that earlier during his tenure, the evaluation process required the executive to submit a detailed narrative report of their activities, accomplishments, and challenges. He stated that this process was labor intensive; however, in his opinion, it was preferable to the current evaluation process. He stated that aligning the goals into his specific area is difficult. He suggested that incorporating in the evaluation greater details regarding what has been done; how the General Counsel’s office has been responsive to concerns; and how it has handled matters and accomplished what was expected, would be an improvement and make the evaluation subjective and objective.

Mark Burchyett, Chief Auditor, stated that completing report summaries of activities are preferable to the current system. He also stated that he would appreciate receiving feedback with details explaining how the process reached the end result.

Board Member Boland suggested that feedback is an important component and should also be considered and incorporated in the process. The Committee concurred.

Chair Desmond recommended that the executives' goals be provided to Committee Members by September 1, 2010, for review and to forward them to the Board for approval in October.

Board Member Boland suggested a two step process: 1) discuss/accept the goals from the executives in September, 2010; and 2) provide feedback to the executives that the goals have been accepted and are being forwarded to the Board. At that time also provide executives with information of what the methodology will be for evaluation.

Board Member Gleason suggested removing the "on target" and "exceeds" scoring portion from the evaluation form to minimize the constraint of the process.

Chair Desmond recommended the following actions: 1) the Committee set a date to meet in September to receive and discuss the goals from the executives; 2) align the General Counsel's goals with those of the other two executives; and 3) remove the "On Target" and "Exceeds" headers portion of the form prior to submitting the goals to the Board in October, 2010. He also suggested that on June 1, 2011, the 2012 goals be due from the executives, to allow discussion and evaluations by the Committee in July, 2011.

Board Member Smisek reported that the Audit Committee will complete its review of the Chief Auditor's goals at its August meeting and forward the information to the Executive Personnel and Compensation Committee by September.

Board Member Gleason recommended that the executives provide a semi-annual update in January, and an annual one in June. He suggested that forwarding the information to the Board in July would be advantageous since the budget is considered at that time.

Chair Desmond recommended that the Committee plan to meet in Closed Session in September to discuss and receive the goals from the executives, and to develop the evaluation process.

Board Member Smisek requested that staff provide the Committee with a delineated list of the Authority's goals.



Tony R. Russell, Director, Corporate Services/Authority Clerk, recapped the direction by the Committee at today's meeting as the following:

- The executives are to submit their goals to Committee Members on September 1, 2010.
- The Committee will be meeting in September, on a date to be decided, to review the executives' goals.
- The executives' goals will be presented to the Board in October for approval.
- The "On Target" and "Exceeds" headers portion will be removed from the evaluation form.
- The Authority's organization's goals will be used for all executives as the basis for their own goals.
- Updates will be provided by the executives in January (semi- annual) and in June (annual) each year.
- Split the goals and the evaluation portion of the process between two meetings, to be held in May and June, respectively. The information is to be provided to the Board in July for approval.
- The Audit Committee will review the Chief Auditor's goals at its August meeting and forward them to the Executive Personnel and Compensation Committee.
- Align future meeting dates to support the above timelines.

RECOMMENDATION: Provide direction to staff

#### **COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT:** The meeting was adjourned at 11:00 a.m.

APPROVED BY A MOTION OF THE EXECUTIVE PERSONNEL AND  
COMPENSATION COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL  
AIRPORT AUTHORITY THIS 18TH DAY OF NOVEMBER, 2010.

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JEFFREY WOODSON  
VICE PRESIDENT, ADMINISTRATION

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**SPECIAL EXECUTIVE PERSONNEL AND**  
**COMPENSATION COMMITTEE MEETING**  
**MINUTES**  
**TUESDAY, SEPTEMBER 21, 2010**  
**BOARD ROOM**

**CALL TO ORDER:**

Chair Desmond called the special meeting of the Executive Personnel and Compensation Committee to order at 8:40 a.m. on Tuesday, September 21, 2010, in the Board Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Chair Desmond led the pledge of allegiance.

**ROLL CALL:**

PRESENT: Committee Members: Boland, Cox, Desmond, Smisek

ABSENT: Committee Members: None

ALSO PRESENT: Thella F. Bowens, President/CEO; Breton K. Lobner, General Counsel; Tony R. Russell, Director, Corporate Services/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I.

**NEW BUSINESS**

**1. DISCUSSION AND POSSIBLE ACTION REGARDING MANDATORY TRAVEL DAYS AS DAYS OF SERVICE:**

Chair Desmond stated that the Chair of the Board had requested that this item be addressed by the Committee.

Board Member Smisek provided an overview of the concerns that have led to a need for this issue to be addressed.

Board Member Boland stated that the Public Utilities Code which governs the travel compensation to Board Members is based on the premise that the traveling is being done by salaried officials and/or staff on behalf of an agency, such as a City or County. He suggested that the President/CEO and Authority administrative staff discuss this issue, and provide recommendations to the Committee for consideration.

Board Member Cox stated that he supported this approach, and stated that it would be beneficial to tighten the policy in this area.

Chair Desmond suggested that staff consider all factors involved in the process when making their analysis and recommendations.

RECOMMENDATION: The Executive Personnel & Compensation Committee is asked to consider whether or not to recommend to the Board the inclusion of mandatory Board member travel days as counting toward a day of service.

**ACTION: Moved by Board Member Boland and seconded by Board Member Cox to direct the President/CEO and administrative staff to analyze the issues regarding the inclusion of mandatory Board member travel days as counting toward a day of service, and to provide recommendations to the Committee for consideration. Motion carried unanimously.**

**CLOSED SESSION:** The Committee recessed into Closed Session at 8:49 a.m. to discuss Items 2, 3, and 4.

**2. CONFERENCE WITH LABOR NEGOTIATOR:**

Labor negotiations pursuant to Cal. Gov. Code §54957.6.

Authority Designated Negotiators: Thella F. Bowens; President/CEO, and Jeffrey Woodson; Vice-president, Administration

Employee Organization: Teamsters 911

**3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: President/CEO

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: General Counsel

**5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

(Government Code 54957):

Title: Chief Auditor

**REPORT ON CLOSED SESSION:** The Committee reconvened into open session at 11:23 a.m. Chair Desmond stated that there was no reportable action.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT:** The meeting was adjourned at 11:24 a.m.

APPROVED BY A MOTION OF THE EXECUTIVE PERSONNEL AND  
COMPENSATION COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL  
AIRPORT AUTHORITY THIS 18TH DAY OF NOVEMBER, 2010.

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JEFFREY WOODSON  
VICE PRESIDENT, ADMINISTRATION

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK