

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 (“**Authority**”).

POLICY STATEMENT:

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

- (a) Materials, equipment, and other Authority items valued at under Five Thousand Dollars (\$5,000) 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 in accordance to the Authority’s established surplus procedures at the discretion of the President/CEO.
- (b) Materials, equipment and other Authority items valued at over Five Thousand Dollars (\$5,000) per item and determined to be surplus to the needs of the Authority by the President/CEO, together with a statement as to the reasons such materials and equipment are no longer needed, shall be submitted in an aggregated list to the Authority’s Board of Directors (“**Board**”) at least once each fiscal year.
- (c) 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.
- (d) When an item cannot be sold, the President/CEO may authorize the disposal of such items by donating, recycling, or as a last resort, depositing it in a land fill or by any other suitable means available with a minimum cost to the Authority.
- (e) The President/CEO is authorized to sell, recycle, or dispose of scrap metals, other building materials, 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 Items. When the President/CEO determines that Authority-owned items, including computer, phone, furniture, and related office and kitchen equipment (“Authority items”) are both obsolete and surplus to the needs of the Authority, the President/CEO may dispose of such items in the following manner:

- (a) Public Action. The Authority may utilize a third-party auctioneer to conduct a public auction of surplus items. After each auction or attempt to auction Authority items, the Authority may dispose of any unsold or non-auctioned Authority items in any of the following manners as determined by the President/CEO in her sole discretion.
- (b) Donation to Certain Charitable Organizations. The President/CEO may, on behalf of the Authority, donate any unsold or non-auctioned Authority items to an organization that is exempt from taxation pursuant to 26 U.S.C. Sec. 501(c)(3). 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 San Diego International Airport ("**Airport**"); and
 - [3] The President/CEO provides the Board with a written report of each donation with a list of the donated items at least annually; and
 - [4] Primary efforts are made to donate items to charitable organizations that serve socially and environmentally disadvantaged communities in San Diego County before considering organizations outside of San Diego County.
- (c) 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 Authority items, the President/CEO may authorize such sales subject to the following conditions:
 - [1] The sale of each item 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 Authority items shall be available on a fair and equitable basis to all Authority personnel.
 - [3] Prior to receipt of a purchased Authority item, each purchaser shall sign a statement certifying that: (1) the item will be used solely for the purchaser's personal use; (2) the item will not be used for business purposes and will not be resold; and (3) the purchaser will dispose of the item through a state certified electronic waste recycling center or electronic waste collection point, if applicable.

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

(d) Recycling and Landfill Disposal. The Authority may recycle recyclable items or dispose of items in the landfill that are not managed by any of the methods listed above.

[Amended by Resolution No. 2022-0093 dated November 3, 2022.]

[Amended by Resolution No. 2021-0087 dated September 2, 2021.]

[Amended by Resolution No. 2019-0004 dated January 3, 2019.]

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

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