

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 9 - SAN DIEGO INTERNATIONAL AIRPORT
PART 9.1 - GROUND TRANSPORTATION
SECTION 9.16 - FINANCIAL OWNERSHIP AND OPERATING RECORDS

(a) Every holder of an Airport Ground Transportation Service Permit shall maintain:

- (1) Financial records in accordance with good accounting practices;
- (2) Ownership records; and
- (3) Operating records in a form, and at intervals, which shall be determined from time to time by the President/CEO.

(b) Ownership and operating records shall be made available to the Authority upon demand at any reasonable time. The Permit Holder shall retain operating records for a minimum of six months from the date the records are created.

(c) For the purposes of this Section, ownership records shall include, but are not limited to the following:

- (1) Copies of the Articles (or Certificate) of Incorporation as filed with the Secretary of State of the entity's state of incorporation;
- (2) Records identifying all corporate officers and board members. A corporation shall report any change in corporate officers or members of its board within ten days of the effective date of such change;
- (3) A stock register recording the issuance or transfer of any shares of the corporate stock; and
- (4) The registration cards issued by the State of California Department of Motor Vehicles to the Permit Holder for all vehicles operating on Authority property under the authority of a Ground Transportation Service Permit.

(d) For the purposes of this Section, operating records shall include, but are not limited to the following:

- (1) Typed or written radio dispatch records;
- (2) Any log that describes the trips transporting passengers and baggage to and from, or within the Airport;

(3) Copies of the daily trip log required pursuant to Metropolitan Transit System Ordinance;

(4) Waybills as defined under the California Public Utilities Commission General Order 157; and

(5) Any other similar records.

(e) If found to be out of compliance, the Ground Transportation Service Permit Holder may be subject to revocation of permit as set forth in this Code.

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

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