


# SOUTHERN CALIFORNIA REGIONAL AIRPORT AUTHORITY

INTERIM STAFF:

  
Herbert Glasgow, Senior City Planner  
Interim Staff

MEETING DATE:

January 31, 2008

**SUBJECT:**            *AGENDA ITEM 5a*

***APPROVE EXPENDITURES FOR PAST MEETINGS AND REIMBURSE LOS ANGELES  
WORLD AIRPORTS FOR EXPENSES INCURRED***

## **RECOMMENDATION:**

Interim staff RECOMMENDS that the Southern California Regional Airport Authority Board:

1. APPROVE the expenditures of \$5,420.57 for past Board meetings.
2. AUTHORIZE the County of Los Angeles, Auditor-Controller to reimburse Los Angeles World Airports for incurred Board meeting related expenses.

## **DISCUSSION:**

Los Angeles World Airports (LAWA) Financial Division has been working with Interim Staff and the County Controller's Office to establish a process (a) to reimburse LAWA for past SCRAA related expenses and (b) to develop an alternative process to disburse funds to cover future expenses related to SCRAA activities until such time that SCRAA has hired their own staff. This has resulted in a agreed upon system which allows SCRAA Interim Staff to quickly review invoices, provide a payment approval cover memo, submit these to the County Auditor-Controller, then payment is made directly to the vendor.

However, during the time when the negotiations to establish a better invoice processing and payment process was ongoing, LAWA incurred additional costs totaling \$5,420.57. The Interim Staff recommends that LAWA be reimbursed for these expenses incurred and request that the Board authorize the County of Los Angeles, Auditor-Controller to reimburse LAWA based on the approved invoices. Attached are a summary data table and all invoices to date showing expenses that have been billed and paid by LAWA for SCRAA related activities. These include meeting notices and related expenses – including cancellation notices, parking validations, refreshments, website setup and maintenance, and other related costs, detailed in the attached reimbursement request.

## **ACTION:**

APPROVE AND AUTHORIZE the County of Los Angeles, Auditor-Controller to reimburse LAWA for the expenditures incurred from the SCRAA account for an amount of \$5,420.57.

**Attachment:**