

Answers to Questions Submitted on January 23

1. Q- What accounting software does the Airport use?

A- The Airport currently uses Sage MAS90 as its primary ERP system

2. Q- What specific reports does the Airport currently use from the current bank's Account Reconciliation Services?

A- The airport uses a variety of online and hardcopy reports. Online reports include sortable daily deposit activity which includes scanned checks, ACH direct credit, merchant deposits, wire credits, direct debit reports, bank account cut-off statements, fee analysis summary, etc.

Hardcopy reports received by mail or email include: fee analysis detailed reports, monthly or quarter line-of-credit status reports, merchant card fees analysis statements, etc.

3. Q- What specific information is needed for the Airport to reconcile accounts and transactions effectively and efficiently?

A- Up to a year historic data, as well as, up-to-date information that can be downloaded and sorted in various forms (PDF, Excel, etc.) by date and by transaction type.

Information that can be accessed quickly and efficiently and transactions that are posted to an online portal several times a day.

Someone available to answer questions by telephone or email and will respond to all authorized Airport employees.

Notification for unusual activity (such as a NSF check) that not only tell you that there is an issue, but what that issue is, and where to locate it online in a timely manner.

4. Q- How many different accounts does the Airport have?

A- The Airport currently maintains 2 checking, 5 money market accounts and 3 investments accounts.

- a. General Checking Account – used to process Airport operating cash receipts, check disbursements, ACH credits, ACH Debits, payroll, etc.
- b. Airport Improvement Checking Account – used to manage the inflow of Federal Aviation Administration (FAA) Grant funds and Airport Improvement and Capital Project disbursements.
- c. Tenant Security Deposit Money Market Account (Restricted) – the account is used to segregate refundable/offsetting airport tenant deposits related to short and long-term leases.
- d. Passenger Facilities Charges (PFC) Money Market Account (Restricted) – the account is used to segregate restricted FAA authorized funds remitted by airlines from customer ticket sales.
- e. Pension Obligation Bond Service Money Market Account (Restricted) – the account is used to segregate operating funds used to service a bond.
- f. California Energy Commission Term Loan Money Market Account (Restricted) - the account is used to segregate operating funds used to service a term loan.
- g. Short-Term Reserve Money Market Account - the account is used to segregate excess short-term operating cash that can earn interest.

- h. Local Agency Investment Fund - the account is used to segregate and invest long-term operating cash with a California State authorized investment pool.
 - i. Airport Excess Operating Cash Certificates of Deposit Investment Account – the account is used to segregate and invest excess operating funds with the FDIC protections required by the airport.
 - j. PFC Certificates of Deposit Investment Account – the account is used to segregate and invest excess PFC funds with the FDIC protections required by the airport.
5. Q- What is the purpose of each account; e.g. Payroll, Payables, Deposits, etc.?
- A- Please see responses above.
6. Q- Is “RDC Deposit” the number of checks deposited or the number of credits from RDC to the account?
- A- Remote Deposit Capture (RDC) represents the estimated number of General Checking Account checks scanned in FY 2017.
7. Q- OLB Wire Transfers is listed twice. Is one element for outgoing wire transfers (debits) and the other for in-coming wire transfers (credits)?
- A - Yes – but please ignore.
8. Q- How many times does the Airport submit an ACH file annually?
- A- Currently the Airport doesn't use ACH outbound direct credit payments for its vendors
9. Q - In the RFP it is stated that the Airport issues “60 ACH debits/payments per month”, yet the annual volumes in Attachment A (Electronic Debit ACH) do not equate to 60*
- A- This appears to be a typo the average is approximately 30 ACH Debits per month.
10. What is the difference between “Items Deposited (On-Us)”, Items Deposited (Transit)” and “RDC Deposit”?
- A- Remote Deposit Capture (RDC) are restricted to the General Checking Account. We would like to include other accounts if possible. Items Deposited (On-Us) are checks (like PFC's) hand delivered to the bank that we can't deposit by RDC. Items Deposited (Transit) are checks processed through a lockbox like service.
11. Q- Based on the Airport's needs indicated in the body of the RFP, many billing elements seem to be missing from Attachment A. How would the Airport like us to disclose these additional elements; e.g. additional attachments, add to Attachment A, etc.?
- A- Attachment A is a list of possible services/charges that are generally offered in the banking industry. The items with estimated volumes are services currently used by the Airport. As of the other services please provide information that may help the Airport understand the banks service offerings and costs.

12. Q- Also, Many elements in Attachment A do not have annual volumes. How would the Airport like us to disclose the pricing for elements with no volumes?

A- Please see above.

13. Q - Would the Airport be willing to provide its most recent analyzed bank statement? (Price points can be redacted).

A- Probably – will follow up shortly

OPTIONAL SERVICES SECTION

14. Q- What is the current Monthly Per Card & Annual Credit Card Spend on Corporate Cards

A- The Airport annual credit card spend is between \$100K to \$200K depending on activities and projects. The per credit card spend varies between a few hundred dollars to \$20K or more.

15. Q- Does the Airport District currently operate any merchant services accounts?

A - Yes

c. Q- If so, how many?

A- One merchant account with SAGE Payment Solutions BMO Harris Bank N.A.

Information for d to l to follow.

- d. If you currently have merchant service accounts, please provide electronic copies of most recent merchant services statements (3 Months)
- e. If merchant statements are not available, please provide the following metrics:
- f. Please provide the following volume metrics for **each** Merchant account:
- g. Annualized or monthly Visa and MasterCard (\$) volume
- h. Annualized or monthly Visa and MasterCard (#) count
- i. Annualized or monthly Amex (\$) volume
- j. Annualized or monthly Amex (#) count
- k. Annualized or monthly Discover (\$) volume
- l. Annualized or monthly Discover (#) count

16. Q - Please describe the payment technology for each of the Airport District's merchant accounts.

A- The Airport currently uses one POS IP connected card scanner and Sage Payment Solutions 2.0 integrated credit card PCI storage and processing application.

17. Q- Please provide a listing of the hardware (terminal make & model) and the payment software (name and version) being used throughout the Airport District.

A- One Vx520 DM - Contactless (EMV) POS IP connected card scanner

18. Q- Does the Airport District utilize a payment gateway?

A- Yes two -- My Virtual Reports and Sage Virtual Terminal.

m. Q- If yes, please advise with gateway name(s) and how they are used?

A - Sage Virtual Terminal is used to verify or cancel transactions processed in Sage MAS90 and transferred to SAGE Payment Solutions BMO Harris Bank N.A. My Virtual Reports is a reporting tool for transaction activity.

n. Q- Does the Airport District need a payment gateway (or software) that integrates to a front-end billing system? If yes, please describe.

A- Yes, our Sage Payment Solutions application is currently integrated with our ERP system that invoices and posts payments for various tenants who pay by credit card.

19. Q- Does the Airport District have any specialized reporting needs?

A- Maybe-- The Airport posts all credit card transaction to a clearing account. When Merchant payments are received they are posted to the clearing account. It would be helpful to have a pending credit card in process report so we could reconcile the clear account daily.

20. Q- How does the Airport District reconcile its merchant services payments?

A- Currently the merchant account is reconciled manually every day.

21. Q- Is the Airport District charging of a convenience fee for online payments to its clients today?

A- No, the Airport benefits when its customers use credit cards to pay their monthly rents.