

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 25, 2023

3:00 P.M. (Closed Session (if any), immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center – 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base for the economic benefit of the East Valley

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor Pro Tem, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Helen Tran

Mayor, City of San Bernardino

Theodore Sanchez

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Phillip Dupper

Mayor, City of Loma Linda

Joe Baca, Jr.

Supervisor, County of San Bernardino

Larry McCallon

Mayor, City of Highland

Fred Shorett

Mayor Pro Tem, City of San Bernardino

John Echevarria

Councilmember, City of Colton

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at www.sbiaa.org. Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday.
- Recordings of the SBIAA Commission meetings are available in the Public Meetings/Agenda section of our website at www.sbiaa.org.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

ORDER OF BUSINESS – CLOSED SESSION

This meeting of the governing Commission of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS**
- **RECESS TO CLOSED SESSION**

A. **CALL TO ORDER / ROLL CALL**

B. **CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. An additional three minutes will be allotted to those who require translation services. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

C. **CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

D. **REPORT ON CLOSED SESSION**

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

ORDER OF BUSINESS – OPEN SESSION

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

E. ITEMS TO BE ADDED OR DELETED

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority subsequent to the posting of the agenda.

F. CONFLICT OF INTEREST DISCLOSURE

1. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest.

[PRESENTER: Jennifer Farris; PAGE#: 008]

G. INFORMATIONAL ITEMS

It is intended that the following subject matters and their attachments are submitted to the Commission members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items
 - a. Chief Executive Officer's Report; **[PRESENTER: Michael Burrows; PAGE#: 016]**
 - b. Policies and Procedures Update **[PRESENTER: Catherine Pritchett; PAGE#: 017]**
 - c. Report on Audit **[PRESENTER: Mark Cousineau; PAGE#: 018]**
 - d. Report on appointment of ad hoc members for SBIAA, Inc. **[PRESENTER: Michael Burrows; PAGE#: 019]**
 - e. Report on annual airport operations for calendar year 2022 **[PRESENTER: Mark Gibbs; PAGE#: 020]**

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| H. <u>COMMISSION CONSENT ITEMS</u> |
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The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time under unless the Commission directs that an item be held for further discussion.

3. Register of Demands – December 28, 2022
[PRESENTER: Mark Cousineau; PAGE#: 030]
4. Register of Demands – January 25, 2023
[PRESENTER: Mark Cousineau; PAGE#: 037]
5. Receive and file Treasurer's Report for October 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 045]
6. Receive and file Treasurer's Report for November 30, 2022, for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 048]
7. Approve the filing of a Notice of Completion for the construction contract with Black Coffee Sign Fabricators, Inc. for the Rental Carport Awning Project, and authorize the release of retained funds
[PRESENTER: Jeff Barrow; PAGE#: 051]
8. Approve the filing of a Notice of Completion for the construction contract with Tri-Valley Industries, Inc. for the West Annex Roof Repair Project
[PRESENTER: Jeff Barrow; PAGE#: 054]
9. Approve Meeting Minutes: November 17, 2022 (Special)
[PRESENTER: Jennifer Farris; PAGE#: 057]

I. **COMMISSION ACTION ITEMS**

Anyone who wishes to speak on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board. Public comments for agenda items that are not public hearings will be limited to three minutes. An additional three minutes will be allotted to those who require translation services.

10. Adopt Resolution No. 2023-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of a temporary emergency due to extensive damage to SBIAA storm drain channels for the purpose of temporarily suspending bidding requirements; and delegating the authority for related actions to the Chief Executive Officer
[PRESENTER: Catherine Pritchett; PAGE#: 065]
11. Adopt Resolution No. 2023-02 of the San Bernardino International Airport Authority (SBIAA) authorizing submission of Form 130 - Designation of Applicant's Agent Resolution to the State of California's Emergency Management Agency; and delegate the authority for emergency related actions to the Chief Executive Officer
[PRESENTER: Catherine Pritchett; PAGE#: 071]
12. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023
[PRESENTER: Mark Cousineau; PAGE#: 078]
13. Approve Change Order No. 2 with Goss Construction Company, Incorporated which carries a cost impact of \$91,478.41 for the Runway 6/24 Joint and Spall Repair Project
[PRESENTER: Mark Gibbs; PAGE#: 082]
14. Approve Change Order No. 1 with Griffith Company with a project cost savings of \$317,477.26 for the Taxiway Shoulder Improvement Project
[PRESENTER: Mark Gibbs; PAGE#: 086]
15. Approve an agreement with DBT Transportation Services, LLC (DBT) for the installation of a Thales ILS 420 Glideslope in an amount of \$232,780.58 with a 10% contingency not to exceed \$23,278
[PRESENTER: Mark Gibbs; PAGE#: 090]

16. Approve Amendment No. 2 to the professional services agreement with Aviatix Communications, LLC in an amount not to exceed \$220,000 for marketing and outreach initiatives supporting passenger service at the SBD International Airport
[PRESENTER: Amber Casarez; PAGE#: 094]
17. Approve the purchase of three (3) 2022 Chevrolet Colorado Vehicles to be used as airport maintenance support vehicles, from Mark Christopher Chevrolet in an amount not to exceed a combined total of \$110,000.00
[PRESENTER: Jonathan Galvan; PAGE#: 103]
18. Approve Amendment No. 2 to the service agreement with SITA Information Networking Computing USA, Inc. (SITA) for upgrades to passenger processing equipment at Airline Gate #2 in the Domestic Terminal in an amount not to exceed \$12,494.83
[PRESENTER: Mark Dennis; PAGE#: 110]
19. Consider and discuss the SBD Good Neighbor Program quarterly report
[PRESENTER: Mark Gibbs; PAGE#: 113]
20. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023
[PRESENTER: Michael Burrows; PAGE#: 141]

J. **ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. **OPEN SESSION PUBLIC COMMENT**


Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next meeting of the San Bernardino International Airport Authority Commission on Wednesday, February 22, 2023.

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|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</p> |
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF JANUARY 25, 2023

SUMMARY

This agenda contains recommendations for action relative to certain contractors/principals and their respective subcontractors. Care should be taken by each Commission member to review and consider the information provided herein to ensure they are in compliance with applicable conflict of interest laws.

RECOMMENDED ACTION(S)

Receive for information and consideration in accordance with applicable conflict of interest laws.

FISCAL IMPACT

None.

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| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The potential conflicts information provided in this report is intended to be used as a means for each voting member to verify campaign contributions from their individual campaign records. The following information is considered to be complete only to the best knowledge that has been disclosed to staff by the following listed contractors and in many instances may not be complete as of the date of publication of the agenda. Staff will endeavor to provide updates and supplements to the disclosure information to the extent additional contractor disclosure information becomes known to staff at or prior to each particular meeting time.

In addition to other provisions of law which prohibit San Bernardino International Airport Authority (SBIAA) Commission members from having financial interests in the contracts of public agencies, the provisions of California Government Code Section 84308 prohibit individual SBIAA Commission members from participating in any Commission proceeding involving a license, permit, or other entitlement for use pending before the Commission, if the individual member has received a contribution of more than two hundred fifty dollars (\$250.00) within the preceding twelve (12) months or for three (3) months following any such Commission proceeding, from any person, company or entity who is the subject of the proceeding, including parent-subsidiary and certain otherwise related business entities as defined in the California Code of Regulations, Title 2, Division 6, Section 18438.5, or from any person who actively supports or opposes a particular decision in the proceeding and who has a financial interest in such decision, as defined in California Government Code Section 87103.

The restrictions of Government Code Section 84308 do not apply if the individual member returns the contribution within thirty (30) days from the time they know, or should have known, about the contribution and the proceeding.

This agenda contains recommendations for action relative to the following contractors/principals and their respective subcontractors (as informed to SBIAA staff by the Principals):

| <u>Agenda Item No.</u> | <u>Contractors/Tenants</u> | <u>Subcontractors/Subtenants</u> |
|-----------------------------------|---|---|
| 7. | <u>Black Coffee Sign Fabricators, Inc.</u> Dale Foley, Principal Maria Foley, Secretary/Officer Susan Roca, Admin Maria De La Riva, Project Manager | None. |
| 8. | <u>Tri-Valley Industries, Inc.</u> David Burr, President/CEO Suzanne Burr, Secretary Jose Salazar, Super | None. |
| 13. | <u>Goss Construction Company, Incorporated</u> John T. Goss Jr., President/Treasurer Martha C. Goss, Vice President/Secretary Mark JT Goss, Vice President of Operations | None. |

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|-----------|--|-------|
| 14. | <u>Griffith Company</u> Jaimie R. Angus, President/CEO/RMO Ryan Aukerman, Executive Vice President Esteban A. Ruelas, CFO/Secretary/Treasurer Lucas J. Walker, Vice President/Regional Manager Starr N. Stallings, Assistant Secretary | None. |
| 15. | <u>DBT Transportation Services, LLC</u> David Barnes, CEO Nancy Thomsen., COO Jim Nulle, Head Field Engineer Megan Barnes, Owner Michelle Barnes, Owner Blair and Anna Fernau, Owner Bill and Molly Le Blanc, Owner Michael Coursey, Owner Chris Kolkhorst, Owner SIPII LLC, Owner OZ Cap LLC, Owner Delk Living Trust, Owner Delk's Valley Oil, Inc, Owner | None. |
| 16. & 19. | <u>Aviatrix Communications, LLC</u> Kathryn Franco Jones, Owner | None. |
| 18. | <u>SITA Information Networking Computing USA Inc.</u> Diana Einterz, President Nicolas Husson, Treasurer Harihar Subramanian, Regional CFO Alain Brodeur, Corporate Secretary Carrie Young, Assistant Corporate Secretary Aileen McEntee, Assistant Corporate Secretary | None. |

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

84308. (a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of **government**, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his

or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

87103. A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

(a) Notwithstanding the provisions of Regulation 18215.1, to determine whether a contribution of more than \$250 has been made by any party to a proceeding, contributions made by a party's parent, subsidiary, or otherwise related business entity, (as those relationships are defined in subdivision (b) below), shall be aggregated and treated as if received from the party for purposes of the limitations and disclosure provisions of Section 84308.

(b) Parent, Subsidiary, Otherwise Related Business entity, defined.

(1) Parent-subsidiary. A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

(2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent-subsidiary relationship are otherwise related if any one of the following three tests is met:

(A) One business entity has a controlling ownership interest in the other business entity.

(B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:

(i) The same person or substantially the same person owns and manages the two entities;

(ii) There are common or commingled funds or assets;

(iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;

1 (iv) There is otherwise a regular and close working relationship between the entities; or

2 (C) A controlling owner (50% or greater interest as a shareholder or as a general partner)

3 in one entity also is a controlling owner in the other entity.

4 Note: Authority cited: Section 83112, Government Code. Reference: Section 84308,

5 Government Code.

6 HISTORY

7 1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to

8 *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924,

9 California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992

10 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements

11 and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior

12 history of section 18438.5, see Register 85, No. 8.

13 2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of


14 the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair*

15 *Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California

16 Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC

17 regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not

18 subject to procedural or substantive review by OAL) (Register 2014, No. 33).

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|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p> |
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

An oral report will be provided at the time of the meeting.


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| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

None.

Attachments:

1. None

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|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Catherine Pritchett, Director of Administration</p> |
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SUBJECT: INFORMATIONAL ITEMS – POLICIES AND PROCEDURES UPDATE

SUMMARY

An oral report will be provided at the time of the meeting.


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| PREPARED BY: | Catherine Pritchett |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

None.

Attachments:

1. None

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|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 2c</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p> |
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON AUDIT

SUMMARY

An oral report will be provided at the time of the meeting.


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| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

None.

Attachments:

1. None

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|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 2d</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p> |
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON APPOINTMENT OF AD HOC MEMBERS FOR SBIAA, INC.

SUMMARY

An oral report will be provided at the time of the meeting.

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| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

None.

Attachments:

1. None



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 2e

PRESENTER: Mark Gibbs, Director of Aviation

SUBJECT: INFORMATIONAL ITEMS – REPORT ON ANNUAL AIRPORT OPERATIONS FOR CALENDAR YEAR 2022

SUMMARY

In January of each year, SBD International Airport provides annual airport operations data and information to the Federal Aviation Administration (FAA). A report and presentation is attached.

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| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

In January of each year, SBD International Airport provides annual airport operations data and information to the Federal Aviation Administration (FAA). A report and presentation is attached.

Attachments:

1. Power Point Presentation



2022 Operational Results

Presented by Mark Gibbs, Director of Aviation

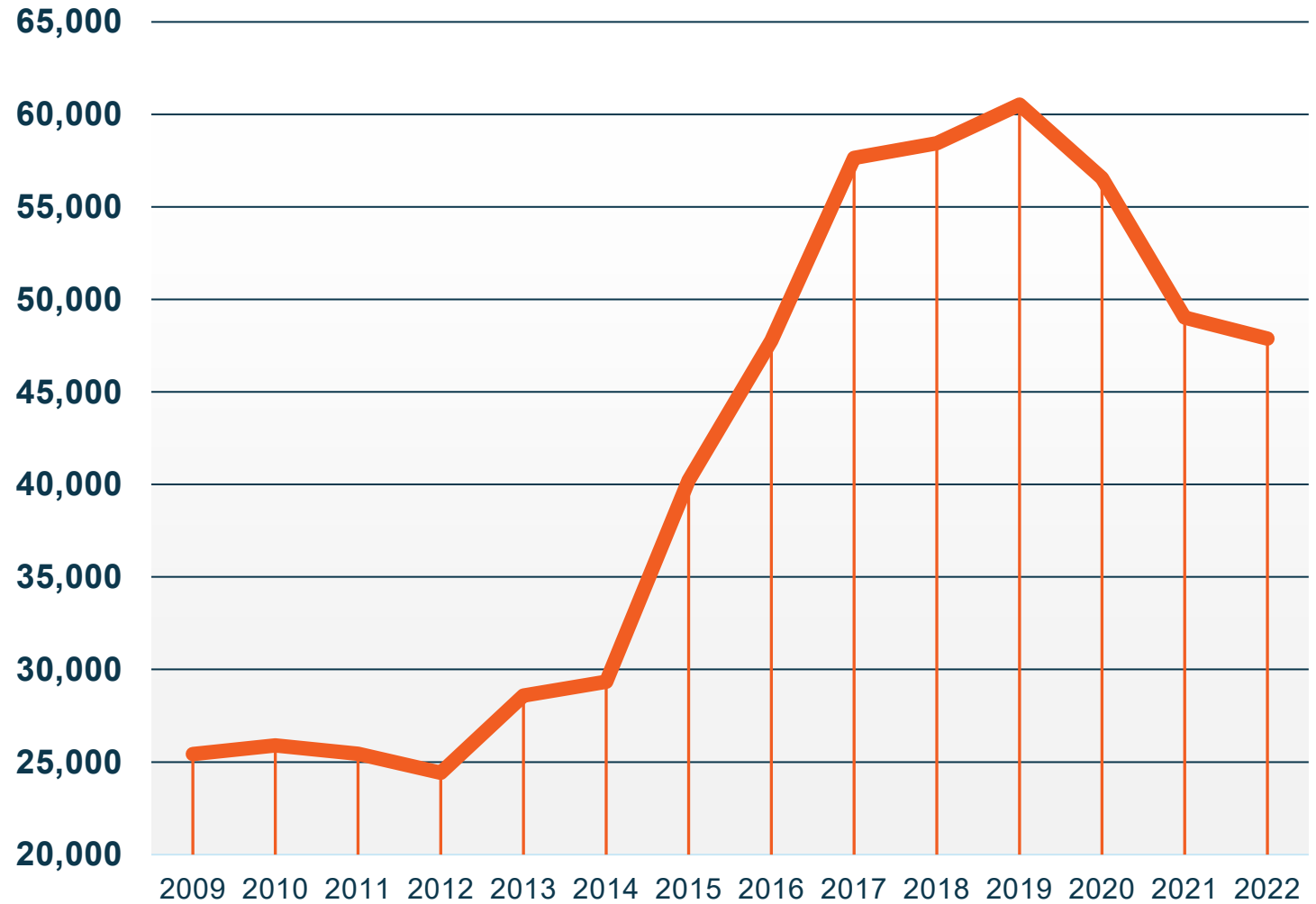
SBD International Airport – Total Annual Aircraft Activity

SBD Performance Trends

Shifting fleet mix trending toward commercial and corporate aircraft continued in 2022, while general aviation training activity led an overall decline in total aircraft operations

2022: Total aircraft ops: **47,876**

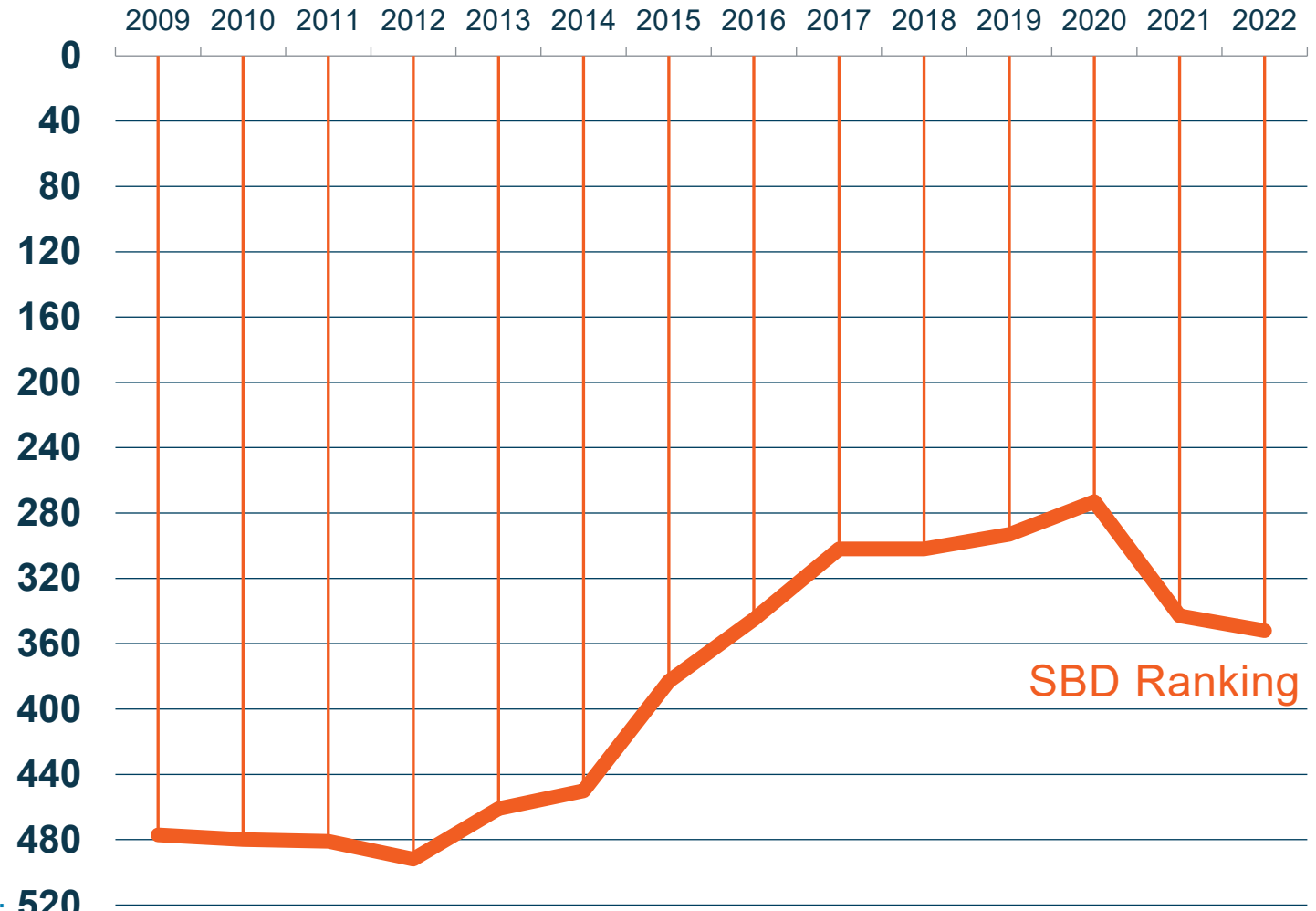
- 2021: 49,017
- 2020: 56,553



SBD Annual Aircraft Activity – National Comparison

SBD Comparison Trends

- **Total of 526** air traffic control towers throughout the United States
 - FAA operated towers: 264
 - FAA contract towers: 262
- SBD entered the FAA contract tower program in 2021, shifting funding and operation of the tower to the FAA
- Total aircraft operations declined due to fewer general aviation operations at SBD in 2022



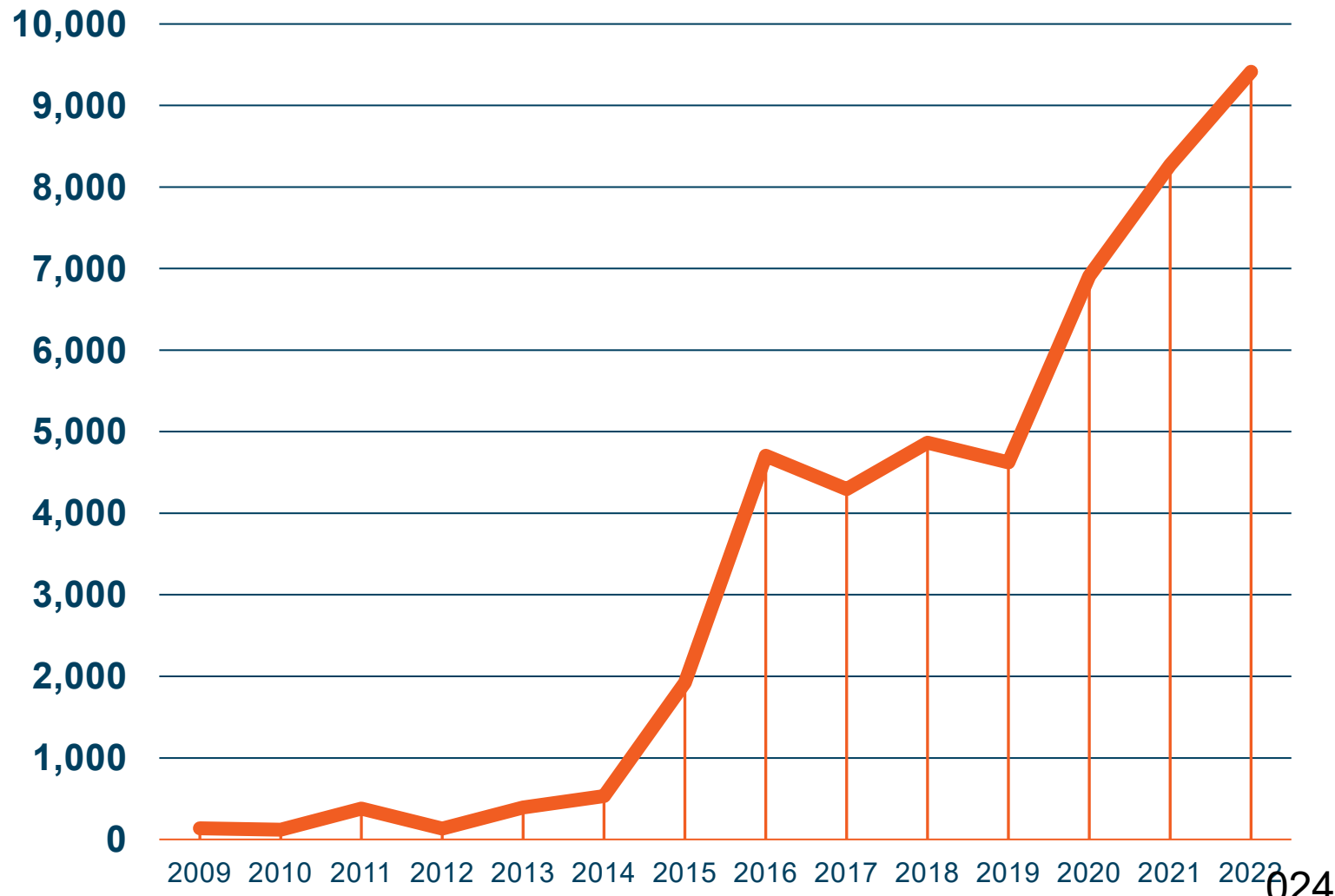
SBD International Airport – Annual Corporate Aircraft

SBD Performance Trends

Strong growth in “air taxi” operations

2022: Air taxi aircraft ops: **9,414**

- 2021: 8,272
- 2020: 6,910



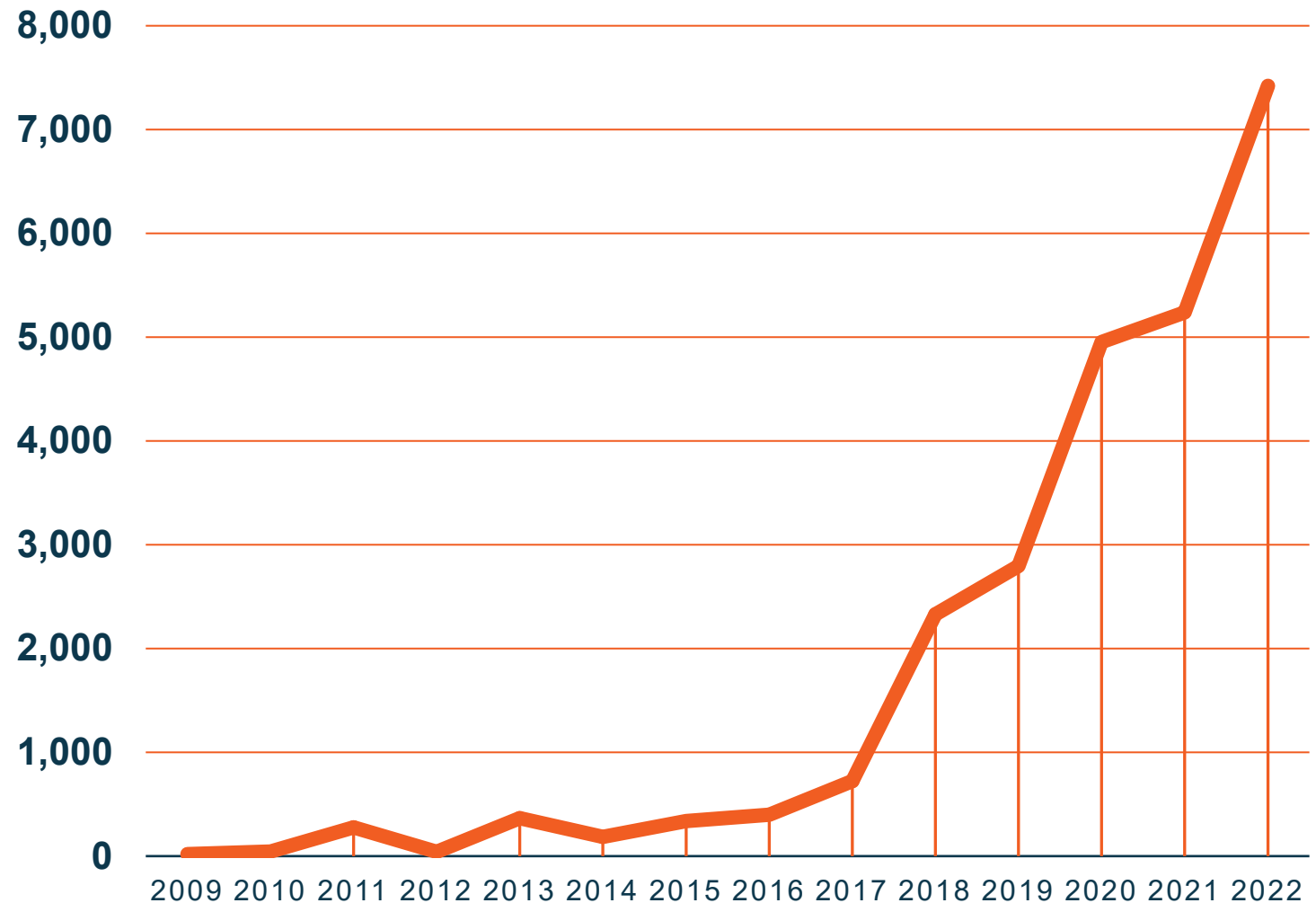
SBD International Airport – Annual Commercial Aircraft

SBD Performance Trends

Continued growth in large commercial aircraft operations, including initiation of daily passenger service in August 2022

2022: Commercial aircraft ops: **7,421**

- 2021: 5,238
- 2020: 4,955



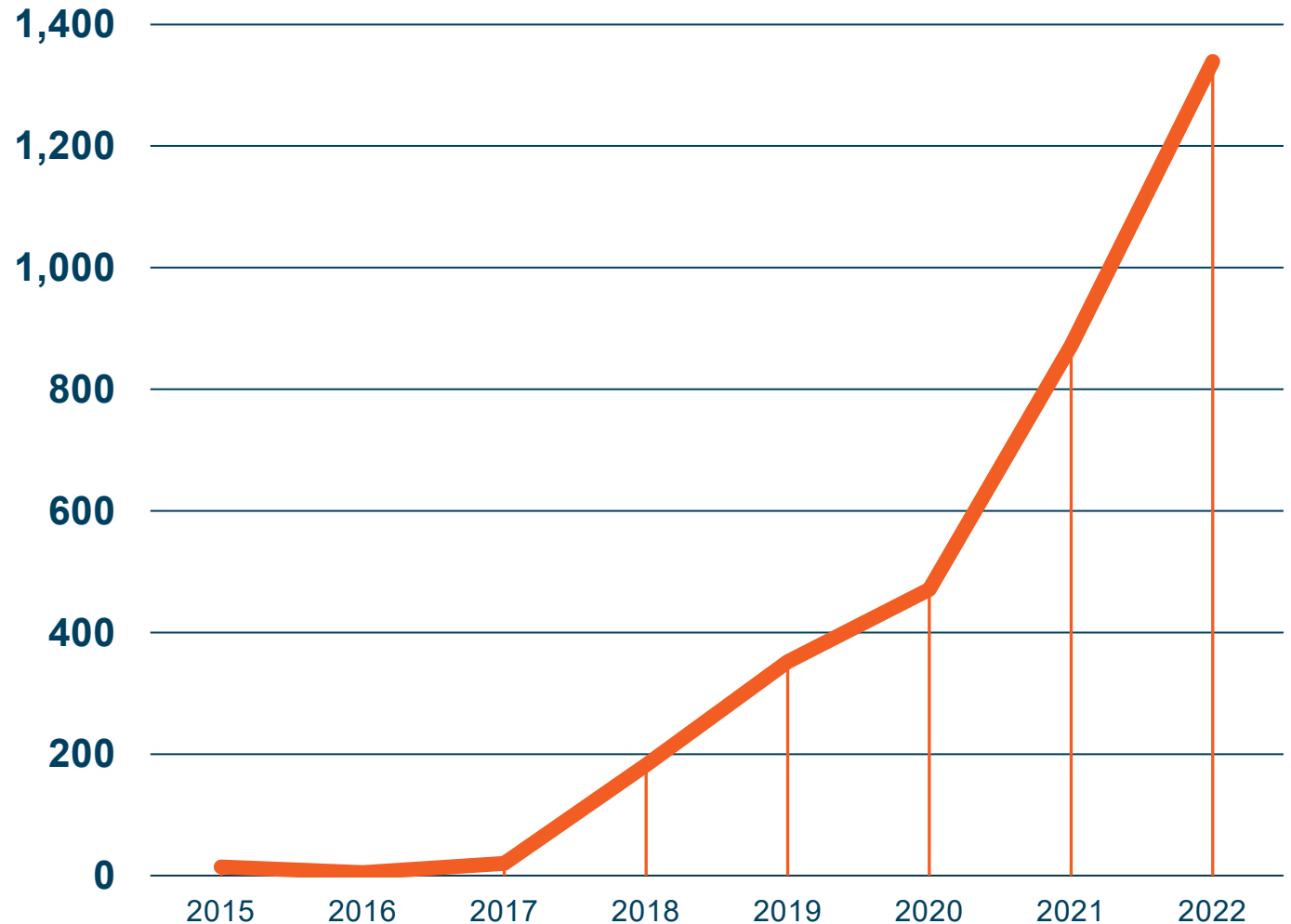
SBD International Airport – Annual Air Cargo

SBD Performance Trends

Strong growth trends continue in air cargo landed weight (millions)

2022: Air cargo landed weight: **1,339**

- 2021: 872
- 2020: 471

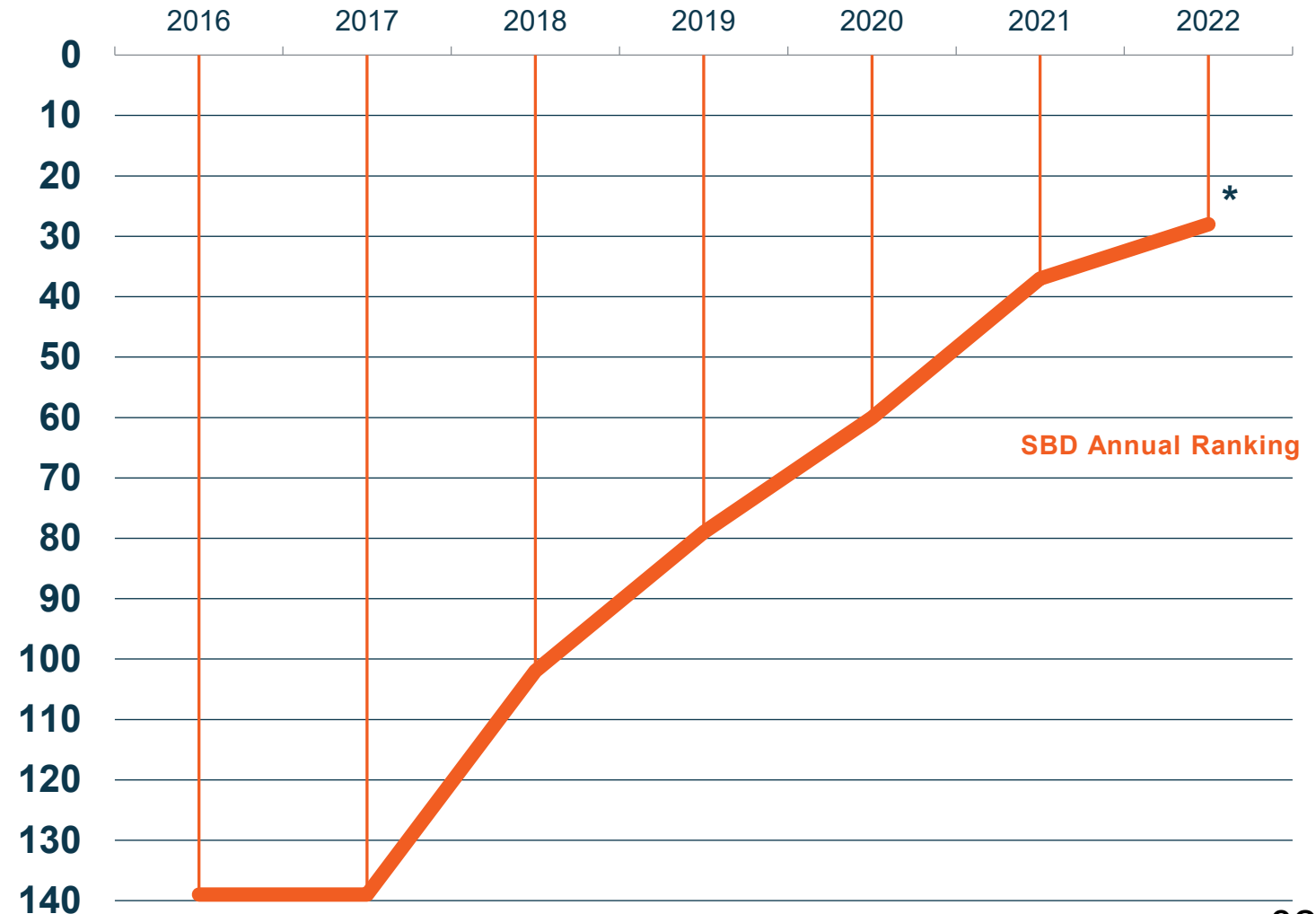


SBD Annual Air Cargo Activity – National Comparison

SBD Comparison Trends

- Typically 130 - 140 airports in the United States serve all-cargo aircraft
- SBD's growth in all-cargo aircraft activity continued in 2022

* estimated national ranking based on previous year data



Airports serving all-cargo aircraft:

SBD Passenger Enplanements – National Comparison

SBD Comparison Trends

- Approximately 520 commercial service airports in the United States provide airline service to the traveling public
- SBD initiated scheduled commercial passenger service in August 2022
- SBD served approximately 20,000 passengers in 2022, approx. 10,000 originated at SBD, categorized by the FAA as enplaned passengers

* estimated national ranking based on previous year data



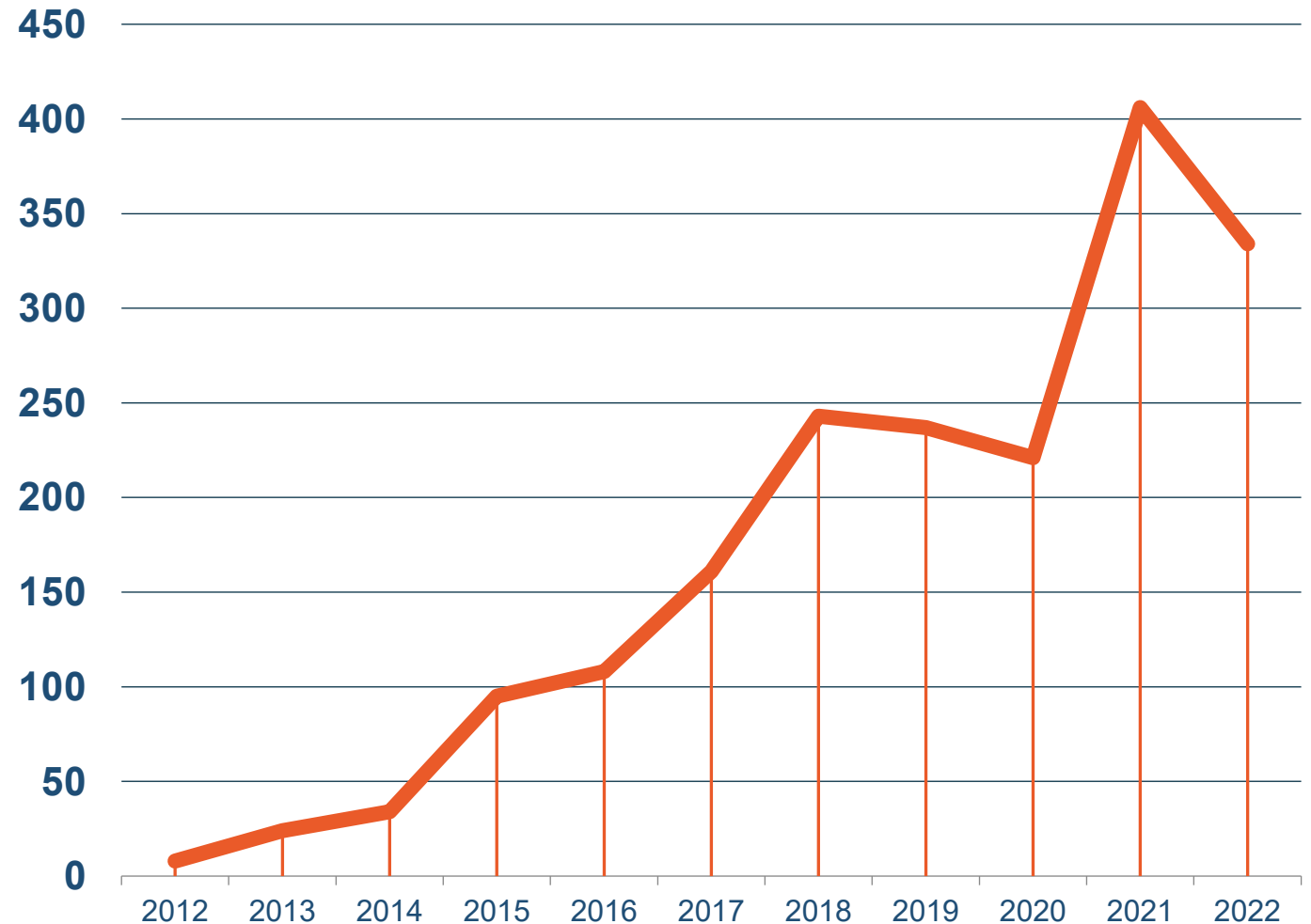
SBD International Airport – International Flights

SBD Performance Trends

International flights fell from record activity in 2021 primarily due to limited CBP availability during weekends and off-hours

2022: International aircraft ops: **334**

- 2021: 406
- 2020: 221





TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: REGISTER OF DEMANDS - DECEMBER 28, 2022

SUMMARY

SBIAA's Register of Demands for November 2022.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Various accounts as shown.

| | |
|--|-----------------|
| PREPARED BY: | Mark Cousineau |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | N/A |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of November 2022. The total of the register is \$6,220,497.83.

Fuel: Titan Aviation Fuels was paid \$4,008,581.65 for aviation fuel to re-sell at the Luxivair-SBD. Merit Oil Co. was paid \$33,082.81 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: No disbursements processed.

Utilities: Burrtec Waste Industries Inc., City of San Bernardino Water Department, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Company, Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon Wireless were paid a total of \$110,345.30.

Capital Projects Cost: AEC Moreno Corp., CJMC Holdings LLC., Goss Construction Company Inc., Inland Valley Development Agency, and T&G Construction Services Inc. were paid a total of \$1,387,413.07.

Professional Services: Allawos & Company; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; LSA Associates Inc.; Mead & Hunt Inc.; Right Energy Group; and Tom Dodson & Associates were paid a total of \$48,960.06

Attachments:

1. Register of Demands for the December 28, 2022 Commission Meeting
2. VISA breakdown - November 2022

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
12/28/2022

| Line | Company Name | Description | AP Register |
|------|--|---|--------------|
| 1 | A/C Mechanical Inc. | HVAC system maintenance and repairs | 24,734.66 |
| 2 | ADT LLC | Burglar and fire alarm monitoring | 1,916.34 |
| 3 | AEC Moreno Corp. | Professional services-pipe Bollards T&M Basis and service call jobs-time and material ticket gate malfunction | 20,057.92 |
| 4 | Aecom Technical Services Inc. | Professional services to analyze, engineer and develop the Traffic Signage Plan | 431.00 |
| 5 | Airport Council International | Annual membership dues-M. Burrows | 1,645.00 |
| 6 | Airwave Communications | Refurbished hand mounted two-way radios-security | 515.50 |
| 7 | Allawos & Company | Professional consulting services-solar and green energy services | 12,431.25 |
| 8 | Allison Mechanical Inc. | HVAC maintenance and repairs | 8,006.00 |
| 9 | Amazon Capital Services Inc. | Purchases of supplies and goods | 4,248.83 |
| 10 | American Association of Airport Executives | Annual Digicast training software renewal-badging | 1,960.00 |
| 11 | American Rental Inc. | Equipment rental and tools | 643.13 |
| 12 | ARC Document Solutions LLC | Printing services | 22.87 |
| 13 | Ashley Furniture | Security deposit reimbursements | 80,978.04 |
| 14 | Audacy Operations Inc. | KROQ radio promotion-almost acoustic Christmas live event & integrated media | 49,995.00 |
| 15 | Automated Gate Services Inc. | Various gates - on-call services | 228.00 |
| 16 | Aviatrix Communications LLC | Services for media buys advertising | 93,750.49 |
| 17 | Board Members | Director fees | 1,500.00 |
| 18 | Burrtec Waste Industries Inc. | Trash removal services | 4,573.92 |
| 19 | C & A Janitorial Services | Janitorial services | 5,275.16 |
| 20 | CDW Government LLC | IT equipment | 4,159.42 |
| 21 | CED-Consolidated Electrical Distributor | Electrical repairs and supplies | 6,302.28 |
| 22 | Cintas Uniforms | Uniform and rug services | 3,879.75 |
| 23 | City of San Bernardino Water Department | Water and sewer services | 17,234.89 |
| 24 | CJMC Holdings LLC | Professional services - capital project management services | 900.00 |
| 25 | Climatec LLC | Security system maintenance and repair upgrades | 13,179.61 |
| 26 | Dibs Safe & Lock Service | Rekeys, duplicate fees, cylinders and hardware installed | 695.67 |
| 27 | DoorTech | Door repair on-call services | 4,876.13 |
| 28 | E Custom Wear Inc. | Staff uniform/branding - polo's-badging / OPS | 1,029.31 |
| 29 | Ewing Irrigation Products Inc. | Commercial irrigation supplies and repairs parts | 633.11 |
| 30 | FedEx | Courier services | 332.99 |
| 31 | Frontier Communications Corporation | Telephone services | 4,406.31 |
| 32 | GMSTEK LLC | Monthly subscription fee for point of sale system | 2,375.12 |
| 33 | Goss Construction Company Inc. | Runway joint & spall repair project | 1,290,940.06 |
| 34 | Grainger | Parts and supplies for building repairs | 748.15 |
| 35 | Granite Telecommunications | Telephone services | 82.48 |
| 36 | Hernandez, Kroone & Associates Inc. | Professional engineering - on call surveying services | 390.00 |
| 37 | Imagine Systems Inc. | Professional consulting services | 8,211.19 |
| 38 | Inland Valley Development Agency | Right of Way- Mt. View transfer | 39,707.14 |
| 39 | Innovative Federal Strategies LLC | Professional service agreement-federal legislative advocacy services | 2,000.00 |
| 40 | Jones III MD Inc. Walter | Refund security deposit for Hangar-15 | 785.40 |
| 41 | K&L Hardware and Plumbing Supply Inc. | Maintenance tools and supplies | 334.94 |
| 42 | Ken Grody Ford Redlands LLC | Ford parts and services | 81,156.59 |
| 43 | Kenneth Boyd | Firearm permit renewal reimbursement | 118.00 |
| 44 | LSA Associates Inc. | Wildlife biologist services | 7,497.62 |
| 45 | Lumacurve | Airfield transformers | 2,278.63 |
| 46 | Mead & Hunt Inc. | Professional consulting service agreement-providing air services development and airport development | 6,330.00 |
| 47 | Merit Oil Company | Fuel inventory for fleet operations | 33,082.81 |
| 48 | Motion Picture Licensing Corp. | Annual licensing fee for theater-FBO | 1,198.25 |

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
12/28/2022

| Line | Company Name | Description | AP Register |
|------|--|--|-----------------|
| 49 | National Air Transportation Association (NATA) | Safety 1st training center subscription-training f or fuel and regulated garbage | 1,947.00 |
| 50 | National Equipment Leasing LLC | Monthly lease payment for 7k, 10k, and 15k refuelers | 28,396.20 |
| 51 | Nutrien AG Solutions Inc. | Herbicides, pesticides and insecticides-airfield maintenance | 2,780.81 |
| 52 | Parts Authority Metro LLC | Vehicle parts and service supplies | 6,777.76 |
| 53 | Pete's Road Service Inc. | Vehicle repairs and parts | 13,076.39 |
| 54 | Petty Cash - Reshma Rajan | Petty cash custodian reimbursement for miscellaneous supplies and | 1,508.63 |
| 55 | Pitney Bowes Global Financial Services | Leasing fees- postage machine | 225.70 |
| 56 | PlaneNoise Inc. | Noise complaint program | 2,575.00 |
| 57 | Presidio Networked Solutions Grp LLC | Meraki license renewal for cameras access point (Wi-Fi) network switches and security appliance | 10,463.78 |
| 58 | Rango Mobile Car Wash | Mobile car washes | 320.00 |
| 59 | Red Star Fire Protection | Fire riser inspections & repairs | 8,621.38 |
| 60 | Right Energy Group | Professional agreement for Green Energy Programs | 9,500.00 |
| 61 | San Bernardino County Fire Protection | ARFF vehicle repairs | 7,818.10 |
| 62 | San Bernardino Paint | Paint and painting supplies bldg.673 | 60.58 |
| 63 | Simpler Life Emergency Provisions Inc. | Updating emergency duffel bags-emergency kits | 5,775.99 |
| 64 | SKIDATA Inc. | Parking and revenue system-replacement for east and west domestic terminal parking lots | 24,334.86 |
| 65 | South Coast AQMD | Generator and storage permit fees | 1,565.72 |
| 66 | Southern California Edison | Electric power | 76,555.90 |
| 67 | Southern Computer Warehouse | Replacement UPS battery cartridges | 991.21 |
| 68 | Staples Contract & Commercial LLC | Office supplies | 4,824.46 |
| 69 | Sunwest Printing Inc. | Printing-business cards, posters, brochures, printing projects, etc. | 386.06 |
| 70 | Sysco Riverside Inc. | Hospitality bar supplies - Luxivair-SBD | 6,025.98 |
| 71 | T&G Construction Services Inc. | Services for speed bump-Leland Norton Way | 42,807.95 |
| 72 | TELOS ID | TSA background checks and fingerprinting processing | 20,628.75 |
| 73 | The Gas Company | Gas services | 247.52 |
| 74 | The Pitney Bowes Reserve Account | Postage fees | 217.35 |
| 75 | Titan Aviation Fuels | Jet A and Avgas fuel inventory purchases | 4,008,581.65 |
| 76 | Tom Dodson & Associates | Professional services to work pertaining to environmental issues/projects | 2,600.00 |
| 77 | Trilogy Medwaste West LLC | Waste disposal service for international flights | 1,000.74 |
| 78 | Underground Service Alert Of Southern Cal | Notification system for underground utilities | 29.25 |
| 79 | UniFirst | First aid kit refills and replace AED units | 130.32 |
| 80 | US Fueling Solutions | Fuel truck repairs and maintenance | 7,190.49 |
| 81 | Utility Telecom Group LLC | Data Ethernet & phone service-bandwidth & telephone services | 4,485.45 |
| 82 | Verizon Wireless | Wireless phone services | 2,729.58 |
| 83 | VFS Fire & Security Services | Photography / Videography services | 6,840.00 |
| 84 | VISA | Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals | 42,554.22 |
| 85 | Vortex Industries Inc. | Preventative maintenance program for GA hangars and repair doors | 11,094.00 |
| 86 | Western Exterminator Company | Pest control services | 437.00 |
| 87 | Wintrust Specialty Finance | Monthly lease payment | 6,613.09 |
| | Total | | \$ 6,220,497.83 |

**Visa Breakdown
November 2022
SBIAA**


| Line | Description | Vendor | Dept. | Amount |
|------|--|------------------------------|-----------|---------|
| 1 | NADEC reception | Citrone | Admin | 2054.77 |
| 2 | Office 365 licensing | www.office.com | COB | 482.12 |
| 3 | Office 365 licensing | www.office.com | COB | 664.92 |
| 4 | Office 365 licensing | www.office.com | COB | 220.00 |
| 5 | Printer for COB | Staples | COB | 891.74 |
| 6 | Web domain renewals | www.networksolutions.com | COB | 219.94 |
| 7 | Lunch for interviews | Farmer Boys | OPS | 25.30 |
| 8 | Hospitality -employee engagement | Anypromo.com | HR | 187.59 |
| 9 | Satellite TC-customs | Dish Network | HR | 95.68 |
| 10 | Ergonomic chairs | Staples | HR | 538.73 |
| 11 | Food for interview panel | WabaGrill | HR | 37.77 |
| 12 | Drug screen | Exam Pros | HR | 250.00 |
| 13 | Job posting for maintenance manager | Job Target | HR | 249.00 |
| 14 | Job posting for maintenance manager | NeoGov | HR | 199.00 |
| 15 | Lunch for meeting | Panera Bread | HR | 37.78 |
| 16 | Promotional items SBD airport Luxivair notepads | AnyPromo.com | Mktg | 955.02 |
| 17 | Sympathy flower arrangement- D. Hassett | 1-800 Flowers | Admin | 65.24 |
| 18 | Firearms clearing trap device Airport Security | Range Systems | OPS | 245.05 |
| 19 | Fuel to be used for crew cars-FBO | Chevron | Fuel Farm | 72.78 |
| 20 | Fuel to be used for crew cars-FBO | Chevron | Fuel Farm | 103.56 |
| 21 | Fuel farm fittings | Alternative Hose | Fuel Farm | 66.51 |
| 22 | Detailing on all transport vehicles interior and exterior | Kool Kars | Fuel Farm | 838.00 |
| 23 | Expendable supplies | Lowes | Fuel Farm | 177.17 |
| 24 | Vehicle systems diagnosis and repairs | Car Pros Volkswagen | Maint | 2594.12 |
| 25 | Vehicle alignment | Gary's Viking Tires | Maint | 75.00 |
| 26 | Vehicle alignment | Gary's Viking Tires | Maint | 75.00 |
| 27 | Drive belts for gate operators | Grainger | Maint | 33.40 |
| 28 | HVAC repairs and plumbing parts-Hangar 763 | Home Depot | Maint | 27.15 |
| 29 | Gate edge sensors | Gate House | Maint | 299.77 |
| 30 | IAF floor drains parts | Home Depot | Maint | 32.56 |
| 31 | Annual membership dues-A. Alsibai | AAAE | OPS | 275.00 |
| 32 | Trusted agent training-R. Desantiago | AAAE | OPS | 950.00 |
| 33 | Trusted agent ACE certification -R. Desantiago | AAAE | OPS | 410.00 |
| 34 | Rise & Shine event fee | Redlands Chamber of Commerce | HR | 15.74 |
| 35 | Employee engagement and recognition | Chronic Tacos | HR | 262.44 |
| 36 | New hire background fee | Checkr | HR | 164.96 |
| 37 | San Bernardino State of the county conference registration | County of San Bernardino | Maint | 100.00 |
| 38 | Catering for NASEC event at IAF Bldg. 10/6 | Chef Dave | Maint | 1637.29 |
| 39 | Catering for NASEC event at IAF Bldg. 10/7 | Chef Dave | Maint | 1637.29 |
| 40 | Processing parking payment gateway service | Windcave Inc. | IT | 301.00 |
| 41 | Agencies website usage charges Cloud Server | Digital Ocean | IT | 64.30 |
| 42 | Website management software license | CPanel Inc. | IT | 35.99 |
| 43 | Terminal background music streaming service | Soundtrack Your Brand | IT | 49.00 |
| 44 | Membership cancelled | Amazon Prime | Maint | (16.30) |
| 45 | Shop supplies - consumables | Lowes | Maint | 50.72 |
| 46 | Supplies plant & top soil-FBO | Home Depot | Maint | 267.33 |
| 47 | Water pump for irrigation supplies | Home Depot | Maint | 216.41 |
| 48 | Lithium battery for water pump | Home Depot | Maint | 117.44 |
| 49 | Supplies trash can liners for special events | Lowes | Maint | 164.73 |
| 50 | Supplies for erosion control around drains | Home Depot | Maint | 293.26 |
| 51 | Shop tools rakes and painting supplies | Home Depot | Maint | 147.38 |
| 52 | Supplies for cleaning the landfill basin-sweeping compound | Home Depot | Maint | 182.05 |
| 53 | Fuel to be used for crew cars-FBO | Chevron | FBO | 101.80 |

**Visa Breakdown
November 2022
SBIAA**

| Line | Description | Vendor | Dept. | Amount |
|------|--|--------------------------------------|-------|---------|
| 54 | Replace charging cords | Amazon | FBO | 38.94 |
| 55 | Aircraft linens | Family Dry Cleaners | FBO | 93.75 |
| 56 | Landscape crystal rock to fill fountain | American Specialty Glass | FBO | 2471.69 |
| 57 | National taco day at FBO | Taqueria El Tacocho | FBO | 254.48 |
| 58 | Charter flight customer transportation | The Perfect Limo | FBO | 513.00 |
| 59 | Charter flight customer transportation | The Perfect Limo | FBO | 228.00 |
| 60 | NBAA business card giveaway Amazon gift card | Walgreens | FBO | 200.00 |
| 61 | SCAA Charity Golf Tournament -club rentals M. Gibbs | The Crossings at Carlsbad | Admin | 62.24 |
| 62 | SCAA Charity Golf Tournament -lunch M. Gibbs | The Crossings at Carlsbad | Admin | 9.60 |
| 63 | Inflatable airplanes with 2 imprint locations set-up and artwork | Imprintitems.com | Mktg | 5118.29 |
| 64 | Facebook sponsored posts | Facebook.com | Mktg | 48.42 |
| 65 | NBAA BACE lead retrieval-FBO | CompuSystems | Mktg | 520.00 |
| 66 | Stock Photography image for Provo route promotion | Getty Images | Mktg | 499.00 |
| 67 | Stock photography points for future downloads | iStockphoto | Mktg | 520.00 |
| 68 | Video hosting site | Vimeo | Mktg | 84.00 |
| 69 | Press release distribution | 24-7PressRelease.com | Mktg | 266.00 |
| 70 | Cable TV - FBO annual movie subscription for theater | Netflix | FBO | 19.99 |
| 71 | Cable TV - Satellite subscription-FBO | Dish Network | FBO | 143.32 |
| 72 | Uniform shirts for NBAA | Amazon | FBO | 73.91 |
| 73 | Uniform shirts for NBAA Amazon | Amazon | FBO | 26.09 |
| 74 | Uniform shirts for NBAA Amazon | Amazon | FBO | 52.18 |
| 75 | Decorations for FBO Fly-In Amazon | Amazon | FBO | 19.55 |
| 76 | Hospitality for Energy Grant Prep | Jersey Mike's | FBO | 19.60 |
| 77 | Electrical wall plate -Bldg. 673 | Home Depot | Maint | 94.68 |
| 78 | GFCI outlet-Bldg. 680 | Home Depot | Maint | 104.73 |
| 79 | Wall Plates-Bldg. 673 | Home Depot | Maint | 15.83 |
| 80 | Motivation wheel gift cards-Bldg. 730 | Stater Bros | Maint | 125.00 |
| 81 | Jet bridge air filters-Bldg. 673 | Grainger | Maint | 704.91 |
| 82 | Network cabinet filters for gates | DDB Unlimited | Maint | 621.31 |
| 83 | Network cabinet filters for gates | DDB Unlimited | Maint | 304.18 |
| 84 | Electrical supplies-Bldg. 763 | CED | Maint | 429.73 |
| 85 | Plumbing supplies-Bldg.794 | Lowes | Maint | 115.36 |
| 86 | Network cabinet air filters for gates | Ice Qube | Maint | 243.17 |
| 87 | O Rings for bucket truck | O Rings & Things | Maint | 92.96 |
| 88 | Steel door-Bldg. 730 security room | Home Depot | Maint | 375.71 |
| 89 | AED inspection tags | Grainger | Maint | 67.36 |
| 90 | Drain odor control cleaner-Bldg. 601 | Home Depot | Maint | (8.03) |
| 91 | Drain odor control cleaner-Bldg. 601 | Home Depot | Maint | 80.26 |
| 92 | LAV dump hose & adapter kit-FBO | Aero Specialties | Maint | 123.02 |
| 93 | Eyewash station signage | Grainger | Maint | 111.70 |
| 94 | Eyewash station signage | Grainger | Maint | 257.50 |
| 95 | Safety harness for M. Arvizu | BuildClub | Maint | 107.24 |
| 96 | Motivation wheel supplies-Bldg. 730 | Stater Bros. | Maint | 75.00 |
| 97 | Motivation wheel supplies-Bldg. 730 | Stater Bros. | Maint | 25.00 |
| 98 | Concrete repairs throughout the AOA-Taxiway repairs | Alpha Materials Inc. | Maint | 1321.75 |
| 99 | Vehicle car wash | Go Car Wash | Maint | 15.00 |
| 100 | Vehicle car wash | Go Car Wash | Maint | 8.00 |
| 101 | Replacement bulbs AOA | Flight Light | Maint | 468.18 |
| 102 | Certified Irrigator Audit course J. Garcia and L. Ramos | Irrigator Technical Training Schools | Maint | 1773.48 |
| 103 | Travel World Routes Conference 10/2022-M. Burrows flight | United Airlines | Admin | 188.00 |
| 104 | Travel World Routes Conference 10/2022 -M. Burrows Flight fees | United Airlines | Admin | (3.00) |

**Visa Breakdown
November 2022
SBIAA**

| Line | Description | Vendor | Dept. | Amount |
|------|---|-------------------|-------|--------------|
| 105 | Travel World Routes Conference 10/2022-M. Burrows lodging | Sahara Hotel | Admin | 202.95 |
| 106 | Travel World Routes Conference 10/2022-M. Burrows lodging | Sahara Hotel | Admin | 38.55 |
| 107 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 38.51 |
| 108 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 19.28 |
| 109 | Travel World Routes Conference 10/2022-M. Burrows transport | Uber | Admin | 15.98 |
| 110 | | Taxi | Admin | 21.01 |
| 111 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 25.78 |
| 112 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 23.17 |
| 113 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 21.99 |
| 114 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 20.58 |
| 115 | Travel World Routes Conference 10/2022-M. Burrows transport | Taxi | Admin | 25.32 |
| 116 | Travel refund for lodging charged 8/8/2022 M. Burrows | Hilton | Admin | (257.85) |
| 117 | Travel World Routes Conference 10/2022 -M. Burrows lodging | Palms Place | Admin | 252.83 |
| 118 | Travel World Routes Conference 10/2022 -M. Burrows meal | Max of Burlingame | Admin | 81.97 |
| 119 | Travel World Routes Conference 10/2022-M. Burrows transport | Uber | Admin | 22.77 |
| 120 | Travel World Routes Conference 10/2022 -M. Burrows lodging | Hilton Garden Inn | Admin | 241.79 |
| 121 | World Routes Conference 10/2022 M. Gibbs-lodging | Sahara Hotel | Admin | 202.95 |
| 122 | World Routes Conference 10/2022 M. Gibbs-lodging | Sahara Hotel | Admin | 38.55 |
| 123 | World Routes Conference 10/2022 M. Gibbs-transport | Uber | Admin | 15.29 |
| 124 | World Routes Conference 10/2022 M. Gibbs-lodging San Francisco | Hilton Garden Inn | Admin | 220.53 |
| 125 | Travel NBAA Schedulers & Dispatchers Conference 01/2023 Nashville TN M. Martinez flight charges | Southwest | OPS | 7.00 |
| 126 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 7.83 |
| 127 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 15.32 |
| 128 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 52.23 |
| 129 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 11.94 |
| 130 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 11.22 |
| 131 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 3.00 |
| 132 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 8.81 |
| 133 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 22.95 |
| 134 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 8.31 |
| 135 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 19.60 |
| 136 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 14.93 |
| 137 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 8.99 |
| 138 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 38.58 |
| 139 | Travel 10/2022 NBAA Orlando FL.-W. Bechtel transport | Uber | FBO | 5.78 |
| 140 | Travel NBAA-BACE Convention & Exhibition 10/2022 Orlando FL-W. | Double Tree | FBO | 894.40 |
| 141 | Travel NBAA-BACE Convention & Exhibition 10/2022 Orlando FL-M. Mendoza- lodging | Double Tree | FBO | 894.40 |
| 142 | Travel NBAA-BACE Convention & Exhibition 10/2022 Orlando FL-B. Gonzalez-lodging | Double Tree | FBO | 894.40 |
| | | | | \$ 42,554.22 |
| | | | | |
| | | | | |
| | VISA Statement Balance | | | \$ 42,554.22 |
| | Date Prepared: 11/03/2022 | | | |

| | |
|---|--|
|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p> |
|---|--|

SUBJECT: REGISTER OF DEMANDS - JANUARY 25, 2023

SUMMARY

SBIAA's Register of Demands for December 2022.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Various accounts as shown.

| | |
|--|-----------------|
| PREPARED BY: | Mark Cousineau |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | N/A |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of December 2022. The total of the register is \$10,437,237.79.

Fuel: Titan Aviation Fuels was paid \$7,555,745.39 for aviation fuel to re-sell at the Luxivair-SBD. Merit Oil Co. was paid \$44,239.03 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: Kaiser Foundation Health Plan Inc. was paid a total of \$105,234.71

Utilities: Burrtec Waste Industries Inc., City of San Bernardino Water Department, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Company, Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon Wireless were paid a total of \$215,605.55.

Capital Projects Cost: AEC Moreno Corp., Aecom Technical Services Inc., CJMC Holdings LLC., Cordoba Corporation, Goss Construction Company Inc., Hallett Electric Inc., and Wilson & Company Inc. were paid a total of \$1,289,051.55.

Professional Services: Allawos & Company; Cole Huber LLP; David Turch and Associates; Frostbyte Consulting Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; LSA Associates Inc.; Mead & Hunt Inc.; Right Energy Group; and Tom Dodson & Associates were paid a total of \$60,866.42.

Attachments:

1. Register of Demands for the January 25, 2023 Commission Meeting
2. VISA breakdown - December 2022

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/25/2023

| Line | Company Name | Description | AP Register |
|------|--|--|--------------|
| 1 | # 1 Son Plumbing | Plumbing repairs and materials | 4,369.50 |
| 2 | 3 Alarm Fire and Safety | Fire extinguisher recharging service and parts | 5,351.26 |
| 3 | A/C Mechanical Inc. | HVAC system maintenance and repairs | 12,528.25 |
| 4 | ADT LLC | Burglar and fire alarm monitoring | 1,968.25 |
| 5 | AEC Moreno Corp. | Remodel airport operations office and AOA ramp gates | 49,850.60 |
| 6 | Aecom Technical Services Inc. | Taxiway shoulder improvement project and Runway joint and spall repair project | 206,009.36 |
| 7 | Airwave Communications | Motorola radio system & installation hand held | 55,286.08 |
| 8 | Allawos & Company | Professional consulting services-solar and green energy services | 6,187.50 |
| 9 | Alliant Insurance Services Inc. | Insurance premiums and broker fees | 2,694.05 |
| 10 | Allison Mechanical Inc. | HVAC maintenance and repairs | 14,066.38 |
| 11 | Amazon Capital Services Inc. | Purchases of supplies and goods | 2,286.41 |
| 12 | American Association of Airport Executives | Annual membership staff renewals-OPS | 550.00 |
| 13 | American Rental Inc. | Equipment rental and tools | 87.76 |
| 14 | Amerigas Propane LP | Propane refill services and other gases | 147.19 |
| 15 | Angie Benavidez | Shoe reimbursement | 166.45 |
| 16 | Aviatrix Communications LLC | Professional services marketing and advertising and Good Neighbor program | 2,637.50 |
| 17 | Azucena Torres | Collision damage reimbursement | 1,000.00 |
| 18 | B&H Foto & Electronics Corp. | Samsung security camera display | 920.41 |
| 19 | Babcock Laboratories Inc. | Stormwater analysis testing | 539.40 |
| 20 | BC Rentals Inc. | Signage materials & supplies | 192.97 |
| 21 | Best Contracting Services Inc. | Roof repairs Bldg. 763- Bay 2 | 6,254.00 |
| 22 | Board Members | Director fees | 1,200.00 |
| 23 | Boston Fox Tigue International LLC | Marketing services | 15,687.50 |
| 24 | Burrtec Waste Industries Inc. | Trash removal services | 3,767.63 |
| 25 | C & A Janitorial Services | Janitorial services | 25,513.60 |
| 26 | C & M Electric | Repair motor bearings, seal & gasket-Bldg.759 | 575.06 |
| 27 | CDW Government LLC | IT equipment | 2,452.04 |
| 28 | CED-Consolidated Electrical Distributor | Electrical repairs and supplies | 218.44 |
| 29 | Cintas Uniforms | Uniform and rug services | 5,848.78 |
| 30 | City of SB Water Department | Water and sewer services | 31,835.44 |
| 31 | CJMC Holdings LLC | Professional services - capital project management services | 2,550.00 |
| 32 | Climatec LLC | Security system maintenance and repair upgrades | 12,420.00 |
| 33 | Cole Huber LLP | Professional services agreement-legal | 3,767.18 |
| 34 | Cordoba Corporation | Airport remote parking lot paving project - Ashley | 2,340.00 |
| 35 | Cummins Inc. | Replace generator board-Bldg.680 | 8,407.33 |
| 36 | Dans Lawnmower Center | Small equipment repairs and landscape supplies | 872.83 |
| 37 | David Turch and Associates | Professional services agreement - lobbying services | 5,000.00 |
| 38 | DBT Transportation Services LLC | ILS/AWOS tower equipment service | 21,108.75 |
| 39 | Department of Weights and Measures | Permit fees | 256.60 |
| 40 | Dibs Safe & Lock Service | Rekeys, duplicate fees, cylinders and hardware installed | 8.16 |
| 41 | DoorTech | Door repair on-call services | 2,124.85 |
| 42 | Dynamic Powder Coating | Re-coat lockers-lost and found storage | 950.00 |
| 43 | Ernie's Auto Interior | Upholstery repairs & service-fuel trucks fleet equipment | 647.37 |
| 44 | Event Design Lab | Live streaming services | 1,600.00 |
| 45 | Ewing Irrigation Products Inc. | Commercial irrigation supplies and repairs parts | 859.91 |
| 46 | Express Quality Car Wash | Security department fleet vehicle car washes | 1,170.73 |
| 47 | FedEx | Courier services | 67.17 |
| 48 | Ford Credit Company | Monthly lease payments for Luxivair-SBD courtesy vehicles | 3,886.88 |
| 49 | Frontier Communications Corporation | Telephone services | 6,996.99 |
| 50 | Frostbyte Consulting Inc. | Consulting services for creation of concept paper-Department of Energy | 9,535.29 |
| 51 | GMSTEK LLC | Monthly subscription fee for point of sale system | 1,485.72 |
| 52 | Goss Construction Company Inc. | Runway joint & spall repair project | 1,074,424.88 |
| 53 | Grainger | Parts and supplies for building repairs | 1,373.46 |
| 54 | Granite Telecommunications | Telephone services | 10,171.36 |
| 55 | Hallett Electric Inc. | FBO charging station | 1,844.00 |
| 56 | Ham's Electric Inc. | Foam discharge and water damage hangar 763 Bay 3 | 6,693.00 |

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/25/2023

| Line | Company Name | Description | AP Register |
|------|---|---|--------------|
| 57 | ID Supply | Badging supplies security department | 3,490.45 |
| 58 | Imagine Systems Inc. | Professional consulting services | 5,248.69 |
| 59 | Informa Business Media Inc. | Advertising | 5,422.96 |
| 60 | Ingersoll Rand Company Industrial Tech | Repair air compressor units-Bldg. 763 | 4,414.78 |
| 61 | Ink'd Promo and Apparel | Branded Luxivair SBD give-away polo's, hats, etc. | 4,980.85 |
| 62 | Inland Empire Economic Partnership | Sponsorship IEEP Annual Dinner | 2,500.00 |
| 63 | Inland Empire Trailers | Dual axle utility trailer and CA DMV fees | 3,648.00 |
| 64 | Inland Valley Development Agency | Reimbursement of IVDA employee services and benefits, and allocated expenses provided to SBIAA | 458,302.08 |
| 65 | Innovative Federal Strategies LLC | Professional service agreement-federal legislative advocacy services | 2,000.00 |
| 66 | Jackhammer Movement Inc. | Airport airline support and promotional services | 40,600.00 |
| 67 | Jetex | Reimbursement of duplicate payment | 16,689.79 |
| 68 | Jonathan Galvan | Travel AAAE Aviation Security Summit Washington DC per-diem | 328.75 |
| 69 | K&L Hardware and Plumbing Supply Inc. | Maintenance tools and supplies | 405.40 |
| 70 | Kaiser Foundation Health Plan Inc. | Employee medical benefits | 105,234.71 |
| 71 | Ken Grody Ford Redlands LLC | Fleet vehicle parts and services | 2,757.03 |
| 72 | Kevin Kelly | Boot reimbursement | 184.88 |
| 73 | KVAC Environmental Services Inc. | Complete clean-up of foam discharge Hangar 763 Bay 3 | 14,896.64 |
| 74 | La Verne Power Equipment Inc. | Landscaping power tools | 1,507.22 |
| 75 | Lawson Products Inc. | Maintenance , repair and operations supplies & equipment | 1,078.71 |
| 76 | Left Coast Scale Service | Scale calibrations for the terminal parking-OPS | 336.00 |
| 77 | LSA Associates Inc. | Wildlife biologist services | 12,997.76 |
| 78 | Lumacurve | Airfield transformers | 523.85 |
| 79 | Mackinac Software LLC | AWOS weather reporting system service | 89.00 |
| 80 | Mark Gibbs | Reimbursement for-AAAE Conference registration fees, Mead & Hunt registrations fees and incidentals World Routes Conference | 3,389.99 |
| 81 | Mead & Hunt Inc. | Professional consulting service agreement-providing air services | 6,330.00 |
| 82 | Merit Oil Company | Fuel inventory for fleet operations | 44,239.03 |
| 83 | Mirau Edwards Cannon Lewin & Tooke LLP | Professional legal services agreement | 3,068.78 |
| 84 | Misael Lopez Arvizu | Reimbursement for pesticide license | 200.00 |
| 85 | National Equipment Leasing LLC | Monthly lease payment for 7k, 10k, and 15k refuelers | 28,396.20 |
| 86 | New Pig Corporation | Storm drain filters to be compliant with ETA level 1 | 8,025.93 |
| 87 | Nutrien AG Solutions Inc. | Herbicides, pesticides and insecticides-airfield maintenance | 41.71 |
| 88 | Parts Authority Metro LLC | Vehicle parts and service supplies | 4,291.74 |
| 89 | Pete's Road Service Inc. | Vehicle repairs and parts | 6,338.72 |
| 90 | Petty Cash - Reshma Rajan | Petty cash custodian reimbursement for miscellaneous supplies and | 576.29 |
| 91 | PlaneNoise Inc. | Noise complaint program | 1,287.50 |
| 92 | Pristine Uniforms | Security uniforms | 1,108.38 |
| 93 | QTpod Petroleum on Demand LLC | Connectivity charge | 1,425.00 |
| 94 | RDO Equipment Co | John Deere parts and service | 3,449.80 |
| 95 | Red Star Fire Protection | Fire riser inspections & repairs | 485.00 |
| 96 | Response Fire Supply LLC | Security deposit refund | 2,149.14 |
| 97 | Right Energy Group | Professional agreement for Green Energy Programs | 9,500.00 |
| 98 | Sign Industries Inc. | Roadway signs | 27,638.65 |
| 99 | SITA Information Networking Computing USA | Network equipment to upgrade hardware software & platform for CUTE systems-professional services | 68,773.79 |
| 100 | Sock Club Enterprises LLC | Custom cotton woven print crew socks including custom header card | 6,720.00 |
| 101 | Southern California Edison | Electric power | 151,376.93 |
| 102 | Southern Computer Warehouse Inc. | Replacement UPS battery cartridges | 1,711.72 |
| 103 | SPX Corporation | Transformers-AOA lighting | 413.25 |
| 104 | Sunwest Printing Inc. | Printing-business cards, posters, brochures, printing projects, etc. | 548.10 |
| 105 | Sysco Riverside Inc. | Hospitality bar supplies - Luxivair-SBD | 9,105.14 |
| 106 | TELOS ID | TSA background checks and fingerprinting processing | 3,325.00 |
| 107 | Terrell Bowie | Travel AAAE Aviation Security Summit Washington DC per-diem | 328.75 |
| 108 | The Gas Company | Gas services | 4,723.55 |
| 109 | The Pitney Bowes Reserve Account | Postage fees | 10.00 |
| 110 | Thomas Savage | Boot reimbursement | 168.55 |
| 111 | Titan Aviation Fuels | Jet A and Avgas fuel inventory purchases | 7,555,745.39 |

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/25/2023

| Line | Company Name | Description | AP Register |
|------|---|--|------------------|
| 112 | Tom Dodson & Associates | Professional services to work pertaining to environmental | 300.00 |
| 113 | Toofon Inc. | Drone product software license and service agreement | 6,739.10 |
| 114 | Trilogy Medwaste West LLC | Waste disposal service for international flights | 2,923.26 |
| 115 | Tri-Valley Industries Inc. | Hangar 763 West Annex roof repair | 51,930.00 |
| 116 | Uline Inc. | PPE & safety supplies | 1,340.09 |
| 117 | Underground Service Alert Of Southern Cal | Notification system for underground utilities | 41.50 |
| 118 | UniFirst | First aid kit refills and replace AED units | 312.96 |
| 119 | Universal Corrosion Services LLC | Bi-monthly surveys/corrosion testing | 789.78 |
| 120 | US Custom & Border Protection | Customs contract and inspection fees | 2,035.26 |
| 121 | US Fueling Solutions | Fuel truck repairs and maintenance | 4,475.13 |
| 122 | Utility Telecom Group LLC | Data Ethernet & phone service-bandwidth & telephone services | 4,468.97 |
| 123 | Verizon Wireless | Wireless phone services | 2,223.18 |
| 124 | VISA | Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals | 48,987.69 |
| 125 | VFS Fire & Security Services | Photography / Videography services | 9,430.00 |
| 126 | VideoFP | Photography / Videography services | 0.00 |
| 127 | Vortex Industries Inc. | Preventative maintenance program for GA hangars and repair doors | 7,208.00 |
| 128 | Western Exterminator Company | Pest control services | 437.00 |
| 129 | Will's Patches | Patches for Security Department uniforms | 739.50 |
| 130 | Wilson & Company Inc. | Landfill surface repairs | 923.31 |
| 131 | Wintrust Specialty Finance | Monthly lease payment - refueler | 6,613.09 |
| 132 | XGraphix LLC | Restricted Area signs for airport | 2,036.12 |
| | | | |
| | | | |
| | Total | | \$ 10,437,237.79 |

**Visa Breakdown
December 2022
SBIAA**

| Line | Description | Vendor | Dept. | Amount |
|------|--|--------------------------------------|-------------|----------|
| 1 | Hospitality-Green Energy Meeting | BJ's Restaurant | Admin | 68.99 |
| 2 | Hospitality Cabazon Tribal Meeting | Guang Lin Cafe | Admin | 41.80 |
| 3 | Hospitality Mead & Hunt Meeting | Taqueria El Tacocho | Admin | 32.23 |
| 4 | Consultant office supplies | Staples | Admin | 118.86 |
| 5 | Standard Office 365 licensing | www.office.com | COB | 515.80 |
| 6 | Basic Office 365 licensing | www.office.com | COB | 701.61 |
| 7 | Premium Office 365 licensing | www.office.com | COB | 220.00 |
| 8 | Satellite TV for Customs Office | Dish Network | HR | 95.68 |
| 9 | CSR interview panel meal | The Habit | HR | 58.60 |
| 10 | Replacement registration card | State of CA DMV | HR | 23.00 |
| 11 | Replacement registration card transaction fee | State of CA DMV | HR | 0.45 |
| 12 | Maintenance grounds worker interview panel meal | Farmer Bros. | HR | 58.23 |
| 13 | CSR interview panel meal | Chipotle | HR | 65.11 |
| 14 | Maintenance Manager interview panel meal | Panera Bread | HR | 31.86 |
| 15 | HR Membership renewal fee | Public Agency Risk Management Assoc. | HR | 150.00 |
| 16 | Employee engagement supplies | Sams Club | HR | 139.82 |
| 17 | 12 Bar stools for 2nd floor terminal cafe | Ebay.com | Development | 601.71 |
| 18 | Annual Air Cargo Association sponsorship | LAACA | Admin | 400.00 |
| 19 | Plaque for 10,000.00th passenger | J & M Trophies | Admin | 68.87 |
| 20 | Flower Wrap for 10,000.00th passenger | Redlands Bouquet Florist | Admin | 85.69 |
| 21 | Foil balloons for 10,000.00th passenger | Party City | Admin | 177.26 |
| 22 | Flower delivery Loving Sentiments Dennis H. | 1800 Flowers | Admin | 59.79 |
| 23 | Custom cotton woven print socks including custom header card | Sock Club Enterprises LLC | Admin | 6,955.20 |
| 24 | AvGas fuel nozzle | Dultmeier Sales | Fuel Farm | 442.50 |
| 25 | Top soil | Home Depot | Maint | 69.34 |
| 26 | Weed whacker heads | Amazon | Maint | 100.91 |
| 27 | Distilled water | Albertsons | Maint | 12.45 |
| 28 | Fiber cloth & strainer | Home Depot | Maint | 46.51 |
| 29 | Silicone silkaflex- to seal cracks and landfill | Crafco | Maint | 810.73 |
| 30 | Vehicle alignment | Gary's Viking Tires | Maint | 75.00 |
| 31 | Radio equipment for fleet truck | MyPilotStore.com | Maint | 78.95 |
| 32 | Vehicle alignment | Gary's Viking Tires | Maint | 75.00 |
| 33 | Electric motor repair-rebuild | Golf Cars of Riverside | Maint | 815.63 |
| 34 | Radio equipment for fleet truck radios | MyPilotStore.com | Maint | 1,208.00 |
| 35 | Distilled water | Stater Bros | Maint | 53.36 |
| 36 | Vehicle alignment | Gary's Viking Tires | Maint | 75.00 |
| 37 | Tow fleet vehicle to dealership | Wilson Towing | Maint | 100.00 |
| 38 | Replacement wheel FBO VW courtesy car | Car Pros Volkswagen | Maint | 598.43 |
| 39 | Fleet bucket equipment repair | A&J Truck Repair | Maint | 400.00 |
| 40 | Electrical connectors | Home Depot | Maint | 56.46 |
| 41 | Control board-gate 1 B | Gate House Supplies | Maint | 383.20 |
| 42 | Caulking for cargo building gate | Home Depot | Maint | 116.28 |
| 43 | Plumbing parts for cargo building water leak | Ferguson | Maint | 24.41 |
| 44 | Access doors Bldg. 673 (domestic terminal) | Grainger | Maint | 334.08 |
| 45 | Shop tools | Home Depot | Maint | 701.19 |
| 46 | Plumbing parts cargo building plumbing leak repairs | Home Depot | Maint | 13.47 |
| 47 | Access doors Bldg. 673 (domestic terminal) | Amazon | Maint | 52.48 |
| 48 | Electric water heater | Grainger | Maint | 370.32 |
| 49 | Tarps-shop tools | Home Depot | Maint | 237.04 |
| 50 | Signs for Bldg. 673 (domestic terminal) | Grainger | Maint | 49.66 |
| 51 | Drywall repair-Bldg. 673 (domestic terminal) | Home Depot | Maint | 194.33 |

**Visa Breakdown
December 2022
SBIAA**

| Line | Description | Vendor | Dept. | Amount |
|------|--|--|-------|----------|
| 52 | PVC trim Bldg. 673 (domestic terminal) | Home Depot | Maint | 26.12 |
| 53 | Wall anchors Bldg. 673 (domestic terminal) | Home Depot | Maint | 21.47 |
| 54 | Mailbox lock sets | Home Depot | Maint | 47.47 |
| 55 | Space heaters Bldg. 680 Captains dorm | Home Depot | Maint | 119.58 |
| 56 | PH meter and buffer capsule set | Grainger | Maint | 188.77 |
| 57 | Paint stencils | Grainger | Maint | 155.98 |
| 58 | Fuel to be used for crew cars-FBO | Chevron | FBO | 82.43 |
| 59 | Fuel to be used for crew cars-FBO | Chevron | FBO | 39.10 |
| 60 | Facebook sponsored posts | Facebook.com | Mktg | 375.74 |
| 61 | Sponsorship FBO | Wings Of Love | Mktg | 511.55 |
| 62 | 10,000th passenger celebration | Crumble Cookies | Mktg | 572.15 |
| 63 | Promotional items SBD airport Custom Beanies | AnyPromo.com | Mktg | 3,254.82 |
| 64 | Stock imagery | Adobe stock | Mktg | 49.99 |
| 65 | Promotional items SBD airport TSA travel bags | AnyPromo.com | Mktg | 2,806.37 |
| 66 | Promotional items SBD airport Luggage tags | AnyPromo.com | Mktg | 1,347.22 |
| 67 | Cable TV - FBO | Netflix | FBO | 19.99 |
| 68 | Cable TV - Satellite FBO | Dish Network | FBO | 143.32 |
| 69 | 2023 membership renewal | NATA | FBO | 395.00 |
| 70 | Marketing T-Shirts | ACCE Embroidery | FBO | 913.30 |
| 71 | Bedding for FBO Snooze room | Amazon | FBO | 76.84 |
| 72 | Storage for FBO garage | Uline | FBO | 803.59 |
| 73 | Hospitality - San Manuel meeting | Stater Bros. | FBO | 61.98 |
| 74 | Bedding for FBO Snooze room | Amazon | FBO | 102.15 |
| 75 | Fuel to be used for crew cars-FBO | Chevron | FBO | 108.07 |
| 76 | Repairs and Maintenance for Refueler trucks | Bassco Services Inc. | FBO | 1,170.00 |
| 77 | Repairs and Maintenance for Refueler trucks | Bassco Services Inc. | FBO | 956.25 |
| 78 | Hospitality Tail # N524AG | Subway | FBO | 31.47 |
| 79 | Hospitality Tail #N524AG | Subway | FBO | 1.98 |
| 80 | Hospitality FBO first shift | Honey Baked Ham | FBO | 94.90 |
| 81 | Hospitality for FBO 2nd and 3rd shift | Miguel's | FBO | 179.98 |
| 82 | Redlands Chamber Rise and Shine event fee | Redlands Chamber of Commerce | HR | 31.17 |
| 83 | Employee background checks | Checkr | HR | 277.96 |
| 84 | Window repair | Mr. Window | HR | 184.00 |
| 85 | Pack of 12 recorded Webinars | TrainHRLearning | HR | 1,329.00 |
| 86 | 3 Custom Luxivair flags | Jon's Flags & Poles Inc. | Admin | 1,261.50 |
| 87 | Application for plan review- Leland's Coffee & The Tarmac Lounge | County of San Bernardino Public Health | Admin | 2,671.40 |
| 88 | Application for plan review- Leland's Coffee & The Tarmac Lounge | County of San Bernardino Public Health | Admin | 68.12 |
| 89 | Catering for Fontana Mayor's Education Coalition | Lunchman Catering | Admin | 1,781.30 |
| 90 | Flags for airport properties | Jon's Flags | Admin | 304.51 |
| 91 | Maintenance training lunch | El Tepeyac | Maint | 131.32 |
| 92 | Beanies swag | Opentip | Maint | 804.98 |
| 93 | Beanies swag | Opentip | Maint | 146.81 |
| 94 | Safety Vests | Full Source LLC | Maint | 112.46 |
| 95 | Christmas holiday decor | 99 Cents Only | Maint | 15.08 |
| 96 | Christmas holiday decor | 100 Cents Only | Maint | 9.02 |
| 97 | Irrigation tool | Basic Irrigation Parts | Maint | 620.41 |
| 98 | Christmas Holiday decor | 99 Cents Only | Maint | 7.05 |
| 99 | Christmas Holiday Decor | Rite Aid | Maint | 11.44 |
| 100 | Credit card gateway service fees - terminal parking lots | Windcave Inc. | IT | 301.00 |

**Visa Breakdown
December 2022
SBIAA**

| Line | Description | Vendor | Dept. | Amount |
|------|---|---|-------|--------------|
| 101 | Agencies website Cloud Server | DigitalOcean | IT | 64.30 |
| 102 | Software license website management | CPanel Inc. | IT | 35.99 |
| 103 | Camera mounting plate | Axis Communications | IT | 11.85 |
| 104 | Communications software | Slack | IT | 43.75 |
| 105 | Music streaming service terminal background music | Soundtrack Your | IT | 49.00 |
| 106 | Credit card gateway service fees - terminal parking lots | Windcave Inc. | IT | 290.00 |
| 107 | AED, First Aid and CPR training for SBIAA /IVDA staff | Redeem CPR | OPS | 1,650.00 |
| 108 | Door Sweeps FBO | Grainger | Maint | 32.47 |
| 109 | Travel CAC Meeting 12/2022 M. Burrows flight | United Airlines | Admin | 212.60 |
| 110 | Travel CAC Meeting 12/2022 M. Burrows flight | Breeze Airways | Admin | 69.00 |
| 111 | Travel AAAE Aviation Security Summit 12/2022 Washington DC J. Galvan flight | Delta Airlines | OPS | 646.20 |
| 112 | Travel AAAE Aviation Security Summit 12/2022 Washington DC T. Bowie-flight | Delta Airlines | OPS | 646.20 |
| 113 | Travel AAAE Aviation Security Summit 12/2022 Washington DC J. Galvan Registration fees | American Association of Airport Executives (A | OPS | 675.00 |
| 114 | Travel AAAE Aviation Security Summit 12/2022 Washington DC T. | American Association of Airport Executives (A | OPS | 675.00 |
| 115 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A | Taxi fares | Mktg | 33.57 |
| 116 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez--baggage fees | Delta Airlines | Mktg | 30.00 |
| 117 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez--meals | Relish Burger | Mktg | 11.88 |
| 118 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A | Alaska Airlines | Mktg | 23.10 |
| 119 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A | Joss Vancouver | Mktg | 21.64 |
| 120 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez---meals | Café Villagio Vancouver | Mktg | 9.04 |
| 121 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez--meals | Sea Camden Vancouver | Mktg | 10.88 |
| 122 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez-lodging | Coast Coal Harbor Hotel | Mktg | 777.39 |
| 123 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez-cab | Taxi fares | Mktg | 31.44 |
| 124 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez-Airport parking fees | SBD International Airport | Mktg | 35.00 |
| 125 | Travel ACI-NA Marketing Conference 10/2022 Vancouver BC Canada A Casarez--meals | Gotham Enterprise | Mktg | 10.99 |
| | | | | \$ 45,068.76 |
| | | | | |
| | | | | |
| | VISA Statement Balance | | | \$ 48,987.69 |
| | Date Prepared: 01/09/2023 | | | |



TO: San Bernardino International Airport Authority Commission

DATE: January 25 , 2023

ITEM NO: 5

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR OCTOBER 31, 2022 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

SBIAA's monthly Treasurer's Report that reconciles cash.

RECOMMENDED ACTION(S)

Receive and file Treasurer's Report for October 31, 2022 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

| | |
|--|-----------------|
| PREPARED BY: | Mark Cousineau |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | N/A |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

Attached is the Treasurer's Report for October 31, 2022, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$8,282,879.38 on October 31, 2022. Bank statements reflect \$7,977,288.84. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items October 31, 2022.

If you have any questions about this report, please contact me at (909) 382-4100 x141.

Attachments:

1. Treasurer's Report for October 31, 2022

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Treasurer Report

October 31, 2022

| <u>Cash</u> | Balance 09/30/22 | Activities | Balance 10/31/22 |
|--|---------------------|-------------------|---------------------|
| <i>Checking Account - Wells Fargo Bank</i> | \$ 8,927,910.10 | \$ (3,123,502.94) | \$ 5,804,407.16 |
| Deposits In Transit: | | | |
| Beginning | 453,152.35 | (453,152.35) | - |
| Ending | | 478,376.20 | 478,376.20 |
| Outstanding Checks: | | | |
| Beginning | (467,668.75) | 467,668.75 | - |
| Ending | | (171,124.17) | (171,124.17) |
| <i>Premium Money Market Account - Wells Fargo Bank</i> | 613,221.76 | (65,575.05) | 547,646.71 |
| Deposits In Transit: | | | |
| Beginning | | | |
| Ending | | | |
| <i>Payroll Account - Wells Fargo Bank</i> | 2,172.19 | 214,991.04 | 217,163.23 |
| Deposits In Transit: | | | |
| Beginning | - | - | - |
| Ending | - | - | - |
| Outstanding Checks: | | | |
| Beginning | - | - | - |
| Ending | | (1,661.49) | (1,661.49) |
| Subtotal | 9,528,787.65 | (2,653,980.01) | 6,874,807.64 |
| <u>Investments</u> | | | |
| <i>Local Agency Investment Funds</i> | 319,826.35 | 1,088.25 | 320,914.60 |
| Deposits In Transit: | | | |
| Beginning | | | |
| Ending | | | |
| Subtotal | 319,826.35 | 1,088.25 | 320,914.60 |
| <u>Investments Held With Fiscal Agent</u> | | | |
| Debt Service Fund-US Bank-2021A series- | 416,624.99 | 679.65 | 417,304.64 |
| Reserve Fund- US Bank 2021A series- | 536,590.69 | 875.35 | 537,466.04 |
| Cost Of Issuance Fund- US Bank 2021A series- | 1,010.47 | 1.65 | 1,012.12 |
| Refunding Fund-US Bank 2021A series- | - | - | - |
| Debt Service Fund-US Bank-2021B series- | 49,095.74 | 16,347.61 | 65,443.35 |
| Debt Service Reserve Fund -US Bank-2021B series- | 65,823.61 | 107.38 | 65,930.99 |
| Cost Of Issuance Fund- US Bank 2021B series- | 1,725.54 | (1,725.54) | 0.00 |
| Construction Fund- US Bank 2021B series | 171,609.79 | (171,609.79) | 0.00 |
| Subtotal | 1,242,480.83 | (155,323.69) | 1,087,157.14 |
| Total Cash and Investments | \$ 11,091,094.83 | (2,808,215.45) | \$ 8,282,879.38 |

I certify that this report accurately reflects all cash and investments for the above period and all the investment is in compliance with San Bernardino International Airport Authority's Investment policy. San Bernardino International Airport Authority shall be able to meet it's expenditure requirement for next six month, anticipating operational fund receipts from IVDA.


Mark Cousineau, Treasurer



TO: San Bernardino International Airport Authority Commission

DATE: January 25 , 2022

ITEM NO: 6

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR NOVEMBER 30, 2022 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

SBIAA's monthly Treasurer's Report that reconciles cash.

RECOMMENDED ACTION(S)

Receive and file Treasurer's Report for November 30, 2022 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

| | |
|--|-----------------|
| PREPARED BY: | Mark Cousineau |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | N/A |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

Attached is the Treasurer's Report for November 30, 2022, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$9,351,574.24 on November 30, 2022. Bank statements reflect \$8,571,179.04. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items November 30, 2022.

If you have any questions about this report, please contact me at (909) 382-4100 x141.

Attachments:

1. Treasurer's Report for November 30, 2022

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Treasurer Report

November 30, 2022

| <u>Cash</u> | Balance 10/31/22 | Activities | Balance 11/30/22 |
|--|---------------------|---------------|---------------------|
| <i>Checking Account - Wells Fargo Bank</i> | \$ 5,804,407.16 | \$ 833,011.75 | \$ 6,637,418.91 |
| Deposits In Transit: | | | |
| Beginning | 478,376.20 | (478,376.20) | - |
| Ending | | 837,270.41 | 837,270.41 |
| Outstanding Checks: | | | |
| Beginning | (171,124.17) | 171,124.17 | - |
| Ending | | (56,875.21) | (56,875.21) |
| <i>Premium Money Market Account - Wells Fargo Bank</i> | 547,646.71 | (39,445.23) | 508,201.48 |
| Deposits In Transit: | | | |
| Beginning | | | |
| Ending | | | |
| <i>Payroll Account - Wells Fargo Bank</i> | 217,163.23 | (218,334.92) | (1,171.69) |
| Deposits In Transit: | | | |
| Beginning | - | - | - |
| Ending | - | - | - |
| Outstanding Checks: | | | |
| Beginning | (1,661.49) | 1,661.49 | - |
| Ending | | - | - |
| Subtotal | 6,874,807.64 | 1,050,036.26 | 7,924,843.90 |
| <u>Investments</u> | | | |
| <i>Local Agency Investment Funds</i> | 320,914.60 | - | 320,914.60 |
| Deposits In Transit: | | | |
| Beginning | | | |
| Ending | | | |
| Subtotal | 320,914.60 | - | 320,914.60 |
| <u>Investments Held With Fiscal Agent</u> | | | |
| Debt Service Fund-US Bank-2021A series | 417,304.64 | 906.63 | 418,211.27 |
| Reserve Fund- US Bank 2021A series | 537,466.04 | 1,167.69 | 538,633.73 |
| Cost Of Issuance Fund- US Bank 2021A series | 1,012.12 | 2.20 | 1,014.32 |
| Refunding Fund-US Bank 2021A series | - | - | - |
| Debt Service Fund-US Bank-2021B series | 65,443.35 | 16,403.63 | 81,846.98 |
| Debt Service Reserve Fund -US Bank-2021B series | 65,930.99 | 143.24 | 66,074.23 |
| Cost Of Issuance Fund- US Bank 2021B series | 0.00 | 0.35 | 0.35 |
| Construction Fund- US Bank 2021B series | 0.00 | 34.86 | 34.86 |
| Subtotal | 1,087,157.14 | 18,658.60 | 1,105,815.74 |
| Total Cash and Investments | \$ 8,282,879.38 | 1,068,694.86 | \$ 9,351,574.24 |

I certify that this report accurately reflects all cash and investments for the above period and all the investment is in compliance with San Bernardino International Airport Authority's investment policy. San Bernardino International Airport Authority shall be able to meet its expenditure requirement for next six month, anticipating operational fund receipts from IVDA.


Mark Cousineau, Treasurer



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 7

PRESENTER: Jeff Barrow, Director of Development

SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT WITH BLACK COFFEE SIGN FABRICATORS, INC. FOR THE RENTAL CARPORT AWNING PROJECT, AND AUTHORIZE THE RELEASE OF RETAINED FUNDS

SUMMARY

The Rental Carport Awning Project is complete.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion for the construction contract with Black Coffee Sign Fabricators, Inc. for the Rental Carport Awning Project, authorize the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. This action does not require a budget adjustment. Funding for this project was included in the adopted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-23 budget in the Property Management Fund, Account 50281 in the amount of \$38,649.82 of which its entirety was expended on this project.

| | |
|--|-----------------|
| PREPARED BY: | Issa Massou |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

As air passenger service commenced on August 4, 2022, and in preparation certain improvements needed to be made at the Rental Carport. The Rental Car Awning had deteriorated due to heavy winds and high temperatures over the years. The construction agreement addressed the northernmost awning, which was the most heavily damaged awning. The new awnings have a mesh-like material that have a high resistance to UV Rays and do not allow water to collect on its surface. Staff reached out to three (3) qualifying firms for proposals:

- | | |
|----------------------------------|------------------------------|
| 1. Black Coffee Sign Fabricators | \$38,649.82 |
| 2. Riverside Awning Co. | Failed to provide a Proposal |
| 3. Accent Awnings | Declined to bid. |

The construction project is now complete. The total cost was the original bid amount of \$38,649.82. There were no change orders.

Staff recommends the Commission approve the above recommended action.

Attachments:

1. Photos





TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 8

PRESENTER: Jeff Barrow, Director of Development

SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT WITH TRI-VALLEY INDUSTRIES, INC. FOR THE WEST ANNEX ROOF REPAIR PROJECT

SUMMARY

The West Annex Roof Repair Project is complete.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion for the construction contract with Tri-Valley Industries, Inc. for the West Annex Roof Repair Project, authorize the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this project was included in the adopted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-23 budget in the Property Management Fund, Account 50281 in the amount of \$57,700.00 of which its entirety was expended on this project.

| | |
|--|-----------------|
| PREPARED BY: | Issa Massou |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The West Annex Roof Repair project will decrease the chances of water intrusion into the building this office portion of the Hangar No. 763 complex currently leased to Unical Aviation, Inc. The roof has been repaired by installing new ACS silicone membrane over the existing roof, as well as sealing all penetrations on the roof ahead of the rainy season. The work also included mechanical, electrical, and plumbing penetrations, repair of faulty valley drain. A 15-Year warranty was also included in the project cost. Staff reached out to 8 (eight) qualifying firms for proposals:

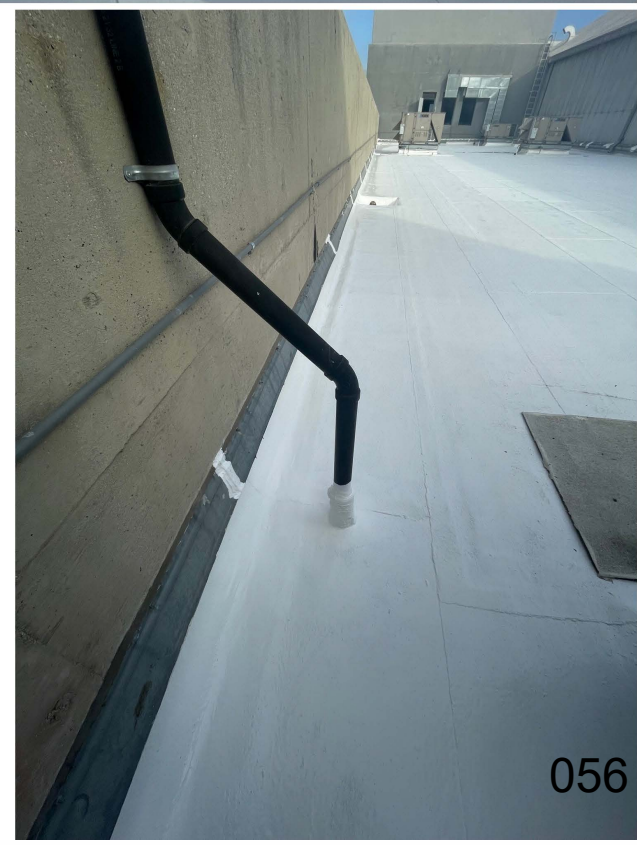
| | |
|------------------------------------|----------------------|
| 1. Tri-Valley Industries, Inc. | \$57,000.00 |
| 2. Best Contracting Services, Inc. | \$98,000.00 |
| 3. Angelus WP | \$117,500.00 |
| 4. Howard and Sons | No Response |
| 5. Superior Roofing, Inc. | No Response |
| 6. Tip Top Roofing, Inc. | No Response |
| 7. Western Pacific Roofing Corp. | No Response |
| 8. Stone Roofing, Inc. | Unqualified Proposal |


The construction project is now complete. The total cost was the original bid amount of \$57,000.00. There were no change orders.

Staff recommends the Commission approve the above recommended action.

Attachments:

1. Photos



| | |
|---|---|
|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 9</p> <p>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</p> |
|---|---|

SUBJECT: APPROVE MEETING MINUTES: NOVEMBER 17, 2022

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the special meeting held Thursday, November 17, 2022.

RECOMMENDED ACTION(S)

Approve meeting minutes of the special meeting held November 17, 2022.

FISCAL IMPACT

None.

| | |
|--|--------------------|
| PREPARED BY: | Jennifer Rodriguez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

None.

Attachments:

1. November 17, 2022 meeting minutes

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SPECIAL MEETING COMMISSION ACTIONS

THURSDAY, NOVEMBER 17, 2022

3:00 P.M. (Closed Session, immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base
for the economic benefit of the East Valley

Commission Members

City of Colton

| | |
|--|-----------------------|
| Mayor Frank J. Navarro, President | Present |
| Councilmember Dr. Luis S. González (alt) | Present (in audience) |

City of Loma Linda

| | |
|-----------------------------|---------|
| Councilmember Rhodes Rigsby | Present |
| Mayor Phillip Dupper (alt) | Absent |

County of San Bernardino

| | |
|--------------------------------|--------|
| Supervisor Dawn Rowe | Absent |
| Supervisor Joe Baca, Jr. (alt) | Absent |

City of San Bernardino

| | |
|----------------------------------|---------|
| Mayor John Valdivia | Present |
| Councilmember Juan Figueroa | Absent |
| Councilmember Fred Shorett (alt) | Absent |

City of Highland

| | |
|-----------------------------|-----------------------|
| Mayor Pro Tem Penny Lilburn | Present |
| Mayor Larry McCallon (alt) | Present (in audience) |

Staff Members and Others Present

| | |
|--|---|
| Michael Burrows, Chief Executive Officer | Scott Huber, Counsel, Cole Huber, LLP |
| Mark Gibbs, Director of Aviation | Catherine Pritchett, Director of Administration |
| Mark Cousineau, Director of Finance | Jeff Barrow, Director of Development |
| Jennifer Farris, Assistant Secretary of the Commission | Jonathan Galvan, Airport Manager |
| Mitch Dattilo, Security Manager | |

The Special Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:07 p.m. on Thursday, November 17, 2022.

A. **CALL TO ORDER / ROLL CALL**

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor John Valdivia in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

There were no closed session items.

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report.

E. **ITEMS TO BE ADDED OR DELETED**

There were no items to be added or deleted.

F. **CONFLICT OF INTEREST DISCLOSURE**

1. President Frank Navarro stated Commission members should note the item(s) listed which might require member abstentions.

There were no conflicts noted.

G. **INFORMATIONAL ITEMS**

Mr. Michael Burrows, Chief Executive Officer, presented the following informational items:

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Report on legislative initiatives
 - c. Report on SBD International Airport Turkey Trot
- 2a. Mr. Mark Gibbs, Director of Aviation, introduced and welcomed Mr. Mitch Dattilo, as SBD's new Airport Security Manager.
- 2b. Mr. Michael Burrows, Chief Executive Officer (CEO), provided a brief report on Agenda Item No. 2b.
- 2c. Mr. Burrows provided a brief report for the 8th Annual Turkey Trot taking place November 24, 2022.

H. **COMMISSION CONSENT ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice.

3. Register of Demands – October 2022
4. Receive and file Treasurer's Report for September 30, 2022 for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion for the construction contract with T&G Construction Services, Inc. for the Leland Norton Way Speed Bump Project
6. Approve Change Order No. 1 with Goss Construction Company, Incorporated with a project cost savings of \$5,500.95 for the Runway 6/24 Joint and Spall Repair Project
7. Approve Meeting Minutes: October 26, 2022

ACTION: Approve Agenda Item Nos. 3-7

| | |
|----------------|---|
| RESULT: | ADOPTED [UNANIMOUSLY] |
| MOTION/SECOND: | Rigsby / Valdivia |
| AYES: | Lilburn, Navarro, Rigsby, and Valdivia. |
| NAYS: | None. |
| ABSTENTIONS: | None. |
| ABSENT: | None. |

I. **COMMISSION ACTION ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice.

8. Adopt Resolution of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the City of San Bernardino Representative

On behalf of the SBIAA Commission, President Frank Navarro, proudly presented a resolution in recognition of services to Mayor John Valdivia.

Mayor John Valdivia thanked Chief Executive Officer, Michael Burrows, and Staff for their dedicated service to the San Bernardino International Airport Authority (SBIAA) Commission. Mayor Valdivia further noted it has been an honor to see the growth that has taken place in the past few years.

ACTION: Adopt Resolution of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the City of San Bernardino representative: Mayor John Valdivia.

9. Approve the award of a contract with JBT AeroTech Corporation in an amount not to exceed \$96,500.84 to provide additional maintenance services on three (3) Passenger Boarding Bridges (PBB's) at the Domestic Terminal

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 9.

ACTION: Approve award of contract with JBT AeroTech Corporation in an amount not to exceed \$96,500.84 for twelve (12) months effective December 1, 2022; and authorize the Chief Executive Officer to execute all related documents.

| | |
|----------------|---|
| RESULT: | ADOPTED [UNANIMOUSLY] |
| MOTION/SECOND: | Valdivia / Lilburn |
| AYES: | Lilburn, Navarro, Rigsby, and Valdivia. |
| NAYS: | None. |
| ABSTENTIONS: | None. |
| ABSENT: | None. |

10. Approve the form of a Lease Agreement with the United States of America, General Services Administration (GSA) for approximately 1,010 square feet of office and related space within the Domestic Terminal Building

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 10.

ACTION: Approve the form of a lease agreement with the United States of America, General Services Administration (GSA) for approximately 1,010 square feet of office and related space within the domestic terminal building for a ten (10)-year term; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Lilburn
AYES: Lilburn, Navarro, Rigsby, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

11. Approve the form of a Reimbursement Agreement with the San Manuel Band of Mission Indians for Traffic Signal Improvements at the Intersection of Victoria Avenue and “W” Street

ACTION: Approve the form of a Reimbursement Agreement with the San Manuel Band of Mission Indians for traffic signal improvements at Victoria Avenue and “W” Street; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Rigsby
AYES: Lilburn, Navarro, Rigsby, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

12. Approve Amendment No. 1 to the service agreement with SITA Information Networking Computing USA, Inc. (SITA) for upgrades to passenger processing equipment at Airline Gate #2 in the Domestic Terminal in an amount not to exceed \$12,494.80

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 12.

ACTION: Approve Amendment No. 1 to the service agreement with SITA Information Networking Computing USA, Inc. to upgrade passenger processing equipment at airline Gate #2 in the domestic terminal in an amount not to exceed \$12,494.80; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rigsby / Valdivia
AYES: Lilburn, Navarro, Rigsby, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2022

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “December, 2022 –Airport Focal Areas” (as contained on pages 128-130 in the Agenda Packet) and provided a brief report on Agenda Item No. 13.

This item was for discussion purposes only; no formal action was taken.

ACTION: Review the Action Plan for the San Bernardino International Airport Authority through December 31, 2022.

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments

L. **COMMISSION MEMBER COMMENT**

President Frank Navarro and Secretary Penny Lilburn wished everyone a Happy Thanksgiving.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:23 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 25, 2023.

Jennifer Farris
Assistant Secretary of the Commission



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 10

PRESENTER: Catherine Pritchett, Director of Administration

SUBJECT: ADOPT RESOLUTION NO. 2023-01 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) PROCLAIMING THE EXISTENCE OF A TEMPORARY EMERGENCY DUE TO EXTENSIVE DAMAGE TO SBIAA STORM DRAIN CHANNELS FOR THE PURPOSE OF TEMPORARILY SUSPENDING BIDDING REQUIREMENTS; AND DELEGATING THE AUTHORITY FOR RELATED ACTIONS TO THE CHIEF EXECUTIVE OFFICER

SUMMARY

In January 2023, the San Bernardino International Airport Authority (SBIAA) experienced multiple heavy rain events. The influx of water flow in the 3rd Street Channel/City Creek Bypass and the South Drainage Channel resulted in significant damage to the storm drain systems, which are both owned and maintained by the SBIAA. SBIAA staff performed immediate clean-up work and installed temporary mitigation measures while qualified engineers and contractors are identified for detailed damage assessments, cost estimates and repairs. Proclaiming the existence of a temporary emergency will temporarily suspend bidding requirements to expedite engineering estimates and repairs.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2023-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of a temporary emergency for the purpose of temporarily suspending bidding requirements; and delegating the authority for related actions to the Chief Executive Officer.

FISCAL IMPACT

The total estimated cost of damages is approximately \$3 million; \$1.5 million per location. A request for potential disaster recovery assistance through the California Disaster Assistance Act (CDAA) has been initiated.

| | |
|--|---------------------|
| PREPARED BY: | Catherine Pritchett |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

In January 2023, the San Bernardino International Airport Authority (SBIAA) experienced heavy rains during what has been identified regionally as the 2023 Winter Weather Storm Event. The influx of water resulted in significant water flow in the 3rd Street Channel/City Creek Bypass and the South Drainage Channel, both owned and maintained by the SBIAA. SBIAA staff performed immediate clean-up work and installed temporary mitigation measures while qualified engineers and contractors are identified for detailed damage assessments, cost estimates and repairs. Proclaiming the existence of a temporary emergency will temporarily suspend bidding requirements to expedite engineering estimates and repairs.

A number of concrete side panels extending upstream from Victoria Avenue downstream to Sterling Avenue in the 3rd Street Channel/City Creek Bypass have been damaged. Heavy water flow eroded the base of the panels, destabilizing them. Many of these same panels were damaged during a similar rain event in 2014; however, CDAA reimbursement funds were limited to repairing the panels to their original specs, and did not allow for needed improvements. The high velocity water flow also displaced riprap and created an abundance of silt at multiple sites throughout the channel.

The heavy rain also inundated the Airport South Channel, which extends from the eastern boundary of the Airport to an exit channel located on Tippecanoe and Central Ave. The South Channel also experienced severe erosion, the displacement of riprap, and silt build up at multiple sites throughout the channel.

A request for potential disaster recovery assistance through the California Disaster Assistance Act (CDAA) has been initiated. A request to rescind the Temporary State of Emergency will be brought to the Commission for approval once it has been determined that all emergency repairs to both drainage systems are complete.

SBIAA Staff requests approval of the above recommended action and will provide regular updates to the Commission on the status of repairs, cost, and reimbursements.

Attachments:

1. SBIAA Resolution No. 2023-01

RESOLUTION NO. 2023-01

RESOLUTION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) PROCLAIMING THE EXISTENCE OF A TEMPORARY EMERGENCY DUE TO EXTENSIVE DAMAGE TO SBIAA STORM DRAIN CHANNELS FOR THE PURPOSE OF TEMPORARILY SUSPENDING BIDDING REQUIREMENTS AND DELEGATING THE AUTHORITY FOR RELATED ACTIONS TO THE CHIEF EXECUTIVE OFFICER

WHEREAS, the San Bernardino International Airport Authority (the "SBIAA") is a governmental entity duly organized and existing as a joint powers authority pursuant to Government Code Section 6500, et seq., and the SBIAA was established to own and operate the aviation facilities, hangars, fixed base operator facilities, and other aviation related properties (collectively, "Aviation Facilities") located upon the former Norton Air Force Base within the City of San Bernardino; and

WHEREAS, Public Contract Code Section 22050 provides as follows: "(a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body (the "Commission"), may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. (2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency;" and

WHEREAS, the Public Contract Code Section 1102 provides that "emergency," means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services;" and

WHEREAS, in January 2023, multiple heavy rain events dropped an abundance of rainwater onto Airport property and the surrounding region, causing high velocity water flow in the 3rd Street Channel/City Creek Bypass and South Drainage Channel; and

WHEREAS, it has been determined that, because of these storms, the structural integrity to portions of the two water channels has been significantly compromised resulting the probability of further deterioration and potential harm for SBIAA staff, tenants, and customers: and

WHEREAS, the Commission of the San Bernardino International Airport Authority does hereby find that the aforesaid conditions necessitate declaration of an emergency as defined in the Public Contract Code; and

WHEREAS, Section 20550 further provides that the Commission, by a four-fifths vote delegate, by resolution may delegate nonelected agency officer, the authority to order any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts pursuant to paragraph (1) of subdivision (a) thereof; and

WHEREAS, Section 20550 further provides for the nonelected Agency officer to report the actions taken to repair the damage caused by the emergency and the Commission to review such actions at each regular meeting until the need for such action is terminated; and

WHEREAS, when the Commission reviews the emergency action, it shall terminate the action as soon as safe conditions warrant so the remainder of the emergency action may be completed by giving notice for bids for contracts; and

WHEREAS, the adoption of this Resolution and action taken pursuant to it is exempt from CEQA as follows: CEQA Guidelines Section 15359 defines an emergency as "a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or

mitigate loss of, or damage to life, health, property, or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage; and Public Resources Code Section 21080 (b)(4) exempts "specific actions necessary to prevent or mitigate an emergency. " Public Resources Code Section 21080 (b)(2) also exempts "emergency repairs to public service facilities necessary to maintain service. "

NOW, THEREFORE, BE IT RESOLVED by the Commission of SBIAA that:

1. The Recitals set out above are true and correct.
2. The Commission declares the existence of an emergency pursuant to Public Contract Code Section 22050;
3. The Commission further delegates such authority to the Chief Executive Officer, with direction to place a report and review of such action on upcoming agendas as required by Section 20050 and to take any and all other action necessary to implement this Resolution, including but not limited to filing a Notice of Exemption.

[SIGNATURE ON FOLLOWING PAGE]

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 25th day of January 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank J. Navarro, President
San Bernardino International Airport Authority

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary of the Commission
San Bernardino International Airport Authority

I, Jennifer Farris, Assistant Secretary of the Commission of the San Bernardino International Airport Authority ("SBIAA") do hereby certify that the foregoing Resolution No. 2023-01 was duly and regularly passed and adopted by the SBIAA Commission at a Regular meeting thereof, held on the 25th day of January 2023, and that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary of the Commission
San Bernardino International Airport Authority



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 11

PRESENTER: Catherine Pritchett, Director of Administration

SUBJECT: ADOPT RESOLUTION NO. 2023-02 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AUTHORIZING SUBMISSION OF FORM 130 - DESIGNATION OF APPLICANT'S AGENT RESOLUTION TO THE STATE OF CALIFORNIA'S EMERGENCY MANAGEMENT AGENCY; AND DELEGATE AUTHORITY FOR EMERGENCY RELATED ACTIONS TO THE CHIEF EXECUTIVE OFFICER

SUMMARY

In January 2023, the San Bernardino International Airport Authority (SBIAA) experienced multiple heavy rain events. The influx of water flow in the 3rd Street Channel/City Creek Bypass and the South Drainage Channel resulted in significant damage of the storm drainage system, which are both owned and maintained by the SBIAA. The SBIAA may be eligible to receive financial assistance through the California Disaster Assistance Act (CDAA). An administrative requirement for CDAA funding is a current designation of authorized agents through submittal of a California Emergency Management Agency (Cal EMA) Form 130 - Designation of Applicant's Agent Resolution. The most recent Form 130 was approved in 2014, and now void.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2023-02 authorizing submission of Form 130 - Designation of Applicant's Agent Resolution to the State of California's Emergency Management Agency; and delegate authority for emergency related actions to the Chief Executive Officer.

FISCAL IMPACT

The initial damage report to Cal EMA is estimated at \$3 million. A request for potential reimbursement has been initiated. If awarded, CDAA disaster recovery funds are provided on a 75%-25% cost share (state/local) and paid as reimbursement for actual expenses or in advance for eligible expenses.

| | |
|--|---------------------|
| PREPARED BY: | Catherine Pritchett |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The California Disaster Assistance Act (CDAA) authorizes the Secretary of the California Emergency Management Agency (Cal EMA) to administer a disaster assistance program that provides financial support from the State for disaster related costs incurred by local agencies.

In January 2023, the San Bernardino International Airport Authority (SBIAA) experienced heavy rains during what has been identified regionally as the 2023 Winter Weather Storm Event. The influx of water resulted in significant water flow in the 3rd Street Channel/City Creek Bypass and the South Drainage Channel, both owned and maintained by the SBIAA. The total estimated cost of damages to these channels is approximately \$3 million; \$1.5 million per location.

Eligible expenses for CDAA funds include damage to roads, bridges, water control facilities, public buildings, public utilities, and damage to parks/recreation facilities. If approved, CDAA funds would offset costs associated with engineering and repairs. Funding for the betterment of facilities is not eligible. However, mitigation measures may be eligible for reimbursement if the improvements will substantially reduce the risk of repetitive or future damage or loss resulting from a similar incident.

An administrative requirement to receive CDAA funds of Cal EMA is the designation of authorized agents through submittal of a Cal EMA Form 130 - Designation of Applicant's Agent Resolution (Attachment 1). Form 130 identifies the designation of an agent, preferably multiple agents, to authorize documents for processing reports, reimbursement requests, and all other matters pertaining to financial assistance. Funding is not provided until this form has been approved by the State. The form is valid for three (3) years following the date of approval by the SBIAA Commission. The last Form 130 was approved by the Commission in 2014, and now void.

It is recommended that individual names not be assigned on the Form 130. Therefore, it is recommended that the SBIAA Commission designate the Chief Executive Officer, the Director of Finance and the Director of Administration as authorized agents for all matters pertaining to CDAA funding.

Adoption of this Resolution approves submittal of Form 130 and delegates the authority for related actions to the Chief Executive Officer.

Attachments:

1. Cal EMA Form 130
2. SBIAA Resolution 2023-02

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☐ This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature)

(Title)

Cal EMA Form 130 **Instructions**

A new Designation of Applicant's Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.

When completing the Cal EMA Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Applicant: This is the official name of the non-profit, agency, city, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal EMA Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

RESOLUTION NO. 2023-02

RESOLUTION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AUTHORIZING SUBMISSION OF FORM 130 - DESIGNATION OF APPLICANT'S AGENT RESOLUTION TO THE STATE OF CALIFORNIA'S EMERGENCY MANAGEMENT AGENCY (CAL EMA)

WHEREAS, the San Bernardino International Airport Authority (the "SBIAA") is a governmental entity duly organized and existing as a joint powers authority pursuant to Government Code Section 6500, et seq., and the SBIAA was established to own and operate the aviation facilities, hangars, fixed base operator facilities, and other aviation related properties (collectively, "Aviation Facilities") located upon the former Norton Air Force Base within the City of San Bernardino; and

WHEREAS, the SBIAA has from time to time experienced emergency situations resulting in the need to request financial disaster assistance from state and federal agencies; and

WHEREAS, Public Contract Code Section 1102 identifies "emergency," as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and

WHEREAS, in January 2023, multiple heavy rain events dropped an abundance of rainwater onto Airport property and the surrounding region, causing high velocity water flow in the 3rd Street Channel/City Creek Bypass and South Drainage Channel; and

WHEREAS, federal and state financial assistance for costs incurred as a result of a disaster is available through the California Emergency Management Agency (Cal EMA); and

WHEREAS, applications for federal and state financial assistance are processed through Cal EMA, which requires adoption of a Resolution by the local agency to submit Cal EMA Form

130 designating the SBIAAs representatives authorized to submit applications for disaster assistance; and

WHEREAS, an updated Cal EMA Form 130 must be submitted to Cal EMA by Resolution every three years, and

WHEREAS, the Cal EMA Form 130 hereby submitted by adoption of this Resolution is both event specific for the January weather event and for all future disasters up to three years following the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Commission of SBIAA that:

1. The Recitals set out above are true and correct;
2. The Commission declared the existence of an emergency on January 25, 2023;
3. The Commission authorizes the submission of Form 130;
4. The Commission designates the positions of Chief Executive Officer, Director of Finance and the Director of Administration as the SBIAA's authorized agents to execute disaster requests on behalf of the SBIAA for all current and future emergency situations and disasters up to three years following the date of this Resolution.

[SIGNATURE ON FOLLOWING PAGE]

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 25th day of January 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank J. Navarro, President
San Bernardino International Airport Authority

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary of the Commission
San Bernardino International Airport Authority

I, Jennifer Farris, Assistant Secretary of the Commission of the San Bernardino International Airport Authority ("SBIAA") do hereby certify that the foregoing Resolution No. 2023-02 was duly and regularly passed and adopted by the SBIAA Commission at a Regular meeting thereof, held on the 25th day of January 2023, and that the foregoing is a full, true, and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary of the Commission
San Bernardino International Airport Authority



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 12

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2022-2023

SUMMARY

The proposed adjustments to the Fiscal Year 2022-2023 San Bernardino International Airport Authority's (SBIAA) budget are to fund the increase in various expenses related to improvements, repairs and replacement work required to initiate and expand passenger air service and airport operations. This proposed adjustment for Fiscal Year 2022-2023 is detailed in the "Proposed Budget Adjustments Table."

RECOMMENDED ACTION(S)

Consider and adopt budget adjustment reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2022-2023.

FISCAL IMPACT

The composition for the requested adjustments are detailed in the "Proposed Budget Adjustments Table". The combined net effect on the San Bernardino International Airport Authority's Fiscal Year 2022-2023 Budget, if approved, would be a net increase in net income of \$5,391,682. SBIAA has sufficient revenues in the current adopted budget, cash on hand, and other resources to cover the net effect for this budget adjustment.

| | |
|--|-----------------|
| PREPARED BY: | Mark Cousineau |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

On May 16, 2022, the Commission conducted a budget workshop to receive information and provide direction on proposed expenditures and capital projects totaling \$2,492,233 to prepare for the initiation of new passenger service. The SBIAA Executive Ad Hoc Committee previously reviewed this portfolio of proposed expenditures. It was anticipated that the proposed expenditures would bridge Fiscal Years 2021-2022 and 2022-2023, affecting both fiscal years based on the work performed in each fiscal year.

On June 22, 2022, the San Bernardino International Airport Authority (SBIAA) Commission adopted the SBIAA Budget for Fiscal Year 2022-2023. SBIAA staff determined the following adjustments are necessary based on changes since the budget was approved.

The net effect of the proposed budget adjustments is an increase of budgetary net income by \$5,391,682. The total increase in revenues and estimated revenues in the proposed budget adjustments is \$6,816,682 and the total increase in the proposed and ratified expenditures is \$1,425,000. The increase in budgetary revenues is based on the actual receipt of \$7,316,682 in proceeds from the December 2022 liquidation of the former Rialto Airport landholdings by the City of Rialto, which will be held in the Capital Projects fund consistent with SBIAA's investment policy.

Increases in budgetary expenditures are for capital and information technology system outlays necessary to initiate and prepare for passenger air service (\$521,000); supporting and expanding advertising and marketing for new and existing passenger service (\$485,000); replacement of the instrument landing system due to a lightning strike (\$156,000); and increased airport operating costs for equipment and operating supplies, insurance, janitorial services, U.S. Customs contract services, software, meetings and conference activities, employee recruitment, and increased electrical usage (\$263,000).

PROPOSED BUDGET ADJUSTMENTS TABLE

| Proposed Adjustments | | | Approved Budget | Proposed Adjustments | Adjusted Budget |
|---|--------------------------|---|--------------------|-------------------------|--------------------|
| <i>Expenditures & Transfers Out</i> | | | | | |
| A | General Fund | 50279 - Equipment and Operating Supplies | \$ 30,000 | \$ 15,000 | \$ 45,000 |
| B | General Fund | 50340 - Insurance | 296,172 | 64,000 | 360,172 |
| C | Property Management Fund | 50340 - Insurance | 184,115 | (986) | 183,129 |
| C | Luxivair SBD (FBO) | 50340 - Insurance | 47,544 | 986 | 48,530 |
| D | General Fund | 50261 - IT Equipment & Communications | 740,000 | 500,000 | 1,240,000 |
| E | General Fund | 50415 - Janitorial | 156,330 | 62,000 | 218,330 |
| F | General Fund | 50426 - U.S. Customs Contract | 325,000 | 60,000 | 385,000 |
| G | General Fund | 50375 - Software | 110,000 | 25,000 | 135,000 |
| H | General Fund | 50570 - Professional Svc-Special Approach | 170,000 | (100,000) | 70,000 |
| H | General Fund | 50620 - ILS Contract | 50,000 | 256,000 | 306,000 |
| I | General Fund | 50290 - Advertising | 600,000 | 390,000 | 990,000 |
| I | General Fund | 50323 - Marketing - Supplies | 108,000 | 15,000 | 123,000 |
| I | General Fund | 50550 - Professional Svc-Marketing | 182,000 | 80,000 | 262,000 |
| J | General Fund | 50372 - Meetings and Conferences | 100,000 | 10,000 | 110,000 |
| K | General Fund | 50332 - Recruiting Expense | 7,500 | 7,000 | 14,500 |
| L | General Fund | 50060 - Airline Support - Operating Expense | 236,591 | 21,000 | 257,591 |
| M | Luxivair SBD (FBO) | 50431 - Electric - Fuel Farm | 25,000 | 20,000 | 45,000 |
| Increase (Decrease) in expenditures & transfers out | | | | <u>1,425,000</u> | |
| <i>Revenues & Transfers In</i> | | | | | |
| D | Capital Projects Fund | 42101 - Land Sale Proceeds (Rialto) | 500,000 | 6,816,682 | 7,316,682 |
| Increase (Decrease) in revenues & transfers in | | | | <u>6,816,682</u> | |
| Net Budget Adjustment, Revenues in Excess of Expenses | | | | <u>\$ 5,391,682</u> | |

Notes:

- A:** Increase of \$15,000 to acquire, install, and program Security Department electronic key control system from Coin Security Systems that integrates with extant badging and facility access system to control vehicles and access to the secured found property room and lockers.
- B:** An increase of \$64,000 due primarily to a change in the SBIAA-IVDA joint agency insurance premium allocation methodology that is more precise and robust. Secondary factors include hardening of the insurance market, new assets, and loss experience.
- C:** Interfund transfer to cure budget deficit (FBO) using budget surplus (Property Management).
- D:** Increase of \$500,000 is caused by TSA and FAA system security requirements that arose in FY 2022-23 in conjunction with the preparation of SBD International Airport for passenger carrier services, and lapsed FY 2021-22 purchase orders due to project delays.

- E:** Increase of \$62,000 is to pay for FY 2021-22 vendor invoices that were received in the second quarter of FY 2022-23 and increased janitorial services in the Domestic Terminal due to the initiation of daily passenger service.
- F:** \$60,000 increase is a U.S. Customs contractually required technology refresh of hardware and software used by U.S. Customs at the airport. This will be a contract expense.
- G:** Increase of \$25,000 for four (4) years of electronic approval workflow software. The software, OneSpan, is used to approve Purchase Requests, Purchase Orders, and other documents. OneSpan did not timely invoice SBIAA for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23. The expense will be allocated between SBIAA and IVDA on an 85:15 ratio.
- H:** A net increase of \$156,000 in budgetary expenditures is to replace SBIAA's instrument landing system (ILS) with a next generation ILS as the current ILS is inoperable. Parts and components for the existing ILS system technology are no longer manufactured. The total capital outlay for a new ILS is estimated at \$256,000 that is comprised of a \$100,000 transfer from 50570 - Professional Services-Special Approach plus a new budgetary expense request of \$156,000.
- I:** An increase of \$485,000 for additional advertising and marketing support services for the launch of commercial service to Las Vegas and continued promotion of commercial service from San Bernardino International Airport will increase these services from \$890,000 to \$1,375,000 across the three advertising and marketing accounts.
- J:** \$10,000 increase to meet the additional demand for meeting and conferences related to passenger services, pandemic deferred meetings and conferences, and the effect of inflationary cost increases.
- K:** An increase of \$7,000 is needed to continue recruitment of a growing workforce and related vacancies.
- L:** \$21,000 increase to cure the budgetary deficit that resulted from the compressed schedule and multiple overlapping projects with changing specifications and scope of work experienced during the passenger service airport readiness activity at the cusp of FY 2021-22 through the first quarter of FY 2022-23.
- M:** Increase of \$20,000 to meet projected FY 2022-23 fuel farm electrical demand.

Staff recommends the Commission approve the proposed budget adjustments.

Attachments:

1. None



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 13

PRESENTER: Mark Gibbs, Director of Aviation

SUBJECT: APPROVE CHANGE ORDER NO. 2 WITH GOSS CONSTRUCTION COMPANY, INCORPORATED WHICH CARRIES A COST IMPACT OF \$91,478.41 FOR THE RUNWAY 6/24 JOINT AND SPALL REPAIR PROJECT

SUMMARY

Change Order No. 2 incorporates the time impact caused by rain delays, late take-offs and pullbacks, as well as certain expedited shipping costs in order to meet construction phasing timelines ahead of increased aircraft activity during the fourth quarter period.

RECOMMENDED ACTION(S)

Approve Change Order No. 2 with Goss Construction Company, Incorporated with a cost impact of \$91,478.41 for the Runway 6/24 Joint and Spall Repair Project; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that Change Order No. 2 is approved, the new contract amount would be \$3,920,365.86, which would not require an adjustment to the approved Fiscal Year 2022-2023 Budget in the Capital Project Fund, Account 52603 - Runway Joint Seal Project in the amount of \$4,183,012.00.

| | |
|--|-----------------|
| PREPARED BY: | Kevin Vejar |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

On May 25, 2022, the San Bernardino International Airport Authority (SBIAA) Commission authorized the award of a contract with Goss Construction Co. Inc. for the Runway 6/24 Joint and Spall Repair Project. This project provides for the re-construction of expansion joints between each of the concrete panels throughout the runway. The project includes repair of minor concrete spalls prior to reconstructing the expansion joints, and re-painting the runway upon successful completion of the joint and spall repair work.

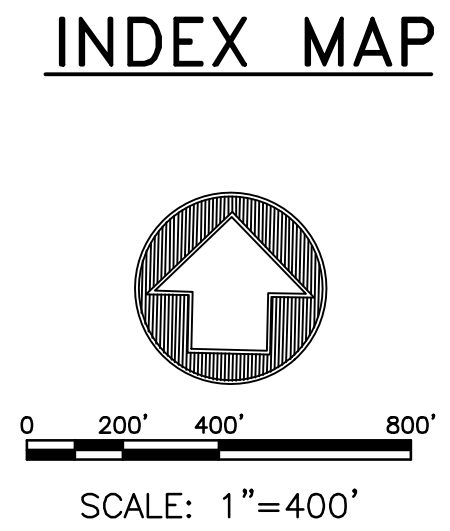
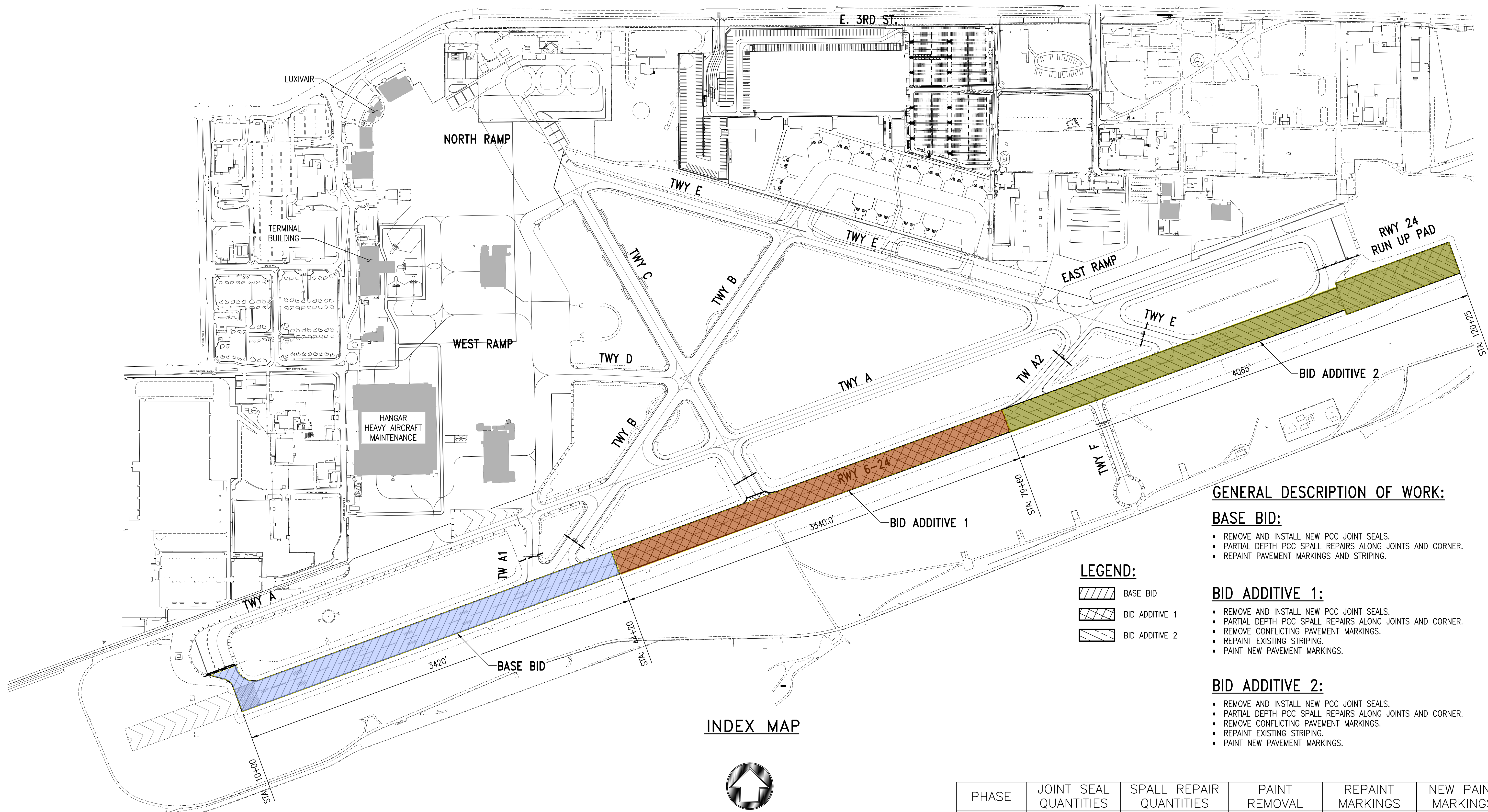
During the course of construction, there were unforeseen events such as rain delays, and other time impacts that increased the amount of the contract. The net change order is 2% and falls within the contingency allocated at the time of award. Below is the breakdown:

| | |
|-------------------------------|---------------------|
| - Original Project Amount | \$ 3,834,388.40 |
| - Executed Change Order No. 1 | \$ (5,500.95) |
| - Proposed Change Order No. 2 | <u>\$ 91,478.41</u> |
| - New Project Amount | \$ 3,920,365.86 |

Staff recommends the Commission approve the above recommended action.

Attachments:

1. Site Map
2. Proposed Change Order No. 2



LEGEND:

- BASE BID
- BID ADDITIVE 1
- BID ADDITIVE 2

GENERAL DESCRIPTION OF WORK:

BASE BID:

- REMOVE AND INSTALL NEW PCC JOINT SEALS.
- PARTIAL DEPTH PCC SPALL REPAIRS ALONG JOINTS AND CORNER.
- REPAINT PAVEMENT MARKINGS AND STRIPING.

BID ADDITIVE 1:

- REMOVE AND INSTALL NEW PCC JOINT SEALS.
- PARTIAL DEPTH PCC SPALL REPAIRS ALONG JOINTS AND CORNER.
- REMOVE CONFLICTING PAVEMENT MARKINGS.
- REPAINT EXISTING STRIPING.
- PAINT NEW PAVEMENT MARKINGS.

BID ADDITIVE 2:

- REMOVE AND INSTALL NEW PCC JOINT SEALS.
- PARTIAL DEPTH PCC SPALL REPAIRS ALONG JOINTS AND CORNER.
- REMOVE CONFLICTING PAVEMENT MARKINGS.
- REPAINT EXISTING STRIPING.
- PAINT NEW PAVEMENT MARKINGS.

| PHASE | JOINT SEAL QUANTITIES | SPALL REPAIR QUANTITIES | PAINT REMOVAL | REPAINT MARKINGS | NEW PAINT MARKINGS |
|------------|-----------------------|-------------------------|---------------|------------------|--------------------|
| BASE BID | 78,650 LF | 170 SQUARE FEET | 1,200 SF | 70,000 SF | 2,300 SF |
| ADDITIVE 1 | 77,350 LF | 300 SQUARE FEET | 1,000 SF | 32,000 SF | 2,000 SF |
| ADDITIVE 2 | 79,700 LF | 160 SQUARE FEET | 4,000 SF | 58,000 SF | 29,000 SF |

| MARK | REVISIONS | BY | APPR. | DATE |
|------|-----------|----|-------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



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SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
APPROVED BY: JULY 2020
DATE
APPROVED BY: _____ DATE

| | |
|---|-------------------------|
| SAN BERNARDINO INTERNATIONAL AIRPORT | DATE JULY 1, 2020 |
| RUNWAY 6-24 JOINT AND SPALL REPAIR PROJECT | DRAWING NUMBER C-101 |
| OVERALL PROJECT PLAN | SHEET NUMBER 5 OF 23 |



Inland Valley Development Agency
San Bernardino International Airport Authority
1601 E. 3rd Street
San Bernardino, CA 92408
Phone: (909) 382-4100 FAX: (909) 382-4106



Change Order 2 to Contract: Runway 624 Joint and Spall Repair Project, dated May 25, 2022 by and between: San Bernardino International Airport Authority (Agency), and Goss Construction Company Inc. (Contractor), the Contractor is hereby directed to make the following change in contract work:

| ITEM | DESCRIPTION OF CHANGES | TYPE | AMOUNT |
|------|--|------|--------------------|
| 2-1 | Overtime Saturday and Sunday | Add | \$22,231.68 |
| 2-2 | Expedited Freight Costs | Add | \$1,339.31 |
| 2-3 | Lost Time due to Amazon Late Take-Off | Add | \$9,235.79 |
| 2-4 | Loss of Production due to pullback | Add | \$19,798.20 |
| 2-5 | Time Extension due to rain | Add | \$15,641.08 |
| 2-6 | Bird Damage to Joint Seal | Add | \$2,731.62 |
| 2-7 | Additional Traffic Control and Supervision | Add | \$20,500.73 |
| | Total Cost Change Order 2. | | \$91,478.41 |

Original Contract Amount: \$3,834,388.40
Previously Approved Change Order No. 1: **\$5,500.95**
Proposed Change Order 2: **\$91,478.41**

New Contract Amount: \$3,920,365.86

ACCEPTANCE:


Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order and acknowledges that the compensation (time and cost) set forth in the Change Order comprises the total compensation due for the work or change defined in the Change Order, including all impact on any unchanged work. By signing the Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order, plus all payment for the interruption of schedules, extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other Work under this Contract. The signing of the Change Order acknowledges full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitute the total equitable adjustment owed the Contractor as a result of the change. The Contractor agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the Work under this contract. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable Sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents.

Accepted by Contractor _____

Date: _____

Approved by Agency _____

Date: _____

| | |
|---|--|
|  | <p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 25, 2023</p> <p>ITEM NO: 14</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p> |
|---|--|

SUBJECT: APPROVE CHANGE ORDER NO. 1 WITH GRIFFITH COMPANY WITH A PROJECT COST SAVINGS OF \$317,477.26 FOR THE TAXIWAY SHOULDER IMPROVEMENT PROJECT

SUMMARY

Change Order No. 1 revises the bid quantities due to the conflict that arose between the existing taxiway airfield lighting and the construction of the new taxiway shoulders. The two major components to this deductive change order is the deletion of Bid Item 9 (8 inch thick crushed aggregate base course) from scope of work as well as the change in unit price, unit quantity and unit of measure for Bid Item 7 (unclassified earthwork).

RECOMMENDED ACTION(S)

Approve Change Order No. 1 with Griffith Company with a project cost savings of \$317,477.26 for the Taxiway Shoulder Improvement Project; and authorize the Chief Executive Officer to execute all related documents

FISCAL IMPACT

None. Change Order No. 1 reduces the project cost in the amount of \$317,477.26 from the adjusted Fiscal Year 2022-2023 Budget in the Capital Project Fund, Account 52270 - Taxiway Shoulder Improvement Project in the amount of \$4,332,270.00 with no change in the approved adjusted budget that was previously approved by the San Bernardino International Airport Authority (SBIAA) Commission.

| | |
|--|-----------------|
| PREPARED BY: | Kevin Vejar |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

On November 24, 2021, the San Bernardino International Airport Authority (SBIAA) Commission authorized Staff to advertise construction plans for this project. Project plans and specifications were advertised as a Notice Inviting Bids on the SBIAA website and notices published in four local newspapers in accordance with SBIAA Policies and Procedures, and Federal Aviation Administration (FAA) Procurement Requirements. Two (2) qualified contractors submitted sealed bids on January 11, 2022, of which Griffith Company submitted the most competitive bid proposal for this project.

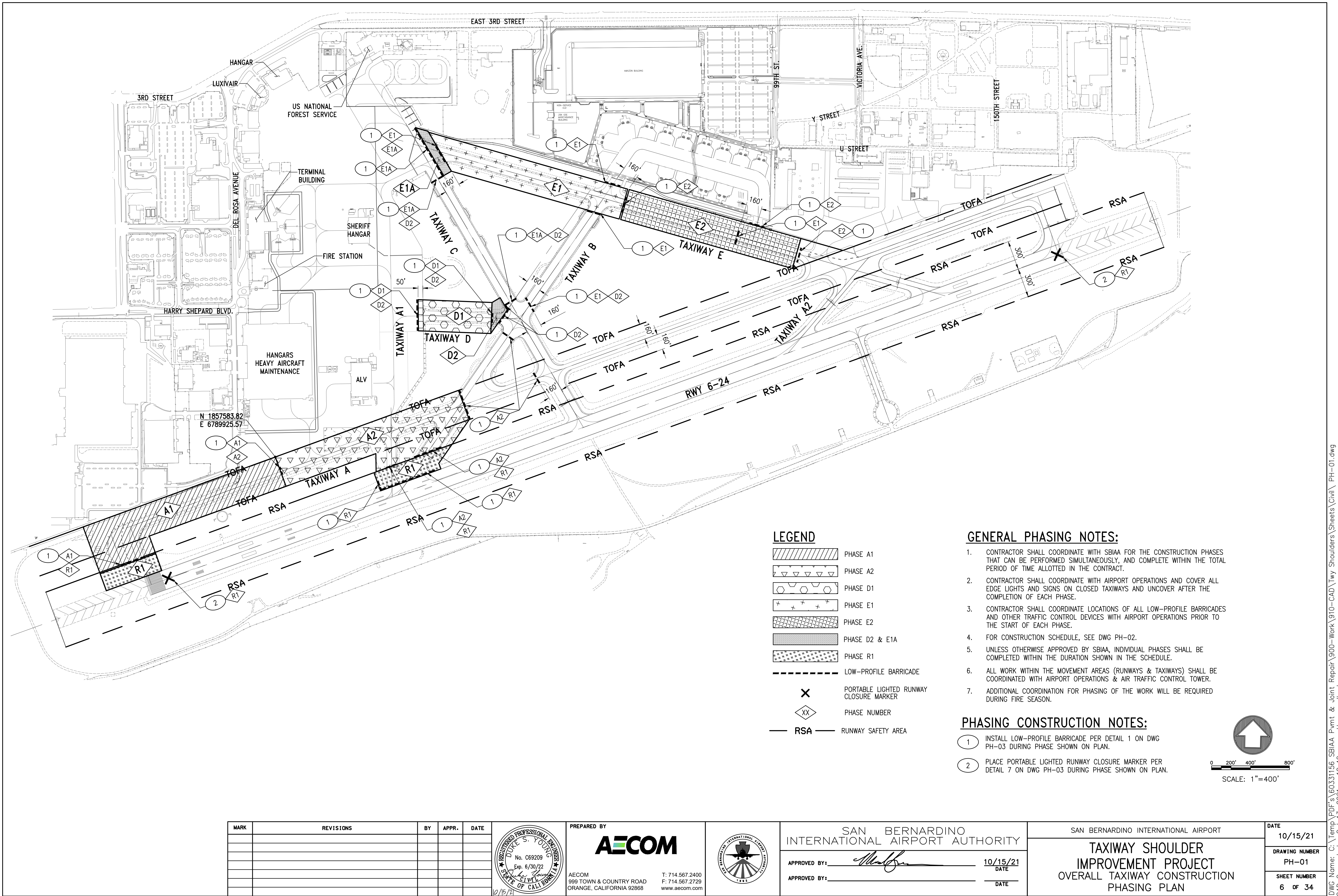
During the course of construction, staff determined that the scope of work changed due to the location of the existing airfield lighting and the depth of new taxiway shoulders. This resulted in a negative change order in the amount of \$317,447.26.

- Original Project Amount: \$ 3,983,650.00
- Proposed Change Order No. 1: \$ (317,477.26)
- New Project Amount: \$ 3,666,172.74

Staff recommends the Commission approve the above recommended action.

Attachments:

1. Site Map
2. Change Order No. 1



LEGEND

- PHASE A1
- PHASE A2
- PHASE D1
- PHASE E1
- PHASE E2
- PHASE D2 & E1A
- PHASE R1
- LOW-PROFILE BARRICADE
- PORTABLE LIGHTED RUNWAY CLOSURE MARKER
- PHASE NUMBER
- RSA RUNWAY SAFETY AREA

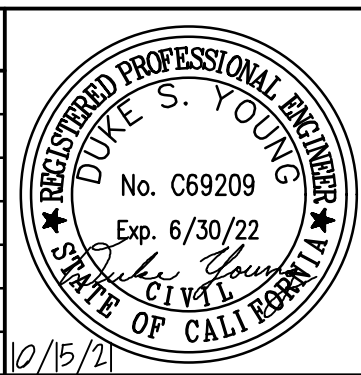
GENERAL PHASING NOTES:

- CONTRACTOR SHALL COORDINATE WITH SBIAA FOR THE CONSTRUCTION PHASES THAT CAN BE PERFORMED SIMULTANEOUSLY, AND COMPLETE WITHIN THE TOTAL PERIOD OF TIME ALLOTTED IN THE CONTRACT.
- CONTRACTOR SHALL COORDINATE WITH AIRPORT OPERATIONS AND COVER ALL EDGE LIGHTS AND SIGNS ON CLOSED TAXIWAYS AND UNCOVER AFTER THE COMPLETION OF EACH PHASE.
- CONTRACTOR SHALL COORDINATE LOCATIONS OF ALL LOW-PROFILE BARRICADES AND OTHER TRAFFIC CONTROL DEVICES WITH AIRPORT OPERATIONS PRIOR TO THE START OF EACH PHASE.
- FOR CONSTRUCTION SCHEDULE, SEE DWG PH-02.
- UNLESS OTHERWISE APPROVED BY SBIAA, INDIVIDUAL PHASES SHALL BE COMPLETED WITHIN THE DURATION SHOWN IN THE SCHEDULE.
- ALL WORK WITHIN THE MOVEMENT AREAS (RUNWAYS & TAXIWAYS) SHALL BE COORDINATED WITH AIRPORT OPERATIONS & AIR TRAFFIC CONTROL TOWER.
- ADDITIONAL COORDINATION FOR PHASING OF THE WORK WILL BE REQUIRED DURING FIRE SEASON.

PHASING CONSTRUCTION NOTES:

- INSTALL LOW-PROFILE BARRICADE PER DETAIL 1 ON DWG PH-03 DURING PHASE SHOWN ON PLAN.
- PLACE PORTABLE LIGHTED RUNWAY CLOSURE MARKER PER DETAIL 7 ON DWG PH-03 DURING PHASE SHOWN ON PLAN.

| MARK | REVISIONS | BY | APPR. | DATE |
|------|-----------|----|-------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |



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ORANGE, CALIFORNIA 92668
T: 714.567.2400
F: 714.567.2729
www.aecom.com



SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
APPROVED BY: *[Signature]* 10/15/21
DATE
APPROVED BY: _____ DATE

SAN BERNARDINO INTERNATIONAL AIRPORT
**TAXIWAY SHOULDER
IMPROVEMENT PROJECT
OVERALL TAXIWAY CONSTRUCTION
PHASING PLAN**
DATE
10/15/21
DRAWING NUMBER
PH-01
SHEET NUMBER
6 OF 34



**Inland Valley Development Agency
San Bernardino International Airport Authority**
1601 E. 3rd Street
San Bernardino, CA 92408
Phone: (909) 382-4100 FAX: (909) 382-4106



Change Order 1 to Contract: Taxiway Shoulder Improvement Project, dated June 22, 2022 by and between: San Bernardino International Airport Authority (Agency), and Griffith Company (Contractor), the Contractor is hereby directed to make the following change in contract work:

| ITEM | DESCRIPTION OF CHANGES | TYPE | AMOUNT |
|------|---|--------|-----------------------|
| 1-1 | Unclassified Earthwork | Credit | \$(166,871.84) |
| 1-2 | 12-inch Subgrade Scarify and Recompact | Add | \$261,408.10 |
| 1-3 | 8-inch Thick Crushed Aggregate Base Course | Credit | \$(636,500.00) |
| 1-4 | CO#01, Electrical Repair Allowance | Add | \$200,000.00 |
| 1-7 | Geotechnical Investigation | Add | \$22,699.01 |
| 1-8 | Asphalt Pavement Core Drilling (RFI #09 Response) | Add | \$1,787.47 |
| | Total Cost Change Order 1. | | \$317,477.26 |

Original Contract Amount: **\$ 3,983,650.00**
Proposed Change Order 1:

New Contract Amount: **\$ 3,666,172.74**

ACCEPTANCE:

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order and acknowledges that the compensation (time and cost) set forth in the Change Order comprises the total compensation due for the work or change defined in the Change Order, including all impact on any unchanged work. By signing the Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order, plus all payment for the interruption of schedules, extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other Work under this Contract. The signing of the Change Order acknowledges full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitute the total equitable adjustment owed the Contractor as a result of the change. The Contractor agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the Work under this contract. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable Sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents.

Accepted by Contractor _____

Date: _____

Approved by Agency _____

Date: _____



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 15

PRESENTER: Mark Gibbs, Director of Aviation

SUBJECT: APPROVE AN AGREEMENT WITH DBT TRANSPORTATION SERVICES, LLC (DBT) FOR THE INSTALLATION OF A THALES ILS 420 GLIDESLOPE IN AN AMOUNT OF \$232,780.58 WITH A 10% CONTINGENCY NOT TO EXCEED \$23,278

SUMMARY

This proposed agreement would provide installation of specialized radio-navigation landing equipment, the ILS 420 Glide Slope, manufactured by Thales Group, and specialized technical services for installation, calibration, and certification in coordination with Federal Aviation Administration (FAA) equipment and flight support personnel.

RECOMMENDED ACTION(S)

Approve an agreement with DBT Transportation Services, LLC (DBT) for installation, calibration, and certification of a new ILS 420 Glideslope in an amount of \$232,780.58 with a 10% contingency not to exceed \$23,278; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for the new instrument landing system (ILS) will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the General Fund, Account 50620 - ILS Contract, in the amount of \$306,000 of which up to \$256,100 is allocated for this project.

| | |
|--|-----------------|
| PREPARED BY: | Jonathan Galvan |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The Airport owns and operates an Instrument Landing System (ILS), a specialized radio-navigation system that allows pilots to land at SBD during inclement weather conditions. The ILS (Localizer and Glide Slope) provides pilots with a precision instrument approach to Runway 6. During a recent storm the Glide Slope portion of the ILS was struck by lightning and rendered inoperable, limiting the utility of the ILS to a localizer only, non-precision approach.

The Thales ILS 420 is the latest version of the ILS approved by the Federal Aviation Administration (FAA) for use in the United States and is deployed throughout the National Airspace System (NAS), with an FAA completed In-Service Decision in June 2015. Staff has submitted a claim with the Airport's insurance carrier to recover Glide Slope replacement costs due to the nature of the loss (lightning strike).

The Federal Aviation Administration (FAA) requires ILS equipment to comply with rigorous technical requirements administered through ongoing system monitoring, scheduled inspections, and as-necessary callout services to ensure system reliability and safety standards. Technical services are accomplished by FAA certified technicians. DBT is the current, and only known FAA approved contractor that provides services necessary for the installation, calibration, and certification of this specialized radio-navigation equipment. In addition, DBT has provided services and the best value to SBD for over 20 years.

Staff recommends the Commission approve the above recommended actions.

Attachments:

1. DBT Proposal - ILS 420 Glide Slope equipment and installation

DBT Transportation Services, LLC
1500 CityWest Blvd
Suite 550
Houston TX 77042



San Bernardino International Airport
1601 E 3rd St Ste 100
San Bernardino CA 92408

| Original | | SALES QUOTATION |
|-----------------|---------------|-----------------|
| Document Number | Document Date | Page |
| 2683239 | 11/07/2022 | 1/2 |

Customer No.
CASANBKSB092408

Your Reference
420 Glideslope Subsystem

Payment Terms
Net 30

Your Contact
Barbara Baca
916-396-3863
bbaca@allweatherinc.com

Delivery Address
San Bernardino International Airport
1601 E 3rd St Ste 100
San Bernardino CA 92408
Mark Dennis
mdennis@sbdairport.com
909-252-7959

Currency: \$

| | Description | Quantity | UoM | Price | Total |
|-----|--|----------|-----|--------------|--------------|
| 001 | 420 GS, SEDF Glideslope Electronic Subsystem Item Code: NAVAID Parts | 1 | | 119,975.0000 | \$119,975.00 |
| 002 | Including battery kit, shelter installation kit, manuals, and portable computer. | | | | |
| 003 | Spares, 420 single equipment common and GS unique spares Item Code: NAVAID Parts | 1 | | 29,013.0000 | \$29,013.00 |
| 004 | Freight included. Taxes will be added to invoice. | | | | |
| 005 | GA Antenna, Glideslope Antenna Parts Item Code: NAVAID Parts | 1 | | 49,170.0000 | \$49,170.00 |
| 006 | Coax Cable and Connectors Item Code: NAVAID Parts | 1 | | 2,100.0000 | \$2,100.00 |
| 007 | Includes 3 - GS Antennas 3 - GS Antenna Mounting Kits GS Antenna Manual / Includes Freight. Taxes added to invoice. | | | | |

Subtotal: 200,258.00

DBT Transportation Services, LLC

1500 CityWest Blvd
Suite 550
Houston TX 77042



Original

Document Number

2683239

SALES QUOTATION

Document Date

11/07/2022

Page

2/2

Currency: \$

Subtotal: 200,258.00

| Description | Quantity | UoM | Price | Total |
|---|----------|-----|------------|-------------|
| 008 Service days for Install of Upgrade/Replacement | 10 | | 1,500.0000 | \$15,000.00 |
| Item Code: Servday - T&M APS w/Contract | | | | |

Tax Details

| Tax Code | Tax % | Net | Tax |
|----------|-------|------------|-----------|
| #1VY9DVC | 0.50 | 200,258.00 | 1,001.29 |
| #L7G4290 | 7.25 | 200,258.00 | 14,518.71 |
| #XBLAEP0 | 1.00 | 200,258.00 | 2,002.58 |

Quotation Subtotal: \$ 215,258.00

Total Before Tax: \$ 215,258.00

Total Tax Amount: \$ 17,522.58

Total Amount: \$ 232,780.58

Additional Expenses

Shipping Type: See Notes

Quotation Valid Until: 12/07/2022

PURCHASER'S ACCEPTANCE

This Quotation is deemed accepted when Purchaser returns the acknowledgement copy of this Quotation with a valid Purchase Order Number (when applicable).

The DBT Transportation Services Standard Terms of Sales are incorporated herein by reference .

Purchaser: _____
Billing Address: _____
E-Mail Address: _____
Signature: _____
Title: _____
Purchase Order No: _____
Ship to Address: _____

Website:

www.dbttranserv.com

Phone:

844-343-8328

Fax:

970-237-3526



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 16

PRESENTER: Amber Casarez, Marketing Manager

SUBJECT: APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH AVIATRIX COMMUNICATIONS, LLC IN AN AMOUNT NOT TO EXCEED \$220,000 FOR MARKETING AND OUTREACH INITIATIVES SUPPORTING PASSENGER SERVICE AT SBD INTERNATIONAL AIRPORT

SUMMARY

On October 26, 2022, the SBIAA Commission approved an amended agreement with Aviatrix Communications, LLC in an amount not to exceed \$500,000 to support ongoing marketing and outreach initiatives including promotion of new passenger service at SBD International Airport. Amendment No. 2 to the existing agreement would further marketing initiatives primarily due to the recent announcement of new service from San Bernardino to Las Vegas and Hartford, CT. The proposed Amendment No. 2 is in the amount of \$220,000 for a total not to exceed contract amount of \$720,000 during Fiscal Year 2022/2023.

RECOMMENDED ACTION(S)

Approve Amendment No. 2 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$220,000 in a total not to exceed contract amount of \$720,000; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for marketing services and related advertising will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the General Fund, Account 50550 - Professional Services- Marketing (\$80,000) and Account 50290 - Advertising (\$140,000), in the aggregate amount of \$1,252,000 of which \$220,000 is allocated to the related services. .

| | |
|--|-----------------|
| PREPARED BY: | Amber Casarez |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

On October 26, 2022 the SBIAA Commission approved an amended agreement with Aviatrix Communication, LLC in an amount not to exceed \$500,000. Marketing initiatives have been an important driver bringing awareness to Inland Empire residents of new travel options available from their local airport. In less than four months from launch of first-ever service from San Bernardino, new routes to Las Vegas and Hartford CT were announced, necessitating additional marketing initiatives to bring awareness to these new travel options.

Aviatrix Communications, LLC is a full-service marketing firm focused exclusively on airports and aviation clients to develop and execute successful marketing strategies that include advertising, public relations, website, and branding campaigns. A strategic mix of services, and cadence of messaging campaigns are necessary to support ongoing awareness promotion of new passenger service markets, Las Vegas and Hartford CT launching from San Bernardino on February 16, 2023.

Amendment No. 2 would increase the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$220,000 for a total contract amount not to exceed \$720,000.

Staff recommends the Commission approve the above recommended actions.

Attachments:

1. Form of Amemdment No. 2

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

**AMENDMENT NO. 2 TO
AGREEMENT FOR PROFESSIONAL SERVICES
[AVIATRIX COMMUNICATIONS, LLC]**

This Amendment No. 2 to the Agreement for Professional Services is entered into and shall be effective as of the 25th day of January 2023, by and between the SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY, a joint powers authority created pursuant to Government Code Sections 6500, et seq. ("SBIAA"), and AVIATRIX COMMUNICATIONS, LLC a California Limited Liability Corporation (the "Consultant").

I. RECITALS

A. The SBIAA and Consultant entered into that certain Agreement for Professional Services to perform professional marketing and advertising services supporting commercial passenger service outreach for San Bernardino International Airport during fiscal year 2022-2023 ("Agreement");

B. The SBIAA and Consultant desire to amend the terms of the Agreement as described herein and considered as Amendment No. 1 effective January 25, 2023.

II. AGREEMENTS

NOW, THEREFORE, in consideration of the mutual covenants, premises, and agreements and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the SBIAA and Consultant agree as follows:

1. The total amount not to exceed Amendment No. 2 contract amount is \$220,000; for a total revised contract amount as provided in Section 4A of \$720,000 during Fiscal Year 2022/23.

III. MISCELLANEOUS PROVISIONS

1. Unless otherwise provided herein, all capitalized and/or defined terms herein shall have the same meaning given to such capitalized and/or defined terms in the Agreement.

2. Except as amended hereby, all of the terms and provisions of the Agreement are hereby reaffirmed and remain in full force and effect. In the event there is a conflict between the terms and provisions of the Agreement the terms and provisions of this Amendment No. 1, the terms and provisions of this Amendment No. 1 shall control.

///

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be executed by the authorized signatures of the officers of each of them as of the date first referenced above.

SBIAA

San Bernardino International Airport Authority,
a joint powers authority

By: _____
Michael Burrows, Chief Executive Officer

ATTEST:

Jennifer Farris, Assistant Secretary of the Commission

CONSULTANT

AVIATRIX COMMUNICATIONS, LLC

By: _____
Katie Franco, Owner

EXHIBIT 1

SBD Proposed Scope of Work – Passenger Service Support

DRAFT

SCOPE OF WORK

For the SAN BERNARDINO International Airport Passenger Service outreach

Aviatrix Communications LLC (“Consultant”) proposes to provide the following scope of work for the San Bernardino International Airport (“Client”) to execute an exciting, comprehensive outreach program that promotes the Client within the region, including the recent acquisition and expansion of commercial airline service. Consultant is able to complete all of the work listed below when requested by the Client. Additional project-related outreach not specifically listed in this scope of work can be accomplished at the Consultant’s hourly rate.

PROCESS and DELIVERABLES

We pride ourselves on using our aviation expertise to articulate our clients’ powerful impacts on their communities.

OUR PROCESS

For the first time in its history, the Client is able to offer commercial airline service and attract a new line of customers. The airport has a new role in the community, but one which the region may not yet be aware. The Client and Consultant are seeking to actively change the behavior of area residents, and it takes a multifaceted approach to succeed.

The team at Aviatrix Communications will use every tool and team member at its disposal. In addition to the Project Principal, Project Director, Public Relations Manager, Marketing Manager, Creative Director and Website Developer, the Consultant also has access to additional freelance support for photography, copywriting, Spanish translation, and on-the-ground event support.

PROJECT DELIVERABLES

For the San Bernardino International Airport, the Consultant will provide comprehensive communications services that encompass public relations and media management, event management and creative development and advertising placement.

PUBLIC RELATIONS AND SOCIAL MEDIA MANAGEMENT

The Consultant proposes to undertake several public relations efforts for the Client, including developing a media strategy for garnering consistent and positive attention to the airline service, creating key messages for the program, and promoting the information through the airport’s website and communications channels. Fact sheets, media pitches, and press releases are also integral to the success of the project, and are included in this strategy.

The Consultant will also continue sharing the Client's messaging on its social media channels, including developing monthly content calendars and assisting with images and graphics as requested.

EVENT COORDINATION

If requested, Aviatrix Communications will design, facilitate, and execute any events surrounding airport activities and passenger service, including media tours, stakeholder events, promotional contests, tabling and sponsorship opportunities, and public events.

Other related events, including employee or tenant celebrations, can be added to this scope if requested.

ADVERTISING AND MEDIA BUYS

Consultant will explore all options for promoting the Client and its services, including traditional and print media, and social and digital advertising. Consultant will coordinate advertising budgets and outlets with the airline or other partners, as well as general airport advertising.

Consultant will develop a comprehensive advertising budget that accommodates airport messaging, airline and partner updates, and holiday travel pushes. Consultant will recommend an advertising budget for an average of six-month periods across a broad spectrum of channels. Client will determine final budget.

Advertising placement, program revisions, and reporting will be billed at 15% of the final ad budget.

WEBSITE DEVELOPMENT

To stay in line with the updated passenger-facing website, Consultant proposes a new website for the San Bernardino International Airport Authority. Consultant will utilize updated airport imagery, links to the new flysbd.com, and ensure the Client's website is ADA compliant and secure. If desired, the Consultant can instead integrate the Airport Authority information into flysbd.com, which would enable all interested parties to learn about the San Bernardino International Airport in a single easy-to-use location.

Consultant will also continue to maintain the new flysbd.com website, including monthly maintenance, security, annual license management, and content updates as required. Monthly maintenance fees are set at \$225, and annual licenses are estimated to be approximately \$800, depending on the Client's decision to implement new plug-ins or features.

CREATIVE DEVELOPMENT

Over the remainder of the fiscal year, Consultant will provide creative development for a variety of Client projects. Such materials include quality content for print, digital, outdoor, radio, and social media; posters, flyers, and printed collateral; website graphics; presentations; temporary and permanent signage; and more. All materials will be able to be translated into Spanish as needed.

AIRPORT REBRAND

As the Client's services expand in the community, it may require a new brand that identifies the airport as a new, convenient commercial service airport. Consultant offers to develop a modern, memorable brand that encourages residents to Fly SBD. The brand package would include a new logo, messaging, color palette, typography, and guidelines for use. After the brand is approved,

the Consultant will develop a strategy for rolling out the new brand. Such a strategy would be developed, overseen, and implemented via a separate scope of work.

PRICING

Consultant will provide the above work at the rates listed below. Efforts not specifically listed shall be performed at the staff hourly rate.

| ITEM | RATE |
|--|------------------|
| Event Management | Hourly rates |
| Public Relations | Hourly rates |
| Creative Development | Hourly rates |
| Advertising Plan and Implementation | 15% of media buy |
| SBIAA Website Development (monthly maintenance fees, annual licenses not included) | \$20,000 |
| Monthly website maintenance for flysbd.com | \$225/MO |
| Approximate annual website licensing fees | \$800 |
| Airport Rebrand | \$45,000 |
| Hourly Rate – a blended hourly rate for all staff | \$175 |

BILLING AND CONDITIONS

The Consultant will invoice the Client monthly for the hourly rates of all staff. Media buys on behalf of the Client will be invoiced upon receipt of advertising invoices. SBIAA website development will be billed in two increments: 50% (\$10,000) upon approval of website design, and 50% (\$10,000) upon site launch. Airport rebrand will be billed the full amount upon Client approval of brand architecture. All payments, reimbursements, and additional hourly rates will be made payable to Aviatrix Communications LLC, and are due net 30 days after receipt of invoice.

Additional Terms and Conditions

Approved Consultant Travel to be Paid by Client

Consultant travel is not included in this scope of work. If requested, the Consultant will bill the Client for the cost of travel. Travel expenses include reasonable hotel rooms, gas, and meals. Mileage reimbursement will be calculated using the IRS allowable rate for the year incurred. Any overnight travel by the Consultant for this project, and the Consultant's estimated travel expenses, must be approved by Client in advance.

Third Party Costs to be Paid by Client

The Client acknowledges that the Consultant is providing only services in this proposal. No hard costs such as third-party advertising fees are included in the monthly or hourly fees payable to the Consultant. The Client will be responsible for paying any hard costs or third-party advertising costs, website licenses, and stock photography. If Client requests Consultant to pay a third party on Client's behalf, Consultant will charge Client an administrative fee equal to 15 percent of the bill. Third-party costs must be approved by the Client in advance.

Copyright

The final products created by the Consultant will be entirely owned by the Client, for whatever uses it deems necessary. However, the Consultant reserves the right to use elements in its work history and future business solicitations.

signatures

If the Client agrees to the terms above, please sign and return to the Consultant. This Agreement will be effective January 25, 2023 (the "Effective Date").

Mark Gibbs
Director of Aviation
San Bernardino International Airport Authority

Kathryn Franco Jones
Owner
Aviatrix Communications, LLC

Date: _____

Date: _____



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 17

PRESENTER: Jonathan Galvan, Airport Manager

SUBJECT: APPROVE THE PURCHASE OF THREE (3) 2022 CHEVROLET COLORADO VEHICLES TO BE USED AS AIRPORT MAINTENANCE SUPPORT VEHICLES, FROM MARK CHRISTOPHER CHEVROLET IN AN AMOUNT NOT TO EXCEED A COMBINED TOTAL OF \$110,000.00.

SUMMARY

The Airport Grounds Maintenance Department has experienced substantial personnel growth this year. Personnel growth, combined with the department's existing vehicles nearing the end of their useful life, necessitates the purchase of new reliable vehicles to support repair and maintenance of the airfield and surrounding airport properties. Quotes for three (3) new Chevrolet Colorado's were obtained from three (3) vendors, of which Mark Christopher Chevrolet was the lowest responsive bidder, in the amount of \$109,561.15 for the three (3) new vehicles. The bid amount includes DMV fees, titles, and taxes, plus an allowance for any unforeseen ancillary costs in the amount of \$438.85. Approval of this item would authorize the purchase of three (3) new Chevrolet Colorado trucks.

RECOMMENDED ACTION(S)

Approve the purchase of three (3) new, 2022 Chevrolet Colorado trucks for Grounds Maintenance in an amount inclusive of taxes, titles, and DMV fees totaling \$109,561.15, plus an allowance for any unforeseen ancillary costs in the amount of \$438.85 with Mark Christopher Chevrolet for a total not to exceed amount of \$110,000; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this purchase is included in the approved San Bernardino International Airport Authority Budget in the General Fund, Account 50440 - Vehicle Replacement, in the amount of \$145,000, of which up to \$110,000 is allocated to this purchase.

| | |
|--|-----------------|
| PREPARED BY: | Jonathan Galvan |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

The Airport Grounds Maintenance Department currently services the airfield, landside paved and landscaped areas with a crew of 15 Employees and four (4) support vehicles. Due to the limited number of vehicles available to transport crew and equipment, coverage is limited to four (4) locations at any given time. The addition of three (3) vehicles will increase efficiency and airport property coverage locations.

The Grounds Maintenance Department current vehicles include:

| | <u>Asset</u> | <u>Year</u> | <u>Make / Model</u> |
|----|--------------|---------------------|---|
| 1. | 07-89 | 2008 | Ford F-150 Pickup 2x4 |
| | a. | 108,748 Miles | |
| | b. | Fair Condition | |
| 2. | 17-02 | 2017 | Ford F-150 SuperCrew CL 2x4 Pickup |
| | a. | 45,217 Miles | |
| | b. | Good Condition | |
| 3. | 01-66 | 2001 | Chevrolet 2500 Ext Cab Utility Pickup 2x4 |
| | a. | 166,737 Miles | |
| | b. | Fair Condition | |
| 4. | 07-88 | 2007 | Ford F-150 Pickup 2x4 |
| | a. | 95,362 Miles | |
| | b. | Good/Fair Condition | |

All four (4) vehicles will remain in service with the addition of the new three (3) vehicles in support of the Airport Grounds Maintenance Department.

The addition of three (3) new 2022 Chevrolet Colorado trucks will allow Grounds Maintenance Crews to apply more efficient coverage to the Airfield and Landside maintenance locations.

Staff requests that the SBIAA Commission approve the above recommended action.

Attachments:

1. Quotes
2. Bid tabulation

MARK Christopher

Matt Martin

From: Jason Ho <jho@markchristopher.com>
Sent: Monday, January 9, 2023 10:12 AM
To: Matt Martin
Subject: Pricing for the Colorado's

Good Morning Matt, this is Jason from Mark Christopher here in Ontario .

Here are numbers (OTD)for the Colorado's .

Please let me know if you need anything else ! 😊

2wd Stock number 66736

OTD \$ 34,372.92

Tax ...\$ 2472.75

DMV \$501.75

2wd Stock number 66740

OTD \$ 33,836.56

Tax ..\$2433.81

DMV \$498.75

4wd Stock number 66741

OTD \$41,351.67

Tax ..\$29,753.92

DMV \$656.75

3 Avail.

T.B.



TOM BELL
CHEVROLET
(877) 331-8131
800 Alabama Street, Redland CA 92374

40th
Anniversary

Sales Contact: Peter Hernandez

Phone: 9095572028

Email: repreplies@tombellchevy.com

Hi MATT!

This is your personalized quote for the 2022 Chevrolet Colorado at Tom Bell Chevrolet. Feel free to contact Peter at phernandez@tombellchevy.com if you have any questions regarding this process.

Your vehicle of interest



New 2022 Chevrolet Colorado **2WD Crew**

Cab 128" Work Truck

Stock: N220817

VIN: 1GCGSBEN3N1331097

Odometer: 3

Color: Summit White

Engine: V6 Cylinder Engine

Transmission: 8-Speed Automatic

Select the payment that works for you:

Finance Options

| | |
|----------------------------|--------------------|
| Term | 1 mo. |
| Interest rate | 0% APR |
| \$0.00 Cash down | \$37,092.41 |

[Show more details...](#)

X3

Contact Us

Submit

1 Avail.
2 in Transit

Matt Martin

From: Peter Hernandez <repreplies@tombellchevy.com>
Sent: Monday, January 9, 2023 2:39 PM
To: Matt Martin
Subject: RE: RE: Tom Bell Chevrolet "Colorado"

Quote was sent. We do have two more identical trucks coming in. These trucks still have no ETA.

Vin: 1GCGSBEN1N1333737

Vin: 1GCGSBEN9N1333744

VIN: 1GCGSBEN3N1331097
Model Year: 2022
Make: Chevrolet
Model: Colorado
12M43-WT Crew Cab, Short Box
PEG: 2WT-Work Truck Option Package 2WD
Primary Color: GAZ-Summit White
Trim: H2R-Jet Black / Dark Ash Cloth Interior Trim
Engine: LGZ-Engine: 3.6L, 6Cyl Gas
Transmission: M5T-8-Speed Automatic Transmission
Event Code: 5000-Delivered to Dealer
Order #: CCWFZV
MSRP: \$32,360.00
Order Type: TRE - Retail Stock
Stock #: N220817
Inventory Status: Available

Chargeable Options

| | MSRP |
|---|-------------|
| G80: Automatic Locking Rear Differential | \$325.00 |
| LGZ: Engine: 3.6L, 6Cyl Gas | \$1,485.00 |
| PCN: WT Convenience Package | \$530.00 |
| UE1: OnStar Communication System | \$475.00 |
| Z82: Trailering Package | \$250.00 |

No Cost Options

GU6: Rear Axle, 3.42 Ratio
M5T: 8-Speed Automatic Transmission
YF5: California Emissions
R6V: BLACK PAINTED GRILLE BAR

Riverside Chevy.

Matt Martin

From: Tahir Ali <tali@myriversidechevy.com>
Sent: Monday, January 9, 2023 2:53 PM
To: Matt Martin
Subject: 2022 Chevy Colorado's

Hello Mr Martin

Thank you for your interest in these 2022 Chevy Colorado

Vin # N1309289 selling price is 40005 minus any 500 rebate plus tax and license Est OTD is 43102

Please call me at 909-2107474 thanks

Sent from [Mail](#) for Windows

Your privacy is important to us. To view the categories of personal information we collect and the purposes for which the information is used, or to exercise your rights under the California Consumer Privacy Act (CCPA), visit <https://www.oremorautomotive.com/privacy.htm>.

only 1 Avail.

Inland Valley Development Agency
1601 East Third Street
San Bernardino, CA 92408-0131



San Bernardino Int'l Airport Authority
1601 East Third Street
San Bernardino, CA 92408-0131

QUOTE SUMMARY SHEET

Requestor Name: Stephen McIntyre

Date: 01/18/23

Requesting Agency: ☒ SBIAA ☐ FBO ☐ IVDA

Requesting Division: Maintenance

Attachments (List): _____

General description of items/services requested and reasons:

Maintenance Vehicles

| Item # | Date Quote Rec'd | Vendor Name | Address | Contact Person | Phone # / Email | Price Quoted |
|--------|------------------|------------------------------|--|-----------------|-----------------------------|--------------|
| 1 | 01/18/23 | Mark Christopher Auto Center | 2131 E Convention Center Way SUITE A, Ontario, CA 91764 | Jason Ho | jho@markchristopher.com | \$109,561.15 |
| 2 | 01/18/23 | Tom Bell Chevrolet | 800 Alabama St, Redlands, CA 92374 | Peter Hernandez | repreplies@tombellchevy.com | \$111,277.23 |
| 3 | 01/18/23 | Riverside Chevy | 8200 Auto Dr, Riverside, CA 92504 | Tahir Ali | tali@myriversidechevy.com | \$129,306.00 |

Notes: Two out of the three trucks from Mark Christopher Auto Center are 2 wheel drive and the other 4 wheel drive.

Tom Bell trucks are only 2 wheel drive, currently only one truck is available with the other two in transit. Riverside Chevy only has one truck available.

None of the local dealerships had any EV or Hybrid Trucks available within the next 4 to 6 months.



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 18

PRESENTER: Mark Dennis, IT Manager

SUBJECT: APPROVE AMENDMENT NO. 2 TO THE SERVICE AGREEMENT WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA) FOR UPGRADES TO PASSENGER PROCESSING EQUIPMENT AT AIRLINE GATE #2 IN THE DOMESTIC TERMINAL IN AN AMOUNT NOT TO EXCEED \$12,494.83

SUMMARY

In preparation for upcoming flights to Las Vegas that begin February 16, 2023, additional work was identified to make airline Gate #2 in the domestic terminal fully operational. SITA is contracted for, and installed the Common Use Passenger Processing System (CUPPS) that streamlines passenger processing through an integrated system of tracking and data necessary to support airline operations in the domestic terminal. SITA's scalable IT solution is now necessary to support additional flights through airline Gate #2.

RECOMMENDED ACTION(S)

Approve Amendment No. 2 to the service agreement with SITA Information Networking Computing USA, Inc. to upgrade passenger processing equipment at Airline Gate #2 in the Domestic Terminal in an amount not to exceed \$12,494.83; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for this improvement will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the General Fund, Account 50261 - IT Equipment & Communications, in the amount of \$1,240,000 of which \$12,495 is allocated for Gate 2 improvements.

| | |
|--|-----------------|
| PREPARED BY: | Mark Dennis |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

On November 17, 2022, the San Bernardino International Airport Authority (SBIAA) Commission approved an amended contract with SITA for improvements to Airline Gate #2. However, that scope was incomplete, and additional passenger processing equipment is required for a fully functional gate position through this Amendment No. 2. The additional work primarily consists of adding a second set of passenger processing equipment at the podium located at Airline Gate #2 in the Domestic Terminal.

Staff recommends that the SBIAA Commission approve the above recommended action.

Attachments:

1. SITA Proposal



PRICING QUOTATION

| | | | | | |
|-------------------------|--------------------------------------|---------------------------|---------------|---------------------|-------------------|
| Customer: | San Bernardino International Airport | One Time Price: | 12,494.80 USD | Quote Number | AMER-259221 v1_JS |
| | | Monthly Price: | 80 USD | | |
| Site Code | SBD | Term: | 12 Months | | |
| Quotation Date: | 4-Jan-23 | Cutover Date: | 1-Mar-23 | | |
| Expiration Date: | 3-Feb-23 | Contract End Date: | 29-Feb-24 | | |

SITA is pleased to submit this pricing quotation to: San Bernardino International Airport

Price and Payment Terms:

| Equipment Quoted | Total Qty | One Time Unit Price USD | One-Time Total Price USD |
|---|-----------|-------------------------|--------------------------|
| SITA CUTE 800 G6 DM, No OS, i5, 16GB, 256GB SSD, No Kbd/Mouse/VGA Adapter | 1 | 935.38 | 935.38 |
| Fujitsu F9860 General Purpose Printer for Boarding Pass and Baggage Tag w/Fujitsu Power Cable to be outsource locally /w 5 Year warranty / w Stacker | 1 | 785.32 | 785.32 |
| Fujitsu F9860 General Purpose Printer for Boarding Pass and Baggage Tag/ w Roll Option/w Fujitu power cable to be outsource locally / w 5 Year Warranty | 1 | 855.44 | 855.44 |
| HP LaserJet Pro M404n | 1 | 292.41 | 292.41 |
| Project Management & Professional Services (Labor) | 1 | 5,713.18 | 5,713.18 |
| P.M. Travel & Subsistence | 1 | 1,596.07 | 1,596.07 |
| Network CCI OTC | 1 | 1,045.00 | 1,045.00 |
| Shipping | 1 | 61.00 | 61.00 |

| | | |
|---|-----|----------|
| One Time Total Price for Hardware: | USD | 2,868.55 |
| Profesional Services & Travel | USD | 8,354.25 |

PLUS

| | | |
|-------------------------------|-----|-----------|
| Monthly Price: | USD | 80 |
| Shipping: | USD | 61 |
| Total | USD | 12,243.80 |
| Estimated CA 8.75% Tax | | 251.00 |

Additional

Access BGR 135 -U Boarding Gate Reader

Services Included in this Price ==>

Provision of All Equipment
Shipping
Project Management & Professional Services (Labor)
P.M. Travel & Subsistence

Additional ==>

Access BGR 135 -U Boarding Gate Reader not included in original budgetary quote

Assumptions ==>

SBD to provide their own KB stands, 101 KBs, Mice and Monitors.

PLEASE NOTE THIS PRICING IS VALID FOR 30 DAYS FROM THE "QUOTATION DATE" [SHOWN ABOVE] TO THE DATE OF CUSTOMER SIGNATURE OF THE CONTRACT ORDER.



TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 19

PRESENTER: Mark Gibbs, Director of Aviation

SUBJECT: CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM QUARTERLY REPORT

SUMMARY

SBD International Airport (SBD) continues to be a leading economic contributor to the region it serves, with jobs and aircraft activity increasing at a steady rate in recent years. New airline passenger services, additional air cargo operations, and innovative airport facilities will continue to bring career opportunities, travelers, goods, and prosperity to the region, but may also lead to questions and concerns from those who live and work nearby. The SBD Good Neighbor Program is designed to help the SBD International Airport educate, listen to, and learn from the community it serves.

The SBD Good Neighbor Program is designed to inform residents and business owners about what to expect from operational changes at the Airport and how the developments will benefit the community. It will also provide two-way communication channels; as the Airport shares information, community members can provide feedback. By committing to ongoing dialogue, sharing up-to-date information, and increasing opportunities for well-paying jobs, this program will ensure that SBD International Airport remains a good neighbor now and into the future.

RECOMMENDED ACTION(S)

Consider and discuss the SBD Good Neighbor Program quarterly report.

FISCAL IMPACT

None.

| | |
|--|-----------------|
| PREPARED BY: | Mark Gibbs |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | N/A |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | Michael Burrows |

BACKGROUND INFORMATION

In recent years, aircraft activity at the SBD International Airport has continued to evolve and grow across aviation segments. Balancing future growth with long-term community expectations requires careful planning and transparent delivery of consistent two-way communications in support of aircraft noise management programs and community initiatives. Effective communications are designed to minimize unanticipated impacts that may constrain future airport capacity and development needs.

Through technical tools and specialized services supporting the SBD Good Neighbor Program, each quarter a report will be shared with the San Bernardino International Airport Authority (SBIAA) Commission, the Federal Aviation Administration (FAA), and the community. The report will review ongoing outreach initiatives, aircraft activity, and a summary of aircraft noise concerns by the numbers. Since Fall 2019, Staff has worked with industry partners to develop a responsive and informative program that includes Aviatrix Communications, LLC, a firm specializing in aircraft noise management programs and community outreach initiatives. The firm's principal partners have led aircraft noise management efforts and community outreach initiatives at noise-impacted airports around the country, including San Diego and San Jose, among others.

An oral report and presentation will be provided at the meeting.

For informational and discussion purposes.

Attachments:

1. Good Neighbor Program Quarterly Report

San Bernardino International Airport

Quarterly Report: January 2023



Program Components

By committing to ongoing dialogue, sharing up-to-date information, and increasing channels to receive feedback, program will ensure San Bernardino International Airport remains a good neighbor.



COMMUNITY OUTREACH

Presentations, reports to jurisdictions, communications efforts



GAIN FEEDBACK & LISTEN

Noise comment and general feedback forms



EDUCATION

Use website to provide information, explanatory videos



PHONE

Dedicated noise hotline



COMMUNICATIONS

Reports to the Board, e-newsletter, social media



EMAIL

sbdgoodneighbor.com/contact-us/

San Bernardino International Airport Good Neighbor Program

San Bernardino International Airport launched the SBD Good Neighbor Program in July 2020.

This proactive effort allows the airport to inform the community about new and ongoing developments at the airport.

A program update follows.



COMMUNITY OUTREACH



RECEIVE FEEDBACK



EDUCATE THE REGION

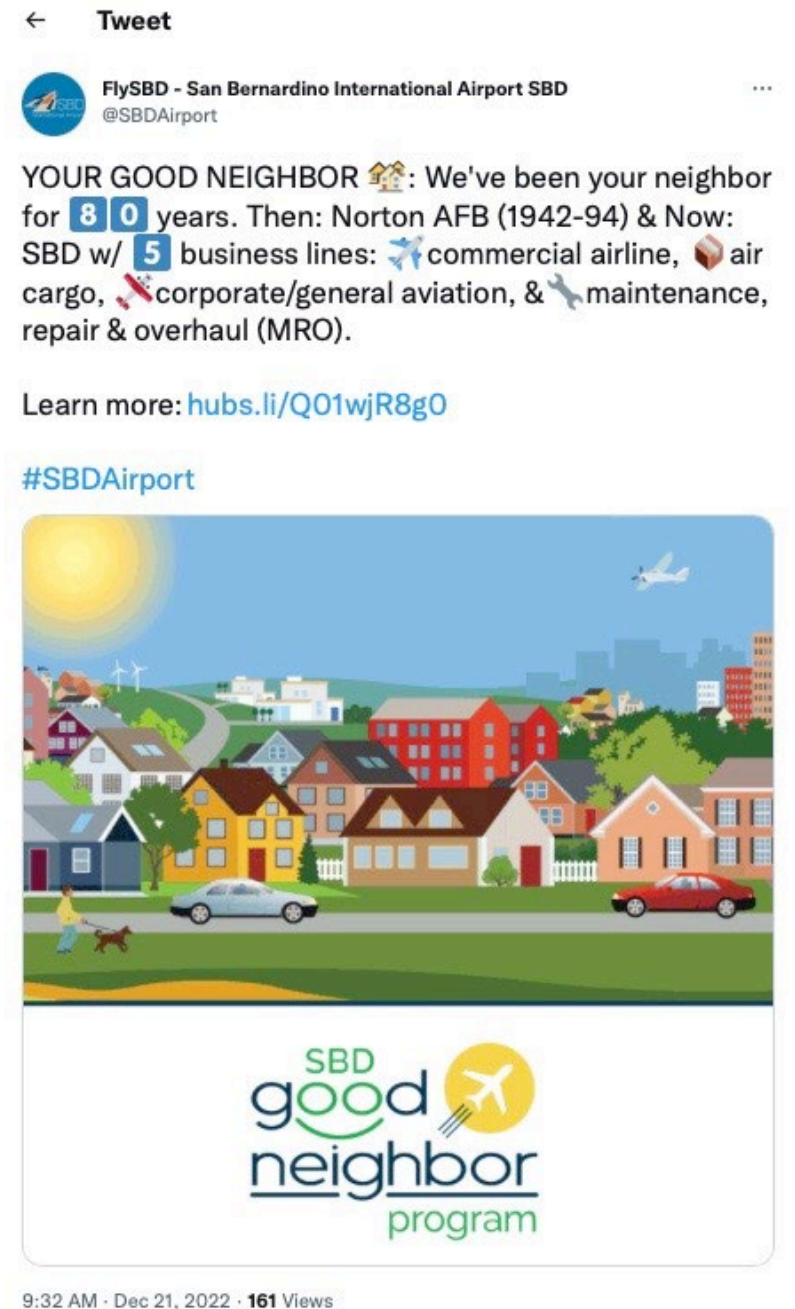


PROVIDE CONSISTENT REPORTING

San Bernardino International Airport Good Neighbor Program

Notable developments for 4Q22:

- Published *Good Neighbor News* Fall 2022 newsletter, shared individual articles and promoted subscriptions
 - 11% increase in subscribers since 3Q22
- Promoted the airport website
 - Quarterly noise comment report, where to find stats and how to share feedback
- Informed and engaged community about 5 business lines and increased aircraft activity
- Shared SBD timeline: from Norton Air Force Base to continuing to deliver opportunity to the IE region today.



9:32 AM · Dec 21, 2022 · 161 Views

Social Media - Strategy

- Facebook, Instagram, Twitter, LinkedIn & YouTube
- Increase followers and engagement by:
 - Emphasizing Good Neighbor Program
 - Generating original, dynamic content
 - Encouraging comments & sign-ups
 - Tagging partners
 - Posting weekly
 - Boosting posts

Follow Us



**Committed to
Being a Good Neighbor**

Disclaimer: SBD Good Neighbor Program

SBD Good Neighbor Program Noise Report presents noise monitoring information managed by the SBD Good Neighbor Program. SBD International Airport has no authority over the movement of aircraft or the direction of flight. The authority to regulate flight patterns of aircraft is vested exclusively in the Federal Aviation Administration (FAA). FAA air traffic controllers have the responsibility for directing aircraft on the ground and in flight, and the pilot in command has the final authority as to the safe flight of her/his aircraft. Pilots in command make the final decisions relative to runway use; therefore, pilots may request to use any available runway. Neither the airport nor the FAA air traffic controllers may restrict a pilot's access to an available runway.

Introduction

Quarterly Report January 2023



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

October 2022

A detailed look at the first month of the quarter.

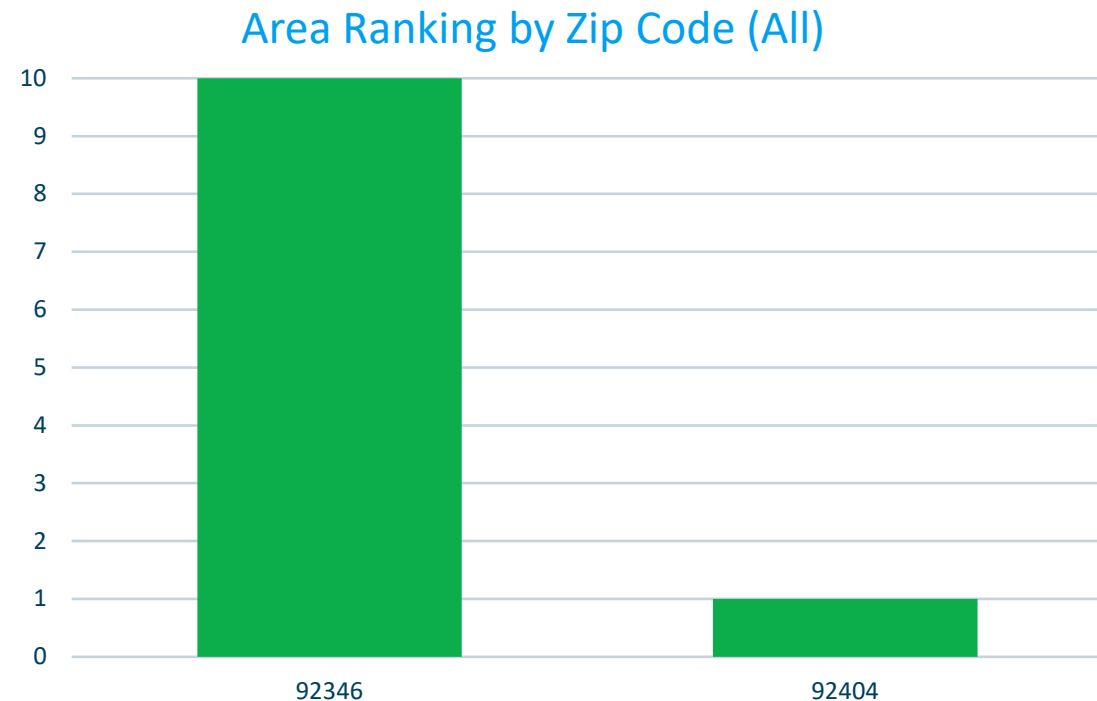
11 noise comments

- Filed by 8 households

Comments in October

SBD International Airport
October 2022

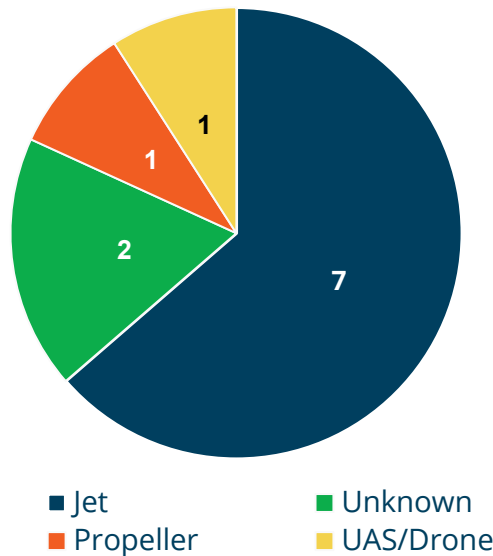
| ZIP CODE | CITY | COMMENTS | HOUSEHOLDS | COMMENTS/ HOUSEHOLD |
|----------|----------------|----------|------------|------------------------|
| 92346 | Highland | 10 | 7 | 1.4 |
| 92404 | San Bernardino | 1 | 1 | 1.0 |
| TOTALS | | 11 | 8 | 1.4 |



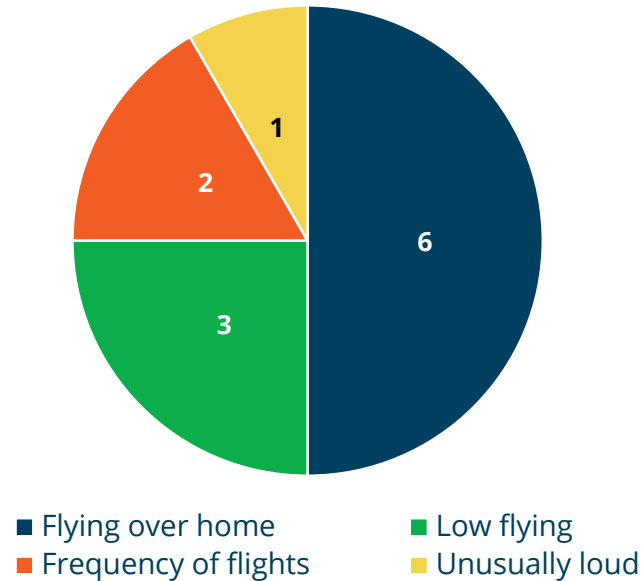
Comment Breakdown

SBD International Airport
October 2022

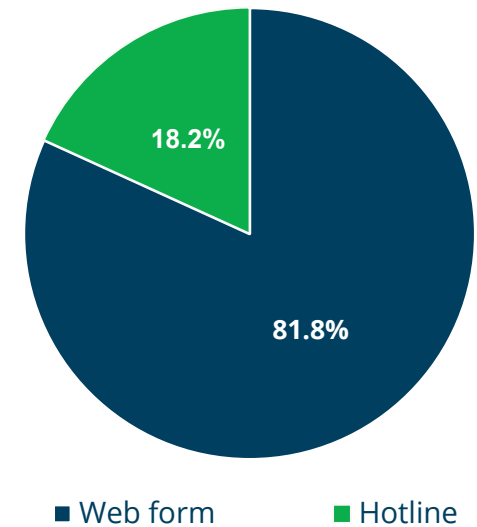
Comments by Aircraft Category



Comments by Concern



Filing Method



November 2022

A detailed look at the second month of the quarter.

7 noise comments

- Filed by 4 households

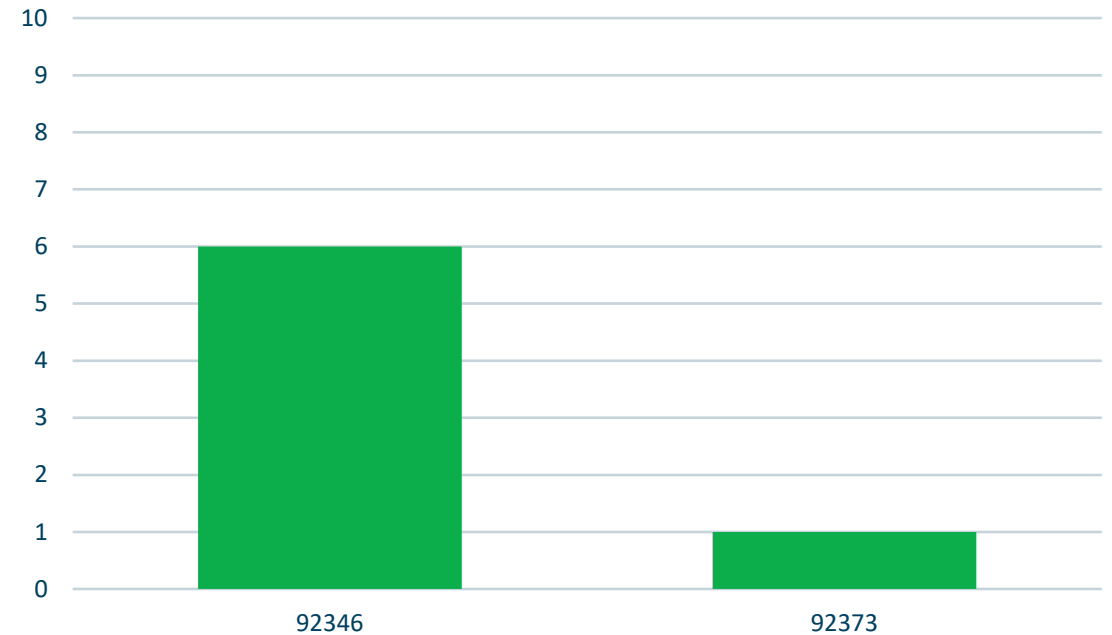
Comments in November

SBD International Airport

November 2022

| ZIP CODE | CITY | COMMENTS | HOUSEHOLDS | COMMENTS/ HOUSEHOLD |
|----------|----------|----------|------------|------------------------|
| 92346 | Highland | 6 | 3 | 2.0 |
| 92373 | Redlands | 1 | 1 | 1.0 |
| TOTALS | | 7 | 4 | 1.8 |

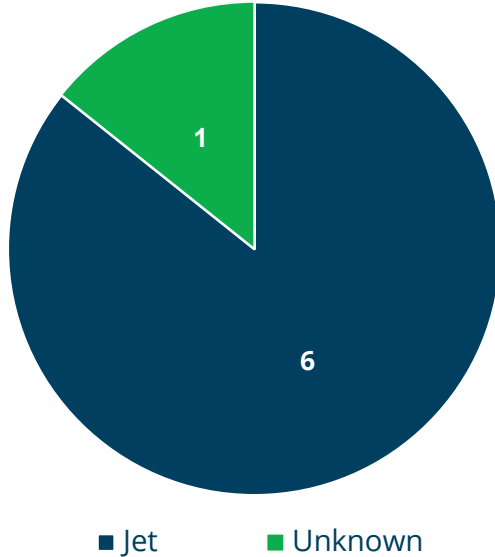
Area Ranking by Zip Code (All)



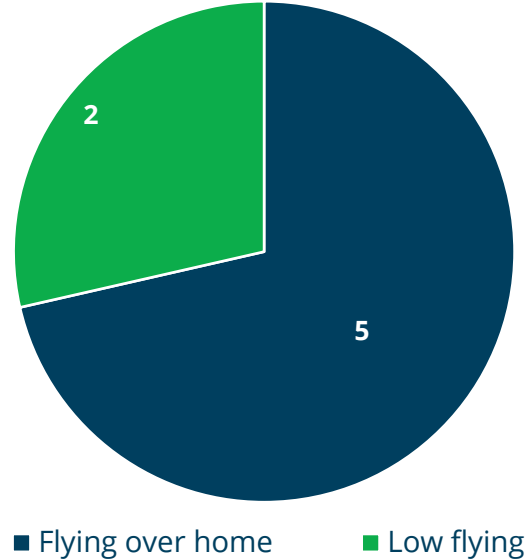
Comment Breakdown

SBD International Airport
November 2022

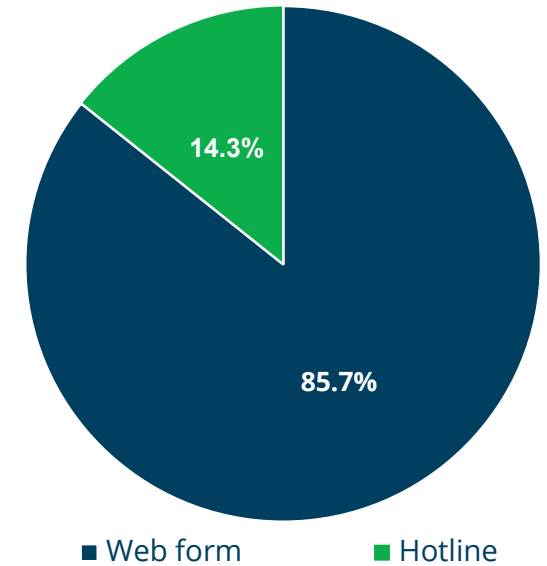
Comments by Aircraft Category



Comments by Concern



Filing Method



December 2022

A detailed look at the last month of the quarter.

8 noise comments

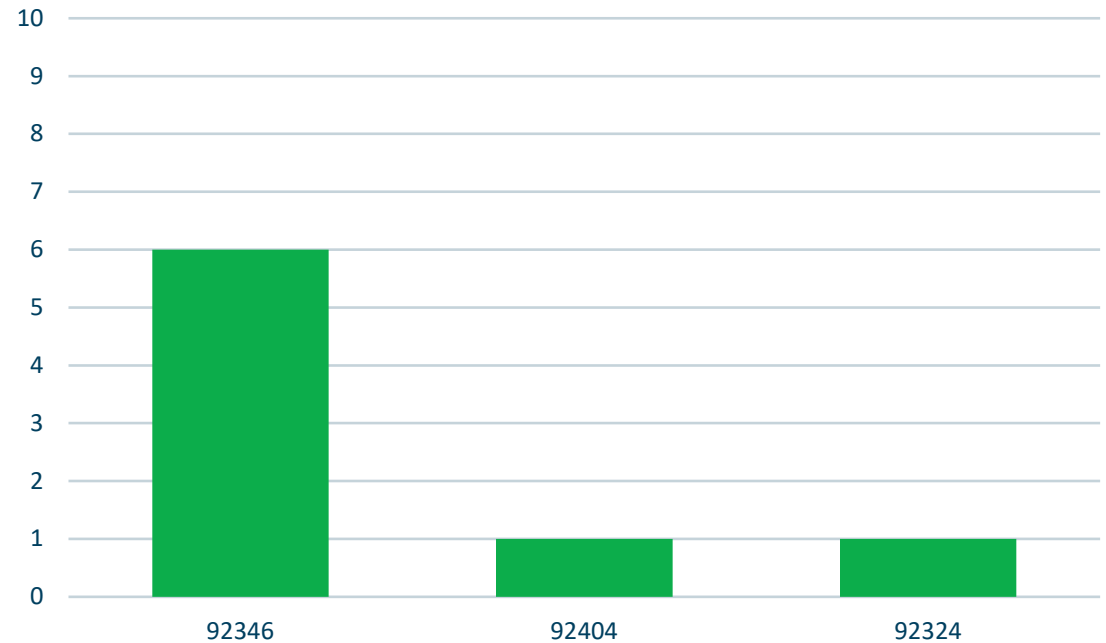
- Filed by 5 households

Comments in December

SBD International Airport
December 2022

| ZIP CODE | CITY | COMMENTS | HOUSEHOLDS | COMMENTS/ HOUSEHOLD |
|----------|----------------|----------|------------|------------------------|
| 92346 | Highland | 6 | 3 | 2.0 |
| 92404 | San Bernardino | 1 | 1 | 1.0 |
| 92324 | Colton | 1 | 1 | 1.0 |
| TOTALS | | 8 | 5 | 1.6 |

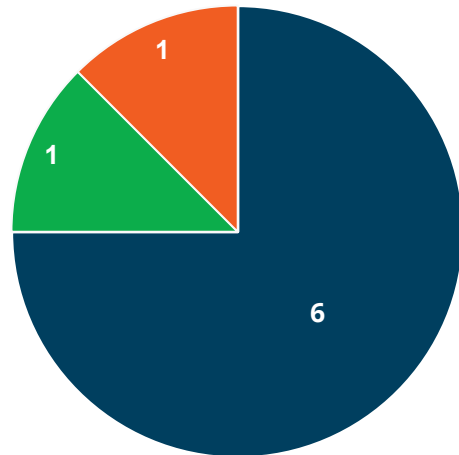
Area Ranking by Zip Code (All)



Comment Breakdown

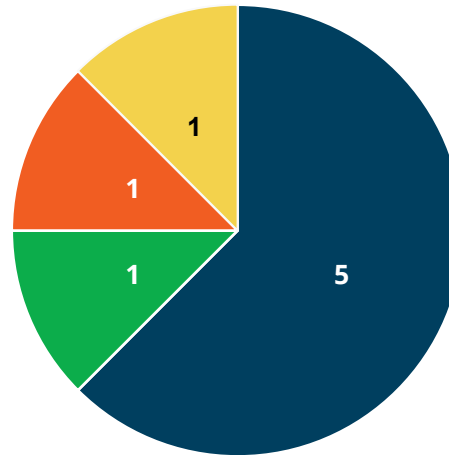
SBD International Airport
December 2022

Comments by Aircraft Category



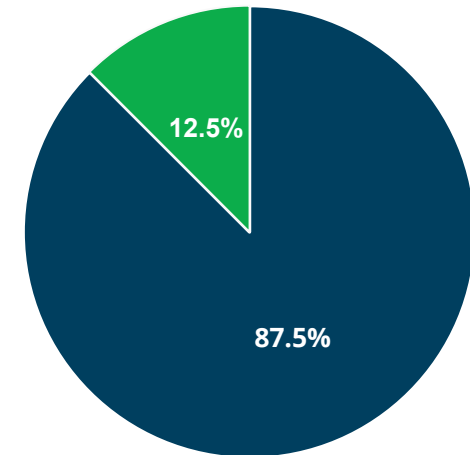
■ Jet ■ Unknown ■ Propeller

Comments by Concern



■ Flying over home
■ Unusually loud

Filing Method



■ Web form ■ Hotline

TOTALS & TRENDS

A look at the number of comments in the fourth quarter, year-over-year, and the areas of origination.

Noise comments for San Bernardino International Airport decreased in 4Q22, YoY, despite:

- Growth in aircraft operations, and
- Ongoing information and communication about the **Good Neighbor Program** to neighbors, aligned with available resources.

Totals & Trends

SBD International Airport

October – December 2022

12

Distinct households
filed aircraft noise
comments this
quarter.

26

Noise comments
received from those
households.

| ZIP CODE | CITY | COMMENTS | HOUSEHOLDS | COMMENTS/ HOUSEHOLD |
|----------|----------------|----------|------------|------------------------|
| 92346 | Highland | 22 | 9 | 2.4 |
| 92404 | San Bernardino | 2 | 1 | 2.0 |
| 92373 | Redlands | 1 | 1 | 1.0 |
| 92324 | Colton | 1 | 1 | 1.0 |
| TOTALS | | 26 | 12 | 2.2 |

Totals & Trends

SBD International Airport

October – December 2022

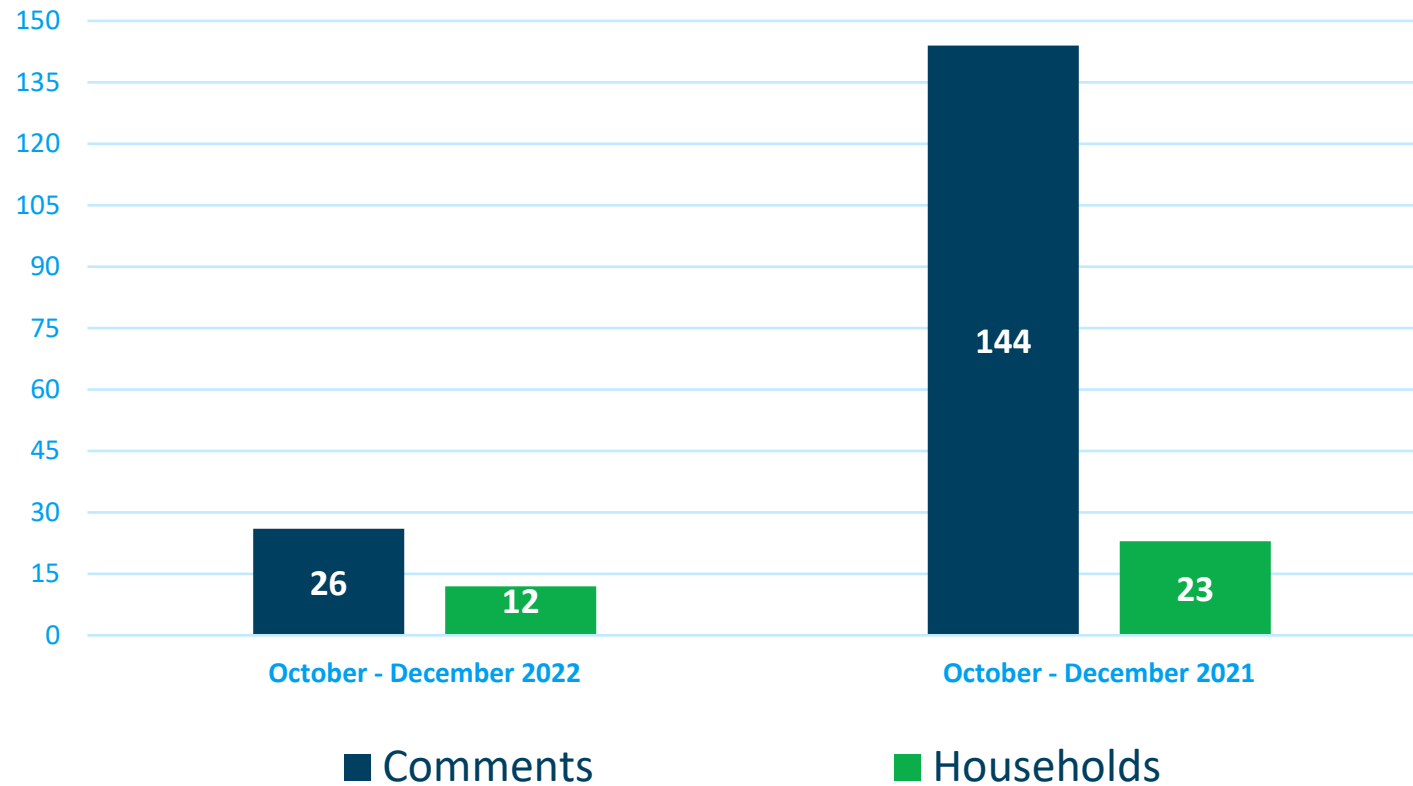
Top 5 Commenters - 4Q22

| RANK | HOUSEHOLD ID | CITY | COMMENTS |
|--------|--------------|----------------|----------|
| 1 | G183 | Highland | 9 |
| 2 | R96 | Highland | 4 |
| 3 | G160 | Highland | 2 |
| 4 | O61 | Highland | 2 |
| 5 | H189 | San Bernardino | 2 |
| TOTALS | | | 19 |

Totals & Trends

SBD International Airport
4Q YoY Trends

Comments and Households - 4Q22 vs 4Q21



COMMENT BREAKDOWN

What people are saying about activities at San Bernardino International Airport.

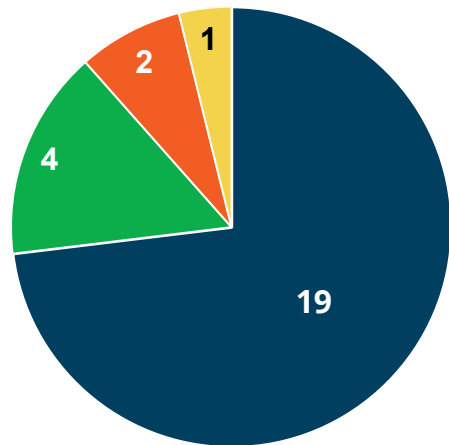
Most people are concerned about an airplane's proximity to their home.

Comment Breakdown

SBD International Airport

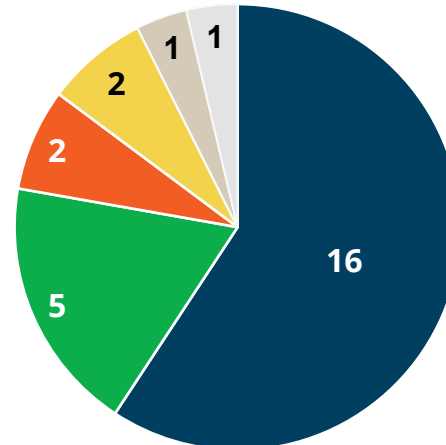
October – December
2022

Comments by Aircraft Category



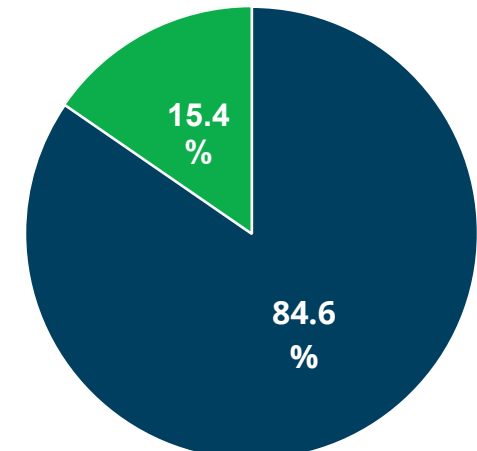
■ Jet
■ Propeller
■ Unknown
■ UAS/Drone

Comments by Concern



■ Flying over home
■ Unusually loud
■ Late night/early morning
■ Low flying
■ Frequency of flights
■ Vibration/rumbling

Filing Method



■ Web form
■ Hotline

Comment Breakdown

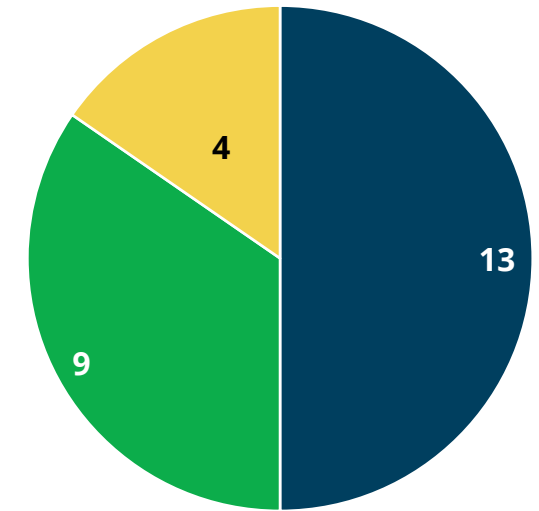
SBD International Airport

October – December 2022

| COMMENT BY CONCERN | MENTIONS |
|--------------------------|----------|
| Flying over home | 16 |
| Low flying | 5 |
| Unusually loud | 2 |
| Frequency of flights | 2 |
| Vibration/rumbling | 1 |
| Late night/early morning | 1 |

| AIRCRAFT CATEGORY | MENTIONS |
|-------------------|----------|
| Jet | 19 |
| Unknown | 4 |
| Propeller | 2 |
| UAS/Drone | 1 |

Response Requested



■ Yes ■ No ■ Unspecified

COMMENT MAP

A look at where the comments originate.

**Most comments
come from within
5 — 10 miles of
the airport.**

Comment Map

SBD International Airport
October – December 2022

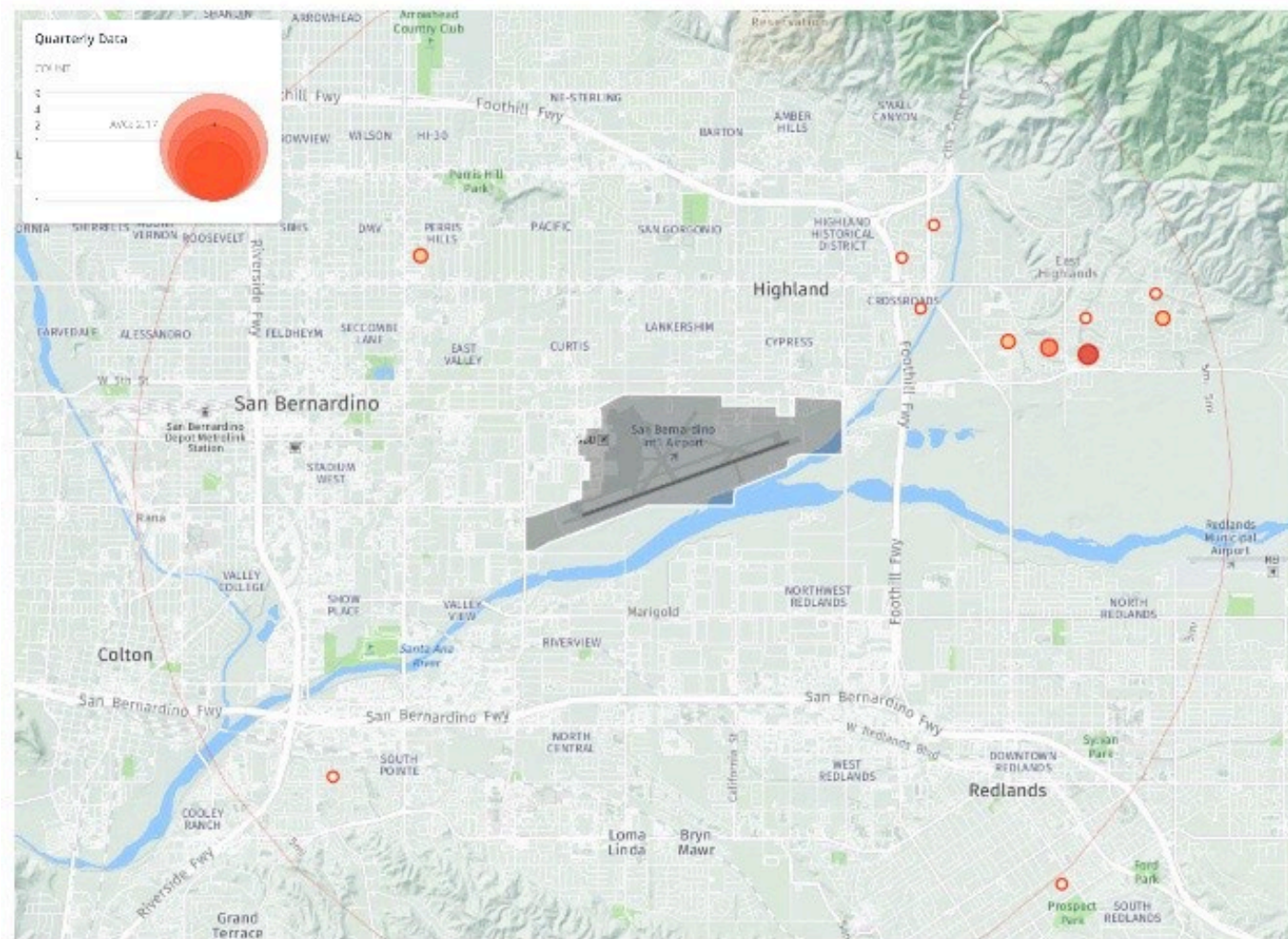
12

Distinct households
filed aircraft noise
comments this
quarter.

26

Noise comments
received from those
households.

Comment Map: October - December 2022



NOTE: Map shows comments from distinct households. Noise comments from households submitted without valid address information are not depicted on the map.

Final Thoughts

4Q22 vs. 3Q22 (QoQ):

Noise comments decreased.
Number of households filing decreased.

4Q22 vs. 4Q21 (YoY):

Noise comments decreased.
Number of households filing decreased.

YoY noise comments decrease attributed to:

- **Enhanced community education and engagement about aircraft operations at SBD.**

The Good Neighbor Program is an important community resource:

- Outlet for neighbors.
- Pilot education about neighborhood noise sensitivity.
- Community education and awareness about airport operations, activities and developments.





TO: San Bernardino International Airport Authority Commission

DATE: January 25, 2023

ITEM NO: 20

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2023

SUMMARY

On December, 16, 2015, the SBIAA Commission adopted a Strategic Plan and in January 2020 updated its Business Plan and near term outlook. These helped identify key dates and deliverables in an effort to focus San Bernardino International Airport Authority (SBIAA) Staff and Resources to increase organizational, operational efficiencies and results.

RECOMMENDED ACTION(S)

Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2023.

FISCAL IMPACT

None. The proposed plan identifies staff resources for which funding is included in the General Fund of the adopted San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2022/23.

| | |
|--|------------------|
| PREPARED BY: | Michael Burrows |
| CERTIFIED AS TO AVAILABILITY OF FUNDS: | Mark Cousineau |
| APPROVED AS TO FORM AND LEGAL CONTENT: | Scott Huber |
| FINAL APPROVAL: | SBIAA Commission |

BACKGROUND INFORMATION

The Action Plan identifies key dates and deliverables in an effort to focus San Bernardino International Airport Authority (SBIAA) Staff and Resources to increase organizational and operational efficiencies.

This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

Attachments:

1. SBIAA Action Plan

June 30, 2023 – Airport Focal Areas



Ensure Operational & Financial Stability

Stabilize Revenue Streams & Sources

Good Neighbor Program

Airport Outreach:

Business Retention & Expansion

Solar Project

Runway Repair Project

Grant Programs & Initiatives

International Trade

San Manuel Development



San Bernardino International Airport Authority

Action Plan for SBIAA (6/30/23)

| Month | Key Initiative | Key Resources | Completion Date |
|-----------------|---|---|-----------------|
| January, 2023 | Airport Operations Update; FAA Reporting; Good Neighbor Report | SBIAA Commission, CEO, Director of Aviation, Airport Manager, Director of Finance | January, 2023 |
| February , 2023 | Mid-Year Budget Adjustments; Emergency Exercise | Director of Aviation, Airport Manager, Director of Finance, Director of Administration | February, 2023 |
| March, 2023 | Legislative Updates; Las Vegas service, Operational Updates | CEO, Director of Administration, Director of Aviation, Director of Finance | March, 2023 |
| April, 2023 | Grant Program & Initiatives; DOE grant application | Director of Finance, Director of Aviation, Project Manager | April, 2023 |
| May, 2023 | International Trade Initiatives; Draft Annual Budget Preparation and Review; Initiate Refunding | SBIAA Commission & Committee, CEO, Director of Finance, Exec Staff | May, 2023 |
| June, 2023 | Adopt Annual Budget | SBIAA Commission & Committee, CEO., Aviation Director, Director of Finance, Exec Staff | June, 2023 |

- Critical Path for Commission Buy-In & Implementation; Aggressive Timeline May Impact Capital Plan

SBIAA Near-Term Action Plan – Implementation



January, 2023

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure

Review Operational Plans

Runway & Taxiway Improvements

Implement New Operational Software

Complete 2020/21 Airport Marketing Efforts & Initiatives

Air Passenger Service

International Trade
Legislative Program