

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING AGENDA

WEDNESDAY, MARCH 22, 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](http://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](http://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.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: 255 S. Leland Norton Way, Hangar Bay 3

Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Scott Huber, SBIAA Legal Counsel, and other parties to be determined.

Under negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price.

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#: 006]**

**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#: 013]**
  - b. Report on losses **[PRESENTER: Catherine Pritchett; PAGE#: 014]**
  - c. Report on Audit **[PRESENTER: Mark Cousineau; PAGE#: 015]**

H. **COMMISSION CONSENT ITEMS**

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 – March 22, 2023  
**[PRESENTER: Mark Cousineau; PAGE#: 016]**
4. Receive and file Treasurer's Report for January 31, 2023, for the San Bernardino International Airport Authority (SBIAA)  
**[PRESENTER: Mark Cousineau; PAGE#: 024]**
5. Consider and adopt Resolution No. 2023-03 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and authorizing destruction of certain Authority records  
**[PRESENTER: Jennifer Farris; PAGE#: 027]**
6. Approve Meeting Minutes: February 22, 2023  
**[PRESENTER: Jennifer Farris; PAGE#: 085]**

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.

7. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 094]**
8. Award a construction contract to Brightview Landscape Services, Inc. in an amount of \$88,489.00 for the Luxivair Landscaping Project  
**[PRESENTER: Jeff Barrow; PAGE#: 098]**
9. Approve Amendment No. 1 for professional services agreement with Right Energy Group, LLC in an amount not to exceed \$20,000 for Green Energy Consulting Services for the San Bernardino International Airport Authority (SBIAA)  
**[PRESENTER: Michael Burrows; PAGE#: 102]**

10. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023

[PRESENTER: Michael Burrows; PAGE#: 106]

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, April 26, 2023.

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 1</b></p> <p><b>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</b></p>
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**SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF MARCH 22, 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.

PREPARED BY:	Jennifer Farris
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-subsidary 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):

<b><u>Agenda Item No.</u></b>	<b><u>Contractors/Tenants</u></b>	<b><u>Subcontractors/Subtenants</u></b>
5.	<u>Gladwell Governmental Services</u> Diane Gladwell, Owner	None.
8.	<u>BrightView Landscape Services, Inc.</u> Rene Rivera, V.P. General Manager Daniel Crayne, Branch Manager	None.
9.	<u>Right Energy Group, LLC</u> Jerry Silva, Partner James Campos, Partner	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).

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 2a</b></p> <p><b>PRESENTER: Michael Burrows, Chief Executive Officer</b></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.


PREPARED BY:	Michelle Casey
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

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 2b</b></p> <p><b>PRESENTER: Catherine Pritchett, Director of Administration</b></p>
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**SUBJECT: INFORMATIONAL ITEMS – REPORT ON LOSSES**

## **SUMMARY**

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


PREPARED BY:	Kevin Vejar
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

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 2c</b></p> <p><b>PRESENTER: Mark Cousineau, Director of Finance</b></p>
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**SUBJECT: INFORMATIONAL ITEMS – REPORT ON AUDIT**

## **SUMMARY**

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


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

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 3</b></p> <p><b>PRESENTER: Mark Cousineau, Director of Finance</b></p>
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**SUBJECT: REGISTER OF DEMANDS FOR MARCH 22, 2023**

**SUMMARY**

SBIAA's Register of Demands for February 2023.

**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 February 2023. The total of the register is \$8,623,736.83.

**Fuel:** Titan Aviation Fuels was paid \$5,274,881.27 for aviation fuel to re-sell at the Luxivair SBD. Merit Oil Co. was paid \$49,804.42 to operate SBIAA vehicles and for resale at Luxivair SBD. Epic Aviation LLC was paid \$5,159.71 for Jet-A and Avgas fuel inventory.

**Employee Benefits:** Kaiser Foundation Health Plan Inc. was paid a total of \$58,044.26.

**Utilities:** City of San Bernardino Water Department, East Valley Water District, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Company, Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon were paid a total of \$158,551.56.

**Capital Projects Cost:** Aecom Technical Services Inc., CJMC Holdings LLC., and Griffith Construction were paid a total of \$2,266,617.08.

**Professional Services:** Allawos & Company; Boston Fox Tigue International LLC.; Coffman Associates Inc.; Cole Huber LLP.; David Turch and Associates; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC.; Joseph E. Bonadiman & Associates Inc.; Mead & Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP.; Right Energy Group; and Toofon Inc. were paid a total of \$103,530.09.

### **Attachments:**

1. Register of Demands for the March 22, 2023 Commission Meeting
2. VISA breakdown - February 2023

**San Bernardino International Airport Authority**  
**Register of Demands for Commission Meeting**  
**3/22/2023**

Line	Company Name	Description	AP Register
1	# 1 Son Plumbing	Plumbing repairs and materials	75.00
2	A/C Mechanical Inc.	HVAC system maintenance and repairs	8,682.40
3	ADT LLC	Burglar and fire alarm monitoring	2,700.25
4	Aecom Technical Services Inc.	Taxiway Shoulder Improvement and Runway Joint and Spall Repair projects construction management services	81,222.24
5	Allawos & Company	Professional consulting services-solar and green energy services	14,850.00
6	Amazon Capital Services Inc.	Purchases of supplies and goods	1,825.92
7	American Assoc of Airport Executives	Staff membership renewals-OPS	6,505.00
8	Amerigas Propane LP	Propane refill services and other gases	221.84
9	Anderson Chevrolet DBA	Purchase Chevrolet Colorado Utility Vehicle-Maint. Dept.	34,752.56
10	Apple Valley Communications Inc.	Fire alarm panel troubleshooting Bldg. 763 W Annex	305.00
11	Atsushi Kugimiya	Annual boot reimbursement	138.65
12	Aviatrix Communications LLC	Professional services marketing and advertising and Good Neighbor program	38,280.38
13	Babcock Laboratories Inc.	Stormwater analysis testing	925.49
14	Black Coffee Sign Fabricators	Awning for rental car carport	6,519.00
15	Board Members	Director fees	2,850.00
16	Boston Fox Tigie International LLC	Marketing services	25,939.48
17	C & A Janitorial Services	Janitorial services	35,503.60
18	CED-Consolidated Electrical Distributor	Electrical repairs and supplies	1,425.57
19	Cintas Uniforms	Uniform and rug services	5,900.71
20	City of SB Water Department	Water and sewer services	10,993.27
21	CJMC Holdings LLC	Professional services - capital project management services	5,100.00
22	Climatec LLC	Security system maintenance and repair upgrades	13,852.20
23	Clinical Laboratory of San Bernardino Inc.	Drinking water analysis	233.00
24	Coffman Associates Inc.	Professional services-airport planning and environmental assessment	1,500.00
25	Cole Huber LLP	Professional services agreement-legal	25,463.66
26	Corporate Casuals	Winter jackets for OPS employees	839.41
27	CSUSB	Platinum sponsorship for Regional Mobility Dialogue Series	10,000.00
28	Dans Lawnmower Center	Small equipment repairs and landscape supplies	474.98
29	David Turch and Associates	Professional services agreement - lobbying services	5,000.00
30	DBT Transportation Services LLC	ILS/AWOS tower equipment service	17,716.25
31	Dept. of Industrial Relations	Elevator and escalator permits	2,950.00
32	Dibs Safe & Lock Service	Rekeys, duplicate fees, cylinders and hardware installed	33.09
33	DoorTech	Door repair on-call services	11,769.69
34	E Custom Wear Inc.	Staff polos-OPS / Badging	269.04
35	East Valley Water District	Water service	83.67
36	Encore Lighting Inc.	Light bulb and ballast replacements	1,519.79
37	Epic Aviation LLC	Jet A and Avgas fuel inventory purchases	5,159.71
38	Eric Sewell	Annual boot reimbursement	195.74
39	Event Design Lab	Live streaming services	800.00
40	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	1,432.68
41	Express Quality Car Wash	Security department fleet vehicle car washes	261.88
42	FedEx	Courier services	24.53
43	Fernando Zarate	Annual boot reimbursement	168.55
44	Fire Master	IT fire suppression room for inspections at terminal	700.00
45	Fleming Environmental Inc.	Vapor recovery testing	920.00
46	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
47	Franks Fence & Supply Co. Inc.	Chain link fence materials	146.82
48	Frontier Communications Corporation	Telephone services	5,256.35
49	Geyser Equipment LLC	Hydro Tek towable pressure washer and supplies	16,631.94
50	GMSTEK LLC	Monthly subscription fee for point of sale system	2,685.72
51	Grainger	Parts and supplies for building repairs	2,594.92
52	Granite Telecommunications	Telephone services	4,485.53
53	Griffith Construction	Taxiway Shoulder Improvement project	2,180,294.94
54	Hernandez, Kroone & Associates Inc.	Professional engineering - on call surveying services	1,550.25
55	HubSpot Inc.	Subscription renewal	4,500.00
56	ID Supply	Badging supplies security department	1,118.70

57	Imagine Systems Inc.	Professional consulting services	4,111.19
58	Inland Action Inc.	Semi-Annual membership dues - M. Burrows	1,816.00
59	Inland Empire Economic Partnership	Investment membership Logistics Council	7,500.00
60	Inland Valley Development Agency	Due for payroll, benefits, and expenses-SBIAA allocation	273,709.49
61	Innovative Federal Strategies LLC	Professional service agreement-federal legislative advocacy services	2,000.00
62	Jim Staples	Tie-down security deposit refund	110.00
63	Joseph E. Bonadiman & Associates Inc.	Fuel Farm surveying	720.00
64	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	338.97
65	Kaiser Foundation Health Plan, Inc.	Employee medical benefits	58,044.26
66	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	1,755.03
67	Kevin Kelly	Annual boot reimbursement	421.86
68	Lawson Products Inc.	Maintenance , repair and operations supplies & equipment	20.77
69	Mackinac Software LLC	AWOS weather reporting system service	89.00
70	Manuel Roman	Annual boot reimbursement	200.00
71	Mark Gibbs	Travel reimbursement for Mead & Hunt conference Scottsdale Az. lodging-Marriott	1,074.53
72	Mead & Hunt Inc.	Professional consulting service agreement-providing air services	8,076.86
73	Merit Oil Company	Fuel inventory for fleet operations	49,804.42
74	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	1,750.10
75	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	56,792.40
76	National Pen Co. LLC	Promotional item-triangle Viera pen with rose gold trim-FBO	4,803.43
77	Nutrien AG Solutions Inc.	Herbicides, pesticides and insecticides-airfield maintenance	4,455.50
78	OneSpan Canada Inc.	Annual renewal of software and fees	12,480.00
79	Pacific Commercial Pool Services	Monthly servicing for fountain-FBO	617.50
80	Parts Authority Metro LLC	Vehicle parts and service supplies	1,940.06
81	Pete's Road Service Inc.	Vehicle repairs and parts	878.52
82	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and employee reimbursements	708.68
83	Pitney Bowes Global Financial Services	Leasing fees- postage machine	32.00
84	PlaneNoise Inc.	Noise complaint program	1,287.50
85	Quench USA, Inc.	Water purification, servicing, equipment and maintenance-Bldg.673	319.74
86	RDO Equipment Co	John Deere parts and service	239.24
87	Right Energy Group	Professional agreement for Green Energy Programs	9,499.00
88	San Bernardino County Fire Protection	Annual fire inspection fees	897.00
89	San Bernardino Paint	Paint and painting supplies-673	140.18
90	South Coast AQMD	Generator and storage permit fees	1,533.41
91	Southern California Emergency Medicine	New employee drug screening, Covid test and urgent care visits	150.00
92	Southern California Edison	Electric power	121,330.67
93	Staples Contract & Commercial LLC	Office supplies	4,233.41
94	Sunwest Printing Inc.	Printing-business cards, posters, brochures, printing projects, etc.	172.91
95	SWRCB	Storm water permit fees	4,713.00
96	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair-SBD	5,212.22
97	TELOS ID	TSA background checks and fingerprinting processing	3,392.75
98	The Gas Company	Gas services	7,032.33
99	The Pitney Bowes Reserve Account	Postage fees	323.67
100	Thomas Sandoval	Reimbursement for renewal of firearm permit	118.00
101	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	5,274,881.27
102	Toofon Inc.	Professional services to work pertaining to environmental	3,369.55
103	Trilogy Medwaste West LLC	Waste disposal service for international flights	2,957.94
104	Tri-Valley Industries Inc.	West Annex roof repair	5,770.00
105	Uline Inc.	Supplies and PPE & safety supplies	3,015.18
106	Underground Service Alert Of Southern Cal	Notification system for underground utilities	32.75
107	UniFirst	First aid kit refills and replace AED units	346.97
108	United Site Services	Fence rental Bldg.759 parking lot	423.37
109	Universal Corrosion Services LLC	Bi-monthly surveys/corrosion testing	789.78
110	US Calibrations	Calibration for equipment -Control Tower	1,067.50
111	US Custom & Border Protection	Customs contract and inspection fees	4,481.99
112	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	4,468.03
113	Verizon Wireless	Wireless phone services	4,868.96
114	VFS Fire & Security Services	Photography / Videography services	7,986.67

115	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	38,671.47
116	Western Exterminator Company	Pest control services	437.00
117	Western Management Group	Annual compensation study	275.00
118	Wintrust Specialty Finance	Monthly lease payment	6,613.09
119	XGraphix LLC	Vehicle branding for grounds truck striping and detail	989.63
120	Zachary Carlson	Annual boot reimbursement	152.24
	Total		\$ 8,623,736.83

**Visa Breakdown  
February 2023  
SBIAA**

Line	Description	Vendor	Dept.	Amount
1	Lunch - for U. S. Department of Energy Meeting	Guang Lin Cafe	Admin	26.06
2	Software file sharing computer program	Dropbox	Admin	119.88
3	Office 365 licensing-Basic	www.office.com	COB	687.50
4	Office 365 licensing-Premium	www.office.com	COB	220.00
5	Office 365 licensing-Premium	www.office.com	COB	510.00
6	Project annual license	www.microsoft.com	COB	660.00
7	SIDA area gate entry signs	Smartsign	OPS	470.47
8	Baseboard heaters for the badging office	Grainger	OPS	186.67
9	Plaques for TWY light memento trophy plaque	J&M Trophies & Awards	OPS	17.40
10	Satellite TV Customs Office	Dish Network	HR	100.70
11	New employee drug screening	Exam Professionals	HR	250.00
12	New employee drug screening	Exam Professionals	HR	350.00
13	New employee drug screening	Exam Professionals	HR	50.00
14	Webinar FLSA Compliant Automated Payroll Systems Is It Possible	Liberty Cassidy Whitmore	HR	75.00
15	Membership renewal-C. Pritchett	Municipal Mgmt. Assoc of So Cal	HR	90.00
16	Pet Insurance for Yeti airport dog	Nationwide	HR	524.19
17	Office artwork picture bracket	Amazon	Develop	31.45
18	Sentiment flowers for Luis Garcia	1-800Flowers	Admin	64.63
19	Fuel truck scully system install wire and connectors	Lowe's	Fuel Farm	212.21
20	Storage bins	Lowe's	Fuel Farm	92.99
21	Fountain project-glass rock	American Specialty Glass	Fuel Farm	5,142.67
22	Pesticide spraying and concrete cutting backpack sprayers	Home Depot	Maint	354.25
23	Installation of drain filters for airfield drains cutting materials	Home Depot	Maint	114.81
24	Installation of drain filters for airfield drains cutting blades & tie wire	Home Depot	Maint	182.05
25	Erosion control in a drainage ditch 6 tons of rock	Whitewater Rock & Supply Co Inc.	Maint	813.45
26	Fill gravel for FBO fountain with pea gravel	La Cadena Masonry supply	Maint	411.61
27	Water pump for towable compressor	Sourcefy Inc.	Maint	206.49
28	Vehicle alignment	Gary's Viking Tires	Maint	75.00
29	Vehicle dealer only parts	Hatfield Buick GMC	Maint	310.92
30	FBO Tug - rebuild starter	Quality Power	Maint	175.00
31	FOD Totes for vehicles	Lowe's	Maint	280.15
32	Air hose repair -fleet truck	Alternative Hose Inc.	Maint	39.99
33	Fleet truck supplies and equipment	Lowe's	Maint	186.48
34	Fuel filter for 811	Colton Truck Terminal	Maint	138.37
35	Fleet truck 50 tools and equipment	Home Depot	Maint	300.16
36	Adapter for pressure washer	Geyser Equipment	Maint	21.75
37	Fleet truck 50 tools and equipment	Home Depot	Maint	272.28
38	Fleet truck 50 tools and equipment	Home Depot	Maint	270.55
39	Fleet truck 50 tools and equipment	Home Depot	Maint	43.67
40	Fleet truck 50 tools and equipment	Home Depot	Maint	46.23
41	Paint and supplies for Fleet office	Lowe's	Maint	285.37
42	Fleet truck 50 tools and equipment	Home Depot	Maint	39.13
43	Fleet truck 50 tools and equipment	Home Depot	Maint	22.57
44	Drywall supplies remodel restroom-Bldg. 730	Home Depot	Maint	264.28
45	Drywall supplies remodel restroom-Bldg. 730	Home Depot	Maint	102.65
46	TV Mount - Bldg. 673	Home Depot	Maint	48.40
47	Shop supplies-loop detectors	Gatehouse	Maint	402.71
48	Shop tools-pliers	Home Depot	Maint	28.24
49	Microwave for breakroom-Bldg. 794	Home Depot	Maint	241.41
50	Facilities storage room-storage totes	Home Depot	Maint	195.64
51	Facilities shop tools-drill bit set	Lowe's	Maint	16.66
52	Facilities shop tools	Home Depot	Maint	364.25
53	Facilities shop tools	Home Depot	Maint	478.21
54	Edge Light	Home Depot	Maint	37.94
55	Scraper for restroom remodel	Lowe's	Maint	45.52
56	Facilities shop tools	Home Depot	Maint	745.84
57	Tools for restroom remodel-Bldg. 730	Home Depot	Maint	593.64
58	Drywall supplies for restroom remodel- Bldg. 730	Home Depot	Maint	246.12
59	Drywall supplies for restroom remodel-Bldg. 730	Home Depot	Maint	135.57

**Visa Breakdown  
February 2023  
SBIAA**

Line	Description	Vendor	Dept.	Amount
60	Drywall supplies for restroom remodel-Bldg. 730	Home Depot	Maint	105.40
61	Plumbing parts facilities stock items	Ferguson	Maint	396.31
62	Roof sealant for repairs-Bldg. 56	Home Depot	Maint	82.80
63	Loto products-locks	Grainger	Maint	33.77
64	Loto products-locks	Grainger	Maint	270.50
65	Drywall supplies restroom remodel-Bldg. 730	Home Depot	Maint	20.95
66	Drywall supplies restroom remodel-Bldg. 730	Home Depot	Maint	36.91
67	Membership staff renewals-OPS G. Heaston	American Assoc of Airport Executives	OPS	275.00
68	Basic ASOS Virtual training -G. Heaston	American Assoc of Airport Executives	OPS	245.00
69	Incident Command Systems (ICS) for airports virtual training for OPS employees-R. Calderon	American Assoc of Airport Executives	OPS	265.00
70	Baggage handling systems plastic bins	Grainger	OPS	149.86
71	Refund for no show hotel charges -J Galvan	Hyatt Regency	Admin	(274.73)
72	Construction supplies remodel restrooms-Bldg. 730	Lowe's	OPS	394.32
73	Construction supplies remodel restrooms-Bldg. 730	Lowe's	OPS	66.07
74	Headlamp Lights for night work	Home Depot	OPS	61.57
75	Newswire press release distribution	24-7 Press Release	Mktg	315.00
76	Facebook sponsored posts	Facebook.com	Mktg	28.62
77	Stock images	Dreamsite.com	Mktg	39.00
78	Annual membership	Los Angeles Air Cargo Association Inc.	Mktg	500.00
79	Balloon decor for Las Vegas launch	What a Hoot	Mktg	961.00
80	Stock images	Adobe Stock	Mktg	49.99
81	Round-trip shipping with materials handling for conference	Freeman Online	Mktg	1,473.10
82	FBO annual movie subscription for theater	Netflix	FBO	19.99
83	Satellite subscription-FBO	Dish Network	FBO	147.59
84	Hospitality services and supplies for charter flights-FBO	Family Dry Cleaners	FBO	68.25
85	Hospitality services and supplies for charter flights-FBO	Smart & Final catering	FBO	436.75
86	Clip boards for re-fuelers	Amazon	FBO	464.74
87	SCAQMD Permit	South Coast Air Quality Management	FBO	761.73
88	SCAQMD Permit processing fee	South Coast Air Quality Management	FBO	16.91
89	Hospitality for NBAA S&D Booth	Nothing Bundt Cake	FBO	76.75
90	Uniform shirts for upcoming FBO Easter promotional event	INK'd promo Apparel	FBO	341.84
91	Monthly networking breakfast	Redlands Chamber	HR	15.74
92	Annual installation dinner	Redlands Chamber	HR	154.65
93	Employee background checks	Checkr	HR	144.98
94	S/S fixtures for the 1st and 2nd floor concessions	WebstaurantStore.com	HR	4,163.54
95	S/S fixtures for 1st and 2nd floor terminal concessions	WebstaurantStore.com	HR	2,184.30
96	Electric water heaters	Home Depot	HR	2,246.23
97	Outlets-Bldg. 680	Home Depot	Maint	81.50
98	Safety supplies-hard hat	Grainger	Maint	91.35
99	Lunch maintenance team meeting	Vicky's	Maint	42.92
100	Restroom renovation building materials Bldg. 730	Home Depot	Maint	435.02
101	Restroom renovation building materials Bldg. 730	Home Depot	Maint	77.17
102	Spot light-Bldg. 673	Home Depot	Maint	97.81
103	Receptacle for Bldg.673	Lowe's	Maint	12.33
104	Parking revenue CC processing	Windcave	IT	295.00
105	Cloud Server website charges	Digital Ocean	IT	64.30
106	Software license website management	CPanel	IT	39.99
107	Streaming services	Sling TV	IT	33.10
108	Telephone lines-CBP past due invoice	Frontier	IT	379.87
109	Communication software hosted IT collaboration	Slack	IT	43.75
110	Music streaming service terminal background music	Soundtrack Your Band	IT	49.00
111	Supplies-gloves	Amazon	FBO	33.70
112	Fuel for crew cars	Chevron	FBO	77.12
113	Fuel for crew cars	Chevron	FBO	54.49
114	Parts for vacuum cleaner-battery & filter	Amazon	FBO	38.95
115	Supplies and decorations FBO promo events	Dollar Tree	FBO	63.22
116	Branded Luxivair-Jackets for new employees	Ink'd Promo and Apparel	FBO	176.54
117	Paint ball pellets	The Nelson Paint Company	OPS	40.65
118	Travel Mead & Hunt Conference 01/2023 M. Burrows airfare	United Airlines	Admin	257.80

**Visa Breakdown  
February 2023  
SBIAA**

Line	Description	Vendor	Dept.	Amount
119	Travel Mead & Hunt Conference 02/2023 M. Burrows airfare	Breeze Airways	Admin	132.92
120	Travel Breeze Airways Conference registration fees	Seriously Nice Air	Admin	210.00
121	Travel Mead & Hunt Conference M. Gibbs flight	Breeze Airways	Admin	132.56
122	Travel Mead & Hunt Conference M. Gibbs flight	United Airlines	Admin	197.80
123	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-meals	Taverna	Admin	43.84
124	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-Meals	Honolua Store	Admin	20.29
125	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-meals	Honolua Store	Admin	27.01
126	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-meals	Honolua Store	Admin	28.04
127	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-meals	Stinger Rays	Admin	24.82
128	Travel AAAE Aviation Issues Conference 01/2023 Kapalua HI-M Gibbs-transportation fees	Economy LAX SmartParking	Admin	210.00
				<u>\$ 38,671.47</u>
	VISA Statement Balance			<u>\$ 38,671.47</u>
	Date Prepared: 02/23/2023			



**TO: San Bernardino International Airport Authority Commission**

**DATE: March 22, 2023**

**ITEM NO: 4**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR JANUARY 31, 2023 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 January 31, 2023 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 January 31, 2023 for the San Bernardino International Airport Authority. The total book value of cash accounts is \$14,504,083.77 on January 31, 2023. Bank statements reflect \$13,920,280.21. The difference between the two numbers is related to the outstanding checks, the deposits in transit and other items January 31, 2023.

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

**Attachments:**

1. Treasurer's Report for January 31, 2023

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

**Treasurer Report**

**January 31, 2023**

<u>Cash</u>	Balance 12/31/22	Activities	Balance 01/31/23
<i>Checking Account - Wells Fargo Bank</i>	\$ 5,254,870.07	\$ (589,980.42)	\$ 4,664,889.65
Deposits In Transit:			
Beginning	423,870.94	(423,870.94)	-
Ending		748,976.60	748,976.60
Outstanding Checks:			
Beginning	(765,496.38)	765,496.38	-
Ending		(165,173.04)	(165,173.04)
 <i>Premium Money Market Account - Wells Fargo Bank</i>	 7,825,867.82	 4,653.98	 7,830,521.80
Deposits In Transit:			
Beginning			
Ending			
 <i>Payroll Account - Wells Fargo Bank</i>	 15.94	 580.79	 596.73
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	12,739,128.39	340,683.35	13,079,811.74
 <u>Investments</u>			
<i>Local Agency Investment Funds</i>	320,914.60	1,676.45	322,591.05
Deposits In Transit:			
Beginning			
Ending			
Subtotal	320,914.60	1,676.45	322,591.05
 <u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	285,297.81	200,299.06	485,596.87
Reserve Fund- US Bank 2021A series	520,200.41	1,591.91	521,792.32
Cost Of Issuance Fund- US Bank 2021A series	1,017.03	3.10	1,020.13
Refunding Fund-US Bank 2021A series	-	-	-
Debt Service Fund-US Bank-2021B series	766.91	26,479.26	27,246.17
Debt Service Reserve Fund -US Bank-2021B series	65,789.51	200.57	65,990.08
Construction Fund- US Bank 2021B series	35.30	0.11	35.41
Subtotal	873,106.97	228,574.01	1,101,680.98
 Total Cash and Investments	<u>\$ 13,933,149.96</u>	<u>570,933.81</u>	<u>\$ 14,504,083.77</u>

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: March 22, 2023**

**ITEM NO: 5**

**PRESENTER: Jennifer Farris, Assistant Secretary of the Commission**

**SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2023-03 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AUTHORITY RECORDS**

### **SUMMARY**

Approval of this item will allow staff to amend an agency-wide records retention schedule and authorize destruction of certain Agency records. The adoption of the amended retention schedule will result in efficiency gains and cost savings.

### **RECOMMENDED ACTION(S)**

Adopt Resolution No. 2023-03 of the San Bernardino International Airport Authority (SBIAA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

### **FISCAL IMPACT**

There is no fiscal impact in the adoption of Resolution 2023-03. The fiscal impact will be determined upon destruction of the records.

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 February 2014, the San Bernardino International Airport Authority (SBIAA) selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, and take advantage of current technology. The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the Agency. In March 2016, the San Bernardino International Airport Authority (SBIAA) Commission approved Resolution 2016-02, adopting a records retention schedule and authorizing destruction of certain agency records.

It is recommended that Records Retention Schedules be updated every five (5) years to ensure compliance with updated Federal, State, and Local law. Upon review of SBIAA's current Records Retention Schedule, staff recognized the need to include new records series specifically relating to COVID-19, FPPC filings, Security, Badging, AQMD and CEQA. In December 2020, Clerk of the Board staff selected Gladwell Governmental Services to update the 2016 SBIAA Records Retention Schedule. The new retention schedules were written interactively with representatives from all departments. In March 2021, the SBIAA Commission approved Resolution 2021-01, amending its record retention schedule and authorizing destruction of certain agency records.

In January 2022, Gladwell Governmental Services updated the 2021 Records Retention Schedule due to changes in law/policies in 2022. In January 2023, Gladwell Governmental Services updated the 2022 Records Retention Schedule due to changes in law/policies in 2023. The new retention schedule provides clear specific records descriptions, retention periods and apply current law and technology to the management of SBIAA's records.

Staff recommends the Commission approve the above recommended action.

**Attachments:**

1. SBIAA Commission Resolution 2023-03
2. Records Retention Schedule

## **RESOLUTION NO. 2023-03**

### **RESOLUTION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AUTHORITY RECORDS**

**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 maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain time period for the effective and efficient operation of the San Bernardino International Airport Authority (SBIAA); and

**WHEREAS**, the SBIAA Commission wishes to improve efficiency and effectiveness;

**WHEREAS**, on March 23, 2016, the San Bernardino International Airport Authority (“SBIAA”) Commission approved Resolution 2016-02 formally adopting the Records Retention Schedule; and

**WHEREAS**, on March 24, 2021, the San Bernardino International Airport Authority (“SBIAA”) Commission approved Resolution 2021-01 formally adopting the amendment of the Records Retention Schedule; and

**WHEREAS**, on March 23, 2022, the San Bernardino International Airport Authority (“SBIAA”) Commission approved Resolution 2022-01 formally adopting the amendment of the Records Retention Schedule; and

**WHEREAS**, the SBIAA Commission deems it reasonable and appropriate to consider and adopt Resolution 2023-03, further updating the SBIAA Records Retention Schedule to be in compliance with all current laws and standard day-to-day business practices.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING COMMISSION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY AS FOLLOWS:**

**SECTION 1.**    Recitals.    The above Recitals are true and correct and are incorporated herein by this reference.

**SECTION 2.**    Destruction Authorization.    The records of the SBIAA, as set forth in the Records Retention Schedule, Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Assistant Secretary of the Commission, without further action by the SBIAA Commission.

**SECTION 3.**    Updates to the Retention Schedule:    With the consent of the Assistant Secretary of the Commission, Chief Executive Officer, and Authority Counsel, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the SBIAA Commission.    Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned.    Changes in the Total Retention and/or adding new records series must be presented to the SBIAA Commission for consideration.

**SECTION 4**    Definitions:    The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**SECTION 5**    Responsibility:    The Assistant Secretary of the Commission shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**SECTION 6**    Effective Date.    This Resolution shall take effect upon the date of its adoption.

**[SIGNATURE ON FOLLOWING PAGE]**

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 22nd day of March, 2023 by the following vote:

**MOTION:**

**SECOND:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

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. 2023-03 was duly and regularly passed and adopted by the SBIAA Commission at a regular meeting thereof, held on the 22nd day of March, 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

# RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>AGENCY-WIDE (Used by All Departments)</b>										
Admin Services / Human Resources	AW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference;
Finance	AW-002	Accounts Payable, Invoices, Petty Cash, Purchase Requests, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies)
Lead Dept.	AW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §54960.1(c)(1)
Clerk of the Board	AW-004	Agenda Packets / Staff Reports: Agency Council / Redevelopment / Successor Agency / Oversight Board	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC	Copies



## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-005	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Lead Dept.	AW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; <del>2 CFR 200.333</del> ; CCP §337 et. seq., 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §8546.7

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-007	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	The RFP / RFQ and the successful proposal becomes part of the agreement or contract
Finance	AW-008	Audits / Audit Reports / <a href="#">Annual Comprehensive Financial Report (ACFR)</a> <del>CAFR</del> <del>Comprehensive Annual Financial Reports</del>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies
Finance	AW-009	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Copies
Finance	AW-010	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies
Admin Services / Human Resources	AW-011	Claims	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Copies

# RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AW-012	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			Copies
Lead (Responding) Dept.	AW-013	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Agency preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342
	AW-014	Contracts: See Agreements								
	AW-015	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			Copies
Dept. that Authors Document or Receives the Agency's Original Document	AW-016	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			Department Preference

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the Agency's Original Document	AW-017	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting <b>NOT made or retained for the purpose of preserving the informational content for future reference</b>, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, transmittal letters, thank yous, speaker slips, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their <b>CONTENT</b>. E-mails, electronic records, or social media postings where <b>either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved outside the e-mail system by printing them out and placing in a file folder, or saving them electronically; If not mentioned here, consult the Agency Attorney to determine if a record is considered transitory / preliminary drafts. , GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	AW-018	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the Clerk of the Board
Lead Dept.	AW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Agency Attorney to determine if a record is considered a draft. GC § 6252, 6254(a)
Lead Dept.	AW-020	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			Department preference

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-021	Grants / FAA Grants / Reimbursable Claims / FEMA Claims ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records  Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	2 years	18 years	20 years		Mag, Ppr			FAA Grants require records be retained for the useful life of the structure being funded (20 years is Agency preference); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; <a href="#">2 CFR 200.334</a> ; <del>2 CFR 200.333</del> ; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §8546.7
Admin Services / Human Resources	AW-022	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Clerk of the Board	AW-023	Minutes - Board of Directors (IVDA, SBIAA, Oversight Board)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently
Lead Dept.	AW-024	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company
Staffing Dept.	AW-025	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq;
Clerk of the Board	AW-026	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently
Admin Services / Human Resources	AW-027	Personnel Files <b>(Department-level Files)</b>	Send to Admin. Services Upon Separation or Transfer		Send to Admin. Services Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with Agency policy (all originals are sent to Administrative Services)
Lead Dept.	AW-028	Personnel Files <b>(Supervisor's Notes)</b>	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-029	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts
Lead Dept.	AW-030	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			Department preference
Clerk of the Board	AW-031	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Department preference
	AW-032	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	AW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference
Lead Dept.	AW-034	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Ppr			Copies



## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	AW-035	Reference or Working Files: See Correspondence								
Clerk of the Board	AW-036	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently;
Lead Dept.	AW-037	Surveys / Questionnaires (that the Agency issues).	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference
Finance	AW-038	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Lead Dept.	AW-039	Training - ALL <b>COURSE</b> RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, Safety training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 53235.2(b), 53237.2(b)

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>HUMAN RESOURCES</b>										
Admin Services / Human Resources	AS-001	Benefit Plan Documents (Medical, Insurance, Retirement, Optical, Dental, etc.)	P		P	Yes: For Duration of Contract	Mag, Ppr			Department preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§§12946, 12960
Admin Services / Human Resources	AS-002	Claims / General Claims (Public Property & Personal Injury) / Insurance Policy Claims	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2
Admin Services / Human Resources	AS-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004	Compensation Surveys & Studies	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k)

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-005	Department of Fair Employment & Housing (DFEH) Claims <a href="#">Harassment Claims</a>	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-006	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records;
Admin Services / Human Resources	AS-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin Services / Human Resources	AS-008	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years		Mag, Ppr			29 CFR 1602.30

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-009	EEOC Claims	P		P		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-010	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the "Regular Course of Business" GC §§34090, 6252, 6254(a)
Admin Services / Human Resources	AS-011	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960
Admin Services / Human Resources	AS-012	Insurance Policy Claims	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2
Admin Services / Human Resources	AS-013	Insurance Policies - <b>Property / Liability / Fire / Theft</b>	P		P		Mag Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-014	Job Descriptions / Classification Specifications	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960; 29 USC 1113
Lead Dept.	AS-015	OSHA Log 200 and Log 300, 301, 301A	Completion + 5 years		Completion + 5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8; <a href="#">8 CCR 14300.33</a> ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; LC §6429c
Admin Services / Human Resources	AS-016	Personnel Files - <b>Background File - SUCCESSFUL</b> (Employees)	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; LC §1198.5

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-017	Personnel Files - <b>Background File - UNSUCCESSFUL</b> Applicants	3 years		3 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960;
Admin Services / Human Resources	AS-018	Personnel Files - <b>Employee File</b> Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oaths of Office, PAFs, Training Records & Certificates, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; 53235.2(b), 53237.2(b); LC §1198.5
Admin Services / Human Resources	AS-019	Personnel Files - <b>Medical File</b> (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960; LC §1198.5

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-020	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 3 years		Hiring Decision + 4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-021	Studies & Surveys Conducted on Behalf of the Agency (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business
Admin Services / Human Resources	AS-022	Workers Compensation Financial Reports / Claim Runs / Reconciliation Reports	5 years		5 years		Mag Ppr			Meets auditing standards
Admin Services / Human Resources	AS-023	Workers Compensation Claims / Benefit Claims / Long Term Disability Claims	Separation + 10 years	P	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960
<b>ADMINISTRATIVE SERVICES / PAYROLL</b>										
Admin Services / Payroll	AS-024	Payroll Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	2 years	8 years	10 years		Mag, Ppr			Department preference



# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Admin Services / Payroll	AS-025	W-4's	2 years	8 years	10 years		Mag, Ppr			Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later.; 26 CFR 31.6001-1

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~**  
**CHIEF EXECUTIVE OFFICER**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>ADMINISTRATION / CHIEF EXECUTIVE OFFICER <del>EXECUTIVE DIRECTOR</del></b>										
Airport / Manager & Admin / <u>Chief Executive Officer</u> <del>Executive Director</del>	AD/ <del>CEO</del> ED-001	Airport Improvement Projects: <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	20 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Airport / Manager & Admin / <u>Chief Executive Officer</u> <del>Executive Director</del>	AD/ <del>CEO</del> ED-002	Airport Improvement Projects: <b>Permanent File</b>  Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~**  
**CHIEF EXECUTIVE OFFICER**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-003	Airport Layout Plan (ALP)	Superseded + 2 years		Superseded + 2 years	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Department preference
Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-004	Correspondence - Board of Directors, etc	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference
Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-005	Facility Use Permits / Facility Use Agreements (Air Show, Film Permits, Use of Auditorium, etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Before Expiration	Mag, Ppr			Department Preference

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~**  
**CHIEF EXECUTIVE OFFICER**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-006	Historical Projects and Records	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-007	Projects, Programs, Economic Development, Legislation, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr			Department Preference
Airport / Manager & Admin / <a href="#">Chief Executive Officer</a> <del>Executive Director</del>	AD/ <del>CEO</del> ED-008	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents

**RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~**  
**CHIEF EXECUTIVE OFFICER**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Airport / Manager & Admin / <u>Chief</u> <u>Executive</u> <u>Officer</u> <del>Executive</del> <del>Director</del>	AD/ <del>CEO</del> ED- 009	Tracking for Tenant Agreements and Insurance Certificates (Excel)	Indefinite		Indefinite		Mag, Ppr			Department Preference

## RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>AIRPORT ADMINISTRATION / AIRPORT MANAGER</b>										
Airport / Manager & Admin / Executive Director	AIR-001	Airport Improvement Projects: <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	20 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Airport / Manager & Admin / Executive Director	AIR-002	Airport Improvement Projects: <b>Permanent File</b>  Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Comple. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans
Airport / Manager & Admin / Executive Director	AIR-003	Airport Layout Plan (ALP)	Superseded + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Department preference

## RECORDS RETENTION SCHEDULE: AIRPORT

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Airport / Manager	AIR-004	Airport Licenses / Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference
Clerk of the Board	AIR-005	Airport Tenants: Hangar Leases, Tie-Downs, etc.	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Copies
Lead Dept.	AIR-006	Correspondence - <b>Regulatory Agencies</b>	P		P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time
Develop. & Properties	AIR-007	Drawings, Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built"	Send All Drawings to Develop. & Properties		Send All Drawings to Develop. & Properties	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Always send final drawings to Development & Properties (so they have the most current drawing)

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Lead Dept.	AIR-008	<p>Grants / FAA Grants / Reimbursable Claims / FEMA Claims (<b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)</p> <p>Applications (successful), grant agreement, program rules, regulations &amp; procedures, reports to grant funding agencies, correspondence, audit records, completion records</p> <p>Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years</p>	2 years	8 years, or Useful Life - Whichever is Longer	10 years, or Useful Life - Whichever is Longer		Mag, Ppr			<p>FAA Grants require records be retained for the useful life of the structure being funded; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 &amp; 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, &amp; 570.502(a&amp;b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 &amp; A-133;</p>



## RECORDS RETENTION SCHEDULE: AIRPORT

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<b>AIRPORT FBO (FIXED BASE OPERATOR)</b>										
Airport / FBO & Airport / Operations	AIR-009	Aboveground Petroleum Storage Tanks  Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years)
Airport / FBO & Airport / Operations	AIR-010	Aircraft Accident / Incident Reports	Close + 2 years	6 years	Close + 8 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-011	Airport Operations (FAA Circulars, OEA Guidelines, etc.)	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Not Agency Records
Airport / FBO & Airport / Operations	AIR-012	Daily Logs & Maintenance: Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, VOR Ground Check Error Data, Technical Performance Record <b>(FAA Forms)</b>	2 years	8 years	10 years		Mag, Ppr	S	Yes: After QC	Department preference; 14 CFR 171.13 - 171.327
Airport / FBO & Airport / Operations	AIR-013	FAA Maintenance Logs	10 years		10 years		Mag, Ppr	S	Yes: After QC	Department preference; 14 CFR 171.13 - 171.327

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Airport / FBO & Airport / Operations	AIR-014	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded		Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records;
Admin Services / Human Resources	AIR-015	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Transfer to Human Resources		Mag, Mfr, OD, Ppr	S	Yes: When QC	copies
Airport / FBO	AIR-016	Fuel Usage Logs / Inventory / Transfer / Purchase	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards);
Airport / FBO & Airport / Operations	AIR-017	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference - Agency has cradle to grave liability (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Airport / FBO & Airport / Operations	AIR-018	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) Masters	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When QC	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
<b>AIRPORT MAINTENANCE</b>										

## RECORDS RETENTION SCHEDULE: AIRPORT

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Airport / Maint.	AIR-019	Generator Operation Logs (for fixed / stationary generators) / Inspections)	5 years		5-years		Mag, Ppr			40 CFR 70.6; AQMD Rule 1470; Form 400-E-13a instructions
Airport / Maint.	AIR-020	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference
Airport / Maint. & Airport / Operations	AIR-021	Permits: AQMD, Elevators, Pressure Vessels, etc.	Current + 2 years		Current + 2 years		Mag, Ppr			Department Preference;
Airport / Maint.	AIR-022	Pesticide Application Records	5 years		5years		Mag Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623
Airport / Maint.	AIR-023	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		<a href="#">Mag</a> Ppr			Department Preference; 13 CCR 1234(c)
Airport / Maint. & Airport / Operations	AIR-024	Underground Fuel Lines & Hydrants	Removal + 7 years		Removal + 7 years		Mag, Mfr, OD, Ppr	S	No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Maint.	AIR-025	Vehicle & Equipment Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated;
Airport / Maint.	AIR-026	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq.,
Airport / Maint.	AIR-027	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference
Airport / Maint.	AIR-028	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated;
Airport / Maint.	AIR-029	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original);
<b>AIRPORT MARKETING</b>										
Airport / Marketing	AIR-031	Promotional Marketing – <b>External</b>	Close + 7 years		Close + 7 years		Mag, Ppr			Department preference
Airport / Marketing	AIR-032	Promotional Marketing – <b>Internal</b>	2 years		2 years		Mag, Ppr			Department preference
<b>AIRPORT OPERATIONS</b>										

## RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / FBO & Airport / Operations	AIR-033	Aboveground Petroleum Storage Tanks  Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years)
Airport / FBO & Airport / Operations	AIR-034	Accident / Incident Reports	Close of Incident + 2 8- years	6 years	Close of Incident + 8 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-035	Airport Noise / Monitoring Complaints	Close + 10 years		Close + 10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-036	Airport Operations (FAA Circulars, OEA, etc.)	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Not Agency Records
Airport / Operations	AIR-041	AOA Access Personnel Records	Close + 2 years		Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference (meets TSA & FAA requirements)
Airport / Operations	AIR-041.1	<a href="#">Badging / Airport Security Access Applications / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards</a> (Employees and Tenants)	Separation / Inactive + 4 2- years		Separation / Inactive + 4 2 years	Yes	Mag, Ppr			<a href="#">FAA requires a 2-cycle retention</a> - <del>Department preference</del>

## RECORDS RETENTION SCHEDULE: AIRPORT

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Operations	AIR-037	Citations / Code Enforcement Actions / Notices of Violations (includes noise and safety complaints)	Resolution + 4 years		Resolution + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; et seq.
Airport / Operations	AIR-038	Drivers Training Records	Close + 2 years		Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-039	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded		Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records;
Admin Services / Human Resources	AIR-040	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Transfer to Human Resources		Mag, Mfr, OD, Ppr	S	Yes: When QC	Copies
Airport / FBO & Airport / Operations	AIR-042	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40

## RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Operations	AIR-043	Inspections & Certificates: CalTrans, FAA, etc. (Includes letters of corrections and citations)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; Statewide Guidelines recommend Current Year + 10 years for Runway Inspections, Current Year + 2 years for Safety Self-Inspections
Airport / FBO & Airport / Operations	AIR-044	Safety Data Sheets (SDS) <b>Masters</b>	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When QC	SDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
Airport / Operations	AIR-045	NPDES / Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Airport / Operations	AIR-046	NPDES Monitoring and Inspections - Stormwater	10 years		10 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Airport / Operations	AIR-047	NPDES Permit (Stormwater Discharge Permit)	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.

## RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / FBO & Airport / Operations	AIR-048	OSHA Inspections & Citations (send copies of any citations to Administrative Services)	5 years		5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), ; LC §6429c
Airport / Maint. & Airport / Operations	AIR-048.1	Permits: AQMD	Current + 5 years		Current + 5 years		Mag, Ppr			40 CFR 70.6
Airport / Maint. & Airport / Operations	AIR-049	Permits: Elevators, Pressure Vessels, etc.	Current + 2 years		Current + 2 years		Mag, Ppr			Department Preference;
Airport / Operations	AIR-049.1	Security Officer Logs	1 year		1 year		Mag, Ppr			Department preference
Airport / Maint. & Airport / Operations	AIR-050	Underground Fuel Lines & Hydrants	Removal + 7 years		Removal + 7 years		Mag, Mfr, OD, Ppr	S	No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Airport / Operations	AIR-051	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(d), 34090



## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CLERK OF THE BOARD</b>										
Lead Dept.	COB-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §54960.1(c)(1)
Clerk of the Board	COB-002	Agenda Packets: Board of Directors (IVDA & SBIAA)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-003	<p>Agreements &amp; Contracts (<b>ALL INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs</b>)</p> <p><i>Agreement or Contract includes all contractual obligations &amp; Insurance Certificates (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p><b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, sewers, sidewalks, street &amp; alley improvements, settlement, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §337 et. seq.,

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-004	<p>Agreements &amp; Contracts (<b>ALL NON-INFRASTRUCTURE, Leases, Professional Services Agreements - NOT IMAGED</b>)</p> <p><i>Agreement or Contract includes all contractual obligations &amp; Insurance Certificates (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p><b>Examples of Non-Infrastructure:</b> Aeronautical Activity Permits, Consultants, FBOs, Hangars, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Tie-Downs, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			<p>Department Preference; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; CCP §§337.337.1(a), 337.15, 343</p>

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-005	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.
Clerk of the Board	COB-006	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by Clerk of the Board; Department file may include correspondence et seq.
Clerk of the Board	COB-006.1	Economic Interest Filings (FPPC Form 602/635) - <b>Lobbyist Authorization Reporting</b>	7 years		7 years		Mag, Ppr			2 CCR 18615(d)
Clerk of the Board	COB-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Agency maintains original statements; GC §81009(d)(e)(f)&(g)
Clerk of the Board	COB-009	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; GC §81009(e)

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
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Agency Manager	COB-010	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
Clerk of the Board	COB-011	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
Clerk of the Board	COB-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; GC §81009(e)
Clerk of the Board	COB-015	Historical Records , Photographs, & Historical Projects (e.g. Formation, Incorporation, Tax-exemptions, Secretary of State Filings Agency Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Clerk of the Board determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy
Clerk of the Board	COB-016	Minute Orders	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			The Minutes are the final record
Clerk of the Board	COB-017	Minutes: Board of Directors (IVDA, SBIAA, Oversight Board)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference
Clerk of the Board	COB-018	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
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Clerk of the Board	COB-019	Permits: Aeronautical Activity Permits (Filed with Agreements)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343, Contractor has retention requirements in 48 CFR 4.703(a)
Clerk of the Board	COB-020	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	Close + 2 years		Close + 2 years		Mag, Ppr			Department preference
Clerk of the Board	COB-021	Recordings: <b>Audio</b> Recordings - Board of Directors (IVDA, SBIAA, Oversight Board)	2 years		2 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
Clerk of the Board	COB-022	Recordings: <b>Video</b> Recordings - Board of Directors (IVDA, SBIAA, Oversight Board)	2 years		2 years		Mag, OD			Department preference
Clerk of the Board	COB-023	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference
Clerk of the Board	COB-024	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-025	Resolutions: Board of Directors (IVDA, SBIAA, Oversight Board)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference
Clerk of the Board	COB-026	Rights of Entry: Forest Service, Indian Tribes, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Clerk of the Board	COB-027	Specific Plan	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference
<b>INFORMATION TECHNOLOGY</b>										
Information Technology	IT-001	Backups - <b>DAILY</b> (Monday - Thursday)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required
Information Technology	IT-002	Backups - <b>WEEKLY</b>		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required

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Information Technology	IT-003	GIS Database / Data / Layers (both Agency-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); et seq.
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business
Information Technology	IT-005	Video Recordings (Public Areas)	When No Longer Required		When No Longer Required		Mag			Department preference



## RECORDS RETENTION SCHEDULE: DEVELOPMENT &amp; PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>DEVELOPMENT &amp; PROPERTIES</b>										
Develop. & Properties	D&P-001	Aerial Maps	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference
Develop. & Properties	D&P-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records
Develop. & Properties	D&P-003	Capital Improvement Projects (CIP): <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,

## RECORDS RETENTION SCHEDULE: DEVELOPMENT &amp; PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-004	Capital Improvement Projects (CIP): <b>Permanent File</b>  Specifications & Addenda, Agreement / Contract & Insurance Certificates, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans
Lead Dept.	D&P-005	Correspondence - <b>Regulatory Agencies</b>	P		P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time
Develop. & Properties	D&P-006	Customer Lists (Includes hangar inventories, tie down inventories)	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Transitory Record; et seq.
Develop. & Properties	D&P-007	Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Airport should send final drawings / As Built to Development and Properties

## RECORDS RETENTION SCHEDULE: DEVELOPMENT &amp; PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-008	Encroachment Permits: <b>Temporary</b> (Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			Department Preference
Develop. & Properties	D&P-009	Encroachments - Permanent (Permanent structures in the Agency's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-010	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-011	Engineering Studies / Surveys (Agency Built Projects in the Public Right of Way / on Agency-owned Property)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference

## RECORDS RETENTION SCHEDULE: DEVELOPMENT &amp; PROPERTIES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-012.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA  <b>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</b>	<a href="#">Project Approval or Denial + 180 days</a> <del>Completion of CEQA Process</del>		<a href="#">Project Approval or Denial + 180 days</a> <del>Completion of CEQA Process</del>		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6
Develop. & Properties	D&P-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Inside Agency boundaries</b>	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)
Develop. & Properties	D&P-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Outside Agency boundaries</b>	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the Agency Boundaries are with the project file

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-014	Geotechnical and Soils Reports; Hydrology Reports (Authored by the Agency or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-015	Insurance Certificates - ALL	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-016	Private Land Development Projects / Job Files (Unocal, etc.): <b>Administration File</b>  Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Develop. & Properties	D&P-017	Private Land Development Projects / Job Files (Unocal, etc.): <b>Permanent Files</b>  Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc.  Dedications, Easements, Abandonments (Clerk of the Board is OFR)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans

## RECORDS RETENTION SCHEDULE: DEVELOPMENT &amp; PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-018	Property Management: Tenant <b>Correspondence, Insurance Certificates</b> , Eviction Notices, Potential Tenant Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference
Clerk of the Board	D&P-019	Property Management: Tenant <b>Leases</b>	Close + 5 years		Close + 5 years		Mag, Ppr			Copies
Develop. & Properties	D&P-020	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Develop. & Properties	D&P-021	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42,
Develop. & Properties	D&P-022	Soil Contamination Records / Groundwater Quality / Environmental Studies and Reports / Former Air Force Base Responsibilities for Clean-up	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference
Develop. & Properties	D&P-023	Special Studies	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ADMINISTRATION &amp; BUDGET</b>										
Finance / Admin.	FIN-001	Audit Reports / Annual Financial Reports / <a href="#">Annual Comprehensive Financial Report (ACFR)</a> and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference
Finance / Admin.	FIN-002	Audit Work Papers (The Agency's Documentary Evidence)	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards)
Finance / Admin.	FIN-003	Budgets - Final (Adopted Budget), and Approved Adjustments	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference
Finance / Admin.	FIN-004	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts
Finance / Admin.	FIN-005	Single Audits	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (meets municipal government auditing standards)

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<b>GENERAL ACCOUNTING</b>										
Finance / General Accounting	FIN-006	1099's / 1096's	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 USC 436
Finance / General Accounting	FIN-007	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (meets municipal government auditing standards)
Finance / General Accounting	FIN-008	Accounts Receivable - <b>Miscellaneous</b> - Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards
Finance / General Accounting	FIN-009	Bank Statements and Trustee Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards



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Finance / General Accounting	FIN-011	Checks / Warrants (Cashed)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; CCP § 337
Finance / General Accounting	FIN-012	Escheat (Unclaimed money / voided or uncashed checks)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519
Finance / General Accounting	FIN-013	Financial Services <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated
Finance / General Accounting	FIN-014	Fiscal Agent Statements	Bond Fully Defeased + 10 years		Bond Fully Defeased + 10 years		Mag, Ppr			Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-015	Investment Reports, Investment Transactions, Summary Transactions, Inventory and Earnings Report	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards
Finance / General Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"

## RECORDS RETENTION SCHEDULE: FINANCE


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Finance / General Accounting	FIN-017	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; CCP § 337
Finance / General Accounting	FIN-018	Purchase Orders / Purchase Requisitions	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference (same as Accounts Payable / Invoices); Retained to match other auditing periods
Finance / General Accounting	FIN-019	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system)
Finance / General Accounting	FIN-020	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, etc.	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards
Finance / General Accounting	FIN-021	Salary Records	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference;
Finance / General Accounting	FIN-022	Tax Returns: Jet Fuel Sales, etc.	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; IRS: 4 years after tax is due or paid ; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530
Finance / General Accounting	FIN-023	Treasurer's Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards

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Finance / General Accounting	FIN-024	W-9s	<u>Vendor Inactive + 3 years</u> <del>Minimum 5-years</del>		<u>Vendor Inactive + 3 years</u> <del>Minimum 5-years</del>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<u>Meets IRS auditing standards</u> <del>Department Preference; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg- §31.6001-1(e)(2), R&amp;T- §19530; 29 USC 436</del>
<b>FINANCE / PAYROLL</b>										
Finance / Payroll	FIN-025	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	8 years	10 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436
Finance / Payroll	FIN-026	Deferred Compensation (457, 401A) Reports, Registers	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-027	Payroll Check Registers	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-028	Payroll Journals	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-029	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	8 years	10 years		Mag, Ppr			Department preference

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Payroll	FIN-030	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - <b>IF FINANCE RECEIVES SIGNATURE of EMPLOYEE</b> (Either in Paper or Electronic Format)	2 years	8 years	10 years		Mag, Ppr			Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5
Finance / Payroll	FIN-031	W-2's	2 years	8 years	10 years		Mag, Ppr			Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: March 22, 2023</b></p> <p><b>ITEM NO: 6</b></p> <p><b>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</b></p>
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**SUBJECT: APPROVE MEETING MINUTES: FEBRUARY 22, 2023**

**SUMMARY**

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the regular meeting held Wednesday, February 22, 2023.

**RECOMMENDED ACTION(S)**

Approve meeting minutes of the regular meeting held February 22, 2023.

**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. February 22, 2023 meeting minutes

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 22, 2023

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 John Echevarria (alt)	Present (in audience)

#### City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Present (in audience)

#### County of San Bernardino

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

#### City of San Bernardino

Mayor Helen Tran	Present
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience)

#### 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	Andres Zapata, Airport Operations Manager
Stephen McIntyre, Maintenance Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:03 p.m. on Wednesday, February 22, 2023.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Theodore Sanchez 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. Policies and Procedures Update
  - c. Breeze Airways Las Vegas Launch
  - d. Report on Federal Aviation Administration (FAA) Emergency Exercise
- 2b. Ms. Catherine Pritchett, Director of Administration, gave a brief report on Agenda Item No. 2b. and referenced a PowerPoint presentation as contained on pages 047-048 of the agenda packet.
- 2c. Mr. Mark Gibbs, Director of Aviation, referenced overhead photos and provided a brief report on the new Breeze Airways routes to Las Vegas, NV and Hartford, CT.
- 2d. Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 2d. Mr. Gibbs thanked Mr. Andres Zapata, Airport Operations Manager, for leading the exercise.

**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 – February 22, 2023.
4. Receive and file Treasurer's Report for December 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change Order No.1 in the amount of \$18,550.00 with AEC Moreno Corporation for a total contract amount not to exceed \$68,050.00 for the 1<sup>st</sup> Floor Concession Stand Improvements Project
6. Approve Change Order No. 1 in the amount of \$33,800 with AEC Moreno Corporation for a total contract amount not to exceed \$83,799.98 for the 2<sup>nd</sup> Floor Concession Stand Improvements Project
7. Authorize staff to advertise a Request for Proposals (RFP) for Heating, Ventilation, and Air Conditioning (HVAC) Contractors
8. Approve Meeting Minutes: January 25, 2023

**ACTION:** Approve Agenda Item Nos. 3-8



RESULT: **ADOPTED [UNANIMOUSLY]**  
MOTION/SECOND: Rigsby / Lilburn  
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran.  
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.

9. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023

Mr. Mark Cousineau, Director of Finance, referenced the "Proposed Budget Adjustments Table" found on page 131 of the Agenda Packet and provided a brief report.

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

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

10. Approve a construction contract with Jergensen Construction for the City Creek Bypass Channel Maintenance and Repair Phase 1 Project in an amount not to exceed \$96,335.20

Mr. Jeff Barrow, Director of Development, referenced two overheads and provided a brief report on Agenda Item No. 10.

**ACTION:** Approve a construction contract with Jergensen Construction for the City Creek Bypass Channel Maintenance and Repair Phase 1 Project in an amount not to exceed \$96,335.20; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve Amendment No. 1 to the Professional Services Agreement with JBT Aerotech Corporation in the amount of \$53,499.16 for a total not to exceed contract amount of \$150,000.00 to perform Terminal Passenger Boarding Bridge (PBB) repairs

Mr. Stephen McIntyre, Maintenance Manager, provided a brief report on agenda Item No. 11.

**ACTION:** Approve Amendment No. 1 to the Professional Services Agreement with JBT Aerotech Corporation in the amount of \$53,499.16 for a total not to exceed contract amount of \$150,000; and authorize the Chief Executive Officer to execute all related documents.

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

12. Approve Amendment No. 1 to the Professional Services Agreement with LSA Associates, Inc. in the amount of \$47,000 for a total not to exceed contract amount of \$97,000

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

**ACTION:** Approve Amendment No. 1 with LSA Associates, Inc. in the amount of \$47,000 for a total not to exceed contract amount of \$97,000; and authorize the Chief Executive Officer to execute all related documents.

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

13. Approve Change Order No. 3 with Goss Construction Company, Incorporated which carries a cost impact of \$153,876.63 for the Runway 6/24 Joint and Spall Repair Project

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map and provided a brief report on Agenda Item No. 13.

**ACTION:** Approve Change Order No. 3 with Goss Construction Company, Incorporated with a cost impact of \$153,876.63 for the Runway 6/24 Joint and Spall Repair Project; and authorize the Chief Executive Officer to execute all related documents.

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

14. Approve award of a Professional Services Agreement with Aecom Technical Services, Inc. in an amount not to exceed \$132,723 for Engineering Design Services for the AOA Vehicle Access Road Project

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 14.

**ACTION:** Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for engineering design services for the AOA Vehicle Access Road Project in an amount not to exceed \$132,723; and authorize the Chief Executive Officer to execute all related documents subject to technical and conforming change as approved by legal counsel.

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

15. Approve Change Order No. 2 with Griffith Company which carries a cost impact of \$344,358.76 for the Taxiway Shoulder Improvement Project

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map and provided a brief report on Agenda Item No. 15.

**ACTION:** Approve Change Order No. 2 with Griffith Company with a cost impact of \$344,358.76 for the Taxiway Shoulder Improvement Project; and authorize the Chief Executive Officer to execute all related documents.

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

16. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “June, 2023 –Airport Focal Areas” (as contained on pages 207-209 in the Agenda Packet) and provided a brief report on Agenda Item No. 16.

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 June 30, 2023.

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**

Councilmember Theodore Sanchez requested the SBD canine for airfield wildlife mitigation be presented at a future Commission meeting.

Secretary Penny Lilburn extended her gratitude to members of the SBIAA, Inc. Ad Hoc Committee.

Mayor Helen Tran thanked Staff and Breeze Airways for a successful launch and is looking forward to the future.

Lastly, Mr. Michael Burrows, Chief Executive Officer, introduced Mr. Stephen McIntyre, the new Maintenance Manager.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:41 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 22, 2023.**

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Jennifer Farris  
Assistant Secretary of the Commission



**TO: San Bernardino International Airport Authority Commission**

**DATE: March 22, 2023**

**ITEM NO: 7**

**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 decrease in net income of \$115,000. 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 a decrease of budgetary net income of \$115,000. The increase in revenues and estimated revenues in the proposed budget adjustments is \$72,500 and the total increase in the proposed expenditures is \$187,500. The increase in budgetary revenues reflect additional funding from the FAA and recovery of clean-up costs from the responsible party for a vacated parking lot license. Increases in budgetary expenditures reflect new and ongoing demand for repairs and maintenance (\$25,000); self-insured channel and road repairs (\$43,000); increased travel activity due to larger staff, Pandemic deferred training, and inflated travel costs (\$7,500); FAA required construction management services for airport FAA grants (\$75,000); costs and increase utility usage and costs (\$12,000); and increased green energy consultant support for a United States Department of Energy grant.

## PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures &amp; Transfers Out</i>					
<b>A</b>	General Fund	50422 - Landscape Maintenance	\$ 106,750	\$ 15,000	121,750
<b>B</b>	General Fund	50429 - ARFF Vehicle Repairs and Maintenance	25,000	10,000	35,000
<b>C</b>	General Fund	51811 - Emergency Repairs - Uninsured	-	43,000	43,000
<b>D</b>	Property Management Fund	50413 - Refuse	62,000	10,000	72,000
<b>E</b>	Luxivair SBD (FBO)	50411 - Gas	5,000	2,000	7,000
<b>F</b>	Capital Project Fund	52270 - FAA-Taxiway Shoulder Project	4,332,270	37,500	4,369,770
<b>F</b>	Capital Project Fund	52603 - Runway Joint Seal Project	4,183,012	37,500	4,220,512
<b>G</b>	General Fund	50380 - Travel	28,115	7,500	35,615
<b>H</b>	Capital Project Fund	52605 - Airport Green Energy Element	150,000	25,000	175,000
Increase (Decrease) in expenditures & transfers out				<u>187,500</u>	
<i>Revenues &amp; Transfers In</i>					
<b>D</b>	Property Management Fund	42600 - Income - Other	20,000	5,000	25,000
<b>F</b>	Capital Project Fund	41900 - Grant Revenue - FAA	6,787,152	67,500	6,854,652
Increase (Decrease) in revenues & transfers in				<u>72,500</u>	
Net Budget Adjustment, Expenses in Excess of Revenues				<u>\$ 115,000</u>	

**Notes:**

- A:** Increase of \$15,000 in anticipated landscape maintenance service coinciding with initiation of passenger carrier service.
- B:** Increase of \$10,000 to replenish budget to provide for anticipated aircraft rescue and fire fighting vehicle repairs and maintenance for balance of fiscal year.
- C:** Increase of \$43,000 to fund channel repair at Sterling due to vehicle accident and Leland Norton sinkhole repair that were less than SBIAA's deductible.
- D:** Net increase of \$5,000 to fund refuse rental, service, and dump fees for clean-up of Building 56 parking lots and overall increased costs of \$10,000 offset by \$5,000 anticipated recovery from previous tenant of Building 56 parking lots.
- E:** Increase of \$2,000 for remainder of fiscal year due to increased commodity cost of natural gas and usage.
- F:** \$75,000 increase to fund FAA required construction management services that will be reimbursable at 90 percent of construction management services. Construction management services were allocated equally to each project. SBIAA anticipates receiving an additional \$67,500 in grant revenue.



- G** Increase of \$7,500 for increase cost of transportation and subsistence expenses, as well as increase activity due to deferred trainings, greater number of employees, and employee turnover.
- H** \$25,000 increase for additional green energy consulting services related to the United States Department of Energy project.

Staff recommends the Commission approve the proposed budget adjustments.

**Attachments:**

1. None



**TO: San Bernardino International Airport Authority Commission**

**DATE: March 22, 2023**

**ITEM NO: 8**

**PRESENTER: Jeff Barrow, Director of Development**

**SUBJECT: AWARD A CONSTRUCTION CONTRACT TO BRIGHTVIEW LANDSCAPE SERVICES, INC. IN AN AMOUNT OF \$88,489.00 FOR THE LUXIVAIR LANDSCAPING PROJECT**

### **SUMMARY**

Approval of this item will allow staff to provide improvements to the landscape, hardscape, irrigation system, as well as weed abatement and gopher control throughout the entrance of the Luxivair SBD Fixed-Based Operator (FBO). The Luxivair Landscaping Project also includes the installation of Decomposed Granite, reseeding at areas needed, and a 90-day maintenance package in order to keep all landscape in a pristine manner.

### **RECOMMENDED ACTION(S)**

Award a Construction Contract to Brightview Landscape Services, Inc. in an amount of \$88,489.00 for the Luxivair Landscaping Project; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None. Funding for this project is included in the adopted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 budget in the SBD Luxivair-FBO Fund, Account 50422 Landscape Maintenance in the amount of \$110,000.00 with \$88,489.00 being used towards this project.

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**

The Luxivair FBO at SBD landscape was designed and constructed in 2009. This design went on to win the American Society of Landscape Architects (ASLA) Merit award in 2010. Unfortunately, in a 13-year span, the landscape has suffered through extreme heat, as well as new lows in the recent months. On top of the rough climate, gophers have affected the hardscape, as well as the irrigation system. To provide first class experience at Luxivair SBD, staff determined that addressing the front door to our executive FBO was a critical component. If recommended action is approved, Brightview Landscape Services, Inc will use the same design and restore the landscape using drought tolerant plants, water efficient drip systems and drought decomposed granite.

Staff reached out to three (3) qualified firms, bid results are as follows:

- |   |                 |
|---|-----------------|
| • Brightview Landscape Services Inc.      | \$88,489.00     |
| • Pacific Coast Landscape and Design Inc. | \$187,035.00    |
| • Gothic Landscape Inc.                   | Did Not Respond |

### **Attachments:**

1. Site Map
2. Tabulation of Bids





US Customs  
Border Protection

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20 m

**SBIAA****TABULATION OF BIDS**Bid: RFP for The Luxivair Landscaping ProjectDue Date: 01/26/2023 @ 10:00 AM

Number of Bids Sent: 2

Number of Job Walk Attendees: 2

Number of Bids Received: 2

<b>Contractor</b>	Brightview Landscaping Services Inc.	Gothic Landscape Inc.	Pacific Coast Landscape and Design Inc.
<b>PHONE:</b>	951-906-1134	858-333-1961	951-317-3871
<b>CONTACT:</b>	Daniel Crayne	Isaac Regis	Domingo Revilla
<b>Total Bid Amount:</b>	\$88,489.00	No Response	\$187,035.00





**TO: San Bernardino International Airport Authority Commission**

**DATE: March 22, 2023**

**ITEM NO: 9**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: APPROVE AMENDMENT NO. 1 FOR PROFESSIONAL SERVICES AGREEMENT WITH RIGHT ENERGY GROUP, LLC IN AN AMOUNT NOT TO EXCEED \$20,000 FOR GREEN ENERGY CONSULTING SERVICES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)**

### **SUMMARY**

On July 1, 2022, San Bernardino International Airport Authority (SBIAA) entered into an Agreement with Right Energy Group, LLC for \$60,000 for green energy consulting services for SBIAA. An increase of \$20,000 is needed to continue these services through the end of Fiscal Year 2022-2023. The total contract amount, if adjusted, would be for a not to exceed amount of \$80,000.

### **RECOMMENDED ACTION(S)**

Approve Amendment No. 1 to the Professional Services Agreement with Right Energy Group, LLC to provide green energy consulting services for San Bernardino International Airport Authority (SBIAA) for an additional amount not to exceed \$20,000.00.

### **FISCAL IMPACT**

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for these professional services will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the Capital Project Fund, Account 52605 - Airport Green Energy Element, in the amount of \$175,000 of which \$36,913 is available to fund these services.

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

**BACKGROUND INFORMATION**

On July 1, 2022, San Bernardino International Airport Authority (SBIAA) entered into an Agreement with Right Energy Group, LLC for \$60,000 for green energy consulting services for SBIAA. An increase of \$20,000 is needed to continue these services through the end of fiscal year 2022-2023. The total contract amount, if adjusted, would be for a not to exceed amount of \$80,000.

Staff recommends that the Commission approve the above recommended action.

**Attachments:**

1. Amendment No. 1

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
[RIGHT ENERGY GROUP, LLC]**

This Amendment No. 1 to the Agreement for Professional Services is entered into and shall be effective as of the 22nd day of March, 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 RIGHT ENERGY GROUP, LLC (the "Consultant").

**I. RECITALS**

A. The SBIAA and Consultant entered into that certain Agreement for Professional Services dated July 1, 2022 to consult on green energy programs for SBIAA for fiscal year 2022-2022 ("Agreement");

B. The SBIAA and Consultant desire to amend the terms of the Agreement as described herein and considered as Amendment No. 1 effective March 22, 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:

- III. Increase the total payment amount of the contract for Right Energy Group, LLC by \$22,000; for a total revised contract amount as provided in Section 4A of \$80,000 for 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. 1 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**

Right Energy Group, LLC

By: \_\_\_\_\_  
Jerry Silva, Principal

Right Energy Group, LLC

By: \_\_\_\_\_  
James Campos, Principal



**TO: San Bernardino International Airport Authority Commission**

**DATE: March 22, 2023**

**ITEM NO: 10**

**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. This 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 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	Audit Report, Grant Program & Initiatives; Grant application	Director of Finance, Director of Aviation, Project Manager	April, 2023
May, 2023	International Trade Initiatives; Draft Annual Budget Preparation and Review	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



March, 2023

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure

Review Operational Plans

Runway & Taxiway Improvements

Implement New Operational Software

Complete 2022/23 Airport Marketing Efforts & Initiatives

Air Passenger Service

International Trade  
Legislative Program