

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, MARCH 27, 2024

5:00 PM

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, 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 Pro Tem, City of Highland

Fred Shorett

Mayor Pro Tem, City of San Bernardino

John Echevarria

Councilmember, City of Colton

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

ORDER OF BUSINESS - CLOSED SESSION

This meeting of the governing Commissions 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. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services

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 Legal Counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: two cases

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 Commission subsequent to the posting of the agenda.

F. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF MARCH 27, 2024
[PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board **PAGE#: 006**]

G. INFORMATIONAL ITEMS

It is intended that the following subject matters and their attachments are submitted to the Board 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. INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 016**]
- b. INFORMATIONAL ITEMS - REPORT ON RNAV VISUAL APPROACH PROCEDURE TO RUNWAY 24
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 017**]

H. COMMISSION CONSENT ITEMS

The following consent items are expected to be routine and non-controversial and will be acted upon by the Committee at one time unless the Board directs that an item be held for further discussion.

3. REGISTER OF DEMANDS FOR FEBRUARY 2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 018**]

4. RECEIVE AND FILE TREASURER'S REPORT FOR JANUARY 31, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 027**]
5. APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT WITH AEC MORENO CORPORATION FOR THE TERMINAL PARKING LOT IMPROVEMENTS PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 030**]
6. APPROVE REVISED MEETING MINUTES: JANUARY 24, 2024
[PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board **PAGE#: 034**]
7. APPROVE MEETING MINUTES: FEBRUARY 28, 2024
[PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board **PAGE#: 043**]

I. COMMISSION ACTION ITEMS

8. RECEIVE AND FILE THE ANNUAL INDEPENDENT AUDIT REPORT OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE FISCAL YEAR ENDED JUNE 30, 2023
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 052**]
9. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 109**]
10. AWARD A CONSTRUCTION CONTRACT TO LANDMARK PAVING, INC. IN AN AMOUNT NOT TO EXCEED \$78,240 FOR THE IRP 2 LANDFILL SURFACE REPAIR PROJECT
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 112**]
11. APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH MATICH CORPORATION FOR THE UAS OFFICE CENTER PARKING LOT PAVING PROJECT IN AN AMOUNT NOT TO EXCEED \$83,508
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 138**]
12. APPROVE AWARD OF A SERVICE AGREEMENT WITH PDSRNB ENTERPRISES, INC. DOING BUSINESS AS (DBA) CERTAPRO PAINTERS OF CORONA & TEMECULA VALLEY IN AN AMOUNT NOT TO EXCEED \$69,544 FOR EXTERIOR PAINTING OF THE DOMESTIC TERMINAL
[PRESENTER: Dave Graham, Airport Terminal Manager **PAGE#: 144**]
13. APPROVE AWARD OF A MULTI-YEAR AGREEMENT WITH AM-TEC TOTAL SECURITY, INC. (AM-TEC) IN AN AMOUNT NOT TO EXCEED \$83,331.00 FOR FIRE AND BURGLAR ALARM MONITORING SERVICES
[PRESENTER: Stephen McIntyre, Maintenance Manager **PAGE#: 151**]

14. CONSIDER AND ADOPT A U.S. DEPARTMENT OF TRANSPORTATION TITLE VI CIVIL RIGHTS PLAN AND COMMUNITY PARTICIPATION PLAN

[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 162**]

15. CONSIDER AND ADOPT THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) LANDSIDE NOTICE OF VIOLATION PROGRAM FOR ENFORCEMENT OF AIRPORT RULES AND REGULATIONS AND PARKING VIOLATIONS ON SBIAA PROPERTIES

[PRESENTER: Mitch Dattilo, Airport Security Manager **PAGE#: 197**]

16. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2024

[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 225**]

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 regularly scheduled meeting of the San Bernardino International Airport Authority Commission, Wednesday, April 24, 2024.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF MARCH 27, 2024

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:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
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):

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
5.	<u>AEC Moreno Corporation</u> Hector Moreno, CEO/RMO	None.
8.	<u>Eide Bailly, LLP</u> See attached list.	None.
10.	<u>Landmark Paving, Inc.</u> Elizabeth A. Stanley, President Lawrence Stanley, Treasurer Emily R. Stanley, Secretary	None.
11.	<u>Matich Corporation</u> Stephen A. Matich, President	None.

	Randall S. Valadez, Vice President, Treasurer, Corporate Security Robert M. Matich, Vice President – Engineering Jason G. Jones, Vice President – Estimating	
12.	<u>PDSRNB Enterprises, Inc. DBA CertaPro Painters of Corona & Temecula Valley</u> David Myers, Owner/General Manager Pilar Myers, Co-Owner	None.
13.	<u>AM-Tec Total Security, Inc.</u> Ruth Torok, President Jeffrey J. Torok, Vice President	None.
15.	<u>Data Ticket</u> Marjoie A. Fleming, CEO Brook A. Westcott, CFO Albert William Fleming, Secretary	None.

Attachments:

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

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

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

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

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

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

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

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

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

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

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

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

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

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

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

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

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

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

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

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

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

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

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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

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

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

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

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

5 Government Code.

6 HISTORY

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

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

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

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

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

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

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

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

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

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

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


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

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Eide Bailly Partner Listing			
Barb Aasen	Derek Flanagan	Joe Kristan	Rudy Rudolph
Joe Aguilar	Chad Flanagan	Sara Kurtz	LeAnn Rudolph
Thomas Ahrens	Dan Flowers	Amy Lai	Brian Ruff
Linda Albrecht	Tom Fogarty	Brian Laib	Tonya Rule
Rick Alexander	Janie Fogg	Travis Lance	Peggy Runcorn
Roger Alfaro	Brooke Forstner	Renee Langworthy	David Rygh
Nate Allphin	Steve France	Scott LaPlant	Jordan Salo
Rick Alonzo	David Frank	Caroline Larson	Wade Sandy
Jessica Andersen	Teri Gage	Derrick Larson	Joe Sawatske
Jay Anderson	Dan Gahler	Bobby Lawrence	Kurt Schlicker
Ava Archibald	Dennen Gamradt	Tim LeClair	Keith Schmidt
Sheila Ashrafi	Bill Garcia	Brenda Leibfried	Jim Schmidt
Mike Astrup	Kirk Gardner	Shannon Lemmon	Jill Schneider
Troy Atkinson	Bruce Garfield	Susan Levinstein	Maria Schwingler
Jon Ault	Ahmad Gharaibeh	Kirk Lindemann	Rebekah Scott
Steve Bandler	Dave Glennon	Darrell Lingle	Jeri Self-Merritt
Rick Basterrechea	Ann Glenz	Carolyn Linkov	Ryan Shirley
Michelle Beaty	Tom Goekeler	Ralph Llewellyn	David Showalter
Jeremy Bendewald	Shilo Gorospe	Dustin Long	Brett Simpson
Brad Berls	Kelley Grace	D.C. Lucas	Paul Sirek
Eric Berman	Chris Gracey	Thomas Madison	Scott Sisel
Tyler Bernier	Renee Gravalin	Heather Maire	Paul Skeen
TJ Bert	Jake Gregory	Ross Manson	Gary Smith
Brian Bertsch	Xiupin Guillaume	Dan Martin	Kevin Smith (BOI)
Ryan Beste	John Gupta	Donny Matteson	Jennifer Snow
Jan Bjork	Scott Gustafsson	Nathan McMurtrey	Jeff Sorensen
Mike Blazei	Russell Guthrie	Joe Melson	Kinnaly Soukhaseum
Brian Bluhm	Mark Guy	Norman Mendoza	Mike Soza
Brenda Blunt	Scott Haberman	Terry Merfeld	Cindy Spence
Ashley Brandt-Duda	Mark Hale	Michael Michelsen	Andy Spillum
Danny Bresnahan	Sean Hales	Lealan Miller	Joe Splinter
Shannon Breuer	Brian Haley	Alex Miller	Laura Srsich
Marilyn Brindle	Kayce Halley	Dan Milne	Brian Stavenger
Kelly Bryson	Edie Hanson	Tamara Miramontes	Dave Stende
Eric Budreau	Susie Hanson	Terri Montgomery	Chantal Stennerson
Dale Bunn	Brandon Harrison	Joe Monty	Jeromy Stephens
Travis Burgess	Laura Hartwig	Patti Morgan	Joe Stoddard
Cindy Byerrum	Jeremy Hauk	Gwen Moser	Dave Studebaker
Brett Call	Ryan Havick	Andrea Mouw	Mandy Sutton
Brian Callahan	Julie Hawkins	Lauren Murro	Ryan Svoboda
Curtis Campbell	Joshua Hayes	Dan Neale	Leonard Sweet
Kathy Cantu	Toby Hazen	Scott Nelson	Adam Sweet
Glenn Carniello	Ron Hecht	John Nelson	Michael Tao
Jennifer Carpenter	Jared Heim	Deb Nelson	Luke Taylor
Lisa Chaffee	David Helm	Stacey Nelson	Greg Taylor
Pam Chamberlain	Rhea Hemish	Aaron Ness	Amy Tepp

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Eide Bailly Partner Listing			
Brian Cheese	Hans Hendershot	Jason Neumann	Diane Terrell
Greg Clausen	Kimberley Higgins	Cory Nielson	Bradley Theisen (MPL)
Aaron Clayton	Ted Hill	Al Nolte	Heather Thielges
Kristin Cornell	Angie Hillestad	Eric Nuttall	Stuart Tholen
Alex Corrigan	KayLynn Hilton	Craig Nyhus	Duane Thompson
Nick Crank	Jeff Hipshman	Alexis Odden	Rachael Thomsen
Mike Criddle	David Hirschhorn	Jason Oelrich	Brian Tims
Blake Crow	Elliot Hitt	SuAnn Olson	Royce Townsend
Jeff Cullison	Roger Huebner	Jason Olson	Denise Tripp
Brett Dagley	Kim Hunwarden	Kyle Orwick	Steve Troyer
Mark Dale	Jenni Huotari	Edd Painter	Amber Tyler
Jodi Daugherty	Caesar Ibarra	Andrew Park	Brian Unsen
Brad DeJong	John Jacobsen	Zach Parker	Cory Van Maanen
Jason Delles	Aaron Jaqua	Bobby Patel	Grant Vande Kamp
Sarah DeVries	Jim Jarding	Ben Peeler	Travis VanDyke
Kristin Diggs	Julie Jeffrey	Karen Perkins	Mike Verville
Ryan Donahue	Jeremy Jennings	Joyce Peters	Erin Villafana
Jim Donovan	Ken Jeppesen	Clint Peterson	Adam Vonachen
Ryan Doyle	Ken Johnson	Brian Peterson	Andrew Wagner
Brittany Dunn	Eric Johnson	Scot Phillips	Audra Wagner
Vanessa Dutton	Luke Johnson	Shane Pickett	Nic Waldenmayer
Shelley Earsley	Brett Johnson	Brad Poll	Brad Wallace
Nathan Edelman	Ramona Johnson	Ksenia Popke	Clay Waller
Jeff Edison	Chuck Johnson	Debbie Potter	Don Watson
Pam Eggert	Jared Johnson	Tom Pruner	Melissa Webb
Blake Ellefson	Greg Jones	Kevin Pulliam	Tracey Welcher
Ben Ellingson	Kara Jones	Eric Pulse	Mark Wenig
Holly Engelhart	Julie Kafka	Aric Radmacher	Donald Westenhaver
Corey Enger	Elise Kainz	James Ramsey	Kevin Whitaker
Tara Engquist	Don Kainz	David Randel	Phillip White
Stacy Erdmann	Andy Kaiser	Mitch Rasmussen	Jay Wikum
Dana Ereth	Paul Kane	Bill Rauch Jr	Janice Wilburn
Anders Erickson	Patrick Kautzman	Gerald Reid	Chris Wilcox
Matt Everroad	Janel Keenan	Justin Reilly	Steve Williams
Beth Farley	Brad Kelley	Mackenzie Rentschler	Bill Williams
Jamie Fay	Will Kerns	Rachel Rico	Tiffany Williamson
Joy Feige	Jeremy Kiecker	Jodi Ristrom	Chad Wilsie
Todd Ferguson	Craig King	Kelli Roberts	John Wodzinski
Amber Ferrie	Mike Klaich	Bradford Rockabrand	Jesse Wutkee
Beth Feuchtenberger	Geoff Knobloch	Ann Rockswold	Ronald Yates
John Fischer	Amy Knust	Brent Roeder	James Yee
Kent Fisher	Scott Kost	Mark Rogers (MPL)	Scott Zeligson
Kevin Fite	Carmen Krantz	Josh Rowley	Cameron Zent

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: INFORMATIONAL ITEMS - REPORT ON RNAV VISUAL APPROACH PROCEDURE TO RUNWAY 24

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR FEBRUARY 2024

SUMMARY

SBIAA's Register of Demands for February 2024.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Various accounts as shown.

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

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of February 2024. The total of the register is \$6,474,300.41.

Fuel: Titan Aviation Fuels was paid \$5,519,175.44 for aviation fuel to resell at the Luxivair-SBD. Merit Oil Co. was paid \$35,214.95 for fuel to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: Legal Shield Services Inc. was paid a total of \$889.20.

Utilities: Burrtec Waste Industries Inc., City of San Bernardino Water Department, East Valley Water District, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Co., Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon were paid a total of \$98,116.02.

Capital Projects Cost: AEC Moreno Corp., Aecom Technical Services Inc., DDB Unlimited Inc. and Superior Mechanical Heating & Air Inc. were paid a total of \$51,709.61.

Professional Services: Allawos & Company; Boston Fox Tigie International LLC; Cole Huber LLP; David Turch and Associates, Eide Bailly LLP; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mead & Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP; and Right Energy Group; were paid a total of \$94,486.83.

Attachments:

1. Register of Demands for the March 27, 2024 Commission Meeting
2. VISA breakdown -January 2024

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
3/27/2024

Line	Company Name	Description	AP Register
1	A.O. Reed & Co., LLC	Unplanned HVAC repairs & preventative maintenance	4,303.50
2	Accurate First Aid Services LLC	First aid and supplies-cabinet refills	1,272.13
3	ADT LLC	Burglar and fire alarm monitoring	5,135.75
4	AEC Moreno Corp.	Terminal parking lot improvements and drywall framing project-Bldg.56	10,158.43
5	Aecom Technical Services Inc.	Vehicle access road project-AOA	26,328.00
6	Airport Council International	Reauthorization special fund dues-M. Burrows	282.00
7	Airwave Communications	Avtec system access & support	9,619.25
8	Allawos & Company	Consulting fees for Solar Green Energy Services	5,568.75
9	Alliant Insurance Services Inc.	Insurance policy - Bond Cargo IAF Bldg.	1,000.00
10	Amazon Capital Services Inc.	Purchases of supplies and goods	6,605.35
11	Andersen Commercial Plumbing, LLC	On-call plumbing services	3,438.94
12	Audacy Operations Inc.	Radio advertising for Breeze Airways events	18,479.99
13	Aviation Laboratories Inc.	Fuel farm supplies including Prist additive	1,115.00
14	Aviatrix Communications LLC	Marketing services, advertising and Good Neighbor program	1,500.00
15	Babcock Laboratories Inc.	Storm water analysis testing	715.00
16	Basic Backflow	Backflow testing, inspections & repairs	1,525.46
17	Board Members	Director fees	1,200.00
18	Boston Fox Tighe International LLC	Marketing services	21,158.89
19	Brian Barrie	BSIS reimbursement	200.00
20	BrightView Landscape Services, Inc.	Luxivair landscaping project	1,350.00
21	Burrtec Waste Industries Inc.	Trash removal services	9,002.13
22	C & A Janitorial Services	Janitorial services	22,266.30
23	Cal Stripe Inc.	Runway friction testing	3,445.00
24	CDW Government LLC	IT equipment	3,008.51
25	CED-Consolidated Electrical Distributor	Light bulbs & electrical supplies	717.22
26	Cintas Uniforms	Uniform and rug services	6,047.96
27	City of Ontario	Police department airport security course-R. Hards, J. Martinez and K. Boyd	375.00
28	City of SB Water Department	Water and sewer services	12,537.08
29	Climatec LLC	Security system maintenance and repair upgrades and installation of additional devices	60,073.52
30	Clinical Laboratory of San Bernardino Inc.	Drinking water analysis	215.00
31	Cole Huber LLP	Professional Legal services	7,810.87
32	D&W Auto Inc	Purchase 2003 Chevy Silverado 2500HD	14,283.00
33	Daily Journal Corporation	Inviting bids	10,917.86
34	Dans Lawnmower Center	Small equipment repairs and landscape	649.47
35	David Turch and Associates	Professional services agreement - lobbying	10,000.00
36	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,580.58
37	DDB Unlimited Inc.	Outdoor network cabinets & equipment-North parking lot booths	12,773.18
38	DoorTech	Door repair on-call services	4,390.62
39	Eagle Graphics LLC	Online logo branded merchandise, supplies & program fees	1,234.50

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
3/27/2024

40	East Valley Water District	Water services	130.84
41	Eide Bailly LLP	Professional services audit FY 2022-2023	13,950.00
42	Encore Lighting Inc.	Light bulb and ballast replacements	243.87
43	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	472.70
44	FedEx	Courier services	38.76
45	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
46	Forms & Surfaces, Inc	Trio benches for domestic terminal	16,768.07
47	Franks Fence & Supply Co. Inc.	Chain link fence supplies	65.25
48	Frontier Communications Corporation	Telephone services	6,387.37
49	Gary's Viking Auto	Wheel alignments-fleet	75.00
50	GMSTEK LLC	Monthly subscription fee for point of sale system	1,630.85
51	Golden State Communications, Inc.	Panic button radio system	29,218.16
52	Grainger	Parts and supplies for building repairs	2,342.22
53	Granite Telecommunications	Telephone services	5,199.93
54	Gregg Gerth	BSIS reimbursement	110.00
55	H.F. Holt Electrical & Automation	Preventative maintenance -baggage handling system	4,333.33
56	Hernandez, Kroone & Associates Inc.	Professional engineering - on call surveying services	13,585.39
57	Imagine Systems Inc.	Professional consulting services	200.00
58	Ink'd Promo and Apparel	Luxivair apparel to be used for promotional and customer give-a-way events	1,138.11
59	Inland Action Inc.	Contribution for Washington DC Legislative Reception	500.00
60	Inland Empire Economic Partnership	Annual State of the Region sponsorship	9,000.00
61	Inland Overhead Door	Door preventative maintenance & repairs	1,572.00
62	Innovative Federal Strategies LLC	Professional service - federal legislative advocacy services	4,000.00
63	James M. Martinez	BSIS reimbursement	216.58
64	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	319.40
65	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	2,553.17
66	Kenneth Boyd	BSIS reimbursement	256.11
67	Legal Shield Services Inc.	Employee legal group benefits	889.20
68	Louie Ramos	Boot / shoe reimbursement	200.00
69	Lumacurve	Airfield signs and replace bulbs & parts	1,051.18
70	Mackinac Software LLC	Monthly service fees for AWOS weather system	89.00
71	Mark Gibbs	Travel 2024 Mead & Hunt conference Scottsdale AZ.-Per Diem	170.00
72	Mead & Hunt Inc.	Professional consulting service agreement-providing air services development and airport development	7,264.22
73	MediWaste Disposal, LLC	Medical waste services for sharp containers and replacements	33.00
74	Merit Oil Company	Fuel inventory for fleet operations	35,214.95
75	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	5,448.71
76	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
3/27/2024

77	Nutrien AG Solutions Inc.	Herbicides, pesticides and insecticides-airfield maintenance	3,533.22
78	Ohio Power Tool	Gearwrench mechanics rolling tool box	5,975.82
79	OneSpan Canada Inc.	Accounting software 3 Month extension	2,965.00
80	Parts Authority Metro LLC	Vehicle parts and service supplies	9,613.76
81	Pete's Road Service Inc.	Vehicle repairs and parts	14,939.74
82	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and employee reimbursements	780.71
83	Pitney Bowes Global Financial Services	Leasing fees- postage machine	35.00
84	PlaneNoise Inc.	Noise complaint program	1,287.50
85	PourAway	Liquid disposal bins and supplies for domestic	661.97
86	Presidio Networked Solutions Grp LLC	Renewal of Cisco Unified Call Manager licensing for IP phones	14,695.20
87	ProDIGIQ Inc.	Software risk management system to track claims	16,900.00
88	Red Star Fire Protection	Replace wall & ceiling horn strobes Bldg. 673	1,188.59
89	Refrigeration Control Company Inc.	Maintenance and repairs for 2 ice machines-FBO	1,011.24
90	Richard Taack	BSIS reimbursement	143.33
91	Right Energy Group LLC	Professional agreement for Green Energy	6,500.00
92	Robert Hards	Travel reimbursement-Airport Security Course Ontario	256.11
93	San Bernardino County Fire Protection	ARFF services & staff hours-Jan / Feb	192,234.00
94	SITA Information Networking Computing USA	Monthly maintenance & support services	1,358.43
95	SKIDATA Inc.	Hardware support, services and dispatch for parking lot kiosks	566.00
96	South Coast AQMD	Generator and storage permit fees	504.91
97	Southern California Edison	Electric power	46,982.77
98	Superior Mechanical Heating & Air Inc.	HVAC project-5 ton heat pump split system-Bldg. 56	2,450.00
99	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	6,079.98
100	TELOS Identity Management Solutions, LLC.	TSA background checks and fingerprinting processing	2,759.25
101	Tetra Tech AMT	Cyber security assessment	46,631.25
102	The Gas Company	Natural gas service	5,376.12
103	The Pitney Bowes	Postage and related services	536.04
104	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	5,519,175.44
105	Trilogy Medwaste West LLC	Waste disposal service for international flights	5,498.77
106	Uline Inc.	Supplies and PPE & safety supplies	1,315.95
107	Underground Service Alert Of Southern Cal	Notification system for underground utilities	25.75
108	US Custom & Border Protection	Customs contract and inspection fees	4,107.41
109	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth &	4,250.31
110	Verizon Wireless	Wireless phone services	8,223.72
111	VFS Fire & Security Services	Recurring / unplanned maintenance, repairs &	6,840.00
112	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	30,640.02
113	Ybanag Realty & Development Corp.	Refund security deposit	805.50

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
3/27/2024

114	Western Exterminator Company	Pest control services	461.93
115	Wintrust Specialty Finance	Monthly refueler lease payment	6,613.09
116	XGraphix LLC		1,085.33
	Total		\$ 6,474,300.41

**Visa Breakdown
February 2024
SBIAA**


Line	Description	Vendor	Dept.	Amount
1	Document sharing software	DropBox	Admin	119.88
2	Satellite TV Customs Office	Dish Network	Admin	105.71
3	ACI-NA Airport Survey to obtain airport information like job descriptions	Western Management Group	Admin	300.00
4	Pet insurance for Norton	Nationwide	Admin	454.82
5	Background screening for new hires	Checkr	Admin	132.98
6	Drug screens for new hires	Exam Professionals	Admin	100.00
7	Incorrect card used-T. Nguyen	Chipolte	Admin	12.93
8	Cleaning supplies/ storage for decorations	Lowes	Fuel Farm	190.44
9	Lug Union pipe-USAF Fueling	Grainger	Fuel Farm	26.25
10	Pipe & Adapter-USAF Fueling	Grainger	Fuel Farm	128.96
11	Fishing line for South Perimeter fence line	Big 5 Sporting Goods	Maint	97.85
12	Grinding disks equipment supplies	Home Depot	Maint	149.88
13	Backflow cages for theft provision	Guardian Enclosure	Maint	550.70
14	New small grinder	Home Depot	Maint	389.76
15	Reflection for new escort parking gate #1	Traffic Safety Warehouse	Maint	98.11
16	Reflective Tape for bollards on ramp areas	Uline	Maint	277.11
17	Pitchforks equipment supplies	Home Depot	Maint	308.73
18	Sand for sandbags	Sunshine Growers	Maint	529.05
19	Reflective tape for bollards on airfield	Uline	Maint	381.79
20	Electrical supplies-Fuel Farm relocation project	Home Depot	Maint	58.17
21	Electrical panels-Fuel Farm relocation project	Lowes	Maint	54.09
22	Light bulbs for ceiling lights	Home Depot	Maint	81.41
23	Conduit Fuel farm relocation project	Home Depot	Maint	79.78
24	Electrical supplies Fuel farm relocation project	Home Depot	Maint	182.86
25	Impact wrench shop tools	Home Depot	Maint	324.04
26	Electrical supplies Fuel Farm relocation project	Home Depot	Maint	189.82
27	Electrical supplies Fuel Farm relocation project	Home Depot	Maint	188.17
28	HVAC filters for IT room	Home Depot	Maint	60.77
29	HVAC high limit sensor	Allied	Maint	350.26
30	Boiler conductor repair	Allied	Maint	30.05
31	AAAE registration Body of Knowledge Modules -E. Estrada	American Association of Airport Executives (AA	OPS	275.00
32	UAS Exam - Unmanned Aircraft test-R. Gonzalez	PSI Services LLC	OPS	175.00
33	3 Spare Master Keys	Montgomery Hardware	OPS	94.94
34	Wildlife K-9 Yeti heartworm medication tablets	Redlands Animal Hospital	OPS	48.23
35	Quarter-Dome safely mirror -bottom of emergency stairwell	Uline Ship Supplies	OPS	50.81
36	Cable TV - FBO Movie subscription for theater	Netflix	FBO	22.99
37	Cable TV - FBO satellite cable TV subscription	Dish Network	FBO	149.85
38	Fuel for FBO courtesy vehicles	Chevron	FBO	75.02
39	Fuel for FBO courtesy vehicles	Chevron	FBO	65.55
40	Portable Heater	Home Depot	FBO	12.00
41	Portable Heater	Home Depot	FBO	12.00
42	Portable Heater	Home Depot	FBO	63.46
43	Portable Heater	Home Depot	FBO	78.28
44	Line service technicians and CSR's Uniforms-New Hire	Cintas Uniforms	FBO	418.32
45	Fuel for FBO courtesy vehicles	Chevron	FBO	69.30
46	Self Service Equipment-cover	QTPod	FBO	207.96
47	Supplies Valentine give-away	Sams Club	FBO	274.01
48	Fuel for FBO courtesy vehicles	Chevron	FBO	59.17
49	Fuel for FBO courtesy vehicles	Chevron	FBO	51.55
50	Coffee Maker for hospitality bar	Quick Dispense	FBO	189.00
51	CO2 for hospitality soda fountain	Calif Tool and Weld	FBO	50.03
52	Membership fee-C. Pritchett	Municipal Managers Association (MMASC)	Admin	125.00
53	Flowers - Sympathy Arrangement	The Flower Alley	Admin	212.06
54	Hospitality- March Air Force Base lunch & tour	Panera Bread	Admin	57.56
55	Flag for airport building	Jon's Flags	Admin	142.46
56	Flag for airport building	Jon's Flags	Admin	309.94
57	Hospitality-meeting with airport personnel about real estate	Panera Bread	Admin	187.09

**Visa Breakdown
February 2024
SBIAA**

Line	Description	Vendor	Dept.	Amount
58	Asphalt Tack Coat	White Cap	Maint	489.76
59	Storage Totes	Walmart	Maint	65.16
60	Landscape maintenance-straw wattle	Home Depot	Maint	195.55
61	Pump seal kits Bldg. 666	Boiler supplies	Maint	686.61
62	Office 365 licensing-Standard	www.office.com	IT	762.50
63	Office 365 licensing-Premium	www.office.com	IT	582.00
64	Office 365 licensing-Basic	www.office.com	IT	220.00
65	Office 365 licensing for employees Annual Subscription	www.office.com	IT	660.00
66	Agency's website usage cloud server	Digital Ocean	IT	64.30
67	Website management software license	CPanel	IT	42.99
68	CC Processing parking revenue transaction processing	Windcave	IT	410.00
69	Streaming service for Concourse	Sling TV	IT	60.34
70	Hosted IT collaboration Communication Software	Slack	IT	43.75
71	Terminal music streaming background service	Soundtrack Your Brand	IT	54.00
72	Shipping to customer	Fed Ex	FBO	145.35
73	Fuel Truck Repairs and Maintenance-refueler maintenance	282 Services	FBO	635.50
74	Valentines decorations	Dollar Tree	FBO	49.50
75	Fuser kit & transfer kit for CS printer	HP.com store	FBO	748.18
76	Ongoing marketing listing-FBO	Skyvector.com	IT	855.00
77	Stock Imagery-Phoenix advertising	Getty Images	IT	499.00
78	Leaders in Energy Summit-banquet room, hotel room for speakers, A/V support and contingency deposit (SBD Cares)	Doubletree By Hilton Ontario Airport	IT	2,250.00
79	Inland Empire World Trade Week Conference 05/21/2024- banquet room, hotel room for speakers and AV support deposit	Doubletree By Hilton Ontario Airport	IT	765.00
80	Stock imagery photography subscription	Adobe Stock	IT	49.99
81	Nametags for new staff-FBO	Nametag Wizard	IT	57.76
82	Annual registration fees for cargo meetings & mixers	Los Angeles Air Cargo Association, Inc.	IT	500.00
83	Suburban ECM reprogram for smog-FBO	Diamond Chevrolet SB	IT	380.00
84	Trans line fitting for grounds truck 06-81	Hatfield Buick GMC	IT	18.03
85	IPC replacement grounds truck 06-81	Hatfield Buick GMC	IT	318.18
86	Starter rebuild -FBO Blue Tug	Quality Power	FBO	125.00
87	Brake control valve for 1K fuel truck	Colton Truck Terminal	FBO	639.66
88	Cover plates Bldg. 56 parking lot light pole cover plates	Light Pole Covers	OPS	153.38
89	Air Service Conference 2024-Registration M. Gibbs	Mead & Hunt Inc.	OPS	1,900.00
90	Travel AAAE Conference 02/2024 Scottsdale AZ. M. Gibbs transportation	LAX Smart Parking	Admin	85.59
91	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs-transportation	LAX Smart Parking	Admin	79.89
92	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--meals	Coniglio Brother's	Admin	21.72
93	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--transportation	Carbones Taxi Cab	Admin	26.00
94	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--transportation	Lyft	Admin	11.87
95	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--transportation	Lyft	Admin	13.99
96	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--meals	Dos Victoria's	Admin	16.67
97	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--lodging	Victorian Inn	Admin	193.70
98	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--meals	Canary Row Deli	Admin	25.38
99	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--lodging	Monterey Plaza	Admin	291.85
100	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--meals	Tidal Coffee	Admin	9.50

**Visa Breakdown
February 2024
SBIAA**

Line	Description	Vendor	Dept.	Amount
101	Travel SWAAAE Conference 01/2024 Monterey CA.. M. Gibbs--meals	Monterey Plaza	Admin	36.32
102	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Taxi	Admin	42.00
103	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Uber	Admin	31.12
104	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Uber	Admin	21.98
105	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Uber	Admin	18.90
106	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Uber	Admin	19.94
107	Travel AAAE Conference 01/2024 Hawaii M Burrows-transportation	Uber	Admin	61.10
108	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-flight	Southwest	Admin	437.96
109	Travel X-1 Conference 04/2024 Miami Fl. E. Obera-flight	American Airlines	Admin	645.20
110	Travel X-1 Conference 04/2024 Miami Fl. E. Obera-flight-seat selection fee	American Airlines	Admin	28.77
111	Travel X-1Conference 04/2024 Miami Fl-S. Garcia-flight	American Airlines	Admin	886.20
112	Travel X-1Conference 04/2024 Miami Fl-S. Garcia-registration	GMSTEK LLC	Admin	749.00
113	Travel X-1 Conference 04/2024 Miami Fl. E. Obera-registration	GMSTEK LLC	Admin	749.00
114	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-registration	Air Freight Management	FBO	1,230.85
115	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-lodging	Hyatt Regency	FBO	1,048.08
				\$ 30,640.02
	VISA Statement Balance			\$ 30,640.02
	Date Prepared:03/14/2024			

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR JANUARY 31, 2024 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, 2024 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for January 31, 2024, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$9,504,996.34 on January 31, 2024. Bank statements reflect \$9,663,073.81. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items January 31, 2024.

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

Attachments:

1. Treasurer's Report for January 31, 2024

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

January 31, 2024

<u>Cash</u>	Balance 12/31/23	Activities	Balance 01/31/24
<i>Checking Account - Wells Fargo Bank</i>	\$ 4,831,239.15	\$ (1,495,482.22)	\$ 3,335,756.93
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	(349,417.42)	349,417.42	-
Ending		(158,077.47)	(158,077.47)
<i>Premium Money Market Account - Wells Fargo Bank</i>	3,604,981.83	3,299.13	3,608,280.96
Deposits In Transit:			
Beginning			
Ending			
<i>Payroll Account - Wells Fargo Bank</i>	4,927.38	-	4,927.38
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	8,091,730.94	(1,300,843.14)	6,790,887.80
<u>Investments</u>			
<i>Local Agency Investment Funds</i>	330,266.72	3,317.91	333,584.63
Deposits In Transit:			
Subtotal	330,266.72	3,317.91	333,584.63
<u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	1,528,639.09	5,770.47	1,534,409.56
Reserve Fund- US Bank 2021A series	520,972.86	2,198.43	523,171.29
Debt Service Fund-US Bank-2021B series	255,761.07	1,011.26	256,772.33
Reserve Fund -US Bank-2021B series	65,892.67	278.06	66,170.73
Subtotal	2,371,265.69	9,258.22	2,380,523.91
Total Cash and Investments	\$ 10,793,263.35	(1,288,267.01)	\$ 9,504,996.34

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


Mark Cousineau, Treasurer

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 5</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT WITH AEC MORENO CORPORATION FOR THE TERMINAL PARKING LOT IMPROVEMENTS PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS.

SUMMARY

The Terminal Parking Lot Improvements Project is now complete.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion for the construction contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project and authorize the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

On October 25, 2023, the San Bernardino International Airport Authority (SBIAA) Commission authorized the award of a contract with AEC Moreno, Corp. for the Terminal Parking Lot Improvements Project. This project involved reconstructing pathways, the installation of new fencing, ceramic markers and pavement signage. These enhancements will create a safer path of travel for airport tenants and travelers within the Domestic Terminal West Parking Lot. This initiative was prompted by the surge in usage attributed to the expanding number of Breeze passengers and tenant employees. Staff reached out to three (3) qualifying firms for proposals:

1. AEC Moreno Corp.	\$118,168.50
2. Jergensen Construction Inc.	\$134,440.00
3. Leonida Builders Inc.	\$190,385.00

The construction project is now complete. The total cost was the original bid amount of \$118,168.50. There were no change orders.


Staff recommends the SBIAA Commission approve the above recommended action.

Attachments:

1. Photos of completed improvements





	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 6</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: APPROVE REVISED MEETING MINUTES: JANUARY 24, 2024

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Revised meeting minutes of the regular meeting held Wednesday, January 24, 2024.

RECOMMENDED ACTION(S)

Approve revised meeting minutes of the regular meeting held January 24, 2024.

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

None.

Attachments:

1. January 24, 2024 revised meeting minutes.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, January 24, 2024

5:00 P.M.

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, Vice President	Present
Mayor Phillip Dupper (alt)	Absent

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	Absent
Mayor Pro Tem Fred Shorett (alt)	Present

City of Highland

Mayor Penny Lilburn, Secretary	Present
Mayor Pro Tem Larry McCallon (alt)	Present (in audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Gibbs, Director of Aviation	Jennifer Farris, Assistant Secretary of Commission
Mark Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	Mark Dennis, IT Manager
Wendy McConaughy, FBO Manager	Jonathan Galvan, Airport Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:01 p.m. on Wednesday, January 24, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Dawn Rowe in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

President Frank Navarro recessed to closed session at 5:02 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber LLP, read the closed session items as posted on the Agenda.

- a. Conference with legal counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: one case
- b. 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 Joe Ermalovich, AeroPro, LLC

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

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:09 p.m. President Navarro asked Mr. Scott Huber, Legal Counsel, Cole Huber LLP if there were any reportable items. Mr. Huber reported that there were none.

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

There were no items to be added or deleted.

Ms. Jennifer Farris, Assistant Secretary of the Commission clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes. The date of the minutes should read as December 12, 2023, and not January 24, 2024.

F. CONFLICT OF INTEREST DISCLOSURE

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

There were no conflicts noted.

G. INFORMATIONAL ITEMS

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Report on Annual Airport Operations for Calendar Year 2023
 - c. Report on Legislative Initiatives
 - d. Report on Policies and Procedures Updates
 - e. Report on annual audit
- 2b. Mr. Mark Gibbs, Director of Aviation, referenced a PowerPoint presentation on the Annual Airport Operations for Calendar Year 2023.
- 2c. Mr. Michael Burrows, provided a brief report on upcoming legislative Initiates.
- 2d. Ms. Catherine Pritchett, Director of Administration, provided a brief report on updates to Authority Policies and Procedures.
- 2e. Mark Cousineau, Director of Finance, provided a brief report on audit updates.

H. **COMMISSION CONSENT ITEMS**

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

3. Register of Demands for December 2023.
4. Receive and file Treasurer's Report for November 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize Staff to prepare and advertise a request for proposal (RFP) for a multi-year maintenance services agreement for the Passenger Boarding Bridges (PBB's) at the Domestic and International Terminals

Ms. Jennifer Farris, Assistant Secretary of the Commission clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes. The date of the minutes should read as December 12, 2023, and not January 24, 2024.

6. Approve Meeting Minutes: December 12, 2023

ACTION: Approve Agenda Item Nos. 3- 6

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Rigsby/Tran
AYES:	Lilburn, Navarro, Rigsby, Rowe, Shorett, 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 Commissioners' name and vote stated by voice.

7. Consider and adopt proposed budget adjustments for Fiscal Year 2023-2024

Mark Cousineau, Director of Finance, provided a brief report on the proposed budget adjustments for Fiscal Year 2023-2024.

ACTION: Consider and adopt budget adjustments reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2023-2024.

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

8. Approve Amendment No. 1 to the professional services agreement with Hernandez, Kroone and Associates in an amount not to exceed \$50,000 for professional engineering services

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 8.

ACTION: Approve Amendment No. 1 to the Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$50,000 for a total contract amount of \$50,000; and authorize the Chief Executive Officer to execute all related documents.

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

9. Award a construction contract to Leonida Builders Inc. in an amount not to exceed \$98,000 for the North Parking Lot Project

Mr. Jeff Barrow, Director of Development, provided a brief report on the North Parking Lot Project.

ACTION: Award a construction contract to Leonida Builders Inc. in an amount not to exceed \$98,000.00 for the North Parking Lot Project; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve and agreement with SKIDATA, Inc. in an amount not to exceed \$184,286 with a 5% contingency in the amount of \$9,214 for a total amount not to exceed \$193,500 for the installation of access controls for the North Parking Lot Project

Mr. Mark Dennis, IT Manager, provided a brief report on the North Parking Lot Project

ACTION: Approve an agreement with SKIDATA, Inc. in the amount of \$184,286 for the installation of revenue parking lot controls for the parking lot located north of Rialto Avenue, allocate a 5% contingency for any unforeseen conditions in the amount of \$9,214 for a total amount not to exceed \$193,500 for the installation of access controls for the North Parking Lot Project; and authorize the Chief Executive Officer to execute all related documents.

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

11. Consider and discuss the SBD Good Neighbor Program Fourth Quarter 2023 Report

Mr. Mark Gibbs, Director of Aviation, introduced Rosemary Barnes, Aviatrix Communications, who gave a brief overview of the presentation found on pages 097-122 of the agenda packet.

Secretary Penny Lilburn inquired about public comments related to airport operations.

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

ACTION: Consider and discuss the SBD Good Neighbor Program quarterly report.

12. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2024

Mr. Michael Burrows, Chief Executive Officer, provided an update of upcoming airport events, including the upcoming inaugural Breeze Airways flight to Phoenix, Arizona and the SBD Triennial full-scale emergency exercise.

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, 2024.

J. <u>ADDED AND DEFERRED ITEMS</u>

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**


There were no commission comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:39 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 27, 2024.

Jennifer Farris
Assistant Secretary of the Commission

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 7</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: APPROVE MEETING MINUTES: FEBRUARY 28, 2024

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the regular meeting held Wednesday, February 28, 2024.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held February 28, 2024.

FISCAL IMPACT

None.

PREPARED BY:	Jillian Ubaldo
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 28, 2024 meeting minutes

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 28, 2024

5:00 P.M.

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, Vice President	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

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 Penny Lilburn, Secretary	Present
Mayor Pro Tem Larry McCallon (alt)	Present (in audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Cousineau, Director of Finance	Jennifer Farris, Assistant Secretary of Commission
Jeff Barrow, Director of Development	Catherine Pritchett, Director of Administration
Wendy McConaughy, FBO Manager	Darrell Hale, Property Manager
Jonathan Galvan, Airport Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:07 p.m. on Wednesday, February 28, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Council Member Theodore Sanchez in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

Mr. Scott Huber, Legal Counsel, Cole Huber LLP, advised the Board the closed session item can be removed from the Agenda.

- a. Conference with legal counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: one case

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report on.

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

There were no items to be added or deleted.

Mr. Michael Burrows, Chief Executive Officer, requested Agenda Item No. 11, Approve Award of Multi-Year Contract to Apple Valley Communications in an Amount not to Exceed \$98,580.00 for Fire and Burglar Alarm Monitoring Services, be deferred until a future meeting.

Ms. Jennifer Farris, Assistant Secretary of the Commission, clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes and the item will be brought back for approval at the next regular meeting.

F. **CONFLICT OF INTEREST DISCLOSURE**

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

There were no conflicts noted.

G. INFORMATIONAL ITEMS

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Report on SBD Triennial Full-Scale Emergency Exercise
 - c. Report on Breeze Service to Phoenix Airport
 - d. Report on Abandoned Aircraft
- 2a. Ms. Catherine Pritchett, Director of Administration, welcomed new Project Manager Griselda Lizarraga to the team.
- 2c. Mr. Jonathan Galvan, Airport Manager, provided a PowerPoint presentation on the SBD Triennial Full Scale Emergency Exercise and recognized Airport Operations Manager Andres Zapata and staff for the efforts and contribution in making the exercise a great success.

Mr. Jonathan Galvan also gave thanks to all the contributing partners; San Bernardino County Fire, San Bernardino Police Department, Air Methods, AMR, and all supporting agency staff and the over 100 volunteers.
- 2d. Mr. Michael Burrows provided an update on the new Breeze Flight to Phoenix.
- 2e. Mr. Scott Huber provided a brief report on five (5) abandoned airplanes located on the airfield and advised the Board of the actions that will be taken to auction aircrafts.

H. COMMISSION CONSENT ITEMS

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

3. Register of Demands for January 2024.
4. Receive and file Treasurer's Report for December 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize Staff to Solicit Statements of Qualifications (SOQ) for Airport Design Engineering Services for Capital Project Funded by the Federal Aviation Administration (FAA) through the Airport Improvement Program (AIP) over a Five-Year Period

Ms. Jennifer Farris, Assistant Secretary of the Commission, clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes and the item will be brought back for approval at the next regular meeting.

6. Approve Meeting Minutes: December 12, 2023

ACTION: Approve Agenda Item Nos. 3–5

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Baca/Tran
AYES: Baca, Lilburn, Navarro, Rigsby, 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 Commissioners' name and vote stated by voice.

7. Consider and adopt proposed budget adjustments for Fiscal Year 2023–2024

Mark Cousineau, Director of Finance, provided a brief report on the proposed budget adjustments for Fiscal Year 2023–2024.

ACTION: Consider and adopt budget adjustments reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2023–2024.

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

8. Consider and Adopt Resolution No. 2024–01 of the San Bernardino International Airport Authority (SBIAA) Updating Governor's Office of Emergency Services Form 130 – Designation of Applicant's Agent Resolution

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 8.

ACTION: Consider and adopt Resolution No. 2024–01 of the San Bernardino International Airport Authority (SBIAA) updating Governor's Office of Emergency Services Form 130 – Designation of Applicant's Agent Resolution.

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

9. Approve a 48–Month Lease Agreement with South Bay Ford, Inc. for a 2024 Lincoln Navigator in an Amount not to Exceed \$83,983.52

Ms. Wendy McConaughy, FBO Manager, provided a brief report on the proposed lease agreement with South Bay Ford.

ACTION: Approve a 48–month lease agreement with South Bay Ford, Inc. for a 2024 Lincoln Navigator in an amount not to exceed \$88,983.52; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve Award of a Service Agreement with CertaPro Painters of Corona & Temecula Valley in an Amount not to Exceed \$89,145 for Drywall Repairs and Interior Painting of the Domestic Terminal

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on the proposed agreement with CertaPro Painters of Corona & Temecula Valley.

ACTION: Approve award of a service agreement with CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$89,145 for drywall repairs and painting at the Domestic Terminal; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve Award of Multi-Year Contract to Apple Valley Communications in an Amount Not to Exceed \$98,580.00 for Fire and Burglar Alarm Monitoring Services

Mr. Michael Burrows, Chief Executive Officer, advised that this item will be brought back to the SBIAA Commission at the next Regular Meeting.

ACTION: Deferred to the next Regular SBIAA Commission Meeting.

12. Acknowledge Early Termination of Lease with Guang Lin Café, LLC and Approve the Form of a Five-Year Lease Agreement with Baja King Fish Tacos, Inc. for Building No. 610

Mr. Darrell Hale, Property Manager, provided a brief report on the termination of lease with Guang Lin Café, LLC, and updated the Commission of the new proposed lease agreement with Baja King Tacos, Inc.

ACTION: Approve a five-year lease agreement with Baja King Fish Tacos, Inc. for Building No. 610; and authorize the Chief Executive Officer to execute all related documents.

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

13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2024

Mr. Michael Burrows, Chief Executive Officer, provided an update on the Audit and Mid-Year Budget Adjustments.

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, 2024.

K. <u>OPEN SESSION PUBLIC COMMENT</u>
--

There were no open session public comments.

L. **COMMISSION MEMBER COMMENT**

Mayor Helen Tran commended staff on the launch of flights to Phoenix.

Supervisor Joe Baca Jr. spoke in support of the lease agreement with Baja King Fish Tacos.

Secretary Penny Lilburn thanked Mr. Burrows and staff for their time with her at the UAS Drone Center.


President Navarro commended staff for their work.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:34 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 27, 2024.

Jennifer Farris
Assistant Secretary of the Commission

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 8</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
---	--

SUBJECT: RECEIVE AND FILE THE ANNUAL INDEPENDENT AUDIT REPORT OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE FISCAL YEAR ENDED JUNE 30, 2023

SUMMARY

The San Bernardino International Airport Authority's (SBIAA) annual independent financial audit for Fiscal year ending June 30, 2023, has been completed by Eide Bailly LLP, an independent audit firm.

RECOMMENDED ACTION(S)

Receive and file the annual independent audit report of the SBIAA for Fiscal Year ended June 30, 2023; and approve the submittal of these reports to the appropriate agencies.

FISCAL IMPACT

None.

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

The SBIAA's annual independent financial audit for Fiscal Year ended June 30, 2023, has been completed by Eide Bailly LLP, an independent audit firm. Auditing standards, generally accepted in the United States, require the independent auditor to communicate significant audit findings or difficulties encountered, if any, to SBIAA's Commission. Eide Bailly LLP will make a brief presentation at the time of the meeting.

If you have any questions about this report, please contact me at (909) 382-4100 extension 141.

Attachments:

1. SBIAA Financial Report for the Year Ended June 30, 2023
 2. SBIAA Single Audit Report for the Year Ended June 30, 2023
 3. Required Auditor's Communication With Those Charged With Governance (AU-C Section 260)
- to be distributed at the time of the meeting.



Financial Statements
June 30, 2023

San Bernardino International Airport Authority

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Independent Auditor's Report

Board of Commissioners
San Bernardino International Airport Authority
San Bernardino, California

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the business-type activities of the San Bernardino International Airport Authority (the Authority), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2023, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

The Authority's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The schedule of general and administrative expenses and schedule of maintenance and operations expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of general and administrative expenses and schedule of maintenance and operations expenses are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 14, 2024, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
March 14, 2024

Executive Summary

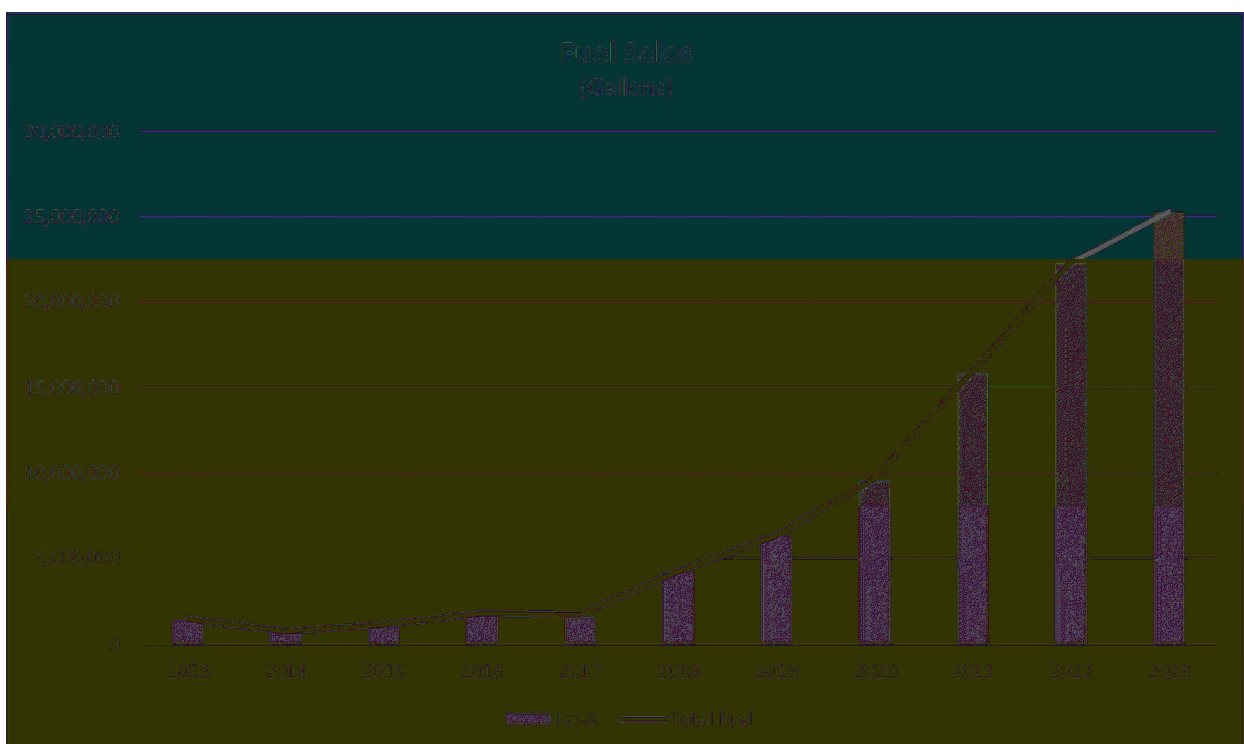
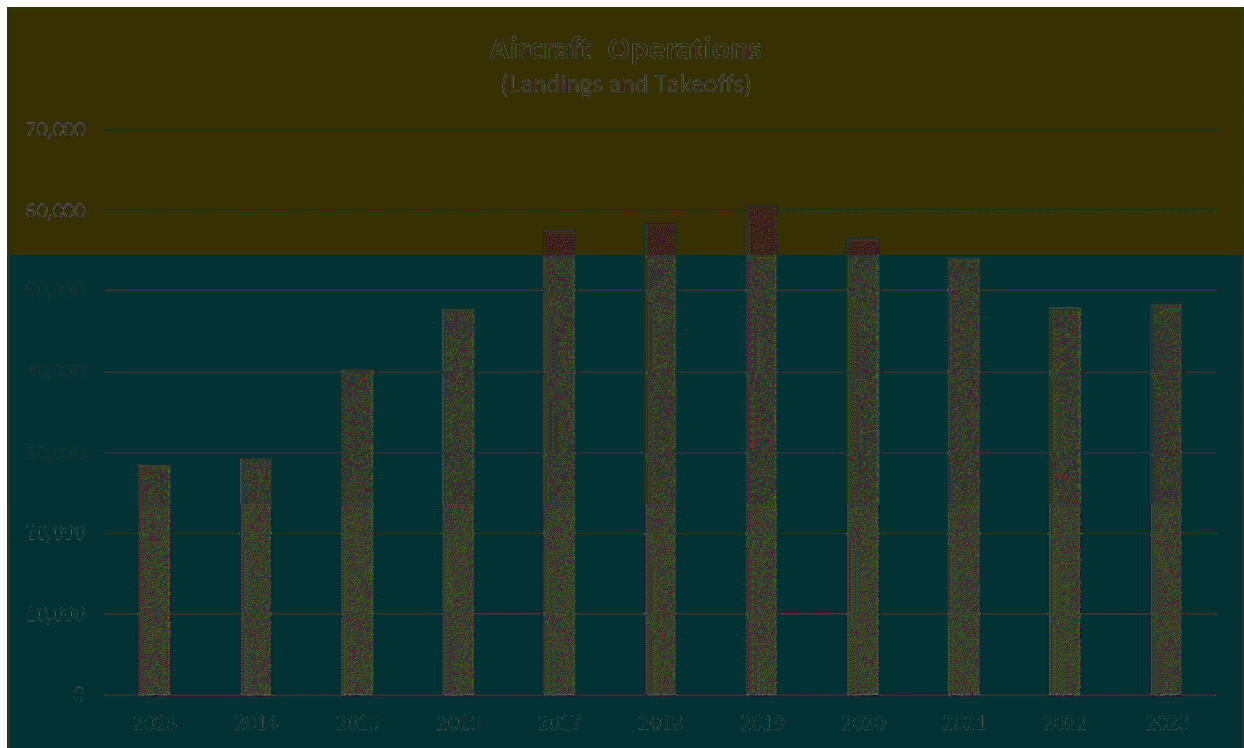
The San Bernardino International Airport Authority's ("SBIAA") Management Discussion and Analysis ("Analysis") provides an overview of SBIAA's financial activities for the fiscal year ended June 30, 2023. Since this information is designed to focus on the year's activities, resulting changes and currently known facts, it should be read in conjunction with SBIAA's financial statements.

SBIAA is an airport that operates under a public utility business model. It constantly seeks to increase aviation activity, fuel sales, and airport services. Our vision is to maximize opportunities for the flying public while achieving fair, non-discriminatory, and equitable investment returns to support the airport utility over the long run. To accomplish this, SBIAA creates an airport business environment that supports dynamic leadership, sound capital investment, and long-term employment opportunities for the benefit of the airport, its customers, stakeholders, the region, and the National Airspace System.

SBIAA also seeks to ensure that inter-governmental and community support to the San Bernardino International Airport ("SBD") is provided as appropriate. SBIAA should consistently deliver quality airport planning, infrastructure development, community development, and environmental programs, projects, and initiatives.

Finally, SBIAA seeks to realize its potential to provide high quality, higher wage producing employment opportunities for its member agencies and the communities they serve. Through business attraction and retention across market segments: Air Cargo, Commercial Air Passenger, General Aviation, Corporate Aviation, and Maintenance and Repair Operations.

SBD Annual Operations 2013 – 2023



Annual Airport Operations statistics are based on calendar year information.

From the full calendar year 2009 until 2012, aircraft operations were essentially flat at approximately 25,000 operations per year. However, in calendar year 2013 aircraft operations began a trend of successive increases. During calendar years 2013 through 2019, the Aircraft Operations chart shows aircraft operations experienced year over year increases of 17%, 3%, 37%, 19%, 21%, 1% and 4% respectively, each successive calendar year. Beginning in calendar year 2020, the Airport experienced a decrease in aircraft operations of 7% or 3,975 aircraft operations primarily from a decrease in general aviation activity. General aviation activity decreased in the short-term due to the negative impacts of Covid-19 coronavirus pandemic on the general aviation community. The increasing operations of the Amazon Air Regional Hub at SBD, as well as increases in air cargo operations at the Airport's FedEx and UPS gateways, and by other air cargo operators continued that trend with a decrease in aircraft operations for calendar years 2021 and 2022 of 2,533 (5%) and 6,124 (11%), respectively, of fewer small aircraft operations. This overall trend is expected to continue for several years as large aircraft operations supplant general aviation aircraft activity related to aviation practice and training activity. In calendar year 2023, aircraft operations increased by 521 operations or 1%.

The calendar year compounded annual growth rate from 2013 to 2023 was 5.4%. Measured on a fiscal year basis, aircraft operations increased as well. This increase in air cargo operations subsequently supported increased jet fuel sales/services and lease revenues by \$6,457,114 for the fiscal year and is reflected on the "Operating Revenue and Expenses" chart shown later in the Analysis.

Fuel sale activity is measured in gallons sold to enhance comparability by removing fuel cost volatility. As discussed above, aircraft operations support aviation fuel sales. The Fuel Sales chart displays gallons sold for calendar years 2013 through 2023. Total Fuel includes both Jet A fuel, displayed on the chart, and AV gas. Beginning in calendar year 2018, the ongoing expansion of air cargo operations increased both the frequency and size of aircraft using SBD. SBD's compounded annual growth rate for gallons of aviation fuel sold for calendar years 2013 to 2023 is 32.7 percent.

SBIAA issued \$4,850,565 of direct placement tax-exempt Airport Revenue Bonds at a tax-exempt rate of 3.37% on August 12, 2021 to fund an expansion of SBD's fuel farm capacity. The fuel farm expansion was completed and placed into operation in March 2022 and provides ongoing support to increasing aviation activity. The addition of a 375,000 gallon tank and another fueling station rack increased total capacity to 500,000 gallons, which support year over year increases in aviation fuel sales. These bonds reach final maturity in the fiscal year 2036.

On March 8, 2022, SBD and Breeze Airways announced the initiation of regularly scheduled commercial air passenger service beginning August 2022. To prepare for the initiation of commercial air passenger service, SBD incurred expenses and made capital outlays for the domestic terminal, parking lots, rental car facility, and air operations area to update information, communication, mechanical, security, and command and control systems, as well as land, building, and structure improvements to support airline passenger service and the traveling public. Since the initiation of regularly scheduled commercial air passenger service in August 2022, enplanements or passengers boarding aircraft reached approximately 23,000 as of June 30, 2023.

San Bernardino International Airport Authority

SBIAA is a joint powers authority created in 1992. It was created for the purpose of acquiring, operating, repairing, maintaining, and administering the aviation-related activities of the former Norton Air Force Base.

SBIAA members are the City of Colton, City of Loma Linda, City of Highland, City of San Bernardino, and the County of San Bernardino in California.

The "Financial Statements Summary" and the "Operating Revenue and Expenses" charts reflect the continued capital investments in the Airport's infrastructure coupled with a sharp increase in aircraft operations over successive fiscal years since 2013, including increased fuel sales. As a result, the Airport continues to gain awareness amongst pilots and travelers in the Southern California market. During fiscal year 2014 the Airport contracted with a marketing firm in an effort to rebrand the Airport and its fixed based operator, Luxivair SBD. Improving financial results are attributable to new marketing campaigns, key management changes, and clear goals focused on achieving the Commission and management's vision for growth. In fiscal year 2023, fuel sales and associated fuel revenues increased over fiscal year 2022 as the fleet mix of aircraft using the airport continued to trend toward larger jet and commercial size aircraft.

Financial Statements

SBIAA is considered a special-purpose governmental joint powers authority engaged in activities that supports the entity through user charges. Accordingly, the accompanying financial statements are presented in the format prescribed for proprietary funds by the Governmental Accounting Standards Board. SBIAA's fiscal year ends June 30.

These financial statements consist of three interrelated statements designed to provide the reader with relevant, understandable information about SBIAA's financial condition and operating results. They are the Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows. The statements are presented in a fiscal year format for the year ended June 30, 2023.

The *Statement of Net Position* presents SBIAA's assets, liabilities, deferred inflow of resources, and the difference, or net position, between what is owned and what is owed as of the last day of the SBIAA's fiscal year.

The *Statement of Revenues, Expenses and Changes in Net Position* describes the financial results of SBIAA's operations for the years reported. These results, or Changes in Net Position, are the increases or decreases to the bottom line of the Statement of Net Position.

The *Statement of Cash Flows* conveys how SBIAA managed cash resources during the fiscal year. This statement converts the Change in Net Position presented on the Statement of Revenues, Expenses and Changes in Net Position into cash provided by or used for operations. The Statement of Cash Flows also details how SBIAA obtains cash through financing and investing activities, and, conversely, how cash is spent.

Financial Statements Summary and Charts

The following Financial Statements Summary provides highlights of the financial activity for fiscal years 2022 and 2023. Also provided are explanations as to the differences in amounts between the two fiscal years.

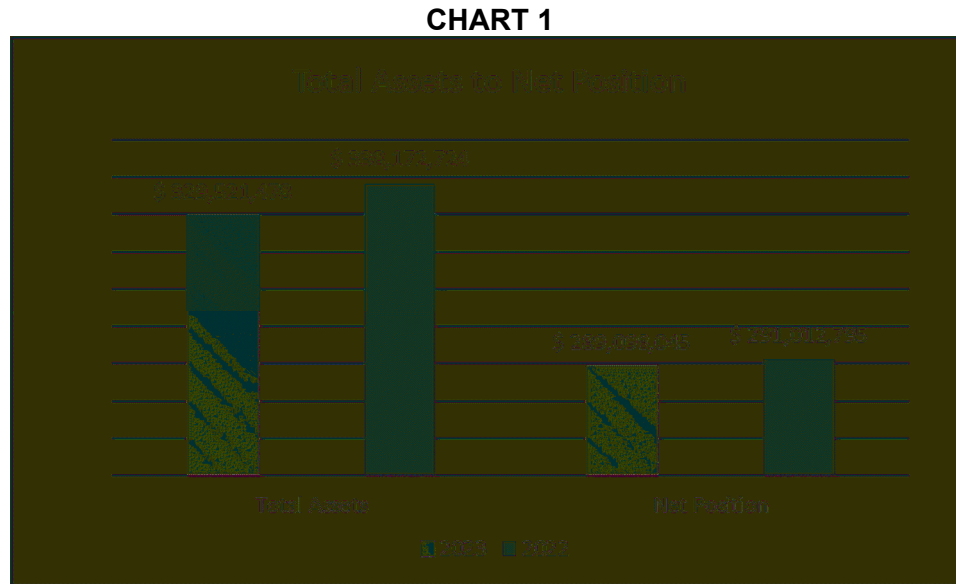
FINANCIAL STATEMENTS SUMMARY (in thousands)

	June 30, 2023	June 30, 2022	Variance	Ref No.
Current assets	\$ 16,409	\$ 18,782	\$ (2,373)	1
Noncurrent assets:				
Lease receivable	1,227	3,252	(2,025)	2
Restricted cash and cash equivalents	1,284	1,209	75	
Capital assets, not being depreciated	38,222	38,512	(290)	
Capital assets, net of accumulated depreciation and amortization	<u>272,379</u>	<u>276,418</u>	<u>(4,039)</u>	
Total assets	<u>329,521</u>	<u>338,173</u>	<u>(8,652)</u>	
Current liabilities	14,972	19,280	(4,308)	3
Noncurrent liabilities	<u>13,190</u>	<u>14,227</u>	<u>(1,037)</u>	
Total liabilities	<u>28,162</u>	<u>33,507</u>	<u>(5,345)</u>	4
Deferred inflows of resources	<u>12,261</u>	<u>13,653</u>	<u>(1,392)</u>	5
Net investment in capital assets	296,527	307,920	(11,393)	
Restricted	4,692	581	4,111	6
Unrestricted (deficit)	<u>(12,121)</u>	<u>(17,488)</u>	<u>5,367</u>	
Total net position	<u>\$ 289,098</u>	<u>\$ 291,013</u>	<u>\$ (1,915)</u>	
Operating revenues	\$ 90,864	\$ 84,406	\$ 6,458	7
Operating expenses	(108,022)	(95,800)	(12,222)	8
Nonoperating revenues	113	26	87	9
Nonoperating expenses	(729)	(916)	187	10
Income (loss) before contributions	<u>(17,774)</u>	<u>(12,284)</u>	<u>(5,490)</u>	
Contributions	<u>15,860</u>	<u>873</u>	<u>14,987</u>	11
Change in net position	(1,914)	(11,411)	9,497	12
Net Position Beginning	<u>291,012</u>	<u>302,423</u>	<u>(11,411)</u>	
Net Position Ending	<u>\$ 289,098</u>	<u>\$ 291,012</u>	<u>\$ (1,914)</u>	

Explanation of Variances

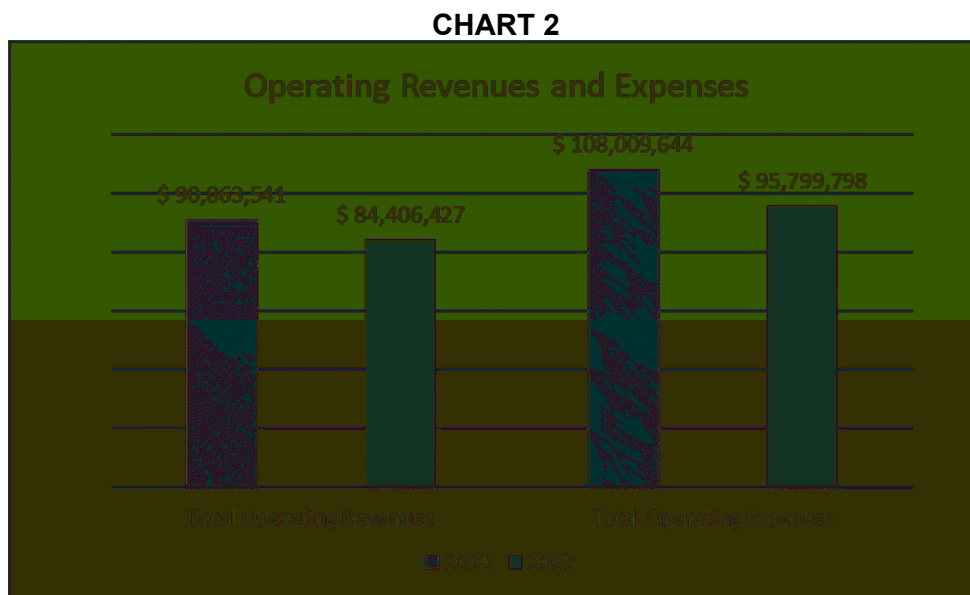
1. Current assets decreased due to using cash to pay off certain liabilities, lower fiscal year end fuel inventory amounts, and an increase in accounts receivable balances at the fiscal year-end.
2. The Lease receivable balance decreased due to the current year's lease revenue recognition for GASB 87 leases.
3. Current liabilities decreased from the use of cash to reduce certain related party accounts payable balances.
4. The decrease in total liabilities is due to a decrease in current liabilities and paying the current year's debt service for long-term liabilities.
5. The deferred inflow of resources decreased by the current year's inflow of resources recognized as lease revenue.
6. The increase in the balance is a result of cash received for capital projects from the Rialto Airport Closure proceeds.
7. Increase in revenues is mainly due to increased fuel sales and related airport revenues and other activity based operating revenues.
8. Associated increase in expenses due to increased fuel sales and airport activity related to commercial passenger and cargo carrier activity. (Cost of Goods Sold (aviation fuel), Personnel, Advertising, and Insurance)
9. Non-operating revenue increased due to an increase in interest earnings arising from a higher interest rate environment.
10. Non-operating and other expenses decreased due to the recognition of continuing maintenance and repairs underway in the previous fiscal year were recognized as assets upon completion in the current fiscal year.
11. FAA reimbursement grant projects were substantially completed in the fiscal year. In addition, Rialto Airport Closure proceeds were received.
12. Overall increase in expenses explained in item 8.

The following Chart 1 describes total assets and net position as of June 30, 2022, and 2023.



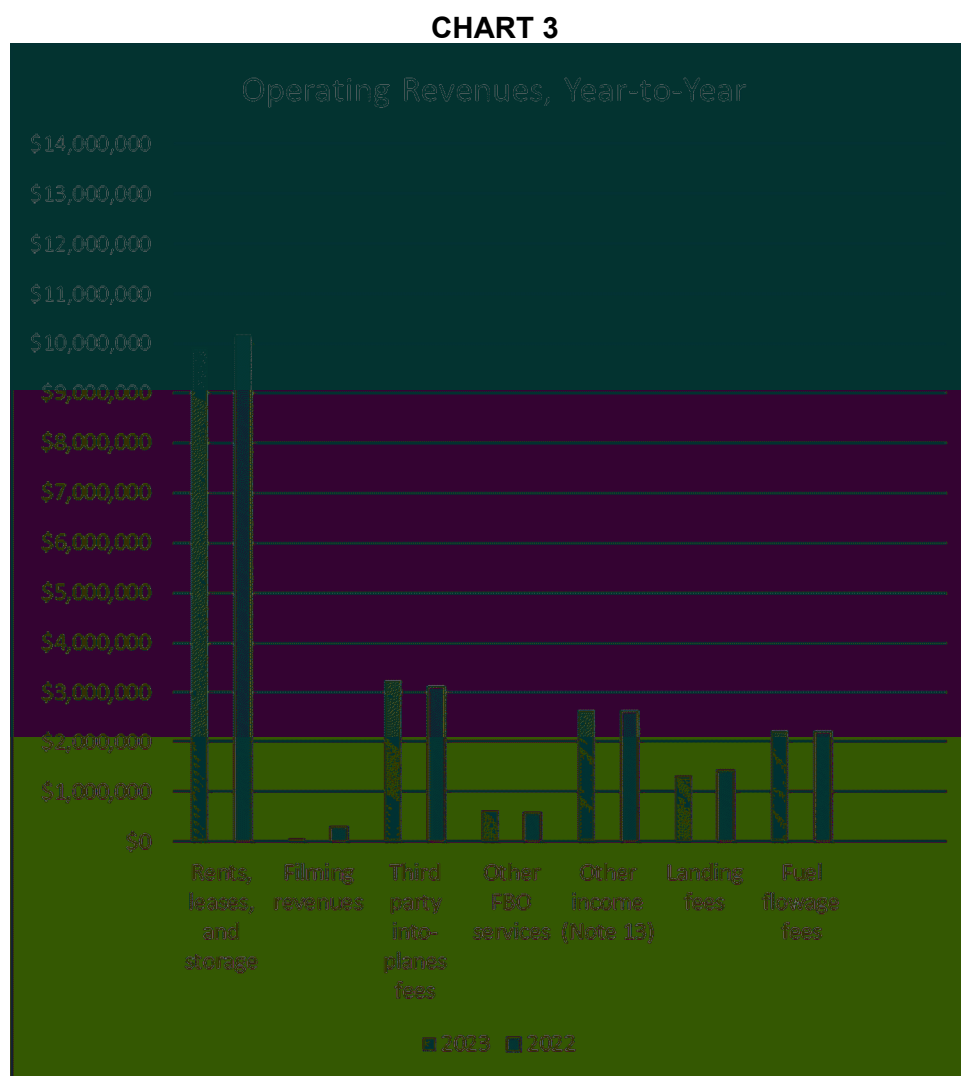
The decrease in total assets is due to a decrease in cash balances and inventory amounts due to price fluctuations for fuel and a decrease in net capital assets due to depreciation.

The following Chart 2 describes total operating revenues and expenses for fiscal years June 30, 2022, and 2023.



Total operating revenues increased by 8% with an associated increase in total operating expenses of 13% year-over-year. Total operating revenues increased due to increased fuel sales/services, and other aircraft related activities. Total expenses increased due to the increased cost of fuel and other operating expenses.

The following Chart 3 breaks down the categories of revenue year-over-year.

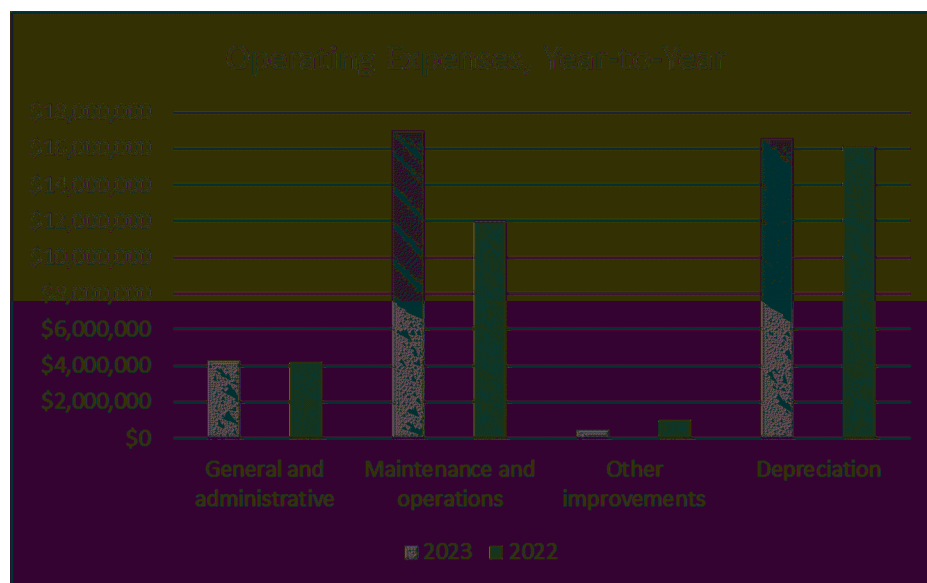


Rents, leases, and storage operating revenues decreased by \$271,472 or 2.71% year-over-year due to less long-term parking lot lease agreements.

The fuel sales is not included in the above revenue chart. The fuel sales for fiscal year 2022-22 and 2022-23 are \$64,024,669 and \$70,825,702, respectively. The \$6,801,033 increase in fuel sales revenue was due to an increase in overall activities. Other fuel related revenues, fuel flowage and third party into-plane fees, increased for the same reason.

The following Chart 4 breaks down the four main operating expenses year-over-year.

CHART 4



Total Airport maintenance and operations expense increased by \$5,000,431 from the previous fiscal year. Increased commercial passenger activities at SBD's domestic terminal increased related maintenance and operating costs.

The cost of aviation fuel is not included in the above expenses chart. The cost of fuel for the fiscal year 2021-22 and 2022-23 are \$62,539,790 and \$69,775,434, respectively. The 7,235,644 increases in cost of aviation fuel is relatively due to increased fuel sale volume.

Net income (net loss) for the airport includes \$16.6 million of depreciation expenses, which doesn't affect the cash flow.

Categories of Net Position

SBIAA is required to present its net position in three categories: net investment in capital assets, restricted, and unrestricted.

Net Investment in Capital Assets

At June 30, 2023, net investment in capital assets was \$296.5 million.

Restricted

At June 30, 2023, SBIAA had \$4.7 million in restricted net position primarily for airport infrastructure.

Unrestricted

At June 30, 2023, SBIAA had an unrestricted deficit net position of \$12.1 million.

Capital Assets Additions and Construction in Progress

Capital Asset Additions

\$12.5 million dollars were added to capital assets during the fiscal year June 30, 2023, which included completion of projects from construction in process in the amount of \$9.4 million.

Construction in Progress

The following projects were capitalized during the fiscal year from construction in process:

- Completion of Taxiway Shoulder project
- Completion of Runway Joint Seal project
- Completion of electrical, parking lot, and building improvement projects

Long-term Debt

During 2015-16 fiscal year, SBIAA also entered into an agreement with IVDA to finance the construction of General Aviation hangars which was funded by IVDA in the amount of \$3.9 million. The amount is to be paid to IVDA annually. The principal balance in the amount of \$3.9 million was paid during the fiscal year towards the agreement. During the fiscal year, the loan balance was paid in full in the amount of \$11,197.

During the fiscal year, SBIAA issued Airport Revenue Refunding Bonds, Series 2021A and 2021B in the amount of \$8,999,077 and \$4,850,564, respectively. Combined, the Series 2021A and 2021B interest payments are due semiannually and principal is paid annually. The outstanding balance on these bonds is \$7,500,658 and \$4,850,565, respectively.

Budget to Actual Analysis

There were no significant variations between actual expenses and the original budget that was adopted on June 22, 2022, and subsequently adjusted by action of the Commission.

San Bernardino International Airport Authority

Statement of Net Position

June 30, 2023

Assets

Current Assets

Cash and cash equivalents	\$ 9,680,837
Accounts receivable, net	2,867,478
Lease receivable	827,184
Due from related party	750,183
Intergovernmental receivables	1,454,725
Interest receivable	19,363
Prepaid expenses	78,029
Fuel inventory	731,794

Total current assets	<u>16,409,593</u>
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Noncurrent Assets

Lease receivable	1,226,971
Restricted cash and cash equivalents	1,284,015
Capital assets, not being depreciated	
Land	38,157,796
Construction in progress	64,569
Capital assets, net of accumulated depreciation/amortization	<u>272,378,534</u>

Total noncurrent assets	<u>313,111,885</u>
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Total assets	<u>329,521,478</u>
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Liabilities

Current Liabilities

Accounts payable	8,126,393
Other accrued liabilities	490,244
Deposits payable	740,375
Due to related party	4,094,273
Accrued interest payable - related parties	38,923
Compensated absences, current portion	299,274
Long-term obligations, current portion	<u>1,182,865</u>

Total current liabilities	<u>14,972,347</u>
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San Bernardino International Airport Authority

Statement of Net Position

June 30, 2023

Noncurrent Liabilities	
Compensated absences, noncurrent portion	\$ 299,274
Long-term obligations, noncurrent portion	<u>12,891,204</u>
Total noncurrent liabilities	<u>13,190,478</u>
Total liabilities	<u>28,162,825</u>
Deferred Inflows of Resources	
Deferred inflows related to leases	<u>12,260,608</u>
Net Position	
Net investment in capital assets	296,526,830
Restricted for capital projects	4,692,166
Unrestricted	<u>(12,120,951)</u>
Total net position	<u>\$ 289,098,045</u>

San Bernardino International Airport Authority
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2023

Operating Revenues	
Rents, leases, and storage	\$ 9,909,404
Fuel sales	70,825,702
Filming revenues	47,781
Third party into-planes fees	3,247,631
Other FBO services	630,233
Other income	2,653,620
Landing fees	1,320,693
Fuel flowage fees	2,228,477
	<hr/>
Total operating revenues	90,863,541
	<hr/>
Operating Expenses	
General and administrative	5,692,157
Maintenance and operations	15,369,618
Cost of aviation fuel	69,775,434
Other improvements	629,565
Depreciation and amortization	16,555,329
	<hr/>
Total operating expenses	108,022,103
	<hr/>
Operating Loss	(17,158,562)
	<hr/>
Nonoperating Revenues (Expenses)	
Interest income	112,751
Interest expense	(503,218)
Other expenses	(225,616)
	<hr/>
Total nonoperating revenues (expenses)	(616,083)
	<hr/>
Income (loss) before contributions	(17,774,645)
	<hr/>
Contributions	
Capital grants	8,543,213
Participation Revenue	7,316,682
	<hr/>
Total contributions	15,859,895
	<hr/>
Change in Net Position	(1,914,750)
	<hr/>
Net Position, Beginning of Year	291,012,795
	<hr/>
Net Position, End of Year	\$ 289,098,045
	<hr/>

San Bernardino International Airport Authority

Statement of Cash Flows
Year Ended June 30, 2023

Operating Activities	
Receipts from customers	\$ 89,175,974
Payments from employees	(6,083,975)
Payments to suppliers	<u>(88,633,254)</u>
Net Cash Used For Operating Activities	<u>(5,541,255)</u>
Capital and Capital Related Financing Activities	
Acquisition and construction of capital assets	(12,515,911)
Proceeds from sale of capital assets	289,687
Principal payments on leases	(425,605)
Principal payments	(740,899)
Interest paid	(729,929)
Cash received on lease receivables	1,197,468
Receipt of participation revenues	7,316,682
Receipts from capital grants	<u>8,543,213</u>
Net Cash Provided By Capital and Capital Related Financing Activities	<u>2,934,706</u>
Investing Activities	
Interest expense	<u>(1,359,029)</u>
Net Cash Used For Investing Activities	<u>(1,359,029)</u>
Net Change in Cash and Cash Equivalents	(3,965,578)
Cash and Cash Equivalents, Beginning of Year	<u>14,930,430</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 10,964,852</u></u>
Reconciliation of Cash and Cash Equivalents to the	
Cash and cash equivalents	\$ 9,680,837
Restricted cash and cash equivalents	<u>1,284,015</u>
Total Cash and Cash Equivalents	<u><u>\$ 10,964,852</u></u>

San Bernardino International Airport Authority

Statements of Cash Flows

Year Ended June 30, 2023

Reconciliation of Operating Loss to Net Cash provided by Operating Activities

Operating loss	\$ (17,158,562)
Depreciation/amortization	16,555,329
Other non-operating revenue (expenses)	(225,616)
Changes in Assets and Liabilities	
(Increase) decrease in accounts receivable, net	(293,146)
(Increase) decrease in due from related party	(2,311)
(Increase) decrease in prepaid expenses	(56,556)
(Increase) decrease in fuel inventory	982,890
Increase (decrease) in accounts payable	(2,969,827)
Increase (decrease) in other accrued liabilities	121,407
Increase (decrease) in deposits payable	79,657
Increase (decrease) in due to related party	(1,474,328)
Increase (decrease) in deferred inflows related to leases	(1,392,110)
Increase (decrease) in compensated absences	291,918
Net Cash Used by Operating Activities	<u>\$ (5,541,255)</u>

Note 1 - Reporting Entity and Summary of Significant Accounting Policies

The financial statements of the San Bernardino International Airport Authority (Authority) have been prepared in accordance with generally accepted accounting principles in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting and reporting policies and practices used by the Authority are described below.

Reporting Entity

The Authority is a joint powers authority created on May 12, 1992, primarily for the purpose of acquiring, operating, repairing, maintaining, and administering the aviation related portions of the former Norton Air Force Base property located in San Bernardino, California. The following are members of the Authority:

- County of San Bernardino
- City of San Bernardino
- City of Colton
- City of Highland
- City of Loma Linda

Under the terms of an Authority agreement, each member agreed to be responsible for its respective percentage of all annual expenses of the Authority. Any party who fails to pay its respective share of such expenses for a 12-month period will be automatically expelled from the Authority with remaining members then responsible for the expelled members' share of expenses. In the event of the Authority's termination, the assets of the Authority together with debts owed at that time will be transferred to the Inland Valley Development Agency (IVDA), or such other entity as may be determined pursuant to Federal and State laws then in effect.

On December 17, 1999, the Authority filed a quit claim deed, reservations, and grants of easements, and CERCLA Section 120(h) notice (Deed) issued by the U.S. Department of the Air Force, for certain real property formerly a part of Norton Air Force Base for a consideration of one dollar. Included in the Deed are certain government-owned real properties which may not be sold, transferred, donated, or otherwise disposed of by the Authority, nor may they be removed from the premises for use by the Authority elsewhere. The Authority has begun and intends to sub-lease facilities to various airport users including, but not limited to scheduled airlines, airplane mechanical services, and aircraft support services.

Under the Deed, the Authority received approximately 1,345 acres of land together with major hangar buildings, terminal facilities, runways, tower and equipment, and other buildings and facilities needed to operate the Airport. During the 2003-04 fiscal year, the land, infrastructure, land improvements, and buildings and structures acquired from the Air Force were appraised based upon fair market value at date of acquisition. These appraised properties are included in the financial statements.

Effective July 1, 1998, the U.S. Air Force and the IVDA entered into an agreement (Economic Development Conveyance #2) to transfer an additional 104 acres of property at no cost to the Authority. This is part of the public benefit transfer. All income and related expenses derived from these properties effective July 1, 1998, were transferred to the Authority.

For financial reporting purposes, the Authority has included all funds, organizations, agencies, boards, commissions, and authorities. The Authority has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the Authority are such that the exclusion would cause the Authority's financial situation to be misleading or incomplete. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the Authority to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the Authority.

Blended Component Unit

The San Bernardino International Airport, Inc. (SBIA, Inc.) is a California nonprofit public benefit corporation and has been recognized by the Internal Revenue Service as exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). SBIA, Inc. was created for the purpose of lessening governmental burdens, by aiding the San Bernardino International Airport Authority in its efforts to promote economic development at the former Norton Air Force Base. Although the Authority does not appoint a voting majority of SBIA, Inc.'s governing body, SBIA, Inc. is fiscally dependent on the Authority, and a financial benefit/burden exists as defined by applicable GASB pronouncements. In addition, SBIA, Inc. provides services entirely, or almost entirely, to the Authority or otherwise exclusively, or almost exclusively, benefits the Authority even though it may not provide services directly to it. As a result, SBIAA, Inc. is included as a blended component unit of the Authority. The financial statements include only the financial activity of the Authority and the SBIAA, Inc., collectively referred to as the Authority. Separate financial statements of the SBIAA, Inc. are not available.

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Basis of Presentation

The statement of net position displays the Authority's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position. Net position is reported in the following categories/components:

Net investment in capital assets consists of net capital assets reduced by the outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction or improvement of those assets or the related debt and lease obligations and increased by balances of deferred outflows of resources related to those assets or debt and lease obligations.

Restricted net position:

Restricted – expendable net position results when constraints placed on net position use are either externally imposed or imposed through enabling legislation.

Restricted – nonexpendable net position is subject to externally imposed stipulations which require them to be maintained permanently by the Authority.

Unrestricted net position consists of net position not meeting the definition of the preceding categories. Unrestricted net position often has constraints on resources imposed by management which can be removed or modified.

When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Authority's policy is to first apply the expense toward the most restrictive resources and then toward unrestricted resources.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding internally designated or restricted cash and investments. For purposes of the statement of cash flows, the Authority considers all cash and investments with an original maturity of three months or less as cash and cash equivalents.

Restricted Cash and Investments

Restricted cash and investments consist primarily of money market mutual funds and include a \$50,000 endowment from the County of San Bernardino Flood Control Authority. This endowment is to provide long-term conservation management over certain County property which was conveyed to the Authority in 2013. Restricted cash and investments also included assets held with fiscal agents and restricted for debt service reserve and capital projects. Investments are measured at fair value.

Inventory

Inventory is stated at lower of cost (first-in, first-out) or market and are expensed when used.

Fair Value Measurement

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A three-tier hierarchy prioritizes the inputs used in measuring fair value. These tiers include Level 1, defined as quoted market prices in active markets for identical assets or liabilities; Level 2, defined as inputs other than quoted market prices in active markets that are either directly or indirectly observable; and Level 3, defined as significant unobservable inputs therefore, requiring an entity to develop its own assumptions. The asset's or liability's fair value measurement within the hierarchy is based on techniques that maximize the use of relevant observable inputs and minimizes the use of unobservable inputs.

Assets or liabilities measured and reported at fair value are classified and disclosed in one of the three following categories:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Authority has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in inactive markets.
- Inputs, other than quoted prices, those are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified contractual term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Investment Income

Interest, dividends, gains, and losses, both realized and unrealized, on investments and deposits are included in nonoperating revenues when earned.

Capital Assets

Capital assets are capitalized at historical cost or estimated historical cost for assets where actual historic cost is not available. Donated capital assets are recorded at acquisition value at the date of donation. Acquisition value is the price that would have been paid to acquire an asset with equivalent service potential on the date of the donation. The Authority maintains a threshold level of \$10,000 or more for capitalizing capital assets. Federally funded assets maintain a threshold of \$5,000 or more for capitalizing capital assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Land and construction in progress are not depreciated. The other tangible and intangible property, plant, equipment, the right to use leased assets, and infrastructure of the Authority are depreciated/amortized using the straight-line method over the following estimated useful lives:

Assets	Years
Infrastructure	40-75 years
Land improvements	5-20 years
Buildings and structures	10-50 years
Furniture and fixtures	5-7 years
Machinery and equipment	5-20 years
Vehicles	5-10 years
Right to use leased assets	2-10 years

Right to use leased assets are recognized at the lease commencement date and represent the Authority's right to use an underlying asset for the lease term. Right to use leased assets are measured at the initial value of the lease liability plus any payments made to the lessor before commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease term, plus any initial direct costs necessary to please the lease asset into service. Right to use leased assets are amortized over the shorter of the lease term or useful lives of the underlying asset using the straight-line method. The amortization period varies from 3 to 7 years.

Lease Receivables

Lease receivables are recorded by the Authority as the present value of future lease payments expected to be received from the lessee during the lease term, reduced by any provision for estimated uncollectible amounts. Lease receivables are subsequently reduced over the life of the lease as cash is received in the applicable reporting period. The present value of future lease payments to be received are discounted based on the interest rate the Authority charges the lessee.

Long-Term Obligations

The Authority reports long-term debt and other long-term obligations in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenses when incurred.

Lease Liabilities represent the Authority's obligation to make lease payments arising from the lease. Lease liabilities are recognized at the lease commencement date based on the present value of future lease payments expected to be made during the lease term. The present value of lease payments is discounted based on a borrowing rate determined by the Authority.

Compensated Absences

In accordance with generally accepted accounting principles, an employee benefits payable liability is recorded for unused vacation and similar compensatory leave balances, with maximum unused balance caps for varying lengths of service with the Authority. The employee's entitlements to these balances are attributable to services already rendered and it is probable that virtually all of these balances will be liquidated by either paid time off or payments upon termination or retirement.

Revenues and Expenses

Revenues and expenses are distinguished between operating and non-operating items. Operating revenues generally result from providing services in connection with the Authority's principal ongoing operations. The principal operating revenues of the Authority are charges for rent, leases and storage, and fuel sales.

Operating expenses include administrative, maintenance, and operations costs of the Authority's facilities, along with depreciation of capital assets. All revenue and expenses not meeting these definitions are reported as non-operating revenues and expenses.

Grants and Contributions

The Authority receives grants and contributions from governmental and private entities. Grants and contributions may be restricted for either specific operating purposes or for capital purposes. Amounts that are unrestricted or that are restricted to a specific operating purpose are reported as nonoperating revenue. Amounts restricted for capital acquisitions are reported after nonoperating revenues and expenses.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Authority currently has no items that qualify for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Authority has one type of item that qualifies for reporting in this category. Deferred inflows related to leases where the Authority is the lessor and is reported in the statement of net position. The deferred inflows of resources related to leases are recognized as an inflow of resources (revenue) on the straight-line basis over the term of the lease.

Effect of New Governmental Accounting Standards Board (GASB) Pronouncements**Effective in Current Fiscal Year**

GASB Statement No. 91 – In May 2019, GASB issued Statement No. 91, *Conduit Debt Obligations*. The objective of this Statement is to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement is effective for reporting periods beginning after December 15, 2021. The Authority has determined that this Statement does not have a material impact on the financial statements.

GASB Statement No. 94 – In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). This Statement is effective for reporting periods beginning after June 15, 2022. The Authority has determined that this Statement does not have a material impact on the financial statements.

GASB Statement No. 96 – In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*. The objective of this Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement is effective for reporting periods beginning after June 15, 2022. The Authority has determined that this Statement does not have a material impact on the financial statements.

GASB Statement No. 99 – In April 2022, the GASB issued Statement No. 99, *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The Statement is effective immediately for the requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63. The Statement is effective for fiscal year years beginning after June 15, 2022, for requirements related to leases, PPPs, and SBITAs. The Authority has determined that this Statement does not have a material impact on the financial statements.

Effective in Future Fiscal Years

The GASB has issued the following pronouncements that have effective dates which may impact future financial statement presentation. The Authority has not determined the effect of the following Statements:

GASB Statement No. 100 – *Accounting Changes and Error Corrections*

GASB Statement No. 101 – *Compensated Absences*

GASB Statement No. 102 – *Certain Risk Disclosures*

Note 2 - Cash and Investments

Cash and investments as of June 30, 2023 are classified in the accompanying financial statements as follows:

Statement of Net Position	
Cash and cash equivalents	\$ 9,680,837
Restricted cash and cash equivalents	<u>1,284,015</u>
Total cash and investments	<u>\$ 10,964,852</u>

Cash and investments as of June 30, 2023 consist of the following:

Deposits with financial institutions	\$ 9,405,072
Cash on hand	1,000
Investments in LAIF	324,765
Investments held with fiscal agent	<u>1,234,015</u>
Total cash and investments	<u>\$ 10,964,852</u>

Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the Authority, rather than the general provisions of the California Government Code or the Authority's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage	Maximum Investment in One Issuer
Local agency bonds	5 years	None	None
U.S. Treasury obligations	5 years	None	None
U.S. agency securities	5 years	None	None
Banker's acceptances	180 days	40%	30%
State Bonds or Other Indebtedness	270 days	25%	10%
Commercial paper	5 years	30%	None
Negotiable certificates of deposit	1 year	None	None
Repurchase agreements	92 days	20% of base value	None
Reverse repurchase agreements	5 years	30%	None
Medium-term notes	N/A	20%	10%
Mutual funds	N/A	20%	10%
Money market mutual funds	5 years	20%	None
Mortgage pass-through securities	N/A	None	None
County pooled investment funds	N/A	None	\$75M per account
Local agency investment fund (LAIF)	N/A	None	None
JPA pools (other investment pools)	N/A	None	None

Investments Authorized by Debt Agreements

Investment of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the Entity's investment policy. The table below identifies the investment types that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized investment type	Maximum Maturity	Maximum Percentage	Maximum Investment in One Issuer
U.S. Treasury obligations	None	None	None
U.S. agency securities	None	None	None
Banker's acceptances	180 days	None	None
Commercial paper	270 days	None	None
Money market mutual funds	N/A	None	None
Investment contracts	30 years	None	None
Local agency investment fund (LAIF)	N/A	None	\$75M per account

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market rates. One of the ways that the Authority manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturing evenly over time as necessary to provide the cash flow and liquidity needed for operations. Information about the sensitivity of the fair values of the Authority's investments to market interest rate fluctuations is provided by the following table that shows the distribution of investments by maturity as of June 30, 2023:

Investment Type	Carrying Amount	Rating	Investment Maturities (in Years)	
			Less Than 1	1 - 5
Money Market Mutual Funds	\$ 1,234,015	AAAm	\$ 1,234,015	\$ -
Local Agency Investment Fund	324,765	Not Rated	324,765	-
Total	<u>\$ 1,558,780</u>		<u>\$ 1,558,780</u>	<u>\$ -</u>

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The CGC limits the minimum rating required for each investment type. The LAIF is not rated.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2023, the Authority had deposits with bank balances of \$9,815,752. Up to \$500,000 of the Authority's deposits were covered by federal deposit insurance, and \$9,315,752 was collateralized (i.e., collateralized with securities held by the pledging financial institutions of at least 110% of the Authority's cash deposits, in accordance with the Code). The collateralized securities are not held in the Authority's name.

Investment in State Investment Pool

The Authority is a voluntary participant in the State of California Local Agency Investment Fund (LAIF), which is a part of the Pooled Money Investment Account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance, and State Controller. The Authority's investment in this pool is reported in the accompanying financial statements at cost, which approximates fair value at amounts based upon the Authority's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Investments in LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest. All investments with LAIF are secured by the full faith and credit of the State of California. Separate LAIF financial statements are available from the California State Treasurer's Office on the Internet at www.treasurer.ca.gov.

Fair Value Measurements

Assets measured at fair value on a recurring basis and the related fair value of these assets as of June 30, 2023, are as follows:

Investments by fair value	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Held with fiscal agent:				
Money Market Mutual Funds	\$ 1,234,015	<u>\$ 1,234,015</u>	<u>\$ -</u>	<u>\$ -</u>
Investments not measured at fair value or subject to fair value hierarchy				
Local Agency Investment Fund	<u>324,765</u>			
Total Investments	<u>\$ 1,558,780</u>			

The Authority categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments in the Local Agency Investment Fund are not subject to the fair value hierarchy but are reported at the amortized cost.

The value of publicly traded assets, which would be listed as Level 1, are based on unaffiliated industry sources believed to be reliable. Values for non-publicly traded assets, listed as Level 2, may be determined from other unaffiliated sources. Assets for which a current value is unavailable, which would be listed as Level 3, may be reflected at the last reported price or at par, using the best information available in the circumstances.

The Authority's investments in money market mutual funds, are based on quoted market prices for identical investments in an inactive market or similar investments in markets that are either active or inactive.

Deposits and withdrawals in governmental investment pools, such as LAIF are made on the basis of \$1 and not fair value. Accordingly, the Authority's proportionate share in these types of investments is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

Note 3 - Receivables**Accounts Receivable**

Accounts receivable consist of fuel sales and short-term and regulated lease revenues and are reported net of uncollectible amounts. Accounts receivable reported for the Authority in the Statement of Net Position as of June 30, 2023, are net of an allowance for doubtful accounts of \$705,918.

Lease Receivable

Lease receivable activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Lease Receivable	\$ 3,251,623	\$ -	\$ (1,197,468)	\$ 2,054,155	\$ 827,184
Total	<u>\$ 3,251,623</u>	<u>\$ -</u>	<u>\$ (1,197,468)</u>	<u>\$ 2,054,155</u>	<u>\$ 827,184</u>

The Authority has accrued a receivable for 2 land leases and 3 building leases. The remaining receivable for these leases was \$2,054,155 for the year ended June 30, 2023. Deferred inflows related to these leases were \$2,029,236 as of June 30, 2023. Interest revenue recognized on these leases was \$17,495 for the year ended June 30, 2023. Principal receipts of \$1,197,468 were recognized during the fiscal year. The interest rate on the leases ranged from .308% - .687%. Final receipt is expected in fiscal year 2026.

Deferred inflows related to leases that were prepaid by lessees were \$10,231,372 as of June 30, 2023.

The future lease payments expected to be collected from these leases are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 827,184	\$ 11,336	\$ 838,520
2025	781,798	5,930	787,728
2026	445,173	1,020	446,193
Total	<u>\$ 2,054,155</u>	<u>\$ 18,286</u>	<u>\$ 2,072,441</u>

For certain lease agreements for airport gates, aprons, buildings and structures designated for aeronautical use, specific terms are regulated by the Federal Aviation Administration (FAA). The Authority entered into various lease agreements for the right to use these airport gates, aprons, buildings and structures designated for aeronautical use to third parties in accordance with these provisions set by the FAA. Specified regulated terms include limits on lease rates, consistency of lease rates for all lessees, and leasing opportunities made available to any potential lessees if the facilities are vacant. The lease revenue related to these regulated agreements amounted to \$4,381,385 for the year end June 30, 2023.

San Bernardino International Airport Authority

Notes to Financial Statements

June 30, 2023

Expected future minimum receipts under these agreements are as follows:

<u>Year Ending June 30,</u>	<u>Future Minimum Expected Receipts</u>
2024	\$ 4,195,061
2025	3,910,827
2026	3,801,829
2027	3,861,803
2028	3,073,826
2029-2033	16,607,362
2034-2038	18,958,449
2039-2043	21,633,116
2044-2048	24,703,578
2049-2053	28,209,840
2054-2056	16,628,892
	<u>\$ 145,584,583</u>

San Bernardino International Airport Authority

Notes to Financial Statements

June 30, 2023

Note 4 - Capital Assets

Capital assets activity for the year ended June 30, 2023 is presented as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets, Not Being Depreciated				
Land	\$ 38,157,796	\$ -	\$ -	\$ 38,157,796
Construction in progress	354,256	9,101,244	(9,390,931)	64,569
Total capital assets, not being depreciated/amortized	38,512,052	9,101,244	(9,390,931)	38,222,365
Capital Assets, Being Depreciated/Amortized				
Infrastructure	137,056,153	10,284,994	-	147,341,147
Land improvements	63,387,788	-	-	63,387,788
Building and structures	378,406,382	919,392	-	379,325,774
Furniture and fixtures	104,408	-	-	104,408
Machinery and equipment	9,163,341	1,034,629	-	10,197,970
Vehicles	2,150,349	276,898	-	2,427,247
Right to use lease - land	198,448	-	-	198,448
Right to use lease - vehicles	2,574,251	-	-	2,574,251
Total capital assets, being depreciated/amortized	593,041,120	12,515,913	-	605,557,033
Less Accumulated Depreciation/Amortization				
Infrastructure	(107,428,546)	(3,009,764)	-	(110,438,310)
Land improvements	(55,411,256)	(956,285)	-	(56,367,541)
Buildings and structures	(145,199,281)	(11,594,132)	-	(156,793,413)
Furniture and fixtures	(76,905)	(14,109)	-	(91,014)
Machinery and equipment	(6,253,539)	(549,315)	-	(6,802,854)
Vehicles	(1,969,127)	(88,250)	-	(2,057,377)
Right to use lease - land	(49,612)	(49,612)	-	(99,224)
Right to use lease - vehicles	(234,904)	(293,862)	-	(528,766)
Total accumulated depreciation/ amortization	(316,623,170)	(16,555,329)	-	(333,178,499)
Total capital assets being depreciated/amortized, net	276,417,950	(4,039,416)	-	272,378,534
Total capital assets, net	\$ 314,930,002	\$ 5,061,828	\$ (9,390,931)	\$ 310,600,899

Depreciation/amortization expense for the year ended June 30, 2023 was \$16,496,329.

Note 5 - Long-Term Obligations

Long-term obligation activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Notes from Direct Borrowings					
IVDA - GA Hangar Loan	\$ 11,197	\$ -	\$ (11,197)	\$ -	\$ -
2021A Airport Refunding Revenue Bonds	8,230,360	-	(729,702)	7,500,658	756,993
2021B Airport Revenue Bonds	4,850,565	-	-	4,850,565	-
Leases	2,148,451	-	(425,605)	1,722,846	425,872
Total	<u>\$ 15,240,573</u>	<u>\$ -</u>	<u>\$ (1,166,504)</u>	<u>\$ 14,074,069</u>	<u>\$ 1,182,865</u>

Direct Borrowings**IVDA Loans**

On July 1, 2015, the Authority entered into an agreement with IVDA to finance the construction of general aviation hangers (GA Hangers) in the principal amount of \$3,902,301, amount is to be paid by the Authority to IVDA annually.

During the year ended June 30, 2023, the Authority paid the full amount outstanding of \$11,197 for the IVDA GA Hangar Loan.

Taxable Airport Revenue Refunding Bonds, Series 2021A

On July 9, 2021, the Authority issued \$8,999,077 in Airport Revenue Refunding Bonds, Series 2021A, to provide funds to refund, on a current basis, the Authority's outstanding IVDA, Hanger 795 Improvement and GA Hangar loans due to IVDA, fund the Series 2021A reserve account, pay costs of issuance of the Series 2021A bonds.

Interest on the Airport Revenue Refunding Bonds, Series 2021A is payable semiannually on December 1 and June 1 at a rate of 3.74%. Mandatory sinking fund deposits to retire the bonds on their term maturity dates, ranging from \$589,840 to \$978,878, are due annually commencing June 1, 2022 through June 1, 2032.

The Authority has pledged its gross revenue as security for the Airport Revenue Refunding Bonds, Series 2021A and these obligations contain a provision that in an event of default, the outstanding amounts become immediately due if the Authority is unable to make a payment.

Airport Revenue Bonds, Series 2021B

On August 12, 2021, the Authority issued \$4,850,565 in Airport Revenue Bonds, Series 2021B, to provide funds to pay the costs of the acquisition, installation, and construction of certain public capital improvements consisting of planned improvements to its existing fuel farm, including a new 375,000 gallon Jet A fuel tank, new fuel delivery island, and related controls and equipment improvements, thereby expanding existing facilities from 150,000 gallon storage with one refuel station to 500,000 gallon storage with two refuel stations, to support increased volume of aircraft fueling, fund the Series 2021B reserve account and pay costs of issuance of the Series 2021B bonds.

Interest on the Airport Revenue Bonds, Series 2021B is payable semiannually on December 1 and June 1 at a rate of 3.37%. Mandatory sinking fund deposits to retire the bonds on their term maturity dates, ranging from \$425,617 to \$1,161,828, are due annually commencing June 1, 2032, through June 1, 2036.

The Authority has pledged its gross revenue as security for the Airport Revenue Bonds, Series 2021B and these obligations contain a provision that in an event of default, the outstanding amounts become immediately due if the Authority is unable to make a payment.

Scheduled debt service requirements for the Authority's bonds payable are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 756,993	\$ 443,989	\$ 1,200,982
2025	785,304	415,677	1,200,981
2026	814,675	386,307	1,200,982
2027	845,144	355,838	1,200,982
2028	876,752	324,230	1,200,982
2029-2033	4,899,268	1,105,639	6,004,907
2034-2036	3,373,087	229,857	3,602,944
Total	<u>\$ 12,351,223</u>	<u>\$ 3,261,537</u>	<u>\$ 15,612,760</u>

Leases

In prior years, the Authority entered into 10 lease agreements as lessee for the use of land and vehicles. As of June 30, 2023, the value of the lease liability was \$1,722,846. The Authority is required to make monthly principal and interest payments ranging from \$743 to \$7,829 through April 2029. The lease liability was valued using discount rates between 0.411% and 2.43% based on the Authority's incremental borrowing rate at the inception of the leases.

San Bernardino International Airport Authority

Notes to Financial Statements

June 30, 2023

Remaining principal and interest payments on leases are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 425,872	\$ 26,662	\$ 452,534
2025	415,466	20,984	436,450
2026	316,105	15,455	331,560
2027	235,196	10,451	245,647
2028	190,699	5,797	196,496
2029	139,508	1,415	140,923
Total	<u>\$ 1,722,846</u>	<u>\$ 80,764</u>	<u>\$ 1,803,610</u>

Compensated Absences

Accumulated vacation, holiday, sick pay, and compensatory times are recorded as an expense and liability as these benefits are earned. Compensated absences activity for the year ended June 30, 2023 is as follows:

<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
\$ 306,630	\$ 165,855	\$ (126,063)	\$ 598,548	\$ 299,274

Note 6 - Net Position

Restricted Net Position

The Authority received capital grant contributions from the Inland Valley Development Agency during the years ended June 30, 2008 through 2011. The capital grant contributions were received with restrictions for Building No. 56, Mt. View Street, and Solar Power capital projects. In addition, the Authority holds a \$50,000 expendable endowment from the County of San Bernardino Flood Control Authority as restricted cash. This expendable endowment is to provide long-term conservation management over certain County property which was conveyed to the Authority in 2013. As the Authority recognizes expenses related to these capital projects, restricted net position is reduced. Net position restricted as of June 30, 2023 is as follows:

<u>Net Position Restricted for Capital Projects</u>	
Endowment (Note 2)	\$ 50,000
Building No. 56	425,000
Airport Capital Projects	<u>4,217,166</u>
Total restricted net position	<u>\$ 4,692,166</u>

San Bernardino International Airport Authority

Notes to Financial Statements

June 30, 2023

Note 7 - Condensed Combining Information

The following summarizes combining information for the Authority and SBIAA, Inc., which has been presented as a blended component unit, as of and for the year ended June 30, 2023.

Statement of net position as of June 30, 2023:

	Authority	SBIAA, Inc.	Total
Assets			
Total assets	\$ 329,482,025	\$ 39,453	\$ 329,521,478
Liabilities			
Total liabilities	28,162,325	500	28,162,825
Deferred Inflows of Resources	12,260,608	-	12,260,608
Net Position			
Net investment in capital assets	296,526,830	-	296,526,830
Restricted for capital projects	4,692,166	-	4,692,166
Unrestricted	(12,159,904)	38,953	(12,120,951)
Total net position	\$ 289,059,092	\$ 38,953	\$ 289,098,045

Operating results and changes in net position for the year ended June 30, 2023:

	Authority	SBIAA, Inc.	Total
Operating Revenue	\$ 90,838,041	\$ 25,500	\$ 90,863,541
Operating Expenses	108,006,928	15,175	108,022,103
Operating loss	(17,168,887)	10,325	(17,158,562)
Net nonoperating revenues	(616,083)	-	(616,083)
Income (loss) before contributions	(17,784,970)	10,325	(17,774,645)
Contributions	15,859,895	-	15,859,895
Change in net position	(1,925,075)	10,325	(1,914,750)
Net position, beginning of year	290,984,167	28,628	291,012,795
Net position, end of year	\$ 289,059,092	\$ 38,953	\$ 289,098,045

San Bernardino International Airport Authority

Notes to Financial Statements

June 30, 2023

Cash flows for the year ended June 30, 2023:

	Authority	SBIAA, Inc.	Total
Net cash from (used for) operating activities	\$ (5,551,580)	\$ 10,325	\$ (5,541,255)
Net cash (used for) capital and capital	2,934,706	-	2,934,706
Net cash from investing activities	(1,359,029)	-	(1,359,029)
Net change in cash and cash equivalents	(3,975,903)	10,325	(3,965,578)
Cash and cash equivalents, beginning of year	14,930,430	-	14,930,430
Cash and cash equivalents, end of year	\$ 10,954,527	\$ 10,325	\$ 10,964,852

Note 8 - Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Authority carries commercial insurance. Premiums are paid annually by the Authority. Claims liabilities are reported when it is probable that a loss has occurred, and the amount of the loss can be reasonably estimated. As of June 30, 2023, there were no such liabilities to be reported.

Note 9 - Related Party Transactions

The Authority shares certain common expenses with the Inland Valley Development Agency (IVDA), a related party by virtue of common control. These expenses, which include salaries, benefits, services, and supplies, are appropriately allocated between the two governments. The Authority's allocable share of the expenses paid by the IVDA are reported as due to related party and the IVDA's allocable share of the expenses paid by the Authority are reported as due from related party and are essentially short-term advances of working capital. The advances are non-interest bearing and due on demand. The amount due from IVDA at June 30, 2023 was \$750,183. The amount due to IVDA at June 30, 2023 was \$4,094,273.



Supplementary Information
June 30, 2023

San Bernardino International Airport Authority

San Bernardino International Airport Authority

Supplementary Information

Schedule of General and Administrative Expenses

Year Ended June 30, 2023

General and Administrative	
Salaries and wages	\$ 2,962,744
Director's fees	14,400
Travel expenses	65,073
Dues and subscriptions	29,634
Meeting and conferences	183,322
Office expense	96,516
Advertising and marketing	1,194,309
Professional services:	
Legal	98,121
Accounting	48,200
Other	608,420
Telephone	142,535
Software	182,177
Other expenses	66,706
	<hr/>
Total	\$ 5,692,157
	<hr/>

San Bernardino International Airport Authority
Supplementary Information
Schedule of Operating and Maintenance Expenses
Year Ended June 30, 2023

Maintenance and Operations	
Salaries and benefits	\$ 5,708,442
Security	1,298,684
ARFF services	1,080,519
Airline support	288,372
Insurance	908,387
Communications	373,877
Fees	130,748
Gas/diesel/fuel	449,458
Janitorial	418,864
Lease expense	37,920
Maintenance and repairs	2,069,020
Parts/supplies	109,040
Other expenses	216,324
Special event expenses	66,395
SBIA, Inc. expense	15,175
U.S. Customs	350,522
Utilities/maintenance fees	1,847,871
	<hr/>
Total	<u><u>\$ 15,369,618</u></u>



Federal Awards Reports in Accordance
with the Uniform Guidance
June 30, 2023

San Bernardino International
Airport Authority,
San Bernardino, California

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
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Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Directors
San Bernardino International Airport Authority
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the San Bernardino International Airport Authority (Authority), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated March 14, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Authority's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Authority's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Esde Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
March 14, 2024



Independent Auditor's Report on Compliance for the Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Board of Directors
San Bernardino International Airport Authority
San Bernardino, California

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited the San Bernardino International Airport Authority's (Authority) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Authority's major federal program for the year ended June 30, 2023. The Authority's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on the Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Authority's federal program.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated March 14, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Rancho Cucamonga, California
March 14, 2024

San Bernardino International Airport Authority
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing	Direct / Pass-through Entity Identification Number	Expenditures
<u>U.S. Department of Transportation</u>			
Direct Programs:			
Airport Improvement Program	20.106	SBD-3-06-0358-032-2022	\$ 6,459,234
Airport Improvement Program	20.106	SBD-3-06-0358-033-2022	<u>1,000,000</u>
Subtotal Airport Improvement Program			<u>7,459,234</u>
Total U.S. Department of Transportation			<u><u>\$ 7,459,234</u></u>

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Authority under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

Note 3 - Indirect Cost Rate

The Authority does not draw for indirect administrative expenses and has not elected to use the 10% de minimis cost rate.

Section I – Summary of Auditor’s Results

FINANCIAL STATEMENTS

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	None reported
Significant deficiencies identified not considered to be material weaknesses	Yes
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)?	No

Identification of major programs:

<u>Name of Major Federal Program or Cluster</u>	<u>Federal Financial Assistance Listing</u>
Airport Improvement Program	20.106
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

Section II – Financial Statement Findings

2023-001 Journal Entries

Type of Finding: Significant Deficiency in Internal Controls over Financial Reporting

Criteria:

The Authority is responsible for the preparation and fair presentation of the financial statements. Management is responsible for ensuring that all financial records and related information is reliable and properly recorded in accordance with the Generally Accepted Accounting Principles (GAAP).

Condition:

During our audit, we identified that the book balance (general ledger) of cash was overstated as of June 30, 2023, and accounts receivable balance was understated by the same amount. A journal entry to record a receivable revenue accrual to fiscal year 2023 was erroneously recorded as an increase to cash instead of accounts receivable. An adjustment was required to correct the balance of cash and accounts receivable.

Cause:

The review of the journal entry did not detect the error.

Effect:

Adjustments were required to correctly reflect the Authority's cash balance and accounts receivable as of June 30, 2023.

Recommendation:

We recommend that the Authority strengthen its review of journal entries, especially those at year-end, to ensure that the transactions are appropriate and recorded to the proper period.

Views of Responsible Officials and Planned Corrective Action:

Management agrees. See separate corrective action plan.

Section III – Federal Award Findings and Questioned Costs


None reported.

San Bernardino International Airport Authority

Summary Schedule of Prior Audit Findings

Year Ended June 30, 2023

Finding No.	Program/Cluster or Finding Description	Federal Assistance Listing No.	Compliance Requirement	Status
2022-001	Financial Reporting	NA	N/A	Implemented

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 9</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
---	--

SUBJECT: CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024

SUMMARY

The proposed adjustments to the Fiscal Year 2023-2024 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 and cargo air service and airport operations. This proposed adjustment for Fiscal Year 2023-2024 is detailed in the attached "Proposed Budget Adjustments Table".

RECOMMENDED ACTION(S)

Consider and approve budget adjustments reflected in the attached "Proposed Budget Adjustments Table" for Fiscal Year 2023-2024.

FISCAL IMPACT

The composition for the requested adjustments is detailed in the attached "Proposed Budget Adjustments Table". The combined net effect on the San Bernardino International Airport Authority's Fiscal Year 2023-2024 Budget, if approved, would be a decrease in budgetary net income of \$81,000.

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 June 28, 2023, the San Bernardino International Airport Authority (SBIAA) Commission adopted the SBIAA Budget for Fiscal Year 2023-2024. 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 in budgetary net income of \$81,000. The \$81,000 increase in capital outlays is to rehabilitate the Building 759 parking lot.

This budget adjustment request also includes offsetting General Fund budget line-item transfers to paint the exterior of Building 673, the Domestic Terminal.

Attachments:

1. SBIAA FY 2023-24 March 27, 2024, Budget Adjustments Table


SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
FY 2023-2024 Proposed Budget Adjustments
March 2024

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>					
A	General Fund	50060 - Airline Support - Operations Expense	\$ 150,000	\$ (70,000)	\$ 80,000
A	General Fund	50281 - Maintenance & Repairs	-	70,000	70,000
B	Capital Projects Fund	51807 - Land. Road, Parking Improvements	451,500	81,000	532,500
Increase (Decrease) in expenditures & transfers out				<u>81,000</u>	
<i>Revenues & Transfers In</i>					
Increase (Decrease) in revenues & transfers in				<u>-</u>	
Net Budget Adjustment, Expenses in Excess of Revenues				<u><u>\$ (81,000)</u></u>	

Notes

- A** Offsetting (\$0) intrafund expense line item transfer to provide for exterior painting of the Building 673 - Domestic Terminal.
- B** Increase of \$81,000 is required to fund the Building 759 parking lot pavement rehabilitation project.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 10</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: AWARD A CONSTRUCTION CONTRACT TO LANDMARK PAVING, INC. IN AN AMOUNT NOT TO EXCEED \$78,240 FOR THE IRP 2 LANDFILL SURFACE REPAIR PROJECT

SUMMARY

The award of this construction contract would authorize Landmark Paving, Inc. to clean and fill asphalt surface cracks and construct a new asphalt patch at the IRP Site 2 Landfill location.

RECOMMENDED ACTION(S)

Award a construction contract to Landmark Paving, Inc. in an amount not to exceed \$78,240 for the IRP 2 Landfill Surface Repair Project; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this project is included in the adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2023-2024 Budget in the Capital Projects Fund, Account 52554 – Landfill Pavement Repairs for \$100,000 of which \$95,418 is available to fund this \$78,240 contract.

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

BACKGROUND INFORMATION

The IRP Site 2 Landfill is located at 3465 E. 3rd Street in San Bernardino, CA. This former landfill was closed by the Norton Air Force Base in 1993 and was subsequently paved by San Bernardino International Airport Authority (SBIAA) for use as trailer staging. SBIAA is responsible for maintaining and repairing the landfill structures and the immediate surrounding areas.

The IRP Site 2 Landfill location is currently leased by The Home Depot and used to stage empty trailers and shipping containers. Due to routine trailer traffic, the IRP Site 2 Landfill asphalt surface requires continual repairs that include sealing asphalt surface area, cracking, and repairing a large pothole at the main gate entrance. The crack fill repairs will limit water penetration and degradation of the asphalt surface area and will result in future cost savings. Untreated asphalt can lead to significant problems such as potholes. Crack fill repairs will restore pavement to its best possible condition. The pothole repairs at the main gate entrance will improve driving conditions for The Home Depot employees and equipment.

21,800 linear feet (LF) of existing asphalt cracks will be cleaned and filled with hot rubberized crack filler and for the larger cracks, backer rods will be installed. 3,270 LF of weeds and trash along existing fence boundaries will be removed and properly disposed of. The main entrance potholes will be remedied by grinding down a 40' x 40' asphalt section to a depth of 2". The grindings will be removed, the area will be power swept, and 2" of hot asphalt will be placed for a proper repair.

This project aligns with SBIAA's commitment to providing a safe, efficient, and user-friendly experience for tenants.

Staff solicited proposals from qualified contractors. Four (4) proposals were received, with the full project cost identified below:

- Landmark Paving, Inc. \$78,240.00
- Geo Paving & Seal Coating \$85,745.00
- Pavement Rehab Company \$91,880.00
- Roadworks, Inc. \$60,980.00 (bid incomplete)

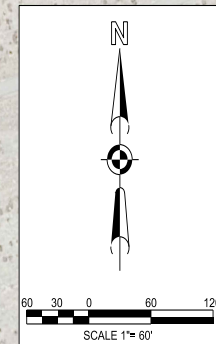
SBIAA standard form construction contract will be utilized for this project. Staff recommends the Commission approve the above recommended action

Attachments:

1. Site Map
2. Design Drawing
3. Contractor's Proposals

Site Map





 CRACKS TO BE REPAIRED
 EXISTING CONTOURS

CONSTRUCTION NOTES:

1. CRACKS WILL BE INJECTED WITH RUBBERIZED HOT POUR MATERIAL USING AN AIR JACKED CRACKSEALING SYSTEM. IN THE AIR JACKED SYSTEM, THE MATERIAL IS HYDRAULICALLY AGITATED, THEN PRESSURE-FEED THROUGH AN AIR-JACKED PUMP AND INJECTED UNDER PRESSURE DIRECTLY INTO THE CRACK AT THE OPTIMUM TEMPERATURE TO PREVENT DECOMPOSITION OF THE MATERIAL AND TO MINIMIZE SEPARATION. SINGULAR CRACKS THAT ARE 1/4" AND WIDER WILL BE THOROUGHLY CLEANED OF ALL FOREIGN MATTER WITH AN INDUSTRIAL AIR COMPRESSOR AND BACKER RODS WILL BE PLACED IN THE LOWER PORTION OF THE JOINT OPENING.
2. SPECIFICATION:
ASTM D6690
ASTM D5249
3. CONTRACTOR TO PROTECT IN PLACE THE LFG TRENCH IN ALL AREAS OF PROPOSED REPAIR.
4. REPAIR AREA SURFACE AND THE LANDFILL WASTE UNDERNEATH IT CANNOT BE ALTERED FOR ANY PURPOSE, EXCEPT IN THE DEMOLITION AND REPAIR AREAS WHERE SHOWN IN THE PLANS, ANY OTHER PENETRATION OF THE COVER PERFORMED BY THE CONTRACTOR SHOULD IMMEDIATELY BE REPORTED TO THE AIRPORT DIRECTOR. THE SBIAA LANDFILL HAS AN ACTIVE UNDERGROUND LANDFILL GAS COLLECTION SYSTEM. THE COLLECTION SYSTEM IS DESIGNED TO COLLECT FLAMMABLE METHANE GASES THAT MAY BE GENERATED IN THE WASTE BURIED BENEATH THE ASPHALT DEEP. IN SAW-CUT ASPHALT ACTIVITIES SHALL BE LIMITED TO 1/2" DEEP FOR ALL REPAIR AND LEVELING OPERATIONS. GRINDING CUP IS PROHIBITED. CONTRACTOR SHALL CONSIDER THIS RESTRICTION FOR ALL BIDDING PURPOSES. ALSO, THE VEGETATED SLOPES ON THE PERIMETER OF THE LEASE PREMISES MUST BE PROTECTED FROM FIRE. THEREFORE, NO SMOKING IS ALLOWED ON THE LEASE PREMISES AS A HIGH-PRIORITY SAFETY CONCERN. ALSO, ALL NO SMOKING SIGNS MUST BE PROTECTED AND REPLACED. IF DEMAND BY THE CONTRACTOR, ANY QUESTIONS ABOUT THIS SPECIAL RESTRICTION SHOULD BE FORWARDED TO THE AIRPORT DIRECTOR.

DESIGNED BY	QY
DRAWN BY	QY
CHECKED BY	EML
APPROVED BY	LDR
DATE	10-23-23

**WILSON
& COMPANY**

275 WEST HOSPITALITY LANE, STE. 315
SAN BERNARDINO, CALIFORNIA 92408
PHONE: 909-806-8000
FAX: 909-806-8099

SAN BERNARDINO INTERNATIONAL
AIRPORT AUTHORITY
IRP SITE 2 LANDFILL ASPHALT REPAIRS
CONSTRUCTION PROJECT
SITE PLAN - LAYOUT

CONTRACT NO.	
21-400-138-00	
DRAWING NO.	
G-04	
REVISION	SHEET NO.
	4
SCALE	
AS SHOWN	

5.0 BID PROPOSAL

BIDDER

DATE 3/6/24

FIRM LANDMARK PAVING, INC.

ADDRESS 17597 TAMARIND CT.

CITY BLOOMINGTON STATE CA ZIP 92316

To San Bernardino International Airport Authority:

1. The undersigned (hereinafter called the "Bidder") submits this proposal in compliance with your invitation for bids for the **IRP Site 2 Landfill Asphalt Repairs Construction Project, in San Bernardino, CA**, for San Bernardino International Airport Authority (SBIAA). Having carefully examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project including the availability of materials and labor, hereby proposes to furnish all labor and materials and supplies and to construct the Project in accordance with the Contract Documents and within the time set forth herein. This price covers all expenses incurred in performing the Work required under the Contract documents of which this Proposal is part. Quantities shown in this Unit Price Bid Proposal and in Alternates, if any, are estimated and actual payment will be made on a basis of confirmed quantities as constructed.

2. **Price Schedule:**

The undersigned Bidder hereby proposes and agrees, if the Bid is accepted, to enter into Agreement in the form attached to perform all Work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Contract and furnishing of all materials and Work, tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform the Work; and Bonds, insurance, and submittals; all as indicated or specified in the Contract Documents to be performed or furnished by the Bidder for the following:

Item No.	Description	Qty.	Unit	Unit Price	Total
	Performance Bond	1	LS	\$3,000. ⁰⁰	\$3,000. ⁰⁰
	Division 1 - Mobilization/General Conditions				
1.01	Mobilization	1	LS	\$4,500. ⁰⁰	\$4,500. ⁰⁰
1.02	Misc. Labor and Clean-up	1	LS	\$1,980. ⁰⁰	\$1,980. ⁰⁰
	Civil Improvements				
2.01	Weed Removal	3,270	FT	\$ 1.07	\$3,500. ⁰⁰
2.02	Asphalt Pavement Crack Repairs (<1/4")	20,800	FT	\$ 2.20	\$45,760. ⁰⁰
2.03	Asphalt Pavement Crack Repairs (>1/4")	1,000	FT	\$ 4. ⁰⁰	\$4,000. ⁰⁰
				TOTAL:	\$62,740. ⁰⁰

DOLLARS

Sixty-Two Thousand, Seven Hundred Forty &
(In words) 00/100 — CENTS

NOTES TO BID SCHEDULE

1. The Contractor is hereby reminded that the above Pay Items listed in this Proposal are the only items for which the Contractor will receive payment under this Contract. SBIAA will not provide payment to the Contractor for ancillary work that may be needed to complete the Project. SBIAA will not provide payment for work that may or may not be shown on the drawings or covered in the specifications but is not explicitly included in the bid schedule. Payment for any such work should be considered incidental to the various items listed as Bid Proposal Pay items, and no direct payment shall be made thereof. The Contractor must complete the work as shown on the drawings and as covered in the specifications.
2. In the event that lesser or greater quantities of specific Pay Items are required to complete the construction, the total amount for Bid specific items will be adjusted by the unit price bid to actual quantities utilized as stipulated in the Proposal. In the event that an error is made in extending unit prices, the Contractor is hereby notified that the unit prices, as Bid, will govern in determining the Total Base Bid.
3. Bidders agree that the right is reserved by SBIAA to delay the award of a Contract for a period of 60 days. The undersigned agrees to hold firm on the above Bid prices and may not withdraw the Proposal for that period of time. Bidders agree that the right is reserved by SBIAA to reject any and all Bids.
4. In awarding this project, SBIAA reserves the right to choose any combination of bid items or not awarding a bid item.
5. Prices must be submitted for all individual items of this Bidding Schedule. Failure to do so may be cause for rejection of the Contractor's bid.
6. SBIAA will review all submitted Pricing Schedules for any unbalancing of the items. Any submitted Pricing Schedule determined to be unbalanced may be considered non-responsive and cause the Bidder to be ineligible for award.
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 - (4) Apparent errors in addition of lump-sum and extended prices will be corrected.

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8. If awarded the Contract, the undersigned hereby agrees to sign said Contract and furnish the necessary insurance certificates and bonds within **10** business days of the award of said Contract, and to begin Work within **10** business days after Notification to Proceed.
9. If requested, each Bidder must be prepared to submit, within five (5) days of SBIAA's request, a notarized financial statement, financial data, and other information and references sufficiently comprehensive to permit an appraisal of the Bidder's current financial condition or ability to perform the Work.
10. General Contractor shall have a General Contractor's License.
11. Contractor acknowledges this project is Prevailing Wage.
12. All of the above statements regarding experience and financial qualifications are submitted in conjunction with the Proposal, as a part thereof, and the Bidder guarantees the truthfulness and accuracy of the information.

SIGNATURE: ESA

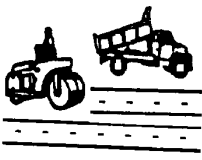
NAME: ELIZABETH A STANLEY

TITLE: PRESIDENT

(If executed by other than the President, Vice-President, or Secretary of the Corporation, attach corporate minutes or resolution authorizing signature on behalf of the Corporation.)

(Affix Corporate Seal here)

Contractor's License No. 557429
Telephone No. (909) 578-1117
License Classification C32



LANDMARK PAVING, INC

PROPOSAL

17597 Tamarind Ct.
Bloomington, CA 92316
(909)877-5822 (844)776-2774

LAWRENCE STANLEY - (909)578-1118
landmarkpaving@roadrunner.com
www.landmarkpavinginc.com

No. **7269**
Date: 3/6/2024
CA Lic #557429 / DIR #1000044321

PROPOSAL SUBMITTED TO:

SB International Airport-Griselda
Griselda Lizarraga
1601 E. Third St.
San Bernardino, CA 92408
(909)436-0340

JOB NAME:

IRP 2 Landfill
3465 E. Third St.
San Bernardino, CA 92408

We hereby submit specifications and estimates for:

Description	Area	Price	Per	Total
1) Clean and dispose of 3,270 lineal ft. of weeds and trash along the existing fence boundaries		3,500.00	FLAT RATE	\$ 3,500.00
2) Clean and fill cracks with hot rubberized crack filler.	21,800	1.80	Ln. Ft.	\$ 39,240.00
Add alternate for 40' x 40' asphalt patch				
3) Grind damaged asphalt section inside of gated area (40 ft. x 40 ft.) to a depth of 2 inches. Remove grindings and power sweep clean before patching back with 2 inches of hot asphalt - 1,600 sq. ft.		15,500.00	FLAT RATE	\$ 15,500.00
Install Backer Rod for cracks larger than 1/4 inch	10,000	1.70	Ln. Ft.	\$ 17,000.00
Performance Bond		3,000.00		\$ 3,000.00

We hereby purpose to furnish labor and materials-complete in accordance with the above specifications for the sum of:

Seventy-eight thousand, two hundred forty and 00/100 dollars(\$78,240.00)

PAYMENT to be made on COMPLETION OF JOB. This proposal may be withdrawn if not accepted within 30 days.

All material is guaranteed as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate given. All agreements are contingent upon strikes, accidents or delays beyond our control.

Authorized Signature: Lawrence Stanley

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made on completion of job. I accept responsibility of all court costs and attorney fees if this matter needs to be resolved in this manner. I have obtained a completed copy of this agreement, signed by both parties, prior to any work commencing. I have received the notices attached and know that my right to cancel expires when the contract is signed and work starts.

Date: _____ Signature: _____
Notices concerning commercial general liability insurance, workers' compensation insurance, three day right to cancel and mechanic's lien warning are attached to this contract.

PRICES ARE BASED ON CURRENT OIL COST - MATERIAL PRICES ARE SUBJECT TO INCREASE.

5.0 BID PROPOSAL

BIDDER

DATE 2/22/2024

FIRM Geo paving and seal coating

ADDRESS 9650 business ctr dr Ste.116

CITY Rancho Cucamonga **STATE** CA **ZIP** 91730

To San Bernardino International Airport Authority:

1. The undersigned (hereinafter called the "Bidder") submits this proposal in compliance with your invitation for bids for the **IRP Site 2 Landfill Asphalt Repairs Construction Project, in San Bernardino, CA**, for San Bernardino International Airport Authority (SBIAA). Having carefully examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project including the availability of materials and labor, hereby proposes to furnish all labor and materials and supplies and to construct the Project in accordance with the Contract Documents and within the time set forth herein. This price covers all expenses incurred in performing the Work required under the Contract documents of which this Proposal is part. Quantities shown in this Unit Price Bid Proposal and in Alternates, if any, are estimated and actual payment will be made on a basis of confirmed quantities as constructed.

2. **Price Schedule:**

The undersigned Bidder hereby proposes and agrees, if the Bid is accepted, to enter into Agreement in the form attached to perform all Work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Contract and furnishing of all materials and Work, tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform the Work; and Bonds, insurance, and submittals; all as indicated or specified in the Contract Documents to be performed or furnished by the Bidder for the following:

Item No.	Description	Qty.	Unit	Unit Price	Total
	Division 1 - Mobilization/General Conditions				
1.01	Mobilization	1	LS	\$	\$ 2500.00
1.02	Misc. Labor and Clean-up	1	LS	\$	\$ 2500.00
	Civil Improvements				
2.01	Weed Removal	3,270	FT	\$	\$ 11,445.00
2.02	Asphalt Pavement Crack Repairs (<1/4")	20,800	FT	\$	\$ 52,000.00
2.03	Asphalt Pavement Crack Repairs (>1/4")	1,000	FT	\$	\$ 3,500.00
				TOTAL:	\$ 71,945.00

Seventy one thousand, nine hundred and forty five	DOLLARS
(In words)	&
Zero	CENTS

NOTES TO BID SCHEDULE

1. The Contractor is hereby reminded that the above Pay Items listed in this Proposal are the only items for which the Contractor will receive payment under this Contract. SBIAA will not provide payment to the Contractor for ancillary work that may be needed to complete the Project. SBIAA will not provide payment for work that may or may not be shown on the drawings or covered in the specifications but is not explicitly included in the bid schedule. Payment for any such work should be considered incidental to the various items listed as Bid Proposal Pay items, and no direct payment shall be made thereof. The Contractor must complete the work as shown on the drawings and as covered in the specifications.
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4. In awarding this project, SBIAA reserves the right to choose any combination of bid items or not awarding a bid item.
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10. General Contractor shall have a General Contractor's License.
11. Contractor acknowledges this project is Prevailing Wage.
12. All of the above statements regarding experience and financial qualifications are submitted in conjunction with the Proposal, as a part thereof, and the Bidder guarantees the truthfulness and accuracy of the information.

SIGNATURE: _____ 

NAME: _____ Kal Sayegh

TITLE: _____ Owner

(If executed by other than the President, Vice-President, or Secretary of the Corporation, attach corporate minutes or resolution authorizing signature on behalf of the Corporation.)

(Affix Corporate Seal here)

Contractor's License No. _____ 1041655

Telephone No. _____ +19512711482

License Classification _____ C-12 Earth moving and paving

ESTIMATE



Service Address

RP Site 2 Landfill
Parking Lot , 3465
E 3rd St, San
Bernardino,
California 92410

Prepared For

San Bernardino
International
Airport/Jeff Barrow
1601 E Third St,
San Bernardino, CA
92408
(909) 659-4056

Geo Paving and Sealcoating

9650 Business Ctr. Dr. Ste116 Rancho Cuc. CA91730,
185 Paularino Ave # D, Costa Mesa, CA 92626
Phone: (951) 463-7002
Email: kal@geopaving.com
Web: www.geopaving.com

Estimate # 1451
Date 02/22/2024
Business / Tax # License #: 1041655

Description	Rate
Asphalt Grind and overlay	\$13,800.00
1.Asphalt grind and overlay at the main gate entrance, For a total area of 1600 sq.ft. (40'x40')	
2.Grind to a depth of 2" and haul away to a legal dump site	
3. Clean, apply tack coat , totaling approximately 1600 sq.ft.	
4.Base pave all potholes with hot mix asphalt 4-6"	
5.Place and compact 2" of hot mix asphalt for a total area of 1600 sq.ft., roll to the max compaction	

Subtotal	\$13,800.00
Total	\$13,800.00

Exclusions:

Traffic control ,Testing , Permits or fees, Designe , Engineering or surveying, Const. water, Sawcut or Removal, Backfill , Base for Concrete/Other , Weedkiller , Prime coat , Seal coat, Drainage < 1% fall, Utility Adjustment's ,
Patching for utilities/Others , Barricades or Traffic control, Striping , Signage, Bumpers ,
Truncated domes , ADA compliance, Bond (Add 1.5%) ,
PSA ,PLA ,CWA , Union laborers of operator , Skilled, Work force ,

Terms and conditions:

1) All deliveries of material, supplies, or equipment over roadways of the drives of the premises shall not incur liability to company.

2) Geo paving and Sealcoating shall not be responsible for the following:

a) Any permits, licenses, fees, etc. unless provided in contract.

b) Any damage to underground utilities not shown on blue print or marked on the job site.

c) Any pavement sinking or settling resulting from failure or settling of sub-grade from water erosion, improper compaction or other causes beyond control of Geo paving and Sealcoating.

e) Geo paving and Sealcoating will not be held responsible for drainage at designed or existing fall of less than 1% fall.

f) Geo paving and Sealcoating will not be held responsible for damage to rock or sub-grade caused by water infiltration.

g) The guarantee of any seal materials adhering to oil saturated sports or other substances that cause the seal not to bind properly to the asphalt. Normal cleaning procedures do not include the removal of oil.

h) Any damaged or tire marks resulting to seal or asphalt of barricades are removed, avoided or taken down prior to the time(s) stipulated.

i) Any damaged to cars, concrete, shoes, cloths, carports, or other thing as a result of going onto the asphalt prematurely.

j) Any damaged that in not direct result of negligence or willful misconduct or Geo paving and Sealcoating.

k) Any crack sealing, as it will settle and re-crack even though it is properly applied. After the cracks have been sealed, they will still show through any seal coating.

l) Any damages to underground utilities.

3) Geo paving and Sealcoating will warrantee materials and workmanship for 1 year.

4) Any invoice not paid upon completion will be subject to interest of 5% per month. An invoice is considered paid when Geo paving and Sealcoating has payment in their possession.

5) All landscaping water must off (24) hours prior to commencement of work and must remain off for (48) hours after completion of work to allow for curing of materials. All areas where work was performed must remain closed to foot and vehicular traffic for a minimum of (24) hours after completion of work.

6) It is the owner's responsibility to notify any tenants or other interested parties at least (24) hours before the start of the project. If it is necessary for buyers to reschedule the job, he must notify Geo paving and Sealcoating in writing at least (48) hours in advanced. If notice is not given in time, then a "move-in" fee will be charged for all preparations made.

- 7) Geo paving and Sealcoating shall not be responsible for any steering or scuff marks on the new asphalt or new seal. This is a normal occurrence, especially in hot weather and usually blends back in and mend themselves in few days.
- 8) Geo paving and Sealcoating will not be responsible for contaminated soil under existing asphalt (vegetation, root trees, etc)
- 9) The owner or agent shall hold harmless Geo paving and Sealcoating from any claims whatsoever involving the property upon which work is to be performed, including property damage, bodily injury or death, or any other occurrence other than resulting from the sole negligence or willful misconduct of Geo paving and Sealcoating.
- 10). Geo paving and Sealcoating will not be responsible for any A.D.A regulations (slope levels, signs, etc.) for the property unless it is specified under the contract.





By signing this document, the customer agrees to the services and conditions outlined in this document.

Kal Sayegh

San Bernardino International Airport/Jeff
Barrow

5.0 BID PROPOSAL

BIDDER

DATE 2/26/24

FIRM Carter Enterprises Group Inc., dba Pavement Rehab Company

ADDRESS 2890 E. La Cresta Ave

CITY Anaheim STATE Ca ZIP 92806

To San Bernardino International Airport Authority:

1. The undersigned (hereinafter called the "Bidder") submits this proposal in compliance with your invitation for bids for the **IRP Site 2 Landfill Asphalt Repairs Construction Project**, in **San Bernardino, CA**, for San Bernardino International Airport Authority (SBIAA). Having carefully examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project including the availability of materials and labor, hereby proposes to furnish all labor and materials and supplies and to construct the Project in accordance with the Contract Documents and within the time set forth herein. This price covers all expenses incurred in performing the Work required under the Contract documents of which this Proposal is part. Quantities shown in this Unit Price Bid Proposal and in Alternates, if any, are estimated and actual payment will be made on a basis of confirmed quantities as constructed.

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Item No.	Description	Qty.	Unit	Unit Price	Total
	Division 1 - Mobilization/General Conditions				
1.01	Mobilization	1	LS	\$1,845	\$1,845
1.02	Misc. Labor and Clean-up	1	LS	\$2,000	\$2,000
	Civil Improvements				
2.01	Weed Removal	3,270	FT	\$0.50	\$1,635
2.02	Asphalt Pavement Crack Repairs (<1/4")	20,800	FT	\$3.00	\$62,400
2.03	Asphalt Pavement Crack Repairs (>1/4")	1,000	FT	\$6.00	\$6,000
				TOTAL:	\$73,880



Seventy-three thousand and eight hundred and eighty (In words) DOLLARS &
Zero CENTS

NOTES TO BID SCHEDULE

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For purposes of bid evaluation, SBIAA will proceed on the assumption that the Bidder intended the bid to be

PAVEMENT REHAB COMPANY

2890 E. La Cresta Ave, Anaheim, CA 92806 – Corporate Headquarters: (714) 238-1444 - FAX: (714) 333-4844



evaluated on basis of the unit prices, with the total arrived at by resolution of arithmetic discrepancies as provided above and the bid will so reflect the summarization of bids.

8. If awarded the Contract, the undersigned hereby agrees to sign said Contract and furnish the necessary insurance certificates and bonds within **10** business days of the award of said Contract, and to begin Work within **10** business days after Notification to Proceed.
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10. General Contractor shall have a General Contractor's License.
11. Contractor acknowledges this project is Prevailing Wage.
12. All of the above statements regarding experience and financial qualifications are submitted in conjunction with the Proposal, as a part thereof, and the Bidder guarantees the truthfulness and accuracy of the information.

SIGNATURE: [Signature]

NAME: Robert Steen

TITLE: President

(If executed by other than the President, Vice-President, or Secretary of the Corporation, attach corporate minutes or resolution authorizing signature on behalf of the Corporation.)

(Affix Corporate Seal here)

Contractor's License No. # 1051374
Telephone No. 714-397-0733
License Classification C-12 and C-8

PAVEMENT REHAB COMPANY

2890 E. La Cresta Ave, Anaheim, CA 92806 – Corporate Headquarters: (714) 238-1444 - FAX: (714) 333-4844

A UNION SIGNATORY
 LICENSE # 1051374 EXP 03/31/25
 C-12 & C-8
 DIR# 1000064823 EXP 06/30/26



QUOTE#: 20-23379

PAVEMENT REHAB COMPANY
 OFFICE (714) 238-1444 - FAX (714) 333-4844
 2890 E. LA CRESTA AVE, ANAHEIM, CA 92806

ATTN: ESTIMATING DEPARTMENT
 AGENCY: SAN BERNARDINO INT'L AIRPORT AUTHORITY
 PROJECT: IRP 2 LANDFILL ASPHALT REPAIR CONSTRUCTION PROJECT

BID DATE: 3/14/2024

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENTION
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00
2	COLD MILL 2" OF EXISTING A.C. (40'x40')	1,600	SF	\$ 4.00	\$ 6,400.00
3	OVERLAY 2" OF CONVENTIONAL A.C. (40'x40')	20	TONS	\$ 330.00	\$ 6,600.00
GRAND TOTAL					\$ 18,000.00

A minimum of 60 working days notification prior to mobilization is required for each move-in.

Notes/Inclusions:

Addendum Acknowledged: 0

Items are taken together or quote is void.

This proposal is valid for 30 calendar days. All items listed above must be included otherwise subject to price change.

Price is based on (1) Move-Ins. Additional move will be \$10,000.00 per each additional move.

Quote based on Conventional HMA unless noted in Description.

Final payment will be based on Field measurement of all unit price items.

Bid is based on normal working hours (**Monday-Friday 7:00am to 4:00pm**).

Traffic Control (**PRC's Scope Only**)

Exclusions: (Unless noted in description)

Slot paving, posting no parks, public notifications, tree removals, root barriers, root grinding/removals, rock base, artificial turf restoration/installation, general restoration. Any and all items not listed above, Traffic Control Plans, Permits, Bonds, Fees, Testing, Inspections, Shop Drawing, Survey, Staking, Engineering, Erosion Control, SWPPP, Dewatering, Survey, prime coat, weed kill, slurry, testing, QC, QA, Plant opening fee, CMS boards, Subgrade prep. (Including but not limited to Scarify & Recompact), Dirt movement/Stockpile, Import/Export of Dirt, Rough Grading, Fine Grading, Compaction, Construction Water, Crushed Aggregate Base (CAB), Rubber Asphalt, Removal Petromat/Fabric, Prime/Fog/Seal Coat, Slurry Seal, Thickened Edge, Redwood Header, Crack Seal or Prep., Sign & Striping, traffic loops, adjusting Manhole/Valve/Boxes, Night Work, Weekend Work, Overtime, Restricted Hours, Unforeseen and/or Undisclosed Conditions.

No Notices of Any Kind

No Posting of No Parking Signs

Tim Fitzpatrick

Estimator

Office: (714)238-1444 Cell: (714) 397-0733 Email: Timf@pavementrehab.com

ACCEPTANCE (Signature/Print Name)

BY: _____

DATE: _____

General Conditions

Any indemnity and defense obligation required from Pavement Rehab Company (PRC) shall be proportional and limited to the extent PRC's acts, omissions, fault, or negligence contribute to any alleged or actual claims or damages. Insurance included in this Bid: Commercial Liability \$1MM per occurrence / \$2MM aggregate; \$2MM Products and Completed Operations Aggregate; \$1MM Personal and Advertising Injury; \$1MM Commercial Auto; Worker's Compensation coverage per statute.



ROAD WORKS, INC

5.0 BID PROPOSAL

BIDDER

DATE 02/26/2024

FIRM ROAD WORKS, INC.

ADDRESS 303 SHORT STREET

CITY POMONA STATE CA ZIP 91768

To San Bernardino International Airport Authority:

1. The undersigned (hereinafter called the "Bidder") submits this proposal in compliance with your invitation for bids for the **IRP Site 2 Landfill Asphalt Repairs Construction Project**, in **San Bernardino, CA**, for San Bernardino International Airport Authority (SBIAA). Having carefully examined the Contract Documents and the site of the proposed Work and being familiar with all of the conditions surrounding the construction of the proposed Project including the availability of materials and labor, hereby proposes to furnish all labor and materials and supplies and to construct the Project in accordance with the Contract Documents and within the time set forth herein. This price covers all expenses incurred in performing the Work required under the Contract documents of which this Proposal is part. Quantities shown in this Unit Price Bid Proposal and in Alternates, if any, are estimated and actual payment will be made on a basis of confirmed quantities as constructed.
2. **Price Schedule:**
The undersigned Bidder hereby proposes and agrees, if the Bid is accepted, to enter into Agreement in the form attached to perform all Work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Contract and furnishing of all materials and Work, tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform the Work; and Bonds, insurance, and submittals; all as indicated or specified in the Contract Documents to be performed or furnished by the Bidder for the following:

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1.02	Misc. Labor and Clean-up	1	LS	\$ 4,000	\$ 4,000
	Civil Improvements				
2.01	Weed Removal	3,270	FT	\$ 3.37	\$ 11,020
2.02	Asphalt Pavement Crack Repairs (<1/4")	20,800	FT	\$ 1.20	\$24,960
2.03	Asphalt Pavement Crack Repairs (>1/4")	1,000	FT	\$ 15.00	\$ 15,000
				TOTAL:	\$60,980.00

SIXTY THOUSAND, NINE HUNDRED EIGHTY	DOLLARS
(In words)	&
ZERO	CENTS

NOTES TO BID SCHEDULE

1. The Contractor is hereby reminded that the above Pay Items listed in this Proposal are the only items for which the Contractor will receive payment under this Contract. SBIAA will not provide payment to the Contractor for ancillary work that may be needed to complete the Project. SBIAA will not provide payment for work that may or may not be shown on the drawings or covered in the specifications but is not explicitly included in the bid schedule. Payment for any such work should be considered incidental to the various items listed as Bid Proposal Pay items, and no direct payment shall be made thereof. The Contractor must complete the work as shown on the drawings and as covered in the specifications.
2. In the event that lesser or greater quantities of specific Pay Items are required to complete the construction, the total amount for Bid specific items will be adjusted by the unit price bid to actual quantities utilized as stipulated in the Proposal. In the event that an error is made in extending unit prices, the Contractor is hereby notified that the unit prices, as Bid, will govern in determining the Total Base Bid.
3. Bidders agree that the right is reserved by SBIAA to delay the award of a Contract for a period of **60** days. The undersigned agrees to hold firm on the above Bid prices and may not withdraw the Proposal for that period of time. Bidders agree that the right is reserved by SBIAA to reject any and all Bids.
4. In awarding this project, SBIAA reserves the right to choose any combination of bid items or not awarding a bid item.
5. Prices must be submitted for all individual items of this Bidding Schedule. Failure to do so may be cause for rejection of the Contractor's bid.
6. SBIAA will review all submitted Pricing Schedules for any unbalancing of the items. Any submitted Pricing Schedule determined to be unbalanced may be considered non-responsive and cause the Bidder to be ineligible for award.

7. APPARENT CLERICAL MISTAKES-ARITHMETIC DISCREPANCIES

For purposes of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the Pricing Schedule as submitted by Bidders:

- (1) Obviously misplaced decimal points will be corrected.
- (2) In case of discrepancy between unit price and extended price, the unit price will govern.
- (3) Apparent errors in extension of unit prices will be corrected.
- (4) Apparent errors in addition of lump-sum and extended prices will be corrected.

For purposes of bid evaluation, SBIAA will proceed on the assumption that the Bidder intended the bid to be evaluated on basis of the unit prices, with the total arrived at by resolution of arithmetic discrepancies as provided above and the bid will so reflect the summarization of bids.

8. If awarded the Contract, the undersigned hereby agrees to sign said Contract and furnish the necessary insurance certificates and bonds within **10** business days of the award of said Contract, and to begin Work within **10** business days after Notification to Proceed.
9. If requested, each Bidder must be prepared to submit, within five (5) days of SBIAA's request, a notarized financial statement, financial data, and other information and references sufficiently comprehensive to permit an appraisal of the Bidder's current financial condition or ability to perform the Work.
10. General Contractor shall have a General Contractor's License.
11. Contractor acknowledges this project is Prevailing Wage.
12. All of the above statements regarding experience and financial qualifications are submitted in conjunction with the Proposal, as a part thereof, and the Bidder guarantees the truthfulness and accuracy of the information.

SIGNATURE: 

NAME: NATHAN BLOCKER

TITLE: Vice President

(If executed by other than the President, Vice-President, or Secretary of the Corporation, attach corporate minutes or resolution authorizing signature on behalf of the Corporation.)

(Affix Corporate Seal here)

Contractor's License No. 561431
Telephone No. _____

909-469-5101

License Classification C-32 _____

From: [Jim Thompson](#)
To: [Griselda Lizarraga](#)
Cc: [Jeff Barrow](#)
Subject: RE: IRP Site 2 Landfill Asphalt Repairs Project
Date: Tuesday, March 12, 2024 12:18:56 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

You don't often get email from officemgr@roadworks.net. [Learn why this is important](#)

Hello,

Unfortunately, we do not do asphalt patch work. We specialize in asphalt crack seal.

Regards,

Jim Thompson

General Manager

ROAD WORKS, INC.

303 Short Street

Pomona, CA 91768

Phone: 909-469-5101

Fax: 909-469-5112



From: Griselda Lizarraga <glizarraga@sbdairport.com>

Sent: Tuesday, March 12, 2024 11:58 AM

To: Jim Thompson <officemgr@roadworks.net>

Cc: Jeff Barrow <jbarrow@sbdairport.com>

Subject: RE: IRP Site 2 Landfill Asphalt Repairs Project


Good afternoon Jim,

We are evaluating bids; can you provide us with an add alternate price for a 40' x 40' asphalt patch? This patch is located at same project location.

Scope is as follows:

- Grind 40' x 40' damaged asphalt section to a depth of 2"
- Remove grindings and power sweep area clean
- Patch back 40' x 40' section with 2" of hot asphalt

Images of area attached for your reference. Let me know if you have any questions

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 11</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH MATICH CORPORATION FOR THE UAS OFFICE CENTER PARKING LOT PAVING PROJECT IN AN AMOUNT NOT TO EXCEED \$83,508

SUMMARY

The proposed construction contract addresses much-needed improvements at the UAS Office Center Parking Lot. Project improvements include the installation of new asphalt, reconfiguration of the handicap stalls to meet ADA requirements, and new striping and signage. These enhancements will create a safer path of travel for airport customers, tenants, and employees.

RECOMMENDED ACTION(S)

Approve the award of a construction contract with Matich Corporation for the UAS Office Center Parking Lot Project in an amount not to exceed \$83,508; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

An \$81,000 increase in capital project outlays. In the event that the proposed budget adjustment is approved on today's agenda, funding for this project will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2023-2024 Budget in the Capital Projects Fund, Account 51807 - Land Road & Parking Improvements in the amount of \$532,500 of which \$83,508 would be allocated for this project.

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

BACKGROUND INFORMATION

The current condition of the UAS Office Parking Lot indicates signs of wear and tear, with cracks, potholes and uneven surfaces that affect the handicap stalls which currently do not meet ADA codes and requirements. The state of deterioration poses safety concerns for pedestrians and vehicles, impacting the overall functionality and appearance of the parking lot.

The successful completion of the paving project will lead to a variety of benefits, including increased safety measures, compliance with ADA standards, enhanced visual aesthetics, and extending the parking lot longevity.

Per SBIAA's policies and procedures, Staff solicited pricing from qualified firms capable of completing the required work per code and within the required timeframe. Three (3) firms responded.

1.	Matich Corporation	\$83,507.20
2.	Landmark Paving	\$107,500.00
3.	All-American Asphalt	\$127,650.00
4.	Granite Construction	No Response

SBIAA standard form construction contract will be utilized for this project. Staff recommends the Board approve the above recommended actions.

Attachments:

1. Site Map
2. Scope of Work
3. Matich Corp. Proposal



Move ADA
handicap stalls to
the other side of
the lot

South
Leland
Norton
Way

Limits of Work

George Webster Drive



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
INLAND VALLEY DEVELOPMENT AGENCY



December 11, 2023

SCOPE OF WORK

General Information:

The Inland Valley Development Agency would like to have some Paving Improvements performed at the UAS Office Center parking lot. The location is noted below.

294 S Leland Norton Way, San Bernardino, CA 92408

This work is a prevailing wage project, contractors and sub-contractors are required to have a Department of Industrial Relations Registration Number.

Work Details:

- Mobilization
- Remove 4" asphalt (_____ sq. ft) approximately 13,000 Sq. ft.
- Fine grade & compact with weed killer (_____ sq. ft) approximately 13,000 Sq. ft.
- 4" AC PG 64-10
- Reconfigure ADA access to other side of parking lot (see attached map)
- Striping & new signage

Bid Submittal:

Proposals shall be submitted directly to Jeff Barrow, Director of Development no later than 10:00 AM on Friday, December 15th, 2023.

Proposals shall include:

- Bid Proposal on company letterhead
- Company Information Sheet completed
- Addendum to Purchase Order completed
- W-9 Form completed
- Company Insurance Sheet

Sincerely,

Jeff Barrow
Director of Development



PO Box 10, Highland, CA 92346

To: San Bernardino
International Airport
San Bernardino CA 92408

Quote : 2410
Date : 12/6/2023
Phone:
Email: jbarrow@sbdairport.com

From: Jason Jones
Phone: (909) 382-7400
Fax: (909) 382-0113

CA License: 149783 A, B
DIR No: 1000004260
Email: jjones@matichcorp.com

We propose to furnish labor and material in accordance with the plans and specifications for:
**PARKING LOT AT LELAND NORTON WAY & GEORGE WEBSTER DR.
SAN BERNARDINO, CA**

Item No.	Description	Quantity	U/M	Unit Price	Total Price
PARKING LOT IMPROVEMENTS					
01 1	MOBILIZATION	1.0	LS	\$15,400.00	\$15,400.00
01 2	REMOVE 4" ASPHALT	12,920.0	SF	\$0.88	\$11,369.60
01 3	FINE GRADE & COMPACT W/WEED KILLER	12,920.0	SF	\$0.78	\$10,077.60
01 4	4" AC PG 64-10	310.0	TN	\$133.00	\$41,230.00
01 5	RECONFIGURE ADA ACCESS	1.0	LS	\$2,570.00	\$2,570.00
01 6	STRIPING & SIGNAGE	1.0	LS	\$2,860.00	\$2,860.00
Total for: PARKING LOT IMPROVEMENTS					\$83,507.20
Total Proposal Price:					\$83,507.20

NOTES

1. Payment will be the 10th of the month following the work.
2. Proposal is good for 30 days.
3. If this work is not performed by JUNE 30, 2024 this proposal is subject to a price adjustment.
4. Match Corporation not responsible for damage to unmarked underground utilities.
5. Proposal is based on unit prices.
6. Quantities are estimated; payment will be by actual field measurements.
7. Includes ONE move-in.
8. Prices subject to labor, fuel, aggregate, natural gas and OIL INDEX fluctuations.
9. 5% maximum retention to be paid within 60 calendar days of completion of Match work.
10. Match Corporation appreciates the opportunity to quote your project. If you choose Match Corporation as your subcontractor for in-place paving, please contact Alexis Villafan at 800-404-4975 a minimum of four weeks in advance of paving to schedule.
11. This proposal will be part of any agreement or contract between the two parties.

SPECIAL EXCLUSIONS


1. Excludes engineering, staking, testing, permits, and inspection fees.
2. Excludes hazardous material removal / disposal.
3. Excludes adjustment of manholes, water valves and any utilities.
4. Excludes crack fill.
5. Excludes the cost of bonds; add 0.7% if desired.
6. Excludes SWPPP requirements and dust control.
7. Excludes prime coat if required.
8. Excludes weekend shifts and night shifts.
9. Excludes pavement reinforcing fabric.
10. Excludes lime treatment of asphalt aggregate materials.
11. Excludes quality control.

(Continued on next page)

Date:

Accepted by:

12. Excludes profilograph.
13. Excludes redwood header, lumber, and formwork of any kind.
14. Excludes additional insurance policies for pollution, builders risk, professional liability, and railroad. Any of these policies can be included upon request at an additional cost.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 12</p> <p>PRESENTER: Dave Graham, Airport Terminal Manager</p>
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SUBJECT: APPROVE AWARD OF A SERVICE AGREEMENT WITH PDSRNB ENTERPRISES, INC. DOING BUSINESS AS (DBA) CERTAPRO PAINTERS OF CORONA & TEMECULA VALLEY IN AN AMOUNT NOT TO EXCEED \$69,544 FOR EXTERIOR PAINTING OF THE DOMESTIC TERMINAL

SUMMARY

Due to increased passenger activity, the Airport's domestic terminal is in the public's view daily. Recently, deteriorated and peeling paint has been identified on the exterior walls of the domestic terminal. In order to maintain the appearance and exterior structure of the domestic terminal, Staff solicited quotes for preparation and painting of the north, south, and east exterior walls of the domestic terminal.

RECOMMENDED ACTION(S)

Approve award of a service agreement with Pdsrnb Enterprises, Inc. DBA, CertaPro Painters of Corona & Temecula Valley (CertaPro) in an amount not to exceed \$69,544 for preparation and painting of the exterior walls of the domestic terminal; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for this agreement with CertaPro will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2023-2024 Budget in the General Fund, Account 50281 - Maintenance and Repairs in the amount of \$70,000, of which \$70,000 is available to fund this \$69,544 agreement.

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

BACKGROUND INFORMATION

The domestic terminal was last painted nearly 15-years ago, and with ongoing passenger flights, this facility is in the public's view daily. Painting the exterior walls of the domestic terminal will serve to help maintain and extend the useful life of this SBIAA facility, while contributing to a positive image and experience of SBD by the traveling public. Staff solicited quotes for the preparation and painting of the exterior walls on the north, south, and east sides of the domestic terminal.

Six companies were solicited to provide quotes, of which two vendors were responsive. Of the responsive companies, CertaPro was determined to be the apparent lowest bidder for this work.

Solicited Companies:	Quote Amount:
CertaPro	\$69,544.00
Sonship/Freedom Painting	\$105,000.00
Ewing Painting	Bid Retracted
LeeKen Painting	Unresponsive
Precision Wall Coverings	Unresponsive
Sun Tech Builders	Unresponsive

Staff recommends the Commission approve the above recommended action.

Attachments:

1. Bid Tabulation
2. CertaPro Quote

**Professional Painting Services
Schedule of Values Bid Comparison**

Provide all labor, materials, and/or equipment for completion of the following line items:

Item No.	Description	QTY	Unit	Unit Cost	Total Fee	CERTAPRO	SONSHIP	EWING	LEEKEN	PRECISION WALL	SUN TECH
1	Exterior Painting at Main Terminal - All Sides; including cleaning, preparation and re-painting	1	EA	\$ -	\$ -	\$ 69,543.49	\$ 105,000.00	Retracted Bid	Unresponsive	Unresponsive	Unresponsive
14	Additional Costs (Specify Below):			\$ -	\$ -						
Total Cost:					\$0.00	\$69,543.49	\$105,000.00	\$0.00	\$0.00	\$0.00	\$0.00

JOB SITE

San Bernardino Airport Domestic

105 N. Leland Norton Way
 San Bernardino, CA 92408
 909-382-2382 Ext. 301
 dgraham@sbdairport.com

PREPARED BY

David Myers

Franchise Owner
 909-815-5902
 DMyers@certapro.com



CLIENT

San Bernardino International Airport Authority

1601 E. Third St. (909) 361-7917
 San Bernardino, CA 92408 smcintyre@sbdairport.com

CLIENT CONTACTS

David Graham
W: 909-382-2382 X301
M: (760) 220-0014
E: dgraham@sbdairport.com

PRICING:

Main Terminal - All Sides	\$69,543.49
Subtotal:	\$69,543.49
Total:	\$69,543.49
Balance	\$69,543.49

SURFACE PREPARATION

STANDARD LEVEL OF PREP

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
- Scrape and sand loose and peeling paint. Please Note** Scraping and sanding will not result in a smooth finish. There will be ups and downs where paint was removed.
- Spot priming bare wood and metal in areas being painted. We do not spot prime areas being stained.
- Window glazing if we are painting windows.
- Puttying, caulking, and wood filling as needed. We only caulk areas that were previously caulked and are missing or failing. We only remove caulking that is failing.
- Masonry Patching where needed. Please Note** Masonry patching will not mimic the current texture of the masonry surface.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.
- Full recaulking if caulk is not failing or missing.
- Resculpting trim and siding where damaged.
- Stripping existing surface coating.

CLEAN UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property.

PROPOSAL AND COLOR SPECIFICATIONS

Surface/Item	Product	Paint / Primer Coats	Color
Main Terminal - All Sides			
Siding - Wood Siding - Airless Spray	A-100-Acrylic-Flat Peel Stop Triple Thick	2 / 1	SW7075 Web Gray
Siding - Prep & Repair			
Wash			

NOTES

OUR CERTAINTY SERVICES SYSTEM: To ensure that the project meets your expectations, we will:

- Meet with you at the beginning of the project to ensure all information is up to date and accurate.
- Communicate with you daily to inform you of what has been completed, what will be done tomorrow and any possible issues.
- And finally, have you do a final inspection with us to make sure that you are completely satisfied with the completed project.

ADDITIONAL NOTES

PICKING YOUR COLORS
To pick your colors, please go to the nearest Sherwin Williams paint store. We need color name, number, and sheen that you would like us to use. Color choices should be given to CertaPro no later than 5 days before your project's start date to avoid delays.

ROTTING WOOD AND TERMITE DAMAGE
If rotted wood or termite damage is identified during the painting project, you will be notified and presented possible solutions. It is not always possible to identify rotting wood or termite damage during the estimating process.
For information about our data collection and privacy practices, visit our privacy policy at <https://certapro.com/privacy-policy/>

SIGNATURES

<div></div>	<div></div>
CertaPro Painters Authorized Signature	Authorized Client Signature
Date	Date
	Authorized Client Representative Name & Title
	Client

PROPERTY PHOTO AND VIDEO RELEASE

☐ By checking this box, I consent to CertaPro Painters®, its employees, franchisees, representatives, agents, and affiliates (collectively “CertaPro”), taking photographs and video of the property identified in this Proposal (the “Content”). I irrevocably authorize CertaPro to use, copyright, and publish the Content in any media format and agree to release CertaPro from any liability associated with its use of the Content. I represent and warrant that I have the legal capacity to agree to such release, either on my own behalf or on behalf of the property's owner. I acknowledge CertaPro is not responsible for any unauthorized third-party uses of the Content and waive any rights that I, or the property's owner, may have in connection with the Content.

<div></div>	
Customer Initials	Date

PAYMENT DETAILS

Payment is due: In full upon job completion

COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT, TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro Painters of Corona & Temecula Valley**

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature)

(Date)

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse.
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
 - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.


FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 13</p> <p>PRESENTER: Stephen McIntyre, Maintenance Manager</p>
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SUBJECT: APPROVE AWARD OF A MULTI-YEAR AGREEMENT WITH AM-TEC TOTAL SECURITY, INC. (AM-TEC) IN AN AMOUNT NOT TO EXCEED \$83,331.00 FOR FIRE AND BURGLAR ALARM MONITORING SERVICES

SUMMARY

Approval of this item would award a one (1) year agreement with two (2), one (1) year extension options to AM-TEC Total Security, Inc. (AM-TEC) for fire and burglar alarm monitoring of San Bernardino International Airport Authority (SBIAA) owned buildings.

RECOMMENDED ACTION(S)

Approve a one (1) year agreement with two (2), one (1) year extension options with AM-TEC Total Security, Inc. in an amount not to exceed \$83,331 over a three (3) year period for fire and burglar alarm monitoring of SBIAA owned buildings; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for these services is included in the adjusted Fiscal Year 2023-2024 Budget in the General, Property Management, and Luxivair SBD (FBO) Funds, Account 50417 – Security/Fire Alarm Monitoring in the combined amount of \$43,706 of which approximately \$7,169 is available to fund this agreement for the balance of Fiscal Year 2023-2024.

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

BACKGROUND INFORMATION

Fire and burglar alarm monitoring services provide notification to SBIAA Staff when a fire alarm or burglar alarm is triggered. In addition, the services automatically dispatch fire and/or police to help in the response of an emergency of the inclusive facilities.

A Request for Quotes (RFQ) for Professional Fire and Burglar Alarm Monitoring services was issued, inviting qualified vendors to submit proposals to provide alarm monitoring of certain SBIAA owned buildings that include: Building 673 (Domestic Terminal), Building 610 (Restaurant), Hangar 695, Hangar 795, Hangar 763, Building 730, Building 680 (Fire Station), Building 697 (Cargo), Building 674 (Offices), Building 794 (Control Tower), FBO Hangar, Building 759, International Terminal, Building 339, Building 56, Sheriff's Hangar, and Car Rental Facility. Four (4) vendors responded to the request and provided quotes.

AM-TEC provided the apparent combined lowest cost proposal for alarm monitoring services in the amount of \$83,331 over a three-year term. An additional miscellaneous repairs amount is allotted at the established rates and charges submitted in the company's proposal, as required by the RFQ.

The proposed agreement with AM-TEC for thirty-six months would be \$83,331. Staff would budget funds during future fiscal years to cover the remaining 34 months of the service agreement.

Staff recommends the SBIAA Commission approve the above recommended action.

Attachments:

1. Bid Tabulation
2. Bid Form

Professional Alarm Monitoring Services

Schedule of Values

Provide all labor, materials, and/or equipment for completion of the following line items:

Item No.	Description	QTY	Unit	Unit Cost	Total Fee
1	Annual Monthly Alarm Monitoring (Fire & Burglar)	12	MO	\$ -	\$ -
2	Annual Tests/Inspections	12	MO	\$ -	\$ -
3	Annual Elevator Recall Testing				
	Conveyance Number : Service Location:				
3.1	Hydro Elevator 150442 Building 673 Domestic Terminal	1	YR	\$ -	\$ -
3.2	Hydro Elevator 157146 Building 602 Luxivair FBO	1	YR	\$ -	\$ -
3.3	Control Tower Elevator 108434 Building 794 Control Tower	1	YR	\$ -	\$ -
3.4	Hydro Elevator 157147 Building 674 Customs Office	1	YR	\$ -	\$ -
3.5	Hydro Elevator 153567 Hangar 763 West Annex	1	YR	\$ -	\$ -
3.6	Hydro Elevator 160318 Building 601 International Arrivals Facility	1	YR	\$ -	\$ -
3.7	Hydro Elevator 160319 Building 601 International Arrivals Facility	1	YR	\$ -	\$ -
3.8	Hydro Elevator 153501 DFAS SBD County	1	YR	\$ -	\$ -
4	Radio/Device to place on proprietary panel for monitoring purposes	1	EA	\$ -	\$ -
6	Labor rate for programing Radio/Device per the above	1	HR	\$ -	\$ -
5	Normal Business Hours, Hourly Rate	1	EA	\$ -	\$ -
7	After-hours, Hourly Rate	1	HR	\$ -	\$ -
8	Weekend On-Call, Hourly Rate	1	HR	\$ -	\$ -
9	Holiday On-Call, Hourly Rate	1	HR	\$ -	\$ -
10	Emergency Call-out Hourly Rate	1	HR	\$ -	\$ -
11	Parts/Supply Mark-up %	1	HR	\$ -	\$ -
12	OPTIONAL ITEM: Panel Replacement at Building 680 with same panel manufacturer and type to match existing.	1	HR	\$ -	\$ -
13	OPTIONAL ITEM: Labor rate for installation & programing of panel at building 680	1	EA		%
14	Additional Costs (Specify Below):			\$ -	\$ -
Total Cost:					\$0.00

Including replacement panel at 680:

Including radio/device and labor:

 X

RFQ 24-004
Professional Alarm Monitoring Services
BID TABULATION SHEET

SCHEDULE OF VALUES					BIDDING CONTRACTOR			
Item No.	Description		QTY	Unit	AM TEC SECURITY	WEST COAST SECURITY	RED STAR	APPLE VALLEY
1	Annual Monthly Alarm Monitoring (Fire & Burglar)		12	MO	\$ 10,386.00	\$ 10,080.00	\$ 18,720.00	\$ 11,880.00
2	Annual Tests/Inspections		12	MO	\$ 10,326.00	\$ 16,498.32	\$ 14,940.00	\$ 20,980.00
3	Annual Elevator Recall Testing							
	Conveyance Number :	Service Location:						
3.1	Hydro Elevator 150442	Building 673 Domestic Terminal	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.2	Hydro Elevator 157146	Building 602 Luxivair FBO	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.3	Control Tower Elevator 108434	Building 794 Control Tower	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.4	Hydro Elevator 157147	Building 674 Customs Office	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.5	Hydro Elevator 153567	Hangar 763 West Annex	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.6	Hydro Elevator 160318	Building 601 International Arrivals Facility	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.7	Hydro Elevator 160319	Building 601 International Arrivals Facility	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
3.8	Hydro Elevator 153501	DFAS SBD County	1	YR	\$ -			
4	Radio/Device to place on proprietary panel for monitoring purposes		1	EA	\$ 295.00	\$ 250.00	\$ 319.00	\$ 199.00
6	Labor rate for programing Radio/Device per the above		1	HR	\$ -	\$ 130.00	\$ -	\$ 130.00
5	Normal Business Hours, Hourly Rate		1	EA	\$ 150.00	\$ 130.00	\$ 125.00	\$ 130.00
7	After-hours, Hourly Rate		1	HR	\$ 195.00	\$ 165.00	\$ 165.00	\$ 175.00
8	Weekend On-Call, Hourly Rate		1	HR	\$ 175.00	\$ 185.00	\$ 165.00	\$ 175.00
9	Holiday On-Call, Hourly Rate		1	HR	\$ 250.00	\$ 205.00	\$ 185.00	\$ 175.00
10	Emergency Call-out Hourly Rate		1	HR	\$ 250.00	\$ 245.00	\$ 185.00	\$ 175.00
11	Parts/Supply Mark-up %		1	EA	10%	20%	35-50%	30%
12	OPTIONAL ITEM: Panel Replacement at Building 680 with same panel manufacturer and type to match existing.		1	HR	\$ 3,500.00	\$ 2,500.00	\$ -	\$ 2,700.00
13	OPTIONAL ITEM: Labor rate for installation & programing of panel at building 680		1	HR	\$ 1,200.00	\$ 130.00	\$ -	\$ 130.00
14	Additional Costs (Specify Below):		1	HR	\$ -	\$ -	\$ 65.00	\$ -
	Mileage service fee		1	HR	\$ -	\$ -	\$ 195.00	\$ -
Additional Monthly Monitoring fee if/when adding cell device to panel:					\$ 21.50	\$ 5.00	\$ 40.00	\$ 30.00
Total:					\$ 22,782.00	\$ 30,238.32	\$ 36,480.00	\$ 35,510.00
Including replacement panel at 680:					\$ 27,482.00	\$ 32,868.32	\$ 36,480.00	\$ 38,340.00
Including radio/device and labor:					\$ 27,777.00	\$ 33,248.32	\$ 36,799.00	\$ 38,669.00

RFQ 24-004
Professional Alarm Monitoring Services
BID TABULATION SHEET

SCHEDULE OF VALUES				BIDDING CONTRACTOR			
Item No.	Description	QTY	Unit	AM TEC SECURITY	WEST COAST SECURITY	RED STAR	APPLE VALLEY
1	Annual Monthly Alarm Monitoring (Fire & Burglar)	12	MO	\$ 1,696.80	\$ 2,100.00	\$ 3,300.00	\$ 1,860.00
2	Annual Tests/Inspections	12	MO	\$ 1,650.00	\$ 2,499.84	\$ 2,820.00	\$ 2,875.00
3	Annual Elevator Recall Testing						
	Conveyance Number : Service Location:						
3.1	Hydro Elevator 150442 Building 673 Domestic Terminal	1	YR	\$ -	\$ -	\$ -	\$ -
3.2	Hydro Elevator 157146 Building 602 Luxivair FBO	1	YR	\$ -	\$ -	\$ -	\$ -
3.3	Control Tower Elevator 108434 Building 794 Control Tower	1	YR	\$ -	\$ -	\$ -	\$ -
3.4	Hydro Elevator 157147 Building 674 Customs Office	1	YR	\$ -	\$ -	\$ -	\$ -
3.5	Hydro Elevator 153567 Hangar 763 West Annex	1	YR	\$ -	\$ -	\$ -	\$ -
3.6	Hydro Elevator 160318 Building 601 International Arrivals Facility	1	YR	\$ -	\$ -	\$ -	\$ -
3.7	Hydro Elevator 160319 Building 601 International Arrivals Facility	1	YR	\$ -	\$ -	\$ -	\$ -
3.8	Hydro Elevator 153501 DFAS SBD County	1	YR	\$ 150.00	\$ 390.00	\$ 285.00	\$ 260.00
4	Radio/Device to place on proprietary panel for monitoring purposes	1	EA	\$ 295.00	\$ 250.00	\$ 319.00	\$ 199.00
6	Labor rate for programing Radio/Device per the above	1	HR	\$ -	\$ 130.00	\$ -	\$ 130.00
5	Normal Business Hours, Hourly Rate	1	EA	\$ 150.00	\$ 130.00	\$ 125.00	\$ 130.00
7	After-hours, Hourly Rate	1	HR	\$ 195.00	\$ 165.0	\$ 165.0	\$ 175.00
8	Weekend On-Call, Hourly Rate	1	HR	\$ 175.00	\$ 185.00	\$ 165.00	\$ 175.00

9	Holiday On-Call, Hourly Rate	1	HR	\$ 250.00	\$ 205.00	\$ 185.00	\$ 175.00
10	Emergency Call-out Hourly Rate	1	HR	\$ 250.00	\$ 245.00	\$ 185.00	\$ 175.00
11	Parts/Supply Mark-up %	1	EA	10%	20%	35-50%	30%
12	OPTIONAL ITEM: Panel Replacement at Building 680 with same panel manufacturer and type to match existing.	1	HR	-	-	-	-
13	OPTIONAL ITEM: Labor rate for installation & programing of panel at building 680	1	HR	-	-	-	-
14	Additional Costs (Specify Below): Mileage service fee	1	HR	\$ -	\$ -	\$ 65.00	\$ -
	After-hours mileage service fee	1	HR	\$ -	\$ -	\$ 195.00	\$ -
Additional Monthly Monitoring fee if/when adding cell device to panel:				\$ 21.50	\$ 5.00	\$ 40.00	\$ 30.00
Total Cost:				\$ 4,516.80	\$ 5,919.84	\$ 7,230.00	\$ 5,825.00
Including Radio/Device and Labor:				\$ 4,811.80	\$ 6,299.84	\$ 7,549.00	\$ 6,154.00

RFQ 24-004 PROFESSIONAL ALARM MONITORING
SBIAA | IVDA
AWARDED CONTRACTOR REQUIREMENTS

The selected contractor will need to provide and comply with the following:

1. A current, completed and signed W-9 for Taxpayer Identification Number & Certification
2. Complete and sign a Company Information Sheet for itself and one for any Sub-contractors if applicable (identification of Contractor, including name, address, phone, fax & e-mail addresses; type of legal entity such as Corporation and state in which incorporated, partnership, LLC, etc.; number of years in business under present business name; and any related prior business names)
3. Initial and sign our Professional Services Agreement (one for each Agency) Example provided at the end of this RFQ packet
4. Licenses, Permits and/or Certifications

The entire term of the agreement shall be from **April 1, 2024-March 31, 2025** with two, optional 1-year extensions, expiring March 31, 2027.

Take over of Alarm Monitoring Services shall begin **May 1, 2024.** X PI Initial here

Contractor shall order all equipment necessary to successfully take over monitoring services and have everything in their possession, ready for installation no later than the last week of April. Should any programming and installation be needed, everything must be scheduled and completed prior to May 1. X PI Initial here

If Contractor is unable to meet this requirement, Contractor will be disqualified and the bid will be given to the next lowest responsible bidder.

X 

CONTRACTOR SIGNATURE

Professional Alarm Monitoring Services

Schedule of Values

Provide all labor, materials, and/or equipment for completion of the following line items:

Item No.	Description	QTY	Unit	Unit Cost	Total Fee
1	Annual Monthly Alarm Monitoring (Fire & Burglar)	12	MO	\$1006.90	\$12,082.80
2	Annual Tests/Inspections	12	MO	\$998.00	\$11,976.00
3	Annual Elevator Recall Testing				
	Conveyance Number :	Service Location:			
3.1	Hydro Elevator 150442	1	YR	\$150.00	\$150.00
3.2	Hydro Elevator 157146	1	YR	\$150.00	\$150.00
3.3	Control Tower Elevator 108434	1	YR	\$150.00	\$150.00
3.4	Hydro Elevator 157147	1	YR	\$150.00	\$150.00
3.5	Hydro Elevator 153567	1	YR	\$150.00	\$150.00
3.6	Hydro Elevator 160318	1	YR	\$150.00	\$150.00
3.7	Hydro Elevator 160319	1	YR	\$150.00	\$150.00
3.8	Hydro Elevator 153501	1	YR	\$150.00	\$150.00
4	Radio/Device to place on proprietary panel for monitoring purposes	1	EA	\$295.00	\$295.00
6	Labor Rate for programing Radio/Device per the above	1	HR	\$0	\$0
5	Normal Business Hours, Hourly Rate	1	HR	\$150.00	\$150.00
7	After-hours, Hourly Rate	1	HR	\$195.00	\$195.00
8	Weekend On-Call, Hourly Rate	1	HR	\$175.00	\$175.00
9	Holiday On-Call, Hourly Rate	1	HR	\$250.00	\$250.00
10	Emergency Call-out Hourly Rate	1	HR	\$250.00	\$250.00
11	Parts/Supply Mark-up %	1	EA		10 %
12	OPTIONAL ITEM: Panel Replacement at Building 680 with same panel manufacturer and type to match existing.	1	EA	\$3,500.00	\$3,500.00
13	OPTIONAL ITEM: Labor Rate for installation & programing of Panel at building 680	1	HR	\$1,200.00	\$1,200.00
14	Additional Costs (Specify Below): An Additional monitoring fee of \$21.50 per month per device for radio upgrade installations.			\$21.50	\$21.50
				Total Cost:	\$31,295.30

X 

Contractor Signature

RFQ 24-004 PROFESSIONAL ALARM MONITORING SERVICES

SBIAA Location Rate Sheet

Building Number and Response Address	Monthly Monitoring	Test/ Inspection Fees	Site Total
Building 56 (Thunder X)			
115 N. Del Rosa Dr.	\$ 32.50	\$ 12.50	\$ 45.00
Building 56 (North / South Areas)			
115 N. Del Rosa Dr	\$ 32.50	\$ 12.50	\$ 45.00
Bldg. 673 Terminal Building			
105 N. Leland Norton Way	\$ 32.50	\$ 68.75	\$ 101.25
Bldg. 730 Business Suites			
264 S. Leland Norton Way	\$ 32.50	\$ 12.50	\$ 45.00
Bldg. 759 Kelly Space			
294 S. Leland Norton Way	\$ 32.50	\$ 87.50	\$ 120.00
Bldg. 794 Control Tower			
275 S. Leland Norton Way	\$ 32.50	\$ 50.00	\$ 82.50
Bldg. 695 UPS Aircraft Hangar			
105 S. Leland Norton Way	\$ 32.50	\$ 25.00	\$ 57.50
Bldg. 795 FedEx Aircraft Hangar			
285 S. Leland Norton Way	\$ 32.50	\$ 25.00	\$ 57.50
Bldg. 763 Bays 1 & 2			
255 S. Leland Norton Way	\$ 32.50	\$ 25.00	\$ 57.50
Bldg. 763 Bays 3 & 4			
255 S. Leland Norton Way	\$ 32.50	\$ 29.25	\$ 61.75
Bldg. 763 West Annex			
255 S. Leland Norton Way	\$ 32.50	\$ 37.50	\$ 70.00
Bldg. 675 Bonded Cargo			
185 N. Leland Norton Way	\$ 32.50	\$ 12.50	\$ 45.00
Bldg. 680 ARFF / Badging Offices			
165 S. Leland Norton Way	\$ 32.50	\$ 112.50	\$ 145.00


SBIAA Location Rate Sheet Continued

Building Number and Response Address	Monthly Monitoring	Test/ Inspection Fees	Site Total
Bldg. 674 Washrack			
225 N. Leland Norton Way	\$ 32.50	\$ 12.50	\$ 45.00
Bldg. 674 Offices			
225 N. Leland Norton Way	\$ 32.50	\$ 25.00	\$ 57.50
Bldg. 601 IAF			
275 N. Leland Norton Way	\$ 32.50	\$ 100.00	\$ 132.50
Bldg. 341 Flight School Hangar			
2895 East "U" Street	\$ 54.00	\$ 12.50	\$ 66.50
Bldg. 333 Hangar Space			
3005 East "U" Street	\$ 54.00	\$ 12.50	\$ 66.50
Bldg. 602 Luxivair SBD (Main FBO)			
295 N. Leland Norton Way	\$ 32.50	\$ 25.00	\$ 57.50
Bldg. 603 FBO Hangar (EJM)			
2027 Perimeter Road	\$ 32.50	\$ 25.00	\$ 57.50
Cargo Building (East)			
215 N. Leland Norton Way	\$ 32.50	\$ 12.50	\$ 45.00
Sherriff's Hangar			
199 N. Hangar Way	\$ 54.00	\$ 100.00	\$ 154.00
Bldg. 180 GA Hangars Multi-Tennant			
199 N. Hangar Way	\$ 43.00	\$ 12.50	\$ 55.50
Bldg. 190 GA Hangar Executive			
199 N. Hangar Way	\$ 43.00	\$ 12.50	\$ 55.50
			Total \$ 726.00

RFQ 24-004 PROFESSIONAL ALARM MONITORING SERVICES

IVDA Location Rate Sheet

Building Number and Response Address	Monthly Monitoring	Test/ Inspection Fees	Site Total
Bldg. 58			
195 N. Del Rosa Dr.	\$ 32.50	\$ 12.50	\$ 45.00
Bldg. 48 Airport Administration			
1601 East 3rd St.	\$ 32.50	\$ 62.50	\$ 95.00
DFAS I SBD County Offices			
111 E Mill St.	\$ 32.50	\$ 62.50	\$ 95.00
DFAS I SBD County			
1111 E. Mill St.	\$ 21.95	\$ 0	\$ 21.95
DFAS I Child Care Center			
1111 E. Mill St.	\$ 21.95	\$ 0	\$ 21.95
			Total \$ 278.90

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 14</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: CONSIDER AND ADOPT A U.S. DEPARTMENT OF TRANSPORTATION TITLE VI CIVIL RIGHTS PLAN AND COMMUNITY PARTICIPATION PLAN

SUMMARY

The U.S. Department of Transportation, Federal Aviation Administration (FAA) has revised its Title VI program to require airports to develop and submit a Title VI Plan, and Community Participation Plan to the U.S. Office of Civil Rights for approval. The FAA's phased approach to this new requirement initially took effect at large and medium hub commercial service airports last year and expanded to include small and non-hub commercial service airports in 2024. The requirement will be applicable to all airports in the National Plan of Integrated Airports (NPIAS) in 2025.

RECOMMENDED ACTION(S)

Consider and adopt a Title VI Civil Rights Plan and Community Participation Plan for the San Bernardino International Airport Authority (SBIAA); subject to technical and conforming changes as approved by the U.S. Office of Civil Rights and SBIAA legal counsel.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

The U.S. Department of Transportation, Federal Aviation Administration (FAA) distributes substantial federal funds each year to airports in the NPIAS through the Airport Improvement Program (AIP). Federal law requires airport sponsors of primary large, medium, small, and non-hub commercial service airports that receive AIP funds to ensure nondiscrimination and provide equal access to airport planning and programs. Specifically, Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. § 2000d et seq., and DOT Title VI regulations at 49 C.F.R. Part 21, are designed to provide equal opportunity and access in all programs receiving AIP funds by ensuring nondiscrimination on the basis of race, color, or national origin (including limited English proficiency). Equal opportunity connects all people and communities to transportation programs that receive AIP funds from the FAA.

The Title VI and the accompanying Community Participation Plan (intended to satisfy the environmental justice component of Title VI) are developed, in accordance with FAA requirements, to ensure airports are nondiscriminatory in all of their planning and operations, that include, but are not limited to: addressing Limited English Proficiency (LEP); conspicuously displaying nondiscrimination posters throughout the airport; Title VI contract provisions in contracts, agreements, permits, subcontracts; accomplish Staff training, community outreach, and collection of demographic data among other requirements of the plans. Following consideration and adoption by the SBIAA Commission, the plans would be submitted to the U.S. Office of Civil Rights for approval.

Staff recommends the SBIAA Commission approve the above recommended action.

Attachments:

1. Title VI Civil Rights Plan
2. Community Participation Plan



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SAN BERNARDINO, CALIFORNIA

TITLE VI CIVIL RIGHTS PLAN

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1. Title VI Policy Statement

San Bernardino International Airport Authority (SBIAA) as Airport Sponsor of the San Bernardino International Airport assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

SBIAA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the SBIAA will take action to involve them and the general public in the decision-making process.

SBIAA requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between SBIAA and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Amber Setian, available at 909-382-4100*147 and asetian@sbdaipport.com, is responsible for overseeing the Airport Sponsor's compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

Signature
Mark Gibbs
Director of Aviation

04/01/2024

Effective Date

03/31/2027

3-Year Expiration Date

2. Administration

SBIAA Commission will review and adopt this Title VI Plan for SBIAA. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Director of Aviation's or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the SBIAA Commission and resubmittal to FAA.

As of the date of this plan, SBIAA has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
Bi-Partisan Infrastructure Bill	3-06-0358-034-2024	\$1,760,652

3. Grant and Procurement Assurances

SBIAA will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/. Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. SBIAA requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements. Each department when soliciting bids, request for proposals for work, or materials subject to assurances and in all proposals for agreements, including during the consultant selection process, the SBIAA Clerk of the Board reviews all of SBIAA solicitations for bids, Request for Proposals (RFP) FOR WORK, or materials subject to assurances and in all proposals including concessions drafts, all agreements, contracts, covenants, deeds, licenses, permits and similar instruments to which SBIAA is a party as owner, lessor, concessionaire, grantor, or licensing or permitting authority.
- c. SBIAA's Clerk of the Board which processes solicitations, establishes the administrative requirements applicable to a solicitation or contract, and determines whether a bidder or contractor has met the administrative requirements to contract with SBIAA.

Description of Oversight Methods for Subcontracts

SBIAA will at random review 3 contracts per year and ensure that contracts are in compliance with the above stated requirements and clauses.

4. Title VI Coordinator Responsibilities

The Title VI Coordinator (Coordinator) is responsible for ensuring that they and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications

See the Training Section for more information for expected training of SBIAA staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that SBIAA is in compliance with nondiscrimination requirements of Title VI and reports to SBIAA leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the SBIAA's Title VI plan and disseminates information throughout staff and SBIAA's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan. The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

SBIAA will conspicuously display the FAA-provided Unlawful Discrimination Poster in terminals and other public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible, and maintained. The poster template is available at https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

SBIAA has posted the above Title VI policy statement at its staff offices.

SBIAA will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed following FAA approval of the Plan by placing it on the shared drive for all employees to review, by sharing with tenants during quarterly tenant meetings, and emailing to airport tenants.

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
<i>Airport Terminal</i>	<i>1</i>	<i>3</i>	
<i>Hertz Rental Car</i>	<i>1</i>	<i>1</i>	
<i>Operations Department</i>			
<i>Administration Building</i>	<i>1</i>	<i>1</i>	
<i>Badging Office</i>	<i>1</i>		
<i>Security Office</i>	<i>1</i>		

Outreach to Affected Communities

The Clerk of the Board Office ensures that notices for public meetings reach all segments of the impacted community. The Coordinator will identify effective media platforms to share announcements and notices. Announcements are typically made on SBIAA's website www.sbiaa.org, distribution lists which includes media, commissioners, employees, the general public, and posted for public viewing outside the administration building. Clerk of the Board Office contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach Affected Communities and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach Affected Communities.

Detailed information on our public notice and outreach procedures is available in the airport CPP. A copy of the CPP is available at www.sbiaa.org.

To ensure that the community is effectively informed of and able to participate in public hearings, SBIAA will work to include public notices translated into appropriate languages spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include directions for obtaining an interpreter, free of charge, for public hearings. See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. By knowing this information, the SBIAA will be able to identify, understand, and engage with communities. In doing so, the needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by activities.

Affected Communities	Population
<i>City of San Bernardino</i>	222,101
<i>City of Highland</i>	56,999
<i>City of Loma Linda</i>	24,791
<i>City of Colton</i>	53,909
<i>City of Redlands</i>	70,867

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” SBIAA is collecting information about affected and potentially affected low-income communities. According to the *U.S. Census Report, S1701: Poverty Status in the Past 12 Months*, the overall poverty level for the jurisdictions that comprise the SBIAA joint powers authority (JPA) that includes: City of San Bernardino, City of Highland, City of Loma Linda, City of Colton, and also includes the City of Redlands which is not a JPA member, but is located within the arrival and departure flight paths of the airport and has an adjoining property line along the south east portion of the airport. The average poverty rate among the Affected Communities is approximately 14%. The poverty rate is similar compared with the State of California at 12%. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>City of San Bernardino</i>	17.5%
<i>City of Highland</i>	15.9%
<i>City of Loma Linda</i>	12.8%
<i>City of Colton</i>	15.4%
<i>City of Redlands</i>	8.2%

Racial and Ethnic Communities

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:

Affected Community: City of San Bernardino
Total Affected Community Population: 37,515

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	4,041	14.7%
<i>Black or African American</i>	7,350	33.0%
<i>American Indian or Alaska Native</i>	n/a	n/a
<i>Asian</i>	1,122	12.1%
<i>Native Hawaiian or Other Pacific Islander</i>	n/a	n/a
<i>Hispanic or Latino</i>	24,615	16.5%

Affected Community: City of Highland
Total Affected Community Population: 8,975

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	1,235	9.8%
<i>Black or African American</i>	508	12.4%
<i>American Indian or Alaska Native</i>	24	4.0%
<i>Asian</i>	925	18.6%
<i>Native Hawaiian or Other Pacific Islander</i>	0	0%
<i>Hispanic or Latino</i>	6251	18.8%

Affected Community: City of Loma Linda
Total Affected Community Population: 3,078

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	1,031	12.2%
<i>Black or African American</i>	291	19.1%
<i>American Indian or Alaska Native</i>	0	0%
<i>Asian</i>	707	11.0%
<i>Native Hawaiian or Other Pacific Islander</i>	0	0%
<i>Hispanic or Latino</i>	1,004	14.9%

Affected Community: City of Colton
Total Affected Community Population: 8,269

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	911	13.6%
<i>Black or African American</i>	1,073	22.0%
<i>American Indian or Alaska Native</i>	141	24.1%
<i>Asian</i>	83	5.7%
<i>Native Hawaiian or Other Pacific Islander</i>	500	5%
<i>Hispanic or Latino</i>	6001	15.4%

Affected Community: Redlands
Total Affected Community Population: 5,834

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	1,349	5.2%
<i>Black or African American</i>	0	0%
<i>American Indian or Alaska Native</i>	0	0%
<i>Asian</i>	0	0%
<i>Native Hawaiian or Other Pacific Islander</i>	0	0%
<i>Hispanic or Latino</i>	3,781	11.8%

Limited English Proficiency (LEP)

The goal of language access planning and implementation is to ensure that SBIAA communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages that are spoken in LEP households in the Affected Communities. The data source is the U.S. Census report, B16001, Language spoken at home by ability to speak English.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less. The safe harbor for our community is calculated based on the population of all cities being larger than 20,000 is 1,000.

City of San Bernardino

Languages Spoken by LEP Population that Meet Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	35,998	+/-1,695
<i>Tagalog</i>	712	+/-218
<i>Vietnamese</i>	840	+/-238
<i>Other Pacific Island</i>	602	+/-294

City of Highland

Languages Spoken by LEP Population that Meet Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	6,685	+/-1,695
<i>Vietnamese</i>	984	

City of Loma Linda

Languages Spoken by LEP Population that Meet Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	813	+/-1,695
<i>Tagalog</i>	301	+/-218

City of Colton

Languages Spoken by LEP Population that Meet Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	8,906	+/-1,695

City of Redlands

Languages Spoken by LEP Population that Meet Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	2,315	+/-1,695

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>				X
<i>Tagalog</i>		X		
<i>Vietnamese</i>		X		
<i>Other Pacific Island</i>	X			

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: the languages indicated in the table above represent the predominate languages most spoken by the LEP populations in the Affected Communities. SBIAA will continuously monitor data from its passengers and from service providers to ensure language provisions are met. For example, SBIAA will review language request and ensure services are provided accordingly.

Beneficiary Diversity

Demographic information will be collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Beneficiary demographic information will be collected by:

- Airport Terminal Manager will conduct annual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The surveys will include a voluntary request for demographic information.
- Participants at small business workshops, pre-bid meetings, and other public meetings will be asked to complete an anonymous survey that includes demographic information.

Businesses that submit bids or offers will be asked to complete an anonymous survey that includes demographic information.

Staff and Advisory Board Diversity

Demographic information will be collected from airport employees and members of planning and advisory boards, through voluntary disclosures that include:

- Employees will be asked to submit voluntary confidential demographic information at time of hiring. Job applicants will be asked to submit the same information when submitting their job application through the job application website.
- During the appointment and confirmation process, SBIAA Commission members will be asked to provide demographic information.

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no SBIAA activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
<i>AOA Vehicle Access Road</i>	<i>None</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
<i>Heliport</i>	<i>None</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have no disparate impacts.

8. Limited English Proficiency (LEP)

In creating a Language Assistance Plan, the SBIAA will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold

<i>Spanish</i>
<i>Tagalog</i>
<i>Vietnamese</i>
<i>Other Pacific Islander</i>

SBIAA also collects data for languages spoken by airport guests. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Airport language line usage data</i>	<i>www.languageline.com</i>
<i>Airline-provided data</i>	<i>N/A</i>
<i>Assumption from flight origin / destination</i>	<i>N/A</i>
<i>Assistance requests to airport information desks</i>	<i>N/A</i>

The Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Coordinator will inform leadership and staff of SBIAA's responsibility to provide language access. SBIAA will make the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services

All written notices will contain a statement in the identified languages, when appropriate, of how to receive translated written materials.

Information regarding translation services can be obtained at:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Location for Translation</i>	<i>Languages</i>
<i>SBIAA.org</i>	<i>All above languages</i>
<i>Airport Employees</i>	<i>Spanish</i>
<i>Employees</i>	<i>Spanish, Vietnamese</i>
<i>Airport Operations</i>	<i>Spanish</i>

Interpretation Services

Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
<i>Airport Operations</i>	<i>Spanish</i>
<i>Human Resources</i>	<i>Vietnamese</i>

SBIAA maintains a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient to provide interpretation and/or translation services.

The airport contracts with the LanguageLine, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: airport information desk staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts LanguageLine, Inc. and “parks” the request in the queue for the appropriate language. LanguageLine, Inc. operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the LanguageLine Service binder. This log is kept for one year.

9. Transportation

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
City of San Bernardino	Omnitrans	Existing

10. Minority Businesses

Bids for airport business opportunities are solicited from area minority owned businesses through the following methods:

- Advertising through local minority news publications which include Black Voice and El Chicano News
- Advertising through local newspapers the Sun Newspaper
- Advertising through our agency website SBIAA.org
- Following procedures for State Minority and Women Owned Business Enterprise Program
- Including disadvantaged business mentor component for sub-contractors included in bids

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the Clerk of the Board.

11. Training

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, SBIAA will notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws
2. Not only be for employment matters
3. Allege misconduct by the SBIAA, including airport employees, contractors, concessionaires, lessees, or tenants
4. Concern an airport facility or actions by including airport employees, contractors, concessionaires, lessees, or tenants

Rights: Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the SBIAA. Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint: The Coordinator will log in to the complaint and promptly send copies of the complaint to the Chief Executive Officer, Director of Aviation, Director of Administration, Title VI Coordinator, and the office named in the complaint.

Complaints must be filed within **180** days of the discriminatory event, must be in writing, and must be delivered to:

Amber Setian
(909) 382-4100 ext. 147
asetian@sbdairport.com
1601 E. Third Street, Suite 100, San Bernardino, CA 92408

If a complaint is initially made by phone, it must be supplemented with a written complaint before **180** days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure: The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral: All Title VI complaints must be promptly forwarded to the Coordinator within **72 hours**.

Initial FAA Notification: A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff (note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the complaint to the FAA Civil Rights Connect System which sends notifications to FAA staff. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

Assignment of Investigator: The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA: The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against SBIAA, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation: The Coordinator will make every effort to complete discrimination complaint investigations within **30** calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant: The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report: After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel: In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes: The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through negotiations and mediation.

Forwarding Report and Response to Complainant: At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state SBIAA's conclusion regarding whether unlawful discrimination occurred and will describe the

complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via *the FAA Civil Rights Connect System*.

Appeal Rights: The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Director of Aviation.
- The written appeal must be received within 30 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Director of Aviation will issue a final written decision in response to the appeal.

Avoiding Future Discrimination: In addition to taking action with respect to any specific instances of discrimination, the SBIAA will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited: SBIAA employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact Amber Setian.

This complaint procedure is shared with the public through the following methods:

- SBIAA.org
- In-person



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SAN BERNARDINO, CALIFORNIA

COMMUNITY PARTICIPATION PLAN (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected¹ by San Bernardino International Airport Authority (SBIAA) projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.² This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the SBIAA CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Amber Setian	Risk Management Analyst, Administration

Responsible officials’ contact information is shared with the public through the following methods:

Website³, In-person, and Other Communication Methods

1. SBIAA website: <https://www.sbiam.org/>
2. Public SBIAA Commission Meetings
3. Outreach events and materials
4. In person, via email or phone, as appropriate

In addition, SBIAA will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with SBIAA and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of SBIAA’s Title VI Plan.

SBIAA also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

¹ Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

² Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

³ [If adding a website, include the relevant webpage location address]

Website⁴, In-person, and Other Distribution Methods

1. SBIAA website: <https://www.sbiaa.org/>

2. Public SBIAA Commission Meetings

3. SBD Good Neighbor Program website: <https://sbdgoodneighbor.com/>

4. Upon request via email, phone or mail.

5. In person at 1601 E Third St. San Bernardino, CA 92408

⁴ *[If adding a website, include the relevant webpage location address]*

2. Goals and Objectives

This CPP applies to public airport planning and development meetings, whether or not directly supported by Federal assistance. This includes passenger surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

SBIAA's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

1. Airport Capital Improvement Program

2. Airport Layout Plan

SBIAA seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Public SBIAA Commission Meetings	#1,2
B. Development Workshops	#1,2
C. Environmental Workshops	#1,2
D. SBD Good Neighbor Program	#1,2

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of SBIAA's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps SBIAA will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁵ are provided below.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.)⁶	Focused Outreach Steps
i. County of San Bernardino	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments
ii. City of San Bernardino	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments
iii. City of Loma Linda	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments
iv. City of Highland	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments
v. City of Colton	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments
vi. City of Redlands	Chamber of Commerce, Educational Institutes, Municipal Staff, Community Based Organizations, Environmental Justice Organizations, Race/Religion Based Organizations	a. Attend/sponsor events as appropriate. b. Monthly SBIAA Commission meetings, open to the public for comments

*For list of potential partners, see Attachment 1

⁵ "Affected Communities" means communities impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding the airport or a community in the flight path.

⁶ Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. There representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

4. Effective Communication

SBIAA will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of SBIAA's Title VI Plan.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. SBIAA will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1. SBIAA website: <https://www.sbiaa.org/>

2. SBD Good Neighbor Program website: <https://sbdgoodneighbor.com/>

6. Records

This section includes the procedures SBIAA will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

Website⁷, In-person, and Other Storage Methods

1. SBIAA Computer Systems

2. Designated SBIAA offices: Clerk of the Board (1601 E Third St. San Bernardino, CA 92408)

Records will be kept for community input. The records will document how SBIAA considered, weighed, and incorporated input received, and include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

Website⁸, In-person, and Other Storage Methods

1. SBIAA Computer Systems

2. Designated SBIAA offices: Clerk of the Board (1601 E Third St. San Bernardino, CA 92408)

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.⁹ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1. Voluntary disclosure via surveys, event registration or sign-in sheets, as appropriate

2. Census Bureau data

CPP records will be made available to the public using the same methods for other information outlined within this plan.

⁷ *[If adding a website, include the relevant webpage location address]*

⁸ *[If adding a website, include the relevant webpage location address]*

⁹ This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY),¹⁰ SBIAA will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:


1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with SBIAA's Title VI Plan.

¹⁰ The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

Attachment 1
Key Community Representatives - Potential Partners

County of San Bernardino	San Bernardino Area Chamber of Commerce, Local Teamster Units, Local Laborers' International Union of North America (LIUNA), CSU San Bernardino, San Bernardino Valley College, Inland Empire Community Foundation, Black Voice News (CSUSB Division), Community Based Organizations Focusing on Minority Groups, as appropriate
City of San Bernardino	San Bernardino Area Chamber of Commerce, Local Teamster Units, Local LIUNA Units, CSU San Bernardino, San Bernardino Valley College, Inland Empire Community Foundation, Black Voice News (CSUSB Division), Community Based Organizations Focusing on Minority Groups, as appropriate
City of Loma Linda	Loma Linda Chamber of Commerce, Local Teamster Units, Local LIUNA Units, Loma Linda University, Inland Empire Community Foundation, Loma Linda University Diversity, Equity and Inclusion (DEI) Council, Community Based Organizations Focusing on Minority Groups, as appropriate
City of Highland	Highland Area Chamber of Commerce, Local Teamster Units, Local LIUNA Units, Inland Empire Community Foundation, Community Based Organizations Focusing on Minority Groups, as appropriate
City of Colton	Colton Chamber of Commerce, Local Teamster Units, Local LIUNA Units, Inland Empire Community Foundation, Community Based Organizations Focusing on Minority Groups, as appropriate
City of Redlands	Redlands Chamber of Commerce, Local Teamster Units, Local LIUNA Units, University of Redlands, Inland Empire Community Foundation, City of Redlands Human Relations Commission, Community Based Organizations Focusing on Minority Groups, as appropriate

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 15</p> <p>PRESENTER: Mitch Dattilo, Airport Security Manager</p>
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SUBJECT: CONSIDER AND ADOPT THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) LANDSIDE NOTICE OF VIOLATION PROGRAM FOR ENFORCEMENT OF AIRPORT RULES AND REGULATIONS AND PARKING VIOLATIONS ON SBIAA PROPERTIES

SUMMARY

The proposed Landside Notice of Violation Program (LNOV Program) would amend Operating Directive 20-001 approved by the SBIAA Commission on June 24, 2020, to include an enforcement mechanism for SBIAA owned properties located outside the airfield (landside). The LNOV Program would authorize SBIAA Security Officers to enforce Airport Rules and Regulations for badged employees and tenants, as well as parking violations in accordance with California Vehicle Code on all SBIAA landside properties. Staff would utilize the third-party ticket processing service, DATA Ticket, for citation administration. Fines, fees, and penalties would be managed under the amended Operating Directive 24-001.

RECOMMENDED ACTION(S)

Staff recommends the Commission adopt the amended Operating Directive 24-001 that would implement the SBIAA LNOV Program and authorize SBIAA Security Officers to issue parking citations on SBIAA owned properties.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Operating Directive 20-001 was approved by the SBIAA Commission on June 24, 2020. This Operating Directive allows authorized personnel to enforce Airport Rules and Regulations within the Airport Operations Area (AOA or Airfield) through the Notice of Violation (NOV) Program.

The growth in visitors, travelers and tenants has caused an increase in violations of the Airport Rules and Regulations outside of the AOA, which is commonly referred to as the Landside Operation of the Airport. Currently there are no controls in place to deter violations, such as parking issues, badge violations, or damage to airport property.

These ongoing issues necessitate the development and implementation of a Landside Notice of Violation (LNOV) Program. The LNOV Program will include two functions: the ability for authorized personnel to enforce Airport Rules and Regulations; and to enforce parking violations on SBIAA owned properties.

The Airport's growth and continued expansion has resulted in many ancillary effects. Among these is a marked increase in the number of vehicles entering and exiting Airport property. However, with this increase in vehicular traffic, particularly in the domestic terminal area, there has been an increase in infringements ranging from white-line violations and double parking to handicap parking violations. Currently, San Bernardino International Airport Authority (SBIAA) Security Officers are not authorized to issue notices of parking violations.

SBIAA is a Joint Powers Authority (per Government Code Section 6500) and is, by definition, a "public agency", with the authority to enforce parking provisions of the California Vehicle Code (CVC). In particular, Section 40202(a) of the CVC grants the authority for SBIAA Security Officers to issue notices of parking violations on SBIAA properties. This is a customary practice at similar airports, school districts and colleges throughout the State.

Many city and county agencies, along with special districts, use the third-party company DATA Ticket to manage the administrative side of the citation. This includes processing, notification, and subsequent fees associated with the citation. The company also administers the initial appeal and schedules any formal appeal that could be heard in Superior Court, if applicable. Lastly, the company works directly with the California Department of Motor Vehicles (DMV) if any delinquent fees are to be attached to the vehicle's registration.

Staff recommends the Commission adopt the above recommended action.

Attachments:

1. Landside Notice of Violation and Parking Enforcement Handbook
2. Proposed changes to Policies and Procedures Manual

3. Sample Notice of Violation
4. Sample Parking Citation



Landside
Notice of Violation
and
Parking
Enforcement
Handbook

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Key Contacts

Airport Security

- | | | |
|---|--------------------------|----------------|
| • | Security Office | (909) 252-7826 |
| • | Roving Security Officers | (909) 832-2393 |
| | | (909) 454-5970 |

Notice of Violation Program

Introduction:

This Operating Directive is designed to ensure compliance with the San Bernardino International Airport Authority (SBIAA) Rules and Regulations. This Operating Directive includes: 1. SBIAA Rules and Regulations as they relate to the operation of vehicles on SBIAA / IVDA properties, other than within the Air Operations Area (AOA). These regulations, and enforcement thereof, are applicable to all individuals having been issued an airport access badge.

Purpose:

Compliance with this Operating Directive is mandatory for anyone issued an airport access badge. This includes all SBIAA / IVDA employees, tenants and their employees, agents, representatives, contractors, and/or sub-lessees. In addition, to facilitate compliance, this Operating Directive provides a progressive enforcement mechanism and penalty structure to ensure a safe, respectful and efficient airport environment. A written "Notice of Violation" (NOV) will be issued for instances of violation or non-compliance with the rules and regulations contained within this handbook.

By accepting an SBIAA / IVDA issued airport access badge, the holder agrees to abide by these rules and regulations, and understands that violation may result in the immediate suspension or revocation of their SBIAA / IVDA issued airport access badge, as well as possible banning from the airport and its associated properties.

Enforcement Procedures:

Consistent with SBIAA Rules and Regulations a Landside NOV will be issued on behalf of the Chief Executive Officer, by Airport Security, to any person(s) found violating these regulations. Safety violations, or progressive violations may result in permanent revocation of the violators airport issued access badge.

- I. **General:** Compliance actions will be based on one or more of the following factors:
 - a. Severity of the violation.
 - b. The effect (either actual or potential) on public safety and/or the environment (i.e. did the violation result in extensive damage to airport property, cause an operational impact to airport business, result in the arrest or prosecution of the violator, etc.).
 - c. If the violation did, or could have resulted in personal injury, loss of human life, and/or damage to Airport property or facilities.
 - d. The violator's knowledge, either negligent or intentional, of the regulation violated.
 - e. Any history of violations, including individuals and/or tenants, previous enforcement actions involving the site, Airport tenant, business or individual.
 - f. The effectiveness of the enforcement action as a deterrent to similar violations.
- II. **Compliance Actions:** In accordance with SBIAA Rules and Regulations, Airport Security Officers will take enforcement actions on behalf of the Chief Executive Officer by issuing notices of violation on SBIAA / IVDA owned property.
- III. **Types of Enforcement:** Any Airport user, tenant, their employees, agents, representatives, contractors, and/or sub-lessees in violation will receive a written NOV for non-compliance with these SBIAA Rules and Regulations.

Appeal Process:

- I. Appeals from the receipt of an NOV may be filed in writing to the Airport Security Manager or designee. The Airport Security Manager will then review the information submitted and make a decision as to whether a

violation actually occurred and whether any sanctions imposed as a result of this violation are appropriate.

- II. Should the recipient of the NOV request an appeal of the Airport Security Manager's decision, the Chief Executive Officer, or his designee, would then make a last and final determination. Barring any appeals and decisions made within the appeals process, all NOV's are final decisions.

Penalties and Actions:

Penalties that are imposed as a result of safety and security violations will be categorized in levels. Levels will escalate from Level I through Level III. However, because of the nature of the offense, some violations will immediately result in permanent revocation of the violator's airport access badge. The list of violations provided is not meant to be all encompassing. Any offense not covered below will be evaluated on a case by case basis at the sole discretion of the SBIAA / IVDA.

If a violation has created an imminent danger, or rose to the level of a serious or willful offense, Airport Security Officers are authorized to issue a notice of violation, confiscate the violator's airport access badge AND order the violator to leave the airport property. In the event that the violator does not comply with the officer's order to leave, the violator will be subject to arrest per California Penal Code 602.

For the purposes herein, the terms Imminent Danger and Willful Offense are defined as follows:

- a. **"Imminent Danger"** means the existence of any offense, act or practice in a manner that could reasonably be expected to immediately cause death or physical harm to any person(s), the environment, or airport operations.

- b. **“Willful Offense”** means an individual has failed to follow SBIAA Rules and Regulations, or the individual repeats a violation for which they have already received a NOV.

I. Notice of Violation records are kept on file as follows:

- a. **Level I (non-hazardous violations)** = Records kept for 24 consecutive calendar months.
- b. **Level II (potentially hazardous or administrative violations)** = Records kept for balance of current year, plus 4-years.
- c. **Level III (violations resulting in injury, loss of life, destruction of airport property, etc.)** = Records kept permanently.

Violation Levels

	1st Violation	2nd Violation in one year	3rd Violation In two years	4 th Violation In three years
Level I	VERBAL WARNING	ACCESS BADGE SUSPENSION FOR 24-HOURS	ACCESS BADGE SUSPENSION FOR 5-DAYS	PERMANENT ACCESS BADGE REVOCATION AND REMOVAL FROM PROPERTY
Level II	ACCESS BADGE SUSPENSION FOR 24-HOURS	ACCESS BADGE SUSPENSION FOR 5-DAYS	PERMANENT ACCESS BADGE REVOCATION AND REMOVAL FROM PROPERTY	
Level III	PERMANENT ACCESS BADGE REVOCATION AND REMOVAL FROM PROPERTY			

Types of Violations

		Level 1	Level 2	Level 3	Imme diate Revoc ation
1. Moving Violations on Airport Property					
a.	Speeding on roadways or in parking lots within airport property		•		
b.	Driving on Airport Property without a valid driver's license		•		
c.	Parking vehicles and/or equipment within 15-ft. of fire hydrant or other fire control apparatus	•			
d.	Vehicle registration violation (Not displaying proper decals or permits)	•			
e.	Failure to observe stop sign		•		
f.	Erratic or reckless driving			•	
2. Security Violations on Airport Property					
a.	Vandalizing, removing, tampering with, or intentionally damaging any airport property				•

b.	Allowing unauthorized access into Airport Parking Lots		•		
c.	Piggybacking, tailgating, or other inappropriate method to gain entrance into Airport Parking Lots		•		
d.	Unauthorized use of Airport badge to gain access into or out of a parking lot.		•		
e.	Lending an Airport access badge to another person or using another's badge		•		
f.	Failure to cooperate with Airport Security/Police.			•	
g.	Circumventing security equipment or facilities, or deliberately compromising Airport security			•	

3. Safety and Health Violations

a.	Littering on airport property	•			
b.	Urinating / defecating on airport property	•			
c.	Possession or use of narcotics, illegal drugs as listed under Federal Law, or marijuana on airport property			•	
d.	Unauthorized consumption of alcohol on airport property			•	

d.	Feeding wildlife or encouraging the feeding of wildlife.	•			
e.	Unauthorized congregating on airport property.	•			
f.	Threatening another person, fighting / challenging to fight.				•
g.	Illegal possession of a weapon on airport property				•

4. Non-Moving Violations on Airport Property

a.	Vehicle parked in No Parking Zone	•			
b.	Parking in Fire Lane	•			
c.	Unauthorized parking or storing derelict vehicles on airport property	•			
d.	Parking over lines (using more than one stall)	•			
e.	Failure to report an accident or damage that was the result of a collision		•		

Issuing Notices of Violation

502.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the responsibility and procedure for the issuing of Notices of Violation, by Airport Authority Security Officers on Airport property. The violations enforced through the issuing of a Notice of Violation (NOV) will be consistent with the policy set forth in SBIAA Operating Directive 16-001 – Airport Badging Handbook.

502.2 NOTICE OF VIOLATION

- A. A Notice of Violation (NOV) is a form issued by authorized SBIAA personnel for violations of any rules, regulations and laws governing the Airport, and occurring within the Air Operations Area (AOA).
- B. The Air Operations Area includes:
 - 1. Movement Area
 - 2. Non-Movement Area
 - 3. Secure Area
 - 4. SIDA Area

502.3 AUTHORITY

Airport Authority Security Officers have the authority to stop and contact persons observed committing a violation of any rule, regulation, or law occurring within the Air Operations Area (AOA) and to issue a Notice of Violation (NOV) for said violation.

In the event that the violator refuses to identify themselves, or is non-compliant with the enforcement action (which includes refusing to sign the NOV), Airport Security Officers have the authority to confiscate the violators airport issued access badge and escort the person from the property. If the individual refuses to leave the property they shall be subject to arrest per PC 602(u) and/or (v).

502.3.1 DISCRETIONARY ENFORCEMENT

The SBIAA and IVDA have an expectation that Airport Security Officers will perform their duties in a diligent and professional manner. However, officers are given the power of discretion, with the hopes of achieving voluntary compliance.

502.4 NOTICE OF VIOLATION FORM USE

The Notice of Violation form is to be used exclusively for violations occurring within the AOA, and under the following guidelines:

- A. A Notice of Violation form may be used to notify an airport access badge holder that they were observed committing a violation of established rules, regulations, or federal law. In issuing an NOV Authorized employees shall complete all appropriate boxes on the face of the form. This shall include:

1. The date and approximate time of the violation;
 2. The name, date of birth and other appropriate violator identifying information;
 3. The make, model, license number, and other vehicle identifying information;
 4. The location of the violation (i.e.: specific gate or ramp location);
 5. The appropriate violation shall be checked or written in;
 6. The officers name and employee number (not badge number)
 7. Signature of the violator and providing the violator with the yellow copy of the NOV;
 8. The notes section on the reverse side of the white copy shall also be completed.
- B. In the event that the violator's airport access badge is confiscated the issuing employee shall staple the badge to the upper-left-hand corner of the white copy of the Notice of Violation and submit it as described in subsection D.
- C. Notices of Violation are serial numbered. Each employee shall be issued a book containing 25 forms. Employees are responsible for accounting for each NOV in the book.
- D. Completed Notices of Violation issued by Airport Security Officers will be placed in the Security Manager's IN box by the end of the officer's shift.

502.5 VOIDED OR SPOILED NOTICES OF VIOLATION

In the event it becomes necessary to void a Notice of Violation, or the form becomes spoiled, the employee shall write "VOID" across the front of the form, and place ALL copies in the Security Manager's IN box.

502.6 DISMISSING / CANCELLING NOTICES OF VIOLATION AFTER ISSUANCE

Employees of this department do not have the authority to dismiss or cancel a Notice of Violation once it has been issued. Requests from officers to cancel or dismiss Notices of Violation shall be referred to the Airport Security Manager via memorandum.

502.7 PROCESSING / RETAINING AND ADMINISTERING NOTICES OF VIOLATION

- A. Each copy of the Notice of Violation form is identified for distribution. The Airport Authority Security Manager, or his designee, each business day, shall ensure that the white copy of each Notice of Violation issued by Airport Security Officers is submitted to the Airport Operations Office for proper data input and TSA notification, and then forwarded to the Airport Badging Office for administrative processing.
- B. In accordance with SBIAA / IVDA Records Retention Schedule (Version 9.5 – Policy AIR-037, Rev. 3-22-23,) the green department copies of Notices of Violation issued by Airport Security Officers will be maintained in the Security Office for the remainder of the current year, then stored in the Security Department Property Room for four years, or until resolution, whichever is longer, prior to destruction.

502.8 NOTICE OF VIOLATION REVIEW AND APPEAL PROCESS

- A. The Airport Operations Department (which includes the Airport Security Coordinator and Airport Manager) shall review all Notices of Violation for further administrative action.
- B. Requests for Notice of Violation Appeal shall be made in accordance with SBIAA Operating Directive 16-001 – Airport Badging Handbook.

Issuing Parking Citations – SBIAA Property

518.1 PURPOSE

To establish a standardized policy for the issuing, processing, storage, and retention of parking citations by San Bernardino International Airport Authority (SBIAA) Security Officers for California Vehicle Code violations on properties owned, operated, and / or maintained by the San Bernardino International Airport Authority.

518.2 JURISDICTIONAL SCOPE OF PARKING VIOLATION NOTICES

Pursuant to California Government Code Section 6500, the San Bernardino International Airport Authority (SBIAA) is a Joint Powers Authority that has the ability to exercise the powers granted to them by applicable law.

Per California Vehicle Code Section 40202(a) Airport Authority Security Officers are authorized to issue notices of parking violation on behalf of the SBIAA in order to enforce parking regulations on properties owned, operated, and / or maintained by the San Bernardino International Airport Authority.

518.2.1 DISCRETIONARY ENFORCEMENT

The SBIAA has an expectation that Airport Security Officers will perform their duties in a diligent and professional manner. However, officers are given the power of discretion, with the hopes of achieving voluntary compliance, before taking enforcement action through the issuing of a citation.

518.3 CITATION FORM USE

The Parking Citation form is to be used exclusively for parking violations of the California Vehicle Code, which include, but are not limited to, the following guidelines:

- A. A Parking Citation form may be used to issue notice of parking violation by completing all appropriate boxes on the face of the citation. This shall include:
 - 1. The date and approximate time of the violation;
 - 2. The exact street address where the violation occurred (airport building numbers or names are not acceptable);
 - 3. The vehicle license number and registration expiration month and year;
 - 4. The last four digits of the vehicle identification number, if that number is readable through the windshield.
 - a. If the vehicle is not displaying any license plates the entire VIN number must be included on the citation.
 - 5. The make, model and color of the vehicle.
 - 6. The violation shall be checked and the dollar amount of the fine circled;
 - 7. The officers name and employee number (not badge number)

- B. Parking citations are serial numbered. Each officer shall be issued a book (containing 25 citations) by the Airport Security Manager, or his designee. Each officer is responsible for accounting for each citation in the book.
- C. Vehicles parked in a passenger loading zone (i.e.: domestic terminal white zone) shall be allowed reasonable time to complete loading or unloading of passengers and luggage. At no time will vehicles be allowed to park or wait for arriving passengers to exit the terminal.
- D. California Vehicle Code Section 4000(a) – Expired Registration is NOT a parking violation and shall not to be enforced using the Parking Citation form.
 - 1. Pursuant to VC 5204(e), when no evidence of current registration is displayed, prior to issuing a citation for violation of VC 5204, the officer shall:
 - a) Verify, using available department records, that no current registration exists for that vehicle. A citation shall not be issued for failure to comply with VC 5204 against any vehicle that has a current registration on file with the Department of Motor Vehicles.
 - b) Only after an officer has verified that a parked vehicle does not have current registration on file, in excess of 30 days, is it appropriate to issue a citation for is VC 5204 – Fail to display current registration tags.
 - 2. For enforcement purposes, all registrations expire on the last date of the month. Enforcement action is not to be taken until 30-days after expiration. For example, if the registration expires any day in June, enforcement would begin on August 1st of that year.
- E. Only one violation may be placed on each Parking Citation form.
- F. In the event of inclement weather, parking citations shall be placed in protective plastic sleeves.
- G. The notice of parking violation shall be attached to the vehicle, either under the windshield wiper or in another conspicuous place upon the vehicle, so as to be easily seen by the person in charge of the vehicle upon their return. (VC 40202(b))
- H. Completed parking citations will be placed in the Security Manager's IN box.

518.4 DISABLED PERSONS PARKING ENFORCEMENT

Disabled person's parking stalls and spaces (as defined in VC 22511.8) can be found at various locations throughout the Airport. Enforcement is the responsibility of the Airport Security Department, whose officers shall issue citations when such violations come to their attention.

- A. Disabled persons in vehicles, with either a plastic hanging mirror placard, or disabled person's license plates, are not exempt from parking restrictions, such as "no parking" zones, Fire Lanes, and domestic terminal white zones.

- B. Disabled persons placards or plates issued by foreign jurisdictions are granted the same parking privileges as similar plates or placards issued by the State of California. (VC 22511.5)

517.5 PARKING VIOLATION PENALTIES

Parking violation fines shall set by resolution in a schedule of fines, penalties, late payment penalties, and other related charges for parking violations. These fees will be managed in accordance with the applicable Operating Directive.

518.6 VOIDED OR SPOILED PARKING CITATIONS

In the event it becomes necessary for an officer void a citation, or the citation becomes spoiled, the officer shall write "VOID" across the front of the citation, and place ALL copies in the Security Manager's IN box.

517.7 DISMISSING / CANCELLING PARKING CITATIONS AFTER ISSUANCE

Employees of this department do not have the authority to dismiss or cancel a citation once it has been issued. Requests from officers to cancel or dismiss parking citations shall be reviewed by the Airport Security Manager, and are subject to the following provisions:

- A. If, within 21 days after the notice of parking violation is attached to the vehicle, the issuing officer, or the issuing agency, determines that, in the interest of justice, the notice of parking violation should be canceled, the issuing agency, pursuant to subdivision (a) of Section 40215, shall cancel the notice of parking violation or, if the issuing agency has contracted with a processing agency, shall notify the processing agency to cancel the notice of parking violation pursuant to subdivision (a) of Section 40215. The reason for the cancellation shall be set forth in writing. (VC 40202(e)).
- B. Under no circumstances shall a personal relationship with any officer, public official, or law enforcement agency be grounds for cancellation. (VC 40202(f)).
- C. All parking citations dismissed or cancelled after being issued require the approval of the Airport Security Manager.

518.8 PROCESSING / RETAINING CITATIONS AND ADMINISTRATIVE SERVICES

The SBIAA has entered into a contractual agreement with [XYZ Data Services] to administer the processing, collection and first two appellate levels of the parking citation program.

- A. Every Tuesday, the Airport Security Manager, or his designee, will ensure that the yellow processing copies of all parking citations issued the previous week are forwarded (via Fed Ex) to [XYZ Data Services] for processing of the citations.
- B. The white agency copies of citations will be maintained in the Security Office for the remainder of the current year, then stored in the Security Department Property Room for four years, or until resolution, whichever is longer, before destruction.

518.9 PARKING CITATION REVIEW AND APPEAL PROCESS

The California Vehicle Code (VC 40215) outlines the civil procedures for the appeal and collection process of parking citations. Initial reviews (first level) of parking citations are conducted by the Airport's contracted Parking Administration Service. Administrative hearings (second level) are conducted by a contracted Hearing Officer. Final reviews (third level) are conducted by the San Bernardino County Superior Court.



**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
NOTICE OF VIOLATION**

☐ AOA
☐ NON-AOA

No **001234**

DATE		TIME	DAY OF WEEK	
		AM /PM	S M T W T F S	
NAME (First, Middle, Last)				
DRIVER'S LICENSE No.		STATE	DOB	
ADDRESS				
CITY		STATE	ZIP	
VEHICLE LICENSE No.		STATE		
MAKE	MODEL		COLOR	
EMAIL ADDRESS		PHONE No.		
AIRPORT BADGE INFORMATION				
AIRPORT ACCESS BADGE No	VIOLATION TYPE <input type="checkbox"/> SIDA <input type="checkbox"/> AOA <input type="checkbox"/> STERILE		CONFISCATED <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMPANY NAME		SUPERVISOR		
LOCATION OF VIOLATION				
VIOLATION INFORMATION				
<input type="checkbox"/>	1-A	SPEEDING ON AOA (_____ MPH IN _____ MPH ZONE)		
<input type="checkbox"/>	1-D	FAILURE TO USE FLASHING LIGHTS, BECON OR FLAG		
<input type="checkbox"/>	1-G	ERRATIC OR RECKLESS DRIVING IN AOA		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>	2-C	FAILURE TO SECURE AOA GATE OR ACCESS DOOR		
<input type="checkbox"/>	2-E	IMPROPER ENTRY / PIGGYBACKING OR TAILGATING		
<input type="checkbox"/>				
<input type="checkbox"/>				
OFFICER'S NAME		EMPLOYEE NO.		
<input type="checkbox"/> AIRPORT SECURITY <input type="checkbox"/> AIRPORT OPERATIONS				
<div style="border: 2px solid red; padding: 5px;">I ACKNOWLEDGE THAT I AM THE RECIPIANT OF THIS VIOLATION AND PROMISE TO ANSWER THE VIOLATION IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED ON THE BACK OF THIS NOTICE.</div> SIGNATURE:				
WHITE – BADGING OFFICE COPY				

**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
NOTICE OF VIOLATION**

OFFICERS NOTES / OBSERVATIONS

PATROL VEHICLE NUMBER:	WEATHER	ROAD	LIGHTING
HOW VIOLATOR IDENTIFIED:			
<input type="checkbox"/> DRIVERS LICENSE		<input type="checkbox"/> AIRPORT ACCESS BADGE	
<input type="checkbox"/> OTHER: _____			

NOTES / OBSERVATIONS:

[illegible]

(BACKSIDE OF WHITE BADGING OFFICE COPY)



**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
NOTICE OF VIOLATION**

No **001234**

DATE		TIME	DAY OF WEEK	
		AM/PM	S M T W T F S	
NAME (First, Middle, Last)				
DRIVER'S LICENSE No.		STATE	DOB	
ADDRESS				
CITY		STATE	ZIP	
VEHICLE LICENSE No.		STATE		
MAKE	MODEL		COLOR	
EMAIL ADDRESS			PHONE No.	
AIRPORT BADGE INFORMATION				
AIRPORT ACCESS BADGE No	TYPE <input type="checkbox"/> SIDA <input type="checkbox"/> AOA <input type="checkbox"/> STERILE		CONFISCATED <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMPANY NAME		SUPERVISOR		
LOCATION OF VIOLATION				
VIOLATION INFORMATION				
<input type="checkbox"/>	1-A	SPEEDING ON AOA (_____ MPH IN _____ MPH ZONE)		
<input type="checkbox"/>	1-D	FAILURE TO USE FLASHING LIGHTS, BECON OR FLAG		
<input type="checkbox"/>	1-G	ERRATIC OR RECKLESS DRIVING IN AOA		
<input type="checkbox"/>	1-J	FAILURE TO OBSERVE STOP SIGN		
<input type="checkbox"/>	2-A	FAILURE TO DISPLAY BADGE INSIDE AOA		
<input type="checkbox"/>	2-C	FAILURE TO SECURE AOA GATE OR ACCESS DOOR		
<input type="checkbox"/>	2-E	IMPROPER ENTRY / PIGGYBACKING OR TAILGATING		
<input type="checkbox"/>	4-K	SMOKING IN AOA		
<input type="checkbox"/>				
OFFICER'S NAME			EMPLOYEE NO.	
<input type="checkbox"/> AIRPORT SECURITY <input type="checkbox"/> AIRPORT OPERATIONS				
<div style="border: 2px solid red; padding: 10px;"><p>I ACKNOWLEDGE THAT I AM THE RECIPIANT OF THIS VIOLATION AND PROMISE TO ANSWER THE VIOLATION IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED ON THE BACK OF THIS NOTICE.</p><p>SIGNATURE:</p></div>				
<p style="text-align: center; color: red;">YELLOW - VIOLATOR COPY</p>				

**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
NOTICE OF VIOLATION**

IMPORTANT – READ CAREFULLY

WARNING: If you fail to follow the instructions listed below you may be subject to denial, suspension or revocation of unescorted access privileges by the San Bernardino International Airport Authority.

NOTICE OF VIOLATION (NOV): A Notice of Violation is written by officials from San Bernardino International Airport for failing to comply with airport rules and regulations, or any other offense, or for any reason that has been determined to be in the best interest of airport

ENFORCEMENT ACTION: San Bernardino International Airport Authority has a right to deny, suspend or revoke authorization of unescorted privileges. If you have been found responsible for the infraction written on this NOV you may be subject to retraining, suspension or revocation of unescorted privileges. Individual violators found to have committed three (3) violations within a two (2) year period may be subject to revocation of unescorted privileges.

WHAT TO DO

INDIVIDUAL VIOLATORS:

1. The violation must be answered by you within seven (7) business days of the date of issue. Response shall be made by reporting to the Badging Control Office, either in person, or by telephone at (909) 382-2381.
2. First and second-time violators must retake SIDA training.
3. Third-Time violators, within a two (2) year period, may have their access badge revoked.
4. Violators who do not respond to this notice within seven (7) days will have their access badge deactivated.

COMPANY VIOLATIONS:

1. The NOV must be answered by the cited company within seven (7) business days, through a written response, on original letterhead, provided to the Badging Office, either in person, or through email at badging@sbdairport.com. The response must state action(s) taken by the company to prevent further violations from occurring.
2. Failure to comply may result in an administrative hold being placed on the company, preventing new applicants from receiving access badges until compliance has been achieved.

If you choose to contest this NOV you must submit a written response to the Badging Office at badging@sbdairport.com, no later than seven (7) business days after the "Date of Violation". Please include your name, company name, NOV number and a telephone contact number.



**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
NOTICE OF VIOLATION**

No **001234**

DATE		TIME	DAY OF WEEK	
		AM/PM	S M T W T F S	
NAME (First, Middle, Last)				
DRIVER'S LICENSE No.		STATE	DOB	
ADDRESS				
CITY		STATE	ZIP	
VEHICLE LICENSE No.		STATE		
MAKE	MODEL		COLOR	
EMAIL ADDRESS			PHONE No.	
AIRPORT BADGE INFORMATION				
AIRPORT ISSUE BADGE No	TYPE		CONFISCATED	
	<input type="checkbox"/> SIDA <input type="checkbox"/> AOA <input type="checkbox"/> STERILE		<input type="checkbox"/> YES <input type="checkbox"/> NO	
COMPANY NAME		SUPERVISOR		
LOCATION OF VIOLATION				
VIOLATION INFORMATION				
<input type="checkbox"/>	1-A	SPEEDING ON AOA (_____ MPH IN _____ MPH ZONE)		
<input type="checkbox"/>	1-D	FAILURE TO USE FLASHING LIGHTS, BEACON OR FLAG		
<input type="checkbox"/>	1-G	ERRATIC OR RECKLESS DRIVING IN AOA		
<input type="checkbox"/>	1-J	FAILURE TO OBSERVE STOP SIGN		
<input type="checkbox"/>	2-A	FAILURE TO DISPLAY BADGE INSIDE AOA		
<input type="checkbox"/>	2-C	FAILURE TO SECURE AOA GATE OR ACCESS DOOR		
<input type="checkbox"/>	2-E	IMPROPER ENTRY / PIGGYBACKING OR TAILGATING		
<input type="checkbox"/>	4-K	SMOKING INSIDE AOA		
<input type="checkbox"/>				
OFFICER'S NAME			EMPLOYEE NO.	
<input type="checkbox"/> AIRPORT SECURITY <input type="checkbox"/> AIRPORT OPERATIONS				
<div style="border: 2px solid red; padding: 5px;">I ACKNOWLEDGE THAT I AM THE RECIPIANT OF THIS VIOLATION AND PROMISE TO ANSWER THE VIOLATION IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED ON THE BACK OF THIS NOTICE.</div> SIGNATURE:				
GREEN - DEPARTMENT COPY				



**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
PARKING CITATION**

No 001234

DATE	TIME	DAY OF WEEK
	AM/PM	S M T W T F S
LICENSE NUMBER / VIN #	STATE	EXP DATE

VEHICLE MAKE	MODEL	BODY STYLE	COLOR
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LOCATION OF VIOLATION (STREET ADDRESS)

DESCRIPTION OF VIOLATION – CHECK APPLICABLE BOX

	CODE	DESCRIPTION	BAIL	AFTER 21 DAYS
<input type="checkbox"/>	VC 5204	FAIL TO DISPLAY CURRENT REG. TABS	\$54.00	\$89.00
<input type="checkbox"/>	VC 22500.1	NO PARKING - FIRE LANE	\$116.00	\$151.00
<input type="checkbox"/>	22500(c)	NO PARKING – RED ZONE	\$116.00	\$151.00
<input type="checkbox"/>	22500(h)	DOUBLE PARKING	\$54.00	\$89.00
<input type="checkbox"/>	22500(k)	PARKED UPON A BRIDGE	\$116.00	\$151.00
<input type="checkbox"/>	22500(l)	BLOCKING WHEELCHAIR RAMP	\$116.00	\$151.00
<input type="checkbox"/>	22505(b)	DO NOT STOP, PARK, OR LEAVE STANDING PER POSTED SIGNAGE	\$54.00	\$89.00
<input type="checkbox"/>	22507.8	PARKED IN HANDICAPPED ZONE / STALL	\$485.00	\$520.00
<input type="checkbox"/>	VC 22514	FIRE HYDRANT – WITHIN 15 FEET	\$116.00	\$151.00
<input type="checkbox"/>		OTHER:		

OFFICER'S NAME	EMPLOYEE NO.
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NOTICE: You are charged with a violation of the California Vehicle Code. You may (1) pay by mail, using the envelope provided (2) pay with a credit card at _____ or (3) contest this citation by submitting a written request for an Administrative Review to the address below. Please visit our website at www.flysb.com for further information.

Failure to pay the bail, or to request an Administrative Review within 21 days, may result in the filing of a lien with the DMV against your vehicle registration.

CERTIFICATE OF CORRECTION

SECTION VIOLATED	SIGNATURE OF OFFICER CERTIFYING CORRECTION	BADGE / ID NUMBER	CERTIFYING AGENCY	DATE

If paying by check or money order, make payable to the "SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY" and mail to:

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
c/o Parking Citation Service Center
P.O. Box 11923
Santa Ana, Ca. 92711**

WHITE - AGENCY COPY



**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
PARKING CITATION**

No 001234

DATE	TIME	AM/PM	DAY OF WEEK
			S M T W T F S
LICENSE NUMBER / VIN #		STATE	EXP DATE

VEHICLE MAKE	MODEL	BODY STYLE	COLOR
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**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
c/o Parking Citation Service Center
P.O. Box 11923
Santa Ana, Ca. 92711**

YELLOW - PROCESSING COPY




**SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY
PARKING CITATION**

No 001234

DATE		TIME		DAY OF WEEK	
		AM/PM		S M T W T F S	
LICENSE NUMBER / VIN #				STATE	EXP DATE
VEHICLE MAKE		MODEL	BODY STYLE	COLOR	
LOCATION OF VIOLATION (STREET ADDRESS)					
DESCRIPTION OF VIOLATION – CHECK APPLICABLE BOX					
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<input type="checkbox"/>		OTHER:			
OFFICER'S NAME			EMPLOYEE NO.		
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<p>If paying by check or money order, make payable to the "SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY" and mail to:</p> <p>SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY c/o Parking Citation Service Center P.O. Box 11923 Santa Ana, Ca. 92711</p> <p>BLUE - VIOLATORS COPY</p>					

FROM:	
NAME:	
ADDRESS:	
<div><div>SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY C/O PARKING CITATION SERVICE CENTER P.O. BOX 11923 SANTA ANA, CA. 92711-1923</div><div>PLACE STAMP HERE</div></div>	

(ENVELOPE AND VIOLATORS COPY ARE ONE)

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: March 27, 2024</p> <p>ITEM NO: 16</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2024

SUMMARY

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

RECOMMENDED ACTION(S)

Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2024.

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 2023/24.

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

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

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

For review and discussion.

Attachments:

1. SBIAA Action Plan

June 30, 2024 – Airport Focal Areas



Ensure Operational & Financial Stability

Stabilize Revenue Streams & Sources

Good Neighbor Program

Airport Outreach:

Business Retention & Expansion

Solar Project

AOA Access Road Project

Grant Programs & Initiatives

International Trade

San Manuel Development



San Bernardino International Airport Authority

Action Plan for SBIAA (6/30/24)

Month	Key Initiative	Key Resources	Completion Date
January, 2024	Airport Operations Update; FAA Reporting; Good Neighbor Report	SBIAA Commission, CEO, Director of Aviation, Airport Manager, Director of Finance	January, 2024
February , 2024	Mid-Year Budget Adjustments; Emergency Exercise	Director of Aviation, Airport Manager, Director of Finance, Director of Administration	February, 2024
March, 2024	Legislative Updates; Phoenix service, Operational Updates	CEO, Director of Administration, Director of Aviation, Director of Finance	March, 2024
April, 2024	Grant Program & Initiatives	Director of Finance, Director of Aviation, Project Manager	April, 2024
May, 2024	International Trade Initiatives; Draft Annual Budget Preparation and Review	SBIAA Commission & Committee, CEO, Director of Finance, Exec Staff	May, 2024
June, 2024	Adopt Annual Budget	SBIAA Commission & Committee, CEO., Aviation Director, Director of Finance, Exec Staff	June, 2024

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

SBIAA Near-Term Action Plan – Implementation



March, 2024

Sub-Initiative Status:



Incomplete In Process Completed

Stabilize Tenants & Infrastructure



Review Operational Plans



AOA Access Road Project



Implement New Accounting Software



Complete 2023/24 Airport Marketing Efforts & Initiatives



Air Passenger Service (PHX)



International Trade
Legislative Program

