

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING AGENDA

**WEDNESDAY, APRIL 26, 2023**

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

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



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

**Frank J. Navarro, President**

*Mayor, City of Colton*

**Rhodes Rigsby, Vice President**

*Councilmember, City of Loma Linda*

**Penny Lilburn, Secretary**

*Mayor Pro Tem, City of Highland*

### COMMISSION MEMBERS:

**Dawn Rowe**

*Supervisor, County of San Bernardino*

**Helen Tran**

*Mayor, City of San Bernardino*

**Theodore Sanchez**

*Councilmember, City of San Bernardino*

### ALTERNATE COMMISSION MEMBERS:

**Phillip Dupper**

*Mayor, City of Loma Linda*

**Joe Baca, Jr.**

*Supervisor, County of San Bernardino*

**Larry McCallon**

*Mayor, City of Highland*

**Fred Shorett**

*Mayor Pro Tem, City of San Bernardino*

**John Echevarria**

*Councilmember, City of Colton*

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

## ORDER OF BUSINESS – CLOSED SESSION

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

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

### A. CALL TO ORDER / ROLL CALL

### B. CLOSED SESSION PUBLIC COMMENT

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

### C. CLOSED SESSION

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

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

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

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

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

### D. REPORT ON CLOSED SESSION

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

**ORDER OF BUSINESS – OPEN SESSION**

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

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

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

**F. CONFLICT OF INTEREST DISCLOSURE**

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

**[PRESENTER: Jennifer Farris; PAGE#: 006]**

**G. INFORMATIONAL ITEMS**

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

2. Informational Items
  - a. Chief Executive Officer's Report; **[PRESENTER: Michael Burrows; PAGE#: 014]**
  - b. Report on Grant Programs **[PRESENTER: Michael Burrows; PAGE#: 015]**
  - c. Report on Annual Audit **[PRESENTER: Mark Cousineau; PAGE#: 016]**

H. **COMMISSION CONSENT ITEMS**

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

3. Register of Demands – April 26, 2023  
**[PRESENTER: Mark Cousineau; PAGE#: 017]**
4. Receive and file Treasurer's Report for February 28, 2023, for the San Bernardino International Airport Authority (SBIAA)  
**[PRESENTER: Mark Cousineau; PAGE#: 026]**
5. Approve the filing of a Notice of Completion for the construction contract with Griffith Company and authorize the release of retained funds  
**[PRESENTER: Jeff Barrow; PAGE#: 029]**
6. Approve Meeting Minutes: March 22, 2023  
**[PRESENTER: Jennifer Farris; PAGE#: 032]**

I. **COMMISSION ACTION ITEMS**

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

7. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 039]**
8. Approve a professional services agreement with Tetra Tech AMT (Tetra Tech) in an amount not to exceed \$205,568.51 for development and implementation of a Safety Management System (SMS) as required by the Federal Aviation Administration (FAA)  
**[PRESENTER: Andres Zapata; PAGE#: 042]**
9. Approve Change Order No. 4 with Goss Construction Company, Inc. in an amount not to exceed \$36,124.39 for the Runway 6/24 Joint and Spall Repair Project; approve the filing of a Notice of Completion for this contract and authorize the release of retained funds  
**[PRESENTER: Jeff Barrow; PAGE#: 054]**



10. Consider and discuss the SBD Good Neighbor Program First Quarter 2023 Report  
[PRESENTER: Mark Gibbs; PAGE#: 058]
11. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023  
[PRESENTER: Michael Burrows; PAGE#: 086]

J. **ADDED AND DEFERRED ITEMS**

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

K. **OPEN SESSION PUBLIC COMMENT**


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

L. **COMMISSION MEMBER COMMENT**

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

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next meeting of the San Bernardino International Airport Authority Commission on Wednesday, May 24, 2023.

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: April 26, 2023</b></p> <p><b>ITEM NO: 1</b></p> <p><b>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</b></p>
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**SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF APRIL 26, 2023**

### **SUMMARY**

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

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

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

### **FISCAL IMPACT**

None.

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

## **BACKGROUND INFORMATION**

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

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

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

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

<b><u>Agenda Item No.</u></b>	<b><u>Contractors/Tenants</u></b>	<b><u>Subcontractors/Subtenants</u></b>
5.	<u>Griffith Company</u> Jaimie R. Angus, President/CEO/RMO Ryan Aukerman, Executive Vice President Esteban A. Ruelas, CFO/Secretary/Treasurer Lucas J. Walker, Vice President/Regional Manager Starr N. Stallings, Assistant Secretary	None.
8.	<u>Tetra Tech AMT</u> William R. Brownlie, Sole Director Olivier H. Jeannot, President Dan L. Batrack, CEO Terrence N. Blair, Vice President Richard A. Lemmon, Vice President Dieter Guenter, Vice President Preston Hopson, Secretary Bryant D. Helms, VP, Contracts & Finance	None.

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|-----|---|-------|
| 9.  | <u>Goss Construction Company, Incorporated</u><br>John T. Goss Jr., President/Treasurer<br>Martha C. Goss, Vice President/Secretary<br>Mark JT Goss, Vice President of Operations | None. |
| 10. | <u>Aviatrix Communications, LLC</u><br>Kathryn Franco Jones, Owner  | None. |

**Attachments:**

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

CALIFORNIA CODES  
GOVERNMENT CODE  
SECTION 84308

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

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

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

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

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

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

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

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

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



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

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

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

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

CALIFORNIA CODES  
GOVERNMENT CODE  
SECTION 87103

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

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

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

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

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

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

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



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

**§ 18438.5. Aggregated Contributions Under Section 84308.**

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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



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

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

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

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

5 Government Code.

6 HISTORY

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

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

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

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

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

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

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


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

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

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

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

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

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: April 26, 2023</b></p> <p><b>ITEM NO: 2a</b></p> <p><b>PRESENTER: Michael Burrows, Chief Executive Officer</b></p>
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**SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT**

## **SUMMARY**

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


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

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: April 26, 2023</b></p> <p><b>ITEM NO: 2b</b></p> <p><b>PRESENTER: Michael Burrows, Chief Executive Officer</b></p>
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**SUBJECT: INFORMATIONAL ITEMS – REPORT ON GRANT PROGRAMS**

## **SUMMARY**

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


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

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None

	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: April 26, 2023</b></p> <p><b>ITEM NO: 2c</b></p> <p><b>PRESENTER: Mark Cousineau, Director of Finance</b></p>
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**SUBJECT: INFORMATIONAL ITEMS – REPORT ON ANNUAL AUDIT**

## **SUMMARY**

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

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

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None



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

**DATE: April 26, 2023**

**ITEM NO: 3**

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

**SUBJECT: REGISTER OF DEMANDS FOR APRIL 26, 2023**

### **SUMMARY**

SBIAA's Register of Demands for March 2023.

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

Receive for information.

### **FISCAL IMPACT**

Various accounts as shown.

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

### **BACKGROUND INFORMATION**

The attached Register of Demands corresponds to checks issued in the month of March 2023. The total of the register is \$7,779,937.78.

**Fuel:** Titan Aviation Fuels was paid \$6,170,978.83 for aviation fuel to re-sell at the Luxivair-SBD. Merit Oil Co. was paid \$32,306.54 to operate SBIAA vehicles and for resale at Luxivair-SBD.

**Employee Benefits:** Kaiser Foundation Health Plan Inc., Legal Shield Services Inc. were paid a total of \$40,318.36.

**Utilities:** Burrtec Waste Industries Inc., City of San Bernardino Water Department, East Valley Water District, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Company, Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon were paid a total of \$175,468.39.

**Capital Projects Cost:** AEC Moreno Corp., Aecom Technical Services Inc., Baker Electric Inc., CJMC Holdings LLC., Cordoba Corporation, Electricore Inc., Frostbyte Consulting Inc., Goss Construction Company Inc., Griffith Construction and T&G Construction Services Inc. were paid a total of \$639,578.46.

**Professional Services:** Allawos & Company; Boston Fox Tigue International LLC.; Coffman Engineers Inc.; David Turch and Associates; Eide Bailly LLP; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC.; LSA Associates Inc.; Mead & Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP.; Right Energy Group; and Tom Dodson & Associates were paid a total of \$120,307.99.

### **Attachments:**

1. Register of Demands for the April 26, 2023 Commission Meeting
2. VISA breakdown - March 2023

**San Bernardino International Airport Authority**  
**Register of Demands for Commission Meeting**  
**4/26/2023**

Line	Company Name	Description	AP Register
1	# 1 Son Plumbing	Plumbing repairs and materials	185.00
2	A/C Mechanical Inc.	HVAC system maintenance and repairs	925.00
3	ADT LLC	Burglar and fire alarm monitoring	1,544.47
4	AEC Moreno Corp.	1st & 2nd Floor concessions health department improvements	135,877.53
5	Aecom Technical Services Inc.	Taxiway Shoulder Improvement and Runway Joint and Spall Repair projects construction management services	40,772.35
6	Allawos & Company	Professional consulting services-solar and green energy services	12,881.25
7	Alliant Insurance Services Inc.	Insurance premiums	2,584.40
8	Amazon Capital Services Inc.	Purchases of supplies and goods	2,209.41
9	Angel Perez	Boot reimbursement	200.00
10	Audacy Operations Inc.	Radio advertising SBD commercial passenger routes	20,000.00
11	Aviatrix Communications LLC	Professional services marketing and advertising and Good Neighbor program	63,272.58
12	Babcock Laboratories Inc.	Stormwater analysis testing	733.00
13	Baker Electric Inc.	Charging Phase II-FBO	11,482.44
14	Board Members	Director fees	2,250.00
15	Boston Fox Tigie International LLC	Marketing services	21,049.87
16	Burrtec Waste Industries Inc.	Trash removal services	11,406.04
17	C & A Janitorial Services	Janitorial services	60,699.50
18	CDW Government LLC	IT equipment	881.25
19	CED-Consolidated Electrical Distributor	Electrical repairs and supplies	523.81
20	ChillCo Inc.	Commercial & Industrial Training class-D. Burrows	1,495.00
21	Cintas Uniforms	Uniform and rug services	2,363.50
22	City of SB Water Department	Water and sewer services	12,978.06
23	CJMC Holdings LLC	Professional services - capital project management services	4,500.00
24	Climatec LLC	Security system maintenance and repair upgrades	80,489.24
25	Coffman Engineers, Inc.	Professional services-airport planning and environmental assessment	9,082.50
26	Coin Security Systems, Inc.	Global facilities management software security asset manager cabinet and mounting of SBD card readers	24,638.29
27	Cordoba Corporation	Airport remote parking lot paving project - Ashley	420.00
28	David Turch and Associates	Professional services agreement - lobbying services	5,000.00
29	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,476.25
30	Derrick Burroughs	Boot reimbursement	200.00
31	Dibs Safe & Lock Service	Rekeys, duplicate fees, cylinders and hardware installed	27.51
32	DoorTech	Door repair on-call services	2,899.08
33	East Valley Water District	Water service	82.32
34	Eide Bailly LLP	Professional audit services	15,000.00
35	Electricore Inc.	Consulting services agreement for green energy grant	22,500.00
36	Ernie's Auto Interior	Upholstery repairs & service-fuel trucks fleet equipment	1,270.00
37	Event Design Lab	Live streaming services	800.00
38	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	1,105.01
39	Express Quality Car Wash	Security department fleet vehicle car washes	89.95
40	FedEx	Courier services	306.71
41	Fernando Pelayo	Security deposit refund	378.00
42	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
43	Frontier Communications Corporation	Telephone services	6,783.74
44	Frostbyte Consulting Inc.	Consulting services agreement- green energy grant	5,000.00
45	Glen Kugimiya	Boot reimbursement	152.24
46	GMSTEK LLC	Monthly subscription fee for point of sale system	1,485.72
47	Goldencrest Global LLC	County International Trade & Investment Mission South Korea & Japan conference registration-K. Benson	1,800.00
48	Goss Construction Company Inc.	Runway joint & spall repair project	107,448.61
49	Grainger	Parts and supplies for building repairs	2,103.63
50	Granite Telecommunications	Telephone services	5,125.52
51	Griffith Company	Taxiway Shoulder Improvement project	257,866.08
52	Griffith Company	Security deposit refund	1,122.00
53	Hector Aragon	Boot reimbursement	75.41

**San Bernardino International Airport Authority**  
**Register of Demands for Commission Meeting**  
**4/26/2023**

Line	Company Name	Description	AP Register
54	Hernandez, Kroone & Associates Inc.	Professional engineering - on call surveying services	4,443.00
55	human-I-T	Security wipe old hard drives plus transport	400.00
56	Imagine Systems Inc.	Professional consulting services	5,236.19
57	Inland Action Inc.	Contribution for Legislative reception Washington DC	500.00
58	Inland Empire Economic Partnership	Investment membership Logistics Council	2,500.00
59	Innovative Federal Strategies LLC	Professional service agreement-federal legislative advocacy services	2,000.00
60	JBT AeroTech Airport Services	Routine service for PBB at terminal maintenance and non-routine repairs	6,265.76
61	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	282.71
62	Kaiser Foundation Health Plan, Inc.	Employee medical benefits	39,491.06
63	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	5,084.29
64	Kevin Vejar	Travel AAA Airport Planning Design & Construction Anaheim Ca. Per	221.13
65	Lawson Products Inc.	Maintenance , repair and operations supplies & equipment	981.97
66	Legal Shield Services Inc.	Employee legal group benefits	827.30
67	Loma Linda Chamber of Commerce	Annual membership dues	290.00
68	LSA Associates Inc.	Professional Wildlife Biologist services	19,632.71
69	Lumacurve	Replacement panels and tracks for guidance signs	2,005.13
70	Mackinac Software LLC	AWOS weather reporting system service	89.00
71	Mark Gibbs	Travel reimbursement for AAAE Conference Kapalua HI.-lodging, flight and transportation fees	2,156.10
72	Mead & Hunt Inc.	Professional consulting service agreement-providing air services development and airport development	9,027.63
73	Merit Oil Company	Fuel inventory for fleet operations	32,306.54
74	Michael Burrows	Travel Inland Action legislative delegation Washington DC-	375.00
75	Michael J. VanGorder Photography	Photography at the Domestic Terminal event	1,440.00
76	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	3,769.84
77	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20
78	National Pen Co. LLC	Promotional item-triangle Viera pen - FBO	2,541.43
79	OneSpan Canada Inc.	2 Year renewal-software & fees	12,480.00
80	Parts Authority Metro LLC	Vehicle parts and service supplies	5,708.64
81	Patton Sales Corp.	Diamond plate & metal square tube	504.15
82	Pete's Road Service Inc.	Vehicle repairs and parts	8,442.84
83	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and	560.82
84	PFT Alexander Inc.	Microload cover / key pad assembly	3,783.45
85	Presidio Networked Solutions Grp LLC	Cisco networking equipment repairs	1,568.18
86	ProDIGIQ Inc.	Software customization fee maintenance module & implementation & training	7,100.00
87	Quench USA, Inc.	Water purification, servicing, equipment and maintenance-Bldg.673	163.13
88	Right Energy Group	Professional agreement for Green Energy Programs	9,500.00
89	Southern California Edison	Annual fire inspection fees	124,717.65
90	Staples Contract & Commercial LLC	Office supplies	1,271.49
91	Sunwest Printing Inc.	Printing-business cards, posters, brochures, printing projects, etc.	101.14
92	SWRCB	Storm water permit fees	2,297.00
93	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair-SBD	3,708.64
94	T&G Construction Services Inc.	Luxivair (FBO) flooring and tile project	53,711.45
95	Telemetry and Process Controls Inc.	Fuel control system and replacement parts	9,290.00
96	TELOS ID	TSA background checks and fingerprinting processing	2,126.00
97	The Gas Company	Gas services	6,818.41
98	The Pitney Bowes Reserve Account	Postage fees	487.69
99	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	6,170,978.83
100	Tom Dodson & Associates	Professional services to work pertaining to environmental	3,685.00
101	Underground Service Alert Of Southern Cal	Notification system for underground utilities	48.50
102	UniFirst	First aid kit refills and replace AED units	625.94
103	US Custom & Border Protection	Customs contract and inspection fees	2,271.58
104	US Customs & Border Protection	Customs quarterly service fees for airport program	92,450.34
105	US Fueling Solutions	Fuel truck repairs and maintenance	4,433.37



**San Bernardino International Airport Authority**  
**Register of Demands for Commission Meeting**  
**4/26/2023**

<b>Line</b>	<b>Company Name</b>	<b>Description</b>	<b>AP Register</b>
106	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	4,466.23
107	Verizon Wireless	Wireless phone services	3,041.92
108	VFS Fire & Security Services	Recurring / unplanned maintenance, repairs & inspections-pump house	32,928.00
109	VideoFP	Photography / Videography services	1,210.00
110	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	61,436.67
111	Wendy McConaughey	Travel Air Cargo Conference Nashville TN.-	240.61
112	Western Exterminator Company	Annual compensation study	437.00
113	Wintrust Specialty Finance	Monthly lease payment	6,613.09
114	XGraphix LLC	Vehicle branding for grounds truck	981.32
	<b>Total</b>		<b>\$ 7,779,937.78</b>

**Visa Breakdown**  
**March 2023**  
**SBIAA**

Line	Description	Vendor	Dept.	Amount
1	Office 365 licensing Basic	www.office.com	COB	687.50
2	Office 365 licensing Premium	www.office.com	COB	510.00
3	Office 365 licensing Standard	www.office.com	COB	220.00
4	Web Domains	www.networksolutions.com	COB	960.78
5	Data storage annual fee	www.dropbox.com	COB	199.00
6	Airport property / no parking signs	Xgraphix	OPS	687.50
7	Annual Drone subscription for flight log	Airdata	OPS	240.00
8	Airport OPS interview panel lunch	Jersey Mike's	HR	34.85
9	Satellite TV Customs Office	Dish Network	HR	100.70
10	Background screening for new hire	Checkr	HR	619.31
11	Cal Chamber annual membership	Cal Chamber of Commerce	HR	699.00
12	New hire drug screening	Exam Professionals	HR	150.00
13	Floor gates (3) for terminal concessions	webstauranstore.com	Develop	630.87
14	Tankless water heater for terminal concessions	Homedepot.com	Develop	499.16
15	Office art-picture	Samsclub.com	Develop	20.51
16	Office art-picture frames	Amazon.com	Develop	432.03
17	It equipment 2 monitors & webcam	Amazon.com	Develop	337.29
18	3 tier lockers for terminal storage room	Globalindustries.com	Develop	753.57
19	IT equipment 2 monitors & webcam-refund	Amazon.com	Develop	(38.05)
20	IT equipment 2 monitors & webcam-refund	Amazon.com	Develop	(146.36)
21	IT equipment 2 monitors & webcam-refund	Amazon.com	Develop	(146.36)
22	FBO Staff name tags	Nametagwizard.com	Mktg	31.06
23	Airport luggage stickers	Sticker Genius	Mktg	495.00
24	Landscape crystal rock to fill fountain	American Specialty Glass	Fuel Farm	3,448.52
25	ATA Publication-ATA 103	Airlines for America	Fuel Farm	490.00
26	FBO supplies	Lowes	Fuel Farm	144.64
27	Replacement and spare for loading rack-fuse	Grainger	Fuel Farm	51.29
28	Plants in front of terminal -plants & fertilizer	Home Depot	Maint	966.87
29	Reseeding the FBO-compost	Sunshine Growers	Maint	343.72
30	New plants in front of terminal	Home Depot	Maint	570.83
31	Tools for shop	Home Depot	Maint	264.39
32	Tools for irrigation truck	Home Depot	Maint	332.93
33	Fasteners for AOA fence	Home Depot	Maint	56.20
34	Reseeding compost for FBO	Sunshine Growers	Maint	343.72
35	Weedwhacker heads	Amazon	Maint	78.24
36	Safety Lunch-pizza	American Pizza Company	Maint	168.04
37	Replace thermostatic valve-Bldg. 763 compressor #2	Ingersoll Rand Company Industrial Tech	Maint	2,428.12
38	Paint supplies Bldg. 730	Lowes	Maint	485.95
39	Parts for aviation radios	Mypilotstore.com	Maint	214.85
40	Powder coating fleet truck #50	Precision Powder Coating	Maint	100.00
41	Battery charger for Genie scissor lift	MID South Equipment	Maint	433.00
42	Coolant Sensor 15K fuel truck	Colton Truck Terminal	Maint	311.28
43	Vehicle alignment	Gary's Viking Tire	Maint	75.00
44	Nitehawk sweeper hose part	Nitehawk Sweepers	Maint	138.74
45	Glue for truck #8 window	Lowes	Maint	26.01
46	Trailer hitch for NE Colorado	Hatfield Buick GMC	Maint	386.07
47	Service call for JLG Boom Lift	All Access Services	Maint	375.00
48	Toilet flush valves repairs in restroom Bldg. 673	Building.com	Maint	658.24
49	Supplies 673 concourse project electrical supplies wall repair	Home Depot	Maint	56.00
50	Broom and dust pan Bldg. 730 remodel	Home Depot	Maint	43.43
51	Supplies Bldg. 673 concourse project	Home Depot	Maint	103.73
52	Water filter Bldg.673 Jet bridge 3	Genuine Replacement Parts (GRP)	Maint	93.87
53	Floor repair parts Bldg. 673 Jet bridge 2	Home Depot	Maint	68.72
54	Light bulbs Bldg. 673 Jet bridge 2	Home Depot	Maint	115.23
55	Garage door cable AOA chemical shed	Home Depot	Maint	36.37

**Visa Breakdown**  
**March 2023**  
**SBIAA**

Line	Description	Vendor	Dept.	Amount
56	Paint Bldg. 730 restroom remodel	Lowes	Maint	58.94
57	Supplies Bldg. 730 restroom remodel	Home Depot	Maint	271.39
58	Cord Rails Bldg. 673 OPS office	Home Depot	Maint	77.17
59	Drywall products Bldg. 673 wall repairs	Home Depot	Maint	104.53
60	Pipe and sump pump Bldg. 680 plumbing	Home Depot	Maint	324.93
61	Garage door spring AOA chemical shed	North Shore Commercial Door (NSCD)	Maint	83.36
62	Drywall products Bldg. 680 parking lot operator	Affordable Opener	Maint	226.86
63	VHF airfield radio for Maint. mgr.	MyPilotstore.com	OPS	309.90
64	Oversized baggage screening bins	WRH Industries	OPS	996.99
65	Lunch for annual Table Top meeting catering	Two Guys Italian Restaurant	OPS	1,967.83
66	Lunch meeting OPS	Guang Lin Cafe	OPS	45.89
67	Construction supplies Bldg.730 main doors	Home Depot	OPS	185.77
68	BestBuy.com fraud charge credited next month.	BestBuy.com	Mktg	2,722.66
69	BestBuy.com fraud charge credited next month.	BestBuy.com	Mktg	2,722.66
70	Hospitality cookies for Las Vegas Launch Event	Sweet Life Bakery	Mktg	1,341.00
71	Facebook sponsored posts	Facebook.com	Mktg	46.33
72	Adobe Creative Suite License	Adobe Inc.	Mktg	2,039.76
73	Round-trip shipping with materials handling	Freeman Online	Mktg	145.60
74	Registration speaking engagement WAI conference Woman in Aviation	Woman in Aviation (WAI)	Mktg	75.00
75	Monthly subscription-stock imagery	Adobe Stock	Mktg	49.99
76	Candy bars for the trivia game during Las Vegas launch	Walmart Supercenter	Mktg	33.96
77	Sparkling wine for Las Vegas route christening	Stater Bros.	Mktg	62.13
78	Bouquets for GM of the Palms - Las Vegas route	Redlands Bouquet Florist	Mktg	182.31
79	Press release distribution-Las Vegas route launch	24-7 Press Release	Mktg	315.00
80	Nametags new hires-FBO Nametag Wizard	Nametag Wizard	Mktg	69.65
81	Cable TV FBO annual movie subscription for theater	Netflix	FBO	19.99
82	Cable TV - Satellite subscription-FBO	Dish Network	FBO	147.59
83	IT equipment-USB Plug	Amazon	FBO	71.54
84	Fuel tickets	Im-Press Printing	FBO	353.44
85	Catering services for RCP369285	Above the Best	FBO	482.05
86	Catering services for RCP369285	Panera Bread	FBO	145.71
87	Laundry service for N767CJ	Family Dry Cleaning	FBO	356.50
88	Detailing of FBO Crew Cars	Kool Kars	FBO	1,047.00
89	Fuel to be used for crew cars-FBO	Chevron	FBO	62.96
90	Fuel to be used for crew cars-FBO	Chevron	FBO	54.32
91	Fuel to be used for crew cars-FBO	Chevron	FBO	86.94
92	Catering for Discover IE and SBD discussion	Smart & Final	FBO	68.57
93	FBO Thankful Thursday events supplies	Dollar Tree	FBO	16.41
94	Catering for Inland Action Meeting	Stater Bros.	FBO	28.97
95	Catering for Inland Action Meeting	Oscars	FBO	67.86
96	Catering for rescheduled Inland Action Event	Oscars	FBO	56.55
97	Cable TV - FBO annual movie subscription for theater	Netflix	FBO	19.99
98	Maintenance all hands meeting drinks	Stater Bros.	Maint	47.25
99	Courier services-return parts	UPS store	Maint	45.17
100	Door spring Bldg.865 Chem Shed	Do it Best	Maint	84.66
101	Fleet camera SD card / memory card	Staples	Maint	15.07
102	Ceiling grid Bldg. 730 restroom renovation	Home Depot	Maint	58.94
103	Stroke linear actuator- GA Hangar 190	Erect-A-Tube, Inc.	Maint	1,887.80
104	Soap dispenser Bldg. 730	Home Depot	Maint	108.74
105	Air freshener Bldg. 48	Express Quality Car	Maint	5.96
106	Restroom renovation Bldg. 730 supplies	Lowes	Maint	385.02
107	Restroom renovation Bldg. 730 supplies	Lowes	Maint	39.91
108	Maintenance supervisors training binders	Staples	Maint	13.40
109	Water booster pump-Bldg. 666	KPaul Properties LLC	Maint	1,286.76
110	Restroom renovation Bldg. 730 supplies	Lowes	Maint	186.25
111	Office supplies Bldg. 730	Amazon	Maint	74.75

**Visa Breakdown  
March 2023  
SBIAA**

Line	Description	Vendor	Dept.	Amount
112	Table Top exercise supplies	Costco	Maint	373.20
113	Table Top exercise beverages	Stater Bros.	Maint	40.76
114	Decomposed granite for landscaping	Sunshine Growers Nursery, Inc	Maint	1,430.92
115	33" Amber light bars-Colorado trucks	LED Emergency Vehicle Lighting Inc.	Maint	1,031.89
116	Restroom renovation Bldg. 730 vinyl cove base	Home Depot	Maint	179.21
117	Ground shop tools	Home Depot	Maint	216.41
118	Fall protection safety training	Occupational Safety Training Systems	Maint	475.00
119	Parking revenue transaction processing	Windcave	IT	295.00
120	Website usage charges Cloud Server	Digital Ocean	IT	64.30
121	Website management software license	CPanel	IT	39.99
122	Streaming services for concourse	Sling TV	IT	43.10
123	Communication software hosted IT collaboration	Slack	IT	43.75
124	Terminal background music streaming service	Soundtrack Your Brand	IT	49.00
125	Hard drive in VMWare host server	Server SupplyInc.com.	IT	201.10
126	Catering customer flight	Above the Best	FBO	325.16
127	Thankful Thursdays promo	Smart & Final	FBO	126.79
128	Thankful Thursdays promo	Dollar tree	FBO	5.44
129	Registration renewal for courtesy vehicles-Aviator	Department of Motor Vehicles	FBO	627.00
134	Registration renewal for courtesy vehicles Registration fee-Aviator	Department of Motor Vehicles	FBO	13.17
135	Registration renewal for courtesy vehicles-Navigator	Department of Motor Vehicles	FBO	805.00
136	Registration renewal for courtesy vehicles-registration fees Navigator	Department of Motor Vehicles	FBO	16.91
137	Annual Uniform, jackets and shirt cleaning and welcome mats for aircraft arrivals	Cintas Uniforms	FBO	183.69
130	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Mendoza- transportation	Uber	FBO	9.25
131	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Mendoza- transportation	Uber	FBO	5.00
132	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Mendoza- transportation	Uber	FBO	45.00
133	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Mendoza- transportation	Uber	FBO	5.00
138	Travel Air Cargo Conference Nashville TN - Wendy Bechtel 15% Contingency for incidentals and unexpected expenses-baggage fees	American Airlines	FBO	30.00
139	Travel Air Cargo Conference Nashville TN - Wendy Bechtel 15% Contingency for incidentals and unexpected expenses-baggage fees	American Airlines	FBO	30.00
140	Travel Air Cargo Conference Transportation / Rideshare, Nashville TN - Wendy Bechtel	Uber	FBO	33.96
141	Travel Air Cargo Conference Transportation / Rideshare, Nashville TN - Wendy Bechtel	Uber	FBO	28.71
142	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows SF airport-lodging	Hilton Doubletree Hotel	Admin	175.55
143	Travel 03/2023 Inland Action Federal Advocacy M. Burrows Flight	United Airlines	Admin	572.70
144	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows -Flight United Airlines	United Airlines	Admin	223.90
145	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows Transportation	AAA Taxi	Admin	20.62
146	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows -Lodging	Marriott Resort	Admin	1,006.08
147	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows -Meals hospitality	Marriott Resort	Admin	75.51
148	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows - Transportation	Curb Taxi	Admin	27.96
149	Travel 02/2023 Mead & Hunt Conference AZ. M. Burrows meals	Max's	Admin	61.52
150	Travel 03/2023 Breeze Conference Utah M. Burrows parking fees	Ontario International Airport	Admin	105.00
151	Travel 02/2023 Las Vegas NV same day return Inaugural flight M. Burrows	Southwest Airlines	Admin	174.98
152	Travel 03/2023Breeze Conference Utah M. Burrows Flight	Breeze Airways	Admin	294.50

**Visa Breakdown  
March 2023  
SBIAA**

Line	Description	Vendor	Dept.	Amount
153	Travel 03/2023 Inland Action Federal Advocacy Sacramento Ca. M. Burrows parking fees	Ontario International Airport	Admin	16.00
154	Travel 03/2023 Inland Action Federal Advocacy Sacramento Ca. M. Burrows Transportation fees	Uber	Admin	31.14
155	Travel 03/2023 Inland Action Federal Advocacy Sacramento Ca. M. Burrows Transportation fees	Uber	Admin	52.75
156	Travel 02/2023 Air Cargo Conference Registration fees Nashville TN - Wendy Bechtel	Air Cargo	OPS	1,545.00
157	Travel 02/2023 Air Cargo Conference Lodging, Nashville TN - Wendy Bechtel-lodging	Hampton Inn & Suites	OPS	912.87
158	Travel 02/2023 Air Cargo Conference 15% Contingency for incidentals and unexpected expenses-seat selection fees	American Airlines	OPS	31.78
159	Travel 02/2023 Air Cargo Conference Flight, Nashville TN - Wendy Bechtel	American Airlines	OPS	724.40
160	Travel 03/2023 Commercial and Industrial Chiller Training-Chiloe. Lacombe LA -D. Burrows -flight	American Airlines	OPS	879.40
161	Travel 03/2023 Commercial and Industrial Chiller Training-Chiloe. Lacombe LA -D. Burrows-lodging	La Quinta Inn & Suites	OPS	570.25
162	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az. lodging	Doubletree Hilton Hotels	Admin	179.14
163	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.- flight	Southwest Airlines	Admin	234.98
164	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.- transportation	Uber	Admin	16.94
165	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.- transportation	Uber	Admin	6.75
166	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.- transportation	Uber	Admin	27.00
167	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.-parking fees	Ontario International Airport	Admin	84.00
168	Travel 02/2023 Mead & Hunt Conference M Gibbs. Phoenix Az.- Transportation	Uber	Admin	22.07
169	Travel 02/2023 Breeze Conference M Gibbs. Utah.-flight	Breeze Airways	Admin	292.93
170	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Martinez -lodging	Omni Hotel	FBO	1,250.08
171	Travel 01/2023 NBAA Schedulers & Dispatchers Conference Nashville TN M. Martinez -lodging	Omni Hotel	FBO	937.56
172	Travel 01/2023 NBAA-BACE Convention & Exhibition 01/2023 Nashville TN-W. Bechtel-lodging	Omni Hotel	FBO	937.56
				\$ 61,436.67
	VISA Statement Balance			\$ 61,436.67
	Date Prepared: 04/05/2023			



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

**DATE: April 26 , 2023**

**ITEM NO: 4**

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

**SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR FEBRUARY 28, 2023 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)**

**SUMMARY**

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

**RECOMMENDED ACTION(S)**

Receive and file Treasurer's Report for February 28, 2023 for the San Bernardino International Airport Authority (SBIAA).

**FISCAL IMPACT**

None.

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

**BACKGROUND INFORMATION**

Attached is the Treasurer's Report for February 28, 2023, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$15,849,772.39 on February 28, 2023. Bank statements reflect \$15,667,179.71. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items February 28, 2023.

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

**Attachments:**

1. Treasurer's Report for February 28, 2023

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

**Treasurer Report**

**February 28, 2023**

<u>Cash</u>	Balance 01/31/23	Activities	Balance 02/28/23
<i>Checking Account - Wells Fargo Bank</i>	\$ 4,664,889.65	\$ 1,525,471.22	\$ 6,190,360.87
Deposits In Transit:			
Beginning	748,976.60	(748,976.60)	-
Ending		513,809.09	513,809.09
Outstanding Checks:			
Beginning	(165,173.04)	165,173.04	-
Ending		(331,216.41)	(331,216.41)
 <i>Premium Money Market Account - Wells Fargo Bank</i>	 7,830,521.80	 4,785.54	 7,835,307.34
Deposits In Transit:			
Beginning			
Ending			
 <i>Payroll Account - Wells Fargo Bank</i>	 596.73	 -	 596.73
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
 Subtotal	 13,079,811.74	 1,129,045.88	 14,208,857.62
 <u>Investments</u>			
<i>Local Agency Investment Funds</i>	322,591.05	-	322,591.05
Deposits In Transit:			
Beginning			
Ending			
 Subtotal	 322,591.05	 -	 322,591.05
 <u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	485,596.87	201,092.49	686,689.36
Reserve Fund- US Bank 2021A series	521,792.32	1,686.80	523,479.12
Cost Of Issuance Fund- US Bank 2021A series	1,020.13	3.30	1,023.43
Refunding Fund-US Bank 2021A series	-	-	-
Debt Service Fund-US Bank-2021B series	27,246.17	13,646.71	40,892.88
Debt Service Reserve Fund -US Bank-2021B series	65,990.08	213.33	66,203.41
Construction Fund- US Bank 2021B series	35.41	0.11	35.52
 Subtotal	 1,101,680.98	 216,642.74	 1,318,323.72
 Total Cash and Investments	 \$ 14,504,083.77	 1,345,688.62	 \$ 15,849,772.39

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

  
Mark Cousineau, Treasurer





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

**DATE: April 26, 2023**

**ITEM NO: 5**

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

**SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THE CONSTRUCTION CONTRACT WITH GRIFFITH COMPANY AND AUTHORIZE THE RELEASE OF RETAINED FUNDS**

### **SUMMARY**

The Taxiway Shoulder Improvements Construction contract is now complete.

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

Approve the filing of a Notice of Completion with Griffith Company for the Taxiway Shoulder Improvements construction contract, and the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None. Funding for this project was included in the adopted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the Capital Projects Fund, Account 52270 - FAA - Taxiway Shoulder Project, in the amount of \$4,369,770.00 ,of which \$3,872,254.78 was allocated to this contract.

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

## **BACKGROUND INFORMATION**

On November 24, 2021, the San Bernardino International Airport Authority (SBIAA) Commission authorized Staff to advertise construction plans for this contract. Plans and specifications were advertised as a Notice Inviting Bids on the San Bernardino International Airport Authority (SBIAA) website and notices published in four (4) local newspapers in accordance with SBIAA Policies and Procedures, and Federal Aviation Administration (FAA) Procurement Requirements. Two (2) qualified contractors submitted sealed bids on January 11, 2022, of which Griffith Company submitted the most competitive bid proposal.

SBIAA was awarded grant funding for up to 90% of eligible contract costs through the Federal Aviation Administration's (FAA's) Airport Improvement Program (AIP). The remaining 10% of the contract was funded from SBIAA's Capital Projects Fund.

During the course of construction, there were unforeseen events that changed the amount of the contract, but ultimately resulted in the contract work coming in under the original contract amount. The approved Change Order No. 2 included an allowance of \$200,000.00 for unforeseen conditions within the taxiway shoulders, of which \$61,723.28 was expended.

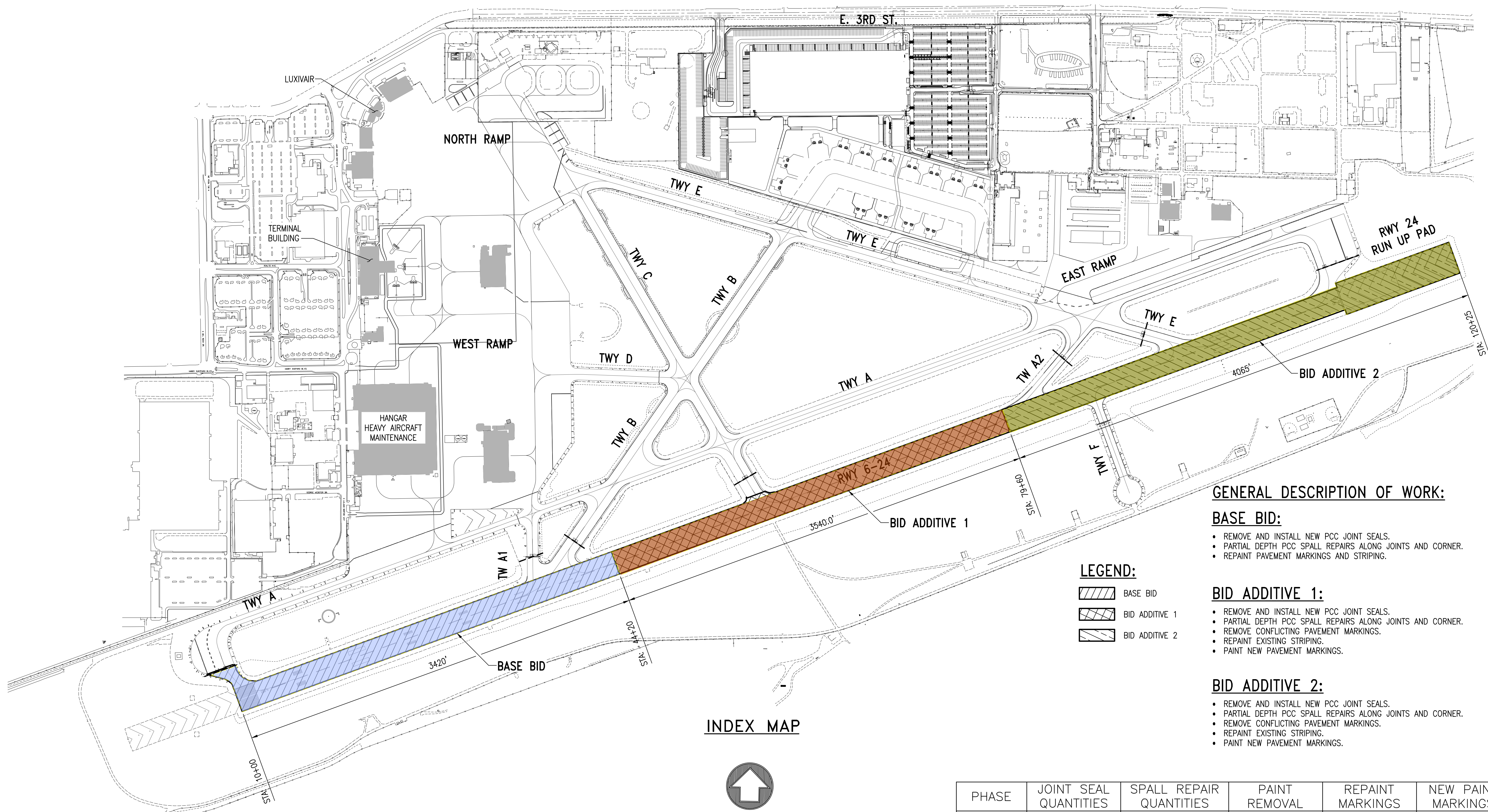
• Original Contract Amount:	\$ 3,983,650.00
• Previously Approved Change Order No. 1:	(317,477.26)
• Previously Approved Change Order No. 2:	344,358.76
• Unused Allowance:	<u>(138,276.72)</u>
• Final Contract Amount:	<u><u>\$ 3,872,254.78</u></u>

This construction contract is now complete. Staff recommends the Commission approve the above recommended action.

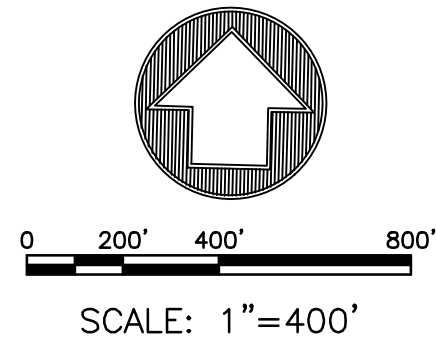
### **Attachments:**

1. Site Map





INDEX MAP



LEGEND:

- BASE BID
- BID ADDITIVE 1
- BID ADDITIVE 2

GENERAL DESCRIPTION OF WORK:

BASE BID:

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

BID ADDITIVE 1:

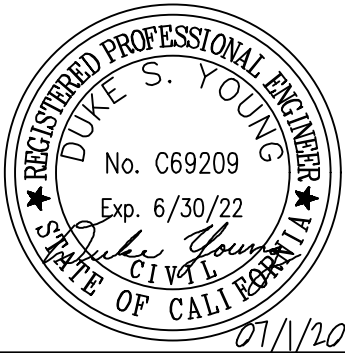
- REMOVE AND INSTALL NEW PCC JOINT SEALS.
- PARTIAL DEPTH PCC SPALL REPAIRS ALONG JOINTS AND CORNER.
- REMOVE CONFLICTING PAVEMENT MARKINGS.
- REPAINT EXISTING STRIPING.
- PAINT NEW PAVEMENT MARKINGS.

BID ADDITIVE 2:

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

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

MARK	REVISIONS	BY	APPR.	DATE




PREPARED BY  
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SAN BERNARDINO  
INTERNATIONAL AIRPORT AUTHORITY  
APPROVED BY: \_\_\_\_\_ JULY 2020  
DATE  
APPROVED BY: \_\_\_\_\_  
DATE

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



	<p><b>TO: San Bernardino International Airport Authority Commission</b></p> <p><b>DATE: April 26, 2023</b></p> <p><b>ITEM NO: 6</b></p> <p><b>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</b></p>
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**SUBJECT: APPROVE MEETING MINUTES: MARCH 22, 2023**

**SUMMARY**

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

**RECOMMENDED ACTION(S)**

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

**FISCAL IMPACT**

None.

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

**BACKGROUND INFORMATION**

None.

**Attachments:**

1. March 22, 2023 meeting minutes

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 22, 2023

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

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



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

### Commission Members

#### City of Colton

Mayor Frank J. Navarro, President	Present
Councilmember John Echevarria (alt)	Present (in audience, arrived at 3:20 PM)

#### City of Loma Linda

Councilmember Rhodes Rigsby	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	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience, arrived at 3:12 PM)

#### City of Highland

Mayor Pro Tem Penny Lilburn	Present
Mayor Larry McCallon (alt)	Absent

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Counsel, Cole Huber, LLP
Jeff Barrow, Director of Development	Jennifer Farris, Assistant Secretary of the Commission
Catherine Pritchett, Director of Administration	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:05 p.m. on Wednesday, March 22, 2023.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Helen Tran 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 3:06 p.m. Mr. Scott Huber, Cole Huber, LLP, read the closed session items as posted on the Agenda.

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

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

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

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

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 3:31 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.

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 Losses
  - c. Report on Audit
- 2a. Mr. Eduardo Estrada and Mr. Richard Gonzalez, Airport Operations, introduced Norton, the Airport's new environmental mitigation canine. Mr. Estrada provided a brief report of Norton's duties.
- 2b. Ms. Catherine Pritchett, Director of Administration, introduced Ms. Melissa Sutton, the new Records Specialist. Ms. Pritchett further provided a brief report on losses due to the recent storm.
- 2c. Mr. Michael Burrows, Chief Executive Officer, provided a brief report.

**H. COMMISSION CONSENT ITEMS**

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

3. Register of Demands – March 22, 2023.
4. Receive and file Treasurer's Report for January 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
5. Consider and adopt Resolution No. 2023-03 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and authorizing destruction of certain Authority records
6. Approve Meeting Minutes: February 22, 2023

**ACTION:** Approve Agenda Item Nos. 3-6

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

I. **COMMISSION ACTION ITEMS**

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

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

Mr. Michael Burrows, Chief Executive Officer, referenced the "Proposed Budget Adjustments Table" on page 096 of the Agenda Packet and provided a brief report.

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

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

8. Award a construction contract with Brightview Landscape Services, Inc. in an amount of \$88,489.00 for the Luxivair Landscaping Project

Mr. Jeff Barrow, Director of Development, referenced an overhead and provided a brief report on Agenda Item No. 8.

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

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



9. Approve Amendment No. 1 for Professional Services Agreement with Right Energy Group, LLC in an amount not to exceed \$20,000 for Green Energy Consulting Services for the San Bernardino International Airport Authority (SBIAA)

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on agenda Item No. 9.

**ACTION:** Approve Amendment No. 1 to the Professional Services Agreement with Right Energy Group, LLC to provide green energy consulting services for San Bernardino International Airport Authority (SBIAA) for an additional amount not to exceed \$20,000.

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

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

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2023 – Airport Focal Areas" (as contained on pages 108-110 in the Agenda Packet) and provided a brief report on Agenda Item No. 10.

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

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

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments

L. **COMMISSION MEMBER COMMENT**

There were no Commission Member comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:48 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 26, 2023.**

---

Jennifer Farris  
Assistant Secretary of the Commission



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

**DATE: April 26, 2023**

**ITEM NO: 7**

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

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

### **SUMMARY**

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

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

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

### **FISCAL IMPACT**

The composition for the requested adjustments are detailed in the "Proposed Budget Adjustments Table". The combined net effect on the San Bernardino International Airport Authority's Fiscal Year 2022-2023 Budget, if approved, would be a decrease in net income of \$1,239,900. SBIAA has sufficient revenues in the current adopted budget, cash on hand, and other resources to cover the net effect for this budget adjustment.

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

## **BACKGROUND INFORMATION**

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

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

The net effect of the proposed budget adjustments is a decrease of budgetary net income of \$1,239,900. The total increase in the proposed expenses is \$1,239,900. The increase in budgetary expenditures reflects a reimbursement to Inland Valley Development Agency (IVDA). IVDA paid \$1,239,900 to Bogh Engineering, Inc. to redesign, engineer, and construct improved traffic capacity and flow throughout SBIAA's domestic terminal roadway system. The re-aligned, one-way traffic configuration improved access to the San Bernardino International Airport domestic terminal for passenger drop off, pick up, parking, commercial vehicle staging, and safety for the traveling public. The improvements were necessary to support new commercial passenger air service that began on August 4, 2022 with one route and has since expanded to two routes.

Available resources to fund reimbursement to IVDA are available from the \$7,316,682 in proceeds received from the December 2022 liquidation of the former Rialto Airport landholdings by the City of Rialto, which are held in the Capital Projects fund, which is consistent with SBIAA's investment policy in regards to capital outlays for SBIAA capital assets.

### **PROPOSED BUDGET ADJUSTMENTS TABLE**

<b>Proposed Adjustments</b>			<b>Approved Budget</b>	<b>Proposed Adjustments</b>	<b>Adjusted Budget</b>
<i>Expenditures &amp; Transfers Out</i>					
<b>A</b>	Capital Projects Fund	42101 - Land Sale Proceeds (Rialto)	\$ 7,316,682	\$ (1,239,900)	6,076,782
Increase (Decrease) in expenditures & transfers out				<u>(1,239,900)</u>	
<i>Revenues &amp; Transfers In</i>					
Increase (Decrease) in revenues & transfers in				<u>-</u>	
Net Budget Adjustment, Expenses in Excess of Revenues				<u>\$ (1,239,900)</u>	

**Notes:**

**A:** Cash capital outlay to reimburse the Inland Valley Development Agency \$1,239,900 for the improvements and rehabilitation of SBIAA's terminal access roadway network.

Staff recommends the Commission approve the proposed budget adjustments.

**Attachments:**

1. None



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

**DATE: April 26, 2023**

**ITEM NO: 8**

**PRESENTER: Andres Zapata, Operations Manager**

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH TETRA TECH AMT (TETRA TECH) IN AN AMOUNT NOT TO EXCEED \$205,568.51 FOR DEVELOPMENT AND IMPLEMENTATION OF A SAFETY MANAGEMENT SYSTEM (SMS) AS REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION (FAA)**

### **SUMMARY**

The Federal Aviation Administration (FAA) published a final rule in the Federal Register on February 23, 2023, requiring most commercial service airports in the United States to develop and implement an airport Safety Management System (SMS). The proposed professional services agreement with Tetra Tech would develop an SMS manual, implementation plan, internal audit/evaluation procedures, data collection, reporting systems, and integration of SMS with FAR Part 139 airport certification processes for FAA approval.

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

Approve a professional services agreement with Tetra Tech AMT for development and implementation of an airport Safety Management System (SMS) as required by the Federal Aviation Administration (FAA), in an amount not to exceed \$205,568.51 beginning July 1, 2023; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None at this time. Funding for this agreement will be included in future fiscal years FY2023-2024 and FY2024-2025 for a total contractual amount not to exceed \$205,568.51.

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 FAA has implemented SMS within many of its organizations, including the FAA Aviation Safety Organization's final rule published on January 8, 2015, requiring commercial airlines to develop and implement SMS. SMS integrates modern safety concepts into repeatable, proactive processes in a single system, emphasizing safety management as a fundamental business process to be considered in the same manner as other aspects of business management. The development and implementation of SMS improves safety at the organizational level and is the next step in the continuing evolution of aviation safety. Therefore, the FAA is pursuing an aviation-wide approach requiring the implementation of SMS by those organizations in the best position to prevent future accidents. As part of that process, the FAA is expanding SMS to certain certificated airports by requiring them to proactively identify and mitigate safety hazards, thereby reducing the possibility or recurrence of incidents or accidents in air transportation. The final rule published in the Federal Register on February 23, 2023, requires certain Title 14 Code of Federal Regulations (CFR) part 139 certificated airports to develop, implement, maintain, and adhere to an airport SMS. The final rule applies to approximately 265 certificated airports with the highest passenger enplanements, the largest total operations, and those hosting international air traffic, collectively covering over 90 percent of all U.S. passenger enplanements while further aligning the U.S. with current ICAO Standards and Recommended Practices. The airport will have 24 months to submit its implementation plan to the FAA for approval.

In its most general form, SMS is a set of decision-making tools used to plan, organize, direct, and control everyday activities in a manner that enhances safety. An airport SMS must include, at a minimum, four (4) components: (a) safety policy, (b) safety risk management, (c) safety assurance, and (d) safety promotion.

Tetra Tech has over 50 years of distinguished support to commercial and governmental entities worldwide as a leading provider of consulting and engineering services specializing in infrastructure, aerospace, procedure development, information technology, safety management and environmental support. This includes over 20 years of experience supporting the FAA, with some of the most complex airspace and airport challenges for the US National Airspace System. Tetra Tech has years of airport management, operations, and regulatory compliance experience at over 100 airports across Canada and is on the leading-edge providing safety management support for airports in Canada. Tetra Tech performed SMS development and implementation at 29 airports and has completed 200 SMS QA and Compliance Audits at 120 certified airports.

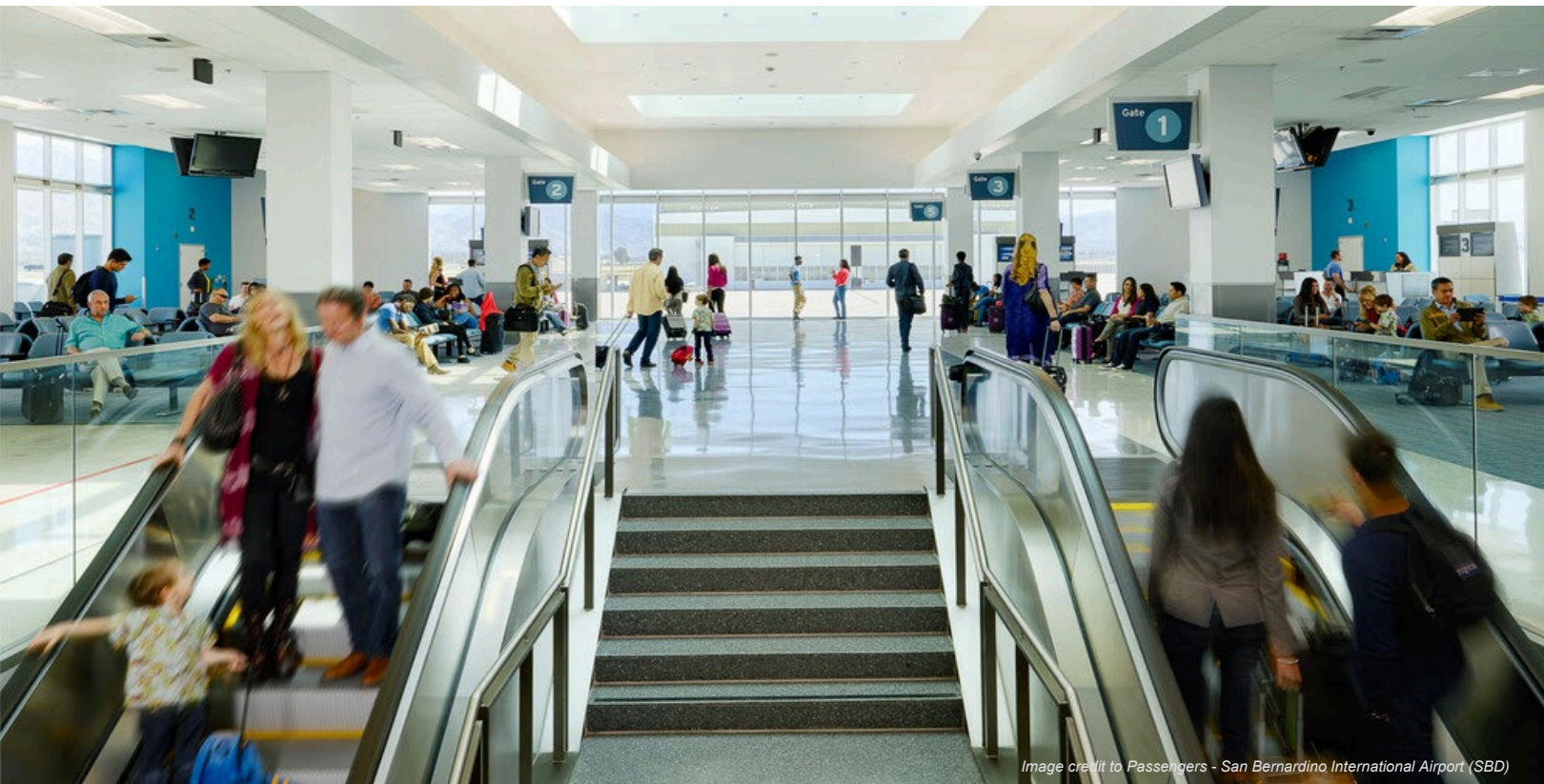
Staff solicited proposals from multiple known aviation firms and industry group recommendations for this specialized scope of work, of which Tetra Tech submitted the only responsive proposal. Staff recommends the Commission approve the above recommended actions.

### **Attachments:**

1. Tetra Tech AMT Proposal

# Safety Management System for the San Bernardino International Airport

## PROPOSAL AND COST ESTIMATE



April 11, 2023

### PRIMARY CONTACT:

Dieter Guenter, Senior Vice President

Tetra Tech

1515 Wilson Blvd, Suite 1100, Arlington, VA 22209, USA

571-480-2563

[www.tetrattech.com/en/airports-and-aviation](http://www.tetrattech.com/en/airports-and-aviation)



**Restriction on Disclosure and Use of Data.** This proposal includes data that shall not be disclosed outside of this organization and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this Offeror or Quoter because of or in connection with the submission of this data, both parties shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the right to use information contained in this data if it is obtained from another source without restriction.



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## 1.0 INTRODUCTION

The Tetra Tech Federal IT Group is a leading provider of technology and management consulting services supporting federal government agencies and commercial customers to improve organizational efficiency, drive mission results, enhance cyber resiliency, and transform their businesses to better service their missions.

The Tetra Tech Team is pleased to have the opportunity to provide a Safety Management System (SMS) program for the San Bernardino International Airport (SBD). We are looking forward to supporting and working with the San Bernardino International Airport team. We believe that our team will add great value to your organization by applying our technical and operational expertise for assessing the current safety management status and operations, identifying gaps and, in concert with SBD and stakeholders, developing and implementing the SBD SMS plan.

Throughout the process we will provide management, and knowledge transfer to support SBD Project Manager and SBD team. Tasks include but are not limited to:

- Provide logistic, technical and organizational support; develop meeting agendas and record minutes; and track and manage actions items.
- Provide Monthly status reports.
- Develop and maintain a Master Integrated Program Schedule.
- Lead program and performance meetings
- Create and organize briefing materials related to SBD SMS Initiatives

Realism of cost, realistic information, and balanced pricing is always an important aspect in the competitive environment for federal contracts, many companies are significantly underbidding contracts in order to win. Unrealistic, low pricing strategies generally result in a lower quality of service and schedule delays. Tetra Tech always strives to find the right balance between the price/cost of our proposals and the best delivery and technical support for our clients.

Please find below a detailed SOW, list of deliverables and our cost summary.

## 2.0 SCOPE OF WORK

### 2.1 TASK 1 – PROJECT MOBILIZATION/ KICK-OFF AND DATA COLLECTION

After contract award the Tetra Tech Team suggest a virtual (ZOOM, MS TEAMS) meeting in collaboration with the SBD Project Manager (PM) assigned to this effort to discuss the schedule for the combined Kick Off and data collection on site meeting.

- The Kick-Off meeting will include Tetra Tech Team's key personnel and the SBD stakeholders as identified by the SBD PM. The meeting will be planned for an on-site location at the SBD offices.
- Develop formal agenda and circulate to the planned attendees in advance.

- Present the overall work plan and schedule. The goal is to identify the SBD working group, which is made up of key stakeholders, that will make decisions and provide guidance through the SBD PM over the course of this project.
- A project collaboration site such as SharePoint will be provided as agreed upon with the SBD PM. Tetra Tech has several collaboration platforms that can be utilized for this purpose. This should be agreed on during this Kick-Off meeting as well.
- The results of this meeting will include the following:

**Deliverables:**

- Meeting Minutes.
- Working group members List
- Contact Matrix
- Overall Project Plan
- Milestones
- Schedule
- Interview Schedule
- Data collection outline

## **2.2 TASK 2 - SOFTWARE, HARDWARE REQUIREMENTS REQUIRED FOR SAFETY MANAGEMENT SYSTEMS**

Tetra Tech being a technology company with strong IT capabilities will review and evaluate the current airport authority computer hardware and software in use and make the appropriate recommendations for adopting an FAA compliant SMS software tracking program.

**Deliverables:**

- Evaluate existing computer hardware and software in use.
- Compare SMS software requirements/specifications.
- Recommend appropriate actions to transition to an SMS, Safety Hazards, Incidents, Accident Reporting Software and Database, in compliance with FAA regulations.

## **2.3 TASK 3 – GAP ANALYSIS – SAFETY MANAGEMENT PLAN (SMP) DEVELOPMENT**

The SMP will be applied to the San Bernardino International Airport. One holistic safety program, processes and procedures will be applied and adjusted to the specific environment.

For the sake of FAA reporting requirements and Part 139 compliance, the ability for the SBD to provide data and evidence of compliance will be assured throughout the SMP. The enterprise level SMP will be inclusive of the SMS components to ensure FAA regulatory compliance.

The SMP will include all the required components of a Safety Management System (SMS), which are:

- SBD Safety Policy,
- Safety Risk Management (SRM) processes and procedures,
- Safety Assurance processes and procedures,
- Safety Promotion (inclusive of a safety training plan).

This effort will include the following specific sub tasks:

### **3.1 Safety Inventory Review**

The safety inventory will be focused on the entire campus of the airport.

- Collect existing policies, procedures, regulations, actions, controls, and processes relating to safety.
- Review existing airport mandated employees and tenant safety and security training programs and requirements.
- Collect existing software systems' descriptions and their capabilities to understand software integration issues and opportunities.
  - Note: This includes all the systems which collect data and or provide an analytical function for SBD.
- Collect all existing OSHA and MOSH reports as appropriate
- Collect hazard reports, incident and accident reports, and other safety related data/information.
- Conduct a hazard survey in both the movement and non-movement areas of the Airports.
- Document the findings for later use during the Gap Analysis.

#### **Deliverable:**

- Completed safety inventory document report for all airports.

### **3.2 Safety Analysis of Existing SBD Practices**

The safety analysis will focus on the current processes and procedures across SBD. This effort will not be limited to the airfield environment and will include the entire campus of the SBD airport.

- Review existing/current airport policies and procedures regarding safety and risk mitigation.
- Review existing proactive and reactive procedures to understand how the properties are controlled, monitored, inspected, documented, and communicated. This will be inclusive of accident and incident investigations and reporting.
- Review existing proactive and historical data to understand the current state of safety performance.
- Assess SBD employee involvement in airside accident/incident investigations.
- Identify existing non-punitive and or anonymous safety reporting methods.
- Document the findings for later use during the Gap Analysis

#### **Deliverable:**

- Results and findings of the safety analysis report

---

### 3.3 Gap Analysis (Opportunity Analysis)

The Tetra Tech Team will provide the report and findings from the Gap Analysis to the SBD working group. The Gap Analysis will be based on what SBD's current safety practices and structure against the pending FAA SMS regulation and the industry best practices. The Team also refers to this as the "Opportunity" analysis given that this effort identifies those things that are currently working well at SBD and what should stay in place going forward. This sub-task answers the question as of what currently exists and what will need to be developed to comply with the pending FAA regulations for SMS.

- Prepare a Gap Analysis from the information gathered during previous tasks.
- Develop the baseline of current Airport operations.
- *Deliver* and discuss the GAP report with the SBD working group. The report will identify those practices and procedures that should be included in the SBD SMP
- Update and finalize GAP report

#### **Deliverable:**

- A Gap Analysis report
- Presentation/team meeting of the findings.

---

## 2.4 TASK 4 –DEVELOPMENT OF SMS IMPLEMENTATION PLAN FOR FAA SUBMITTAL

During this phase the Tetra Tech Team will evaluate the appropriate FAA guidance and requirements, and based on the findings of data collection from Task 1, develop the SBD SMS Implementation Plan for FAA submittal.

#### **Deliverables:**

- Draft SMS Implementation Plan
- Final SBD SMS Implementation Plan for FAA submittal

---

## 2.5 TASK 5 – DEVELOPMENT OF SMS DOCUMENTS

This task will include the development of detailed and specific recommendations for SBD's consideration pertaining to the development and implementation of an SMP. It will be important for the SBD to make decisions based on these recommendations to fully develop SMS. Wherever possible the Team will offer options and alternative recommendations as appropriate for SBD's consideration. The SMS manual will be tailored to the SBD airport and will include, in addition to the four components of SMS, the following information:

- A safety policy developed in consultation with SBD staff and a description of how it is communicated to SBD employees, airlines, and tenants.
- Identification and description of airport safety goals.
- A plan and description of employee non-punitive reporting systems.

- An organizational chart identifying the names and safety responsibilities of all key personnel, such as the following:
  - Senior management (accountable executive and responsible executive)
  - Safety Manager
  - Department heads and managers.
- Established safety committees and chairpersons
- Description of the safety risk management (SRM) process, including application of “The Five Steps of SRM,” as discussed in FAA Advisory Circular 150/5200- 37A, *Introduction to Safety Management Systems for Airport Operators*.
- Guidance on the use of SRM and trend analysis.
- Description of how the SBD Safety management will follow-up on SRM to ensure that safety mitigation strategies are appropriate.
- Defined process for documenting the results of SRM to include a description of how documents will be stored (specific databases).
- Implementation of a centralized safety reporting and data collection system with applicable processes in compliance with each Airport's SMS Manual
- A plan to integrate the tailored SMS program plan into the overall operation of the airport. (OSRM requirement)
- Recommendations concerning the confidentiality of safety reporting and hazard identification processes and procedures to promote safety awareness and participation in non-punitive reporting systems.
- Process to document and review lessons learned from within the organization.

**Deliverables:**

- Detailed list of recommendations structured to match the components of an SMS
- Completed SMP manual (overarching)
- Self and internal audit/evaluation following the methods and procedures prescribed under the Safety Assurance component of the Airport's SMS Manuals
- Analysis of the information collected through reporting, data collection systems and applicable processes.
- Integration plans of the SMS with the Airports’ current FAR Part 139 Certification processes, including the Safety Self-Inspection program

## 2.6 TASK 6 – TRAINING - SAFETY PROMOTION

The goal of a training need analysis is to establish training requirements clearly, and to establish target audiences, the specific training needs of the different audiences, and the knowledge gaps between the current and intended levels of knowledge.

Results from the training needs analysis will be used to create an SMS training plan for the organization. Employees’ roles within the SMS will determine the type of training they will receive. This will be established during the training needs analysis.

Items in a training plan will be tailored to SBD requirements and include the following:

- |  |   |
|--|---|
| ▶ Introduction to key concepts of SMS              | ▶ How to report safety incidents                    |
| ▶ Structure of the SMS within SBD organization     | ▶ How/where safety-related information is available |
| ▶ Human and organizational factors                 | ▶ Emergency procedures                              |
| ▶ Seasonal safety hazards and irregular operations | ▶ Individuals' responsibilities within the SMS      |
| ▶ Risk management                                  | ▶ Monitoring safety performance                     |
| ▶ Root cause analysis                              | ▶ Audits and investigation techniques               |

For safety promotion the Tetra Tech Team will develop a communication program which supports sharing safety information, creates awareness about the SMS and provides an avenue to gather feedback from the audience for the continuous improvement of the program and safety. Methods for communicating safety information may include safety awareness talks; safety bulletins/advisories; safety newsletters; poster campaigns; safety workshops/seminars; regular workplace meetings; and a safety website (either intranet or extranet).

TetraTech will develop and conduct appropriate training programs for the Airport Manager, Airport Authority employees, and all applicable Airport stakeholders with access to the non-movement and movement areas of the Airport, as well as a safety promotion plan consisting of the following:

- Documented processes to identify training requirements for OSHA and SMS.
- A list of those requiring SMS training, identifying what training they require based on their roles (operational personnel, managers and supervisors, Senior managers)
- A plan for employee SMS indoctrination training, which will include a training curriculum and resources
- Training schedule
- A plan to evaluate training effectiveness and the process of gaining training feedback, including usable metrics
- Training register that can be used to track course completion and achievement.
- A defined process to communicate safety policies and objectives throughout the organization. Include examples of how information will be communicated and any process for follow-up.
- Train Staff

#### **Deliverables:**

• Training Plan	• Training Syllabus
• Training Schedule	• Training tracking process-training register
• Safety Promotion Plan	• Training delivery

### 3.0 CONTRACT DELIVERABLES

Contract Reference	Deliverable	Schedule T =Award
Program Management	<ul style="list-style-type: none"> <li>Monthly reports</li> <li>Meeting agendas</li> <li>Meeting minutes</li> <li>Master Integrated Program Schedule</li> </ul>	
Task 1 Kick Off/Data Collection	<ul style="list-style-type: none"> <li>Working group members List</li> <li>Contact Matrix</li> <li>Overall Project Plan</li> <li>Milestones</li> <li>Schedule outline</li> <li>Interview Schedule</li> <li>Data collection outline</li> </ul>	<ul style="list-style-type: none"> <li>T+30</li> </ul>
Task 2 Software, Hardware requirements required for Safety Management Systems	<ul style="list-style-type: none"> <li>Evaluate existing computer hardware and software in use</li> <li>Compare SMS software requirements/specifications.</li> <li>Recommend appropriate actions to transition to an SMS, Safety Hazards, Incidents, Accident Reporting Software and Database, in compliance with FAA regulations.</li> </ul>	<ul style="list-style-type: none"> <li>T+60</li> </ul>
Task 3 GAP Analysis – Safety Management Plan Development	<ul style="list-style-type: none"> <li>Completed safety inventory document report for SBD</li> <li>Results and findings of the safety analysis report</li> <li>Gap Analysis report</li> <li>Team meeting/presentation of the findings.</li> </ul>	<ul style="list-style-type: none"> <li>T+120</li> </ul>
Task 4 Development of SMS Implementation Plan for FAA Submittal	<ul style="list-style-type: none"> <li>SBD SMS Implementation Plan for FAA submittal</li> <li>Team meeting/presentation of implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>T+150</li> </ul>
Task 5 Development of SMS Documents	<ul style="list-style-type: none"> <li>SMS Manuals for SBD airport.</li> <li>Implementation plans for the contents of the SMS Manuals.</li> <li>Completed SMP manual</li> <li>Integration plans of the SMS with the Airports' current FAR Part 139 Certification processes, including the Safety Self-Inspection program</li> </ul>	<ul style="list-style-type: none"> <li>T+210</li> </ul>
Task 6 Training - Safety promotion	<ul style="list-style-type: none"> <li>Training Plan</li> <li>Training Schedule</li> <li>Safety Promotion Plan</li> <li>Training Syllabus</li> <li>Training tracking process-training register</li> <li>Training delivery</li> </ul>	<ul style="list-style-type: none"> <li>T+270</li> </ul>
Close out		<ul style="list-style-type: none"> <li>T+300</li> </ul>



## Cost Summary

### Travel Cost:

Task	number days on site	Number People	Name of Expense	Cost
KO & Gap Data Collection	5	3	Airfare, Hotel, per diem, transportation	\$ 5,306.70
Training	5	3	Airfare, Hotel, per diem, transportation	\$ 5,306.70
Follow-up/Closure	3	2	Airfare, Hotel, per diem, transportation	\$ 2,924.10
<b>Total</b>				<b>\$ 13,537.50</b>

### Labor Cost:

Labor	Total per phase
Project Kick Off & Data Collection	\$ 41,310.63
Gap Analysis	\$ 40,025.07
Software, Hardware Requirements	\$ 8,347.91
Develop SMS Implementation Plan	\$ 28,317.80
Develop SMS Documents	\$ 29,403.66
Training & Safety Promotion	\$ 44,625.93
<b>Total Labor</b>	<b>\$ 192,031.01</b>

### Total Estimate

**\$ 205,568.51**



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

**DATE: April 26, 2023**

**ITEM NO: 9**

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

**SUBJECT: APPROVE CHANGE ORDER NO. 4 WITH GOSS CONSTRUCTION COMPANY, INC. IN AN AMOUNT NOT TO EXCEED \$36,124.39 FOR THE RUNWAY 6/24 JOINT AND SPALL REPAIR PROJECT; APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THIS CONTRACT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS**

### **SUMMARY**

Change Order No. 4 includes the time impacts caused by late aircraft departures during the Runway 6/24 Joint and Spall Repair Project, and additional quantities of concrete spall repairs and runway pavement markings necessary to complete this project in conformance with Federal Aviation Administration (FAA) requirements. Pending approval of Change Order No. 4, the construction contract with Goss Construction Company, Inc. will be complete and staff will file a Notice of Completion and release retained funds to close out this construction contract.

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

Approve Change Order No. 4 with Goss Construction Company, Inc. in an amount not to exceed \$36,124.39 for the Runway 6/24 Joint and Spall Repair Project; and approve the filing of a Notice of Completion and release of retained funds for this contract; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None. In the event that Change Order No. 4 is approved, the new contract amount would be \$4,110,366.88, which would not require an adjustment to the approved Fiscal Year 2022-2023 Budget in the Capital Project Fund, Account 52603 - Runway Joint Seal Project in the amount of \$4,220,512.00.

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

## **BACKGROUND INFORMATION**

On November 24, 2021, the San Bernardino International Airport Authority (SBIAA) Commission authorized the award of a contract with Goss Construction Company, Inc. for the Runway 6/24 Joint and Spall Repair Project. This project provided for the re-construction of expansion joints between each of the concrete panels throughout the runway. The project included repair of minor concrete spalls prior to re-constructing the expansion joints, and re-painting the runway upon successful completion of the joint and spall repair work.

This construction contract was primarily funded through two grants awarded to SBIAA, that included: up to 90% of eligible contract costs funded through the Federal Aviation Administration's (FAA's) Airport Improvement Program (AIP), and a congressional grant awarded through the Bipartisan Infrastructure Law (BIL) in the amount of \$1,000,000. The remaining 10% of the AIP grant was funded from SBIAA's Capital Projects Fund.

During the course of construction, there were unforeseen events that increased the amount of the contract. Below is the breakdown:

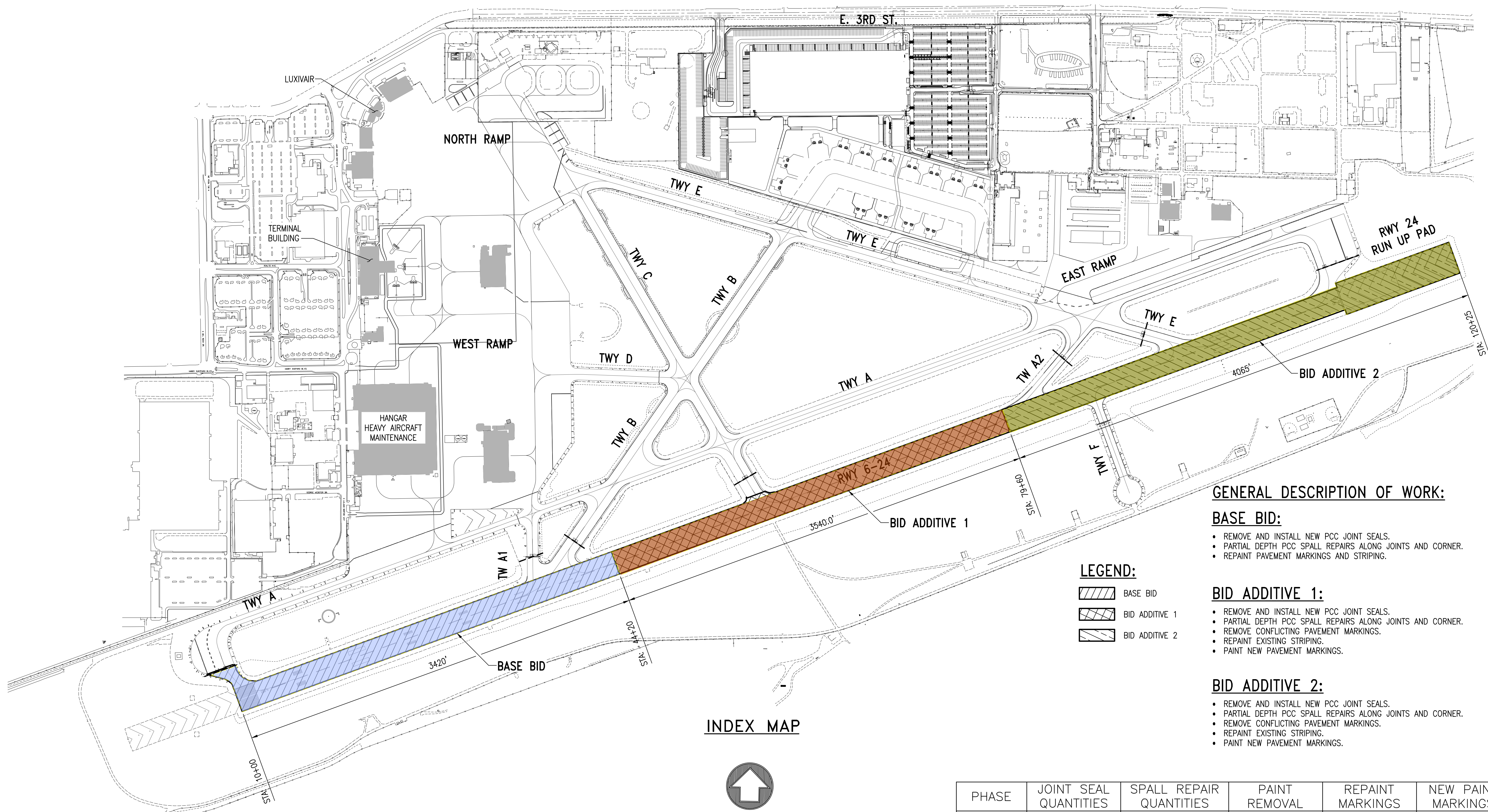
- Original Contract Amount:	\$ 3,834,388.40
- Executed Change Order No. 1:	(5,500.95)
- Executed Change Order No. 2:	91,478.41
- Executed Change Order No. 3:	153,876.63
- Proposed Change Order No. 4:	<u>36,124.39</u>
- Final Contract Amount:	<u>\$ 4,110,366.88</u>

Pending approval of Change Order No. 4, the construction contract will be complete. Staff recommends the Commission approve the above recommended action.

### **Attachments:**

1. Site Map
2. Proposed Change Order No. 4





**GENERAL DESCRIPTION OF WORK:**

**BASE BID:**

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

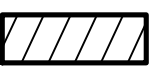
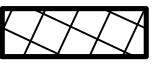

**BID ADDITIVE 1:**

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

**BID ADDITIVE 2:**

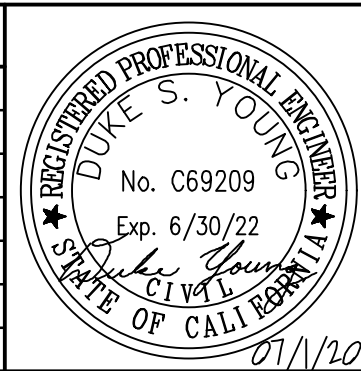
- REMOVE AND INSTALL NEW PCC JOINT SEALS.
- PARTIAL DEPTH PCC SPALL REPAIRS ALONG JOINTS AND CORNER.
- REMOVE CONFLICTING PAVEMENT MARKINGS.
- REPAINT EXISTING STRIPING.
- PAINT NEW PAVEMENT MARKINGS.

**LEGEND:**

-  BASE BID
-  BID ADDITIVE 1
-  BID ADDITIVE 2

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

MARK	REVISIONS	BY	APPR.	DATE



PREPARED BY  
**AECOM**  
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ORANGE, CALIFORNIA 92668  
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F: 714.567.2729  
www.aecom.com



SAN BERNARDINO  
INTERNATIONAL AIRPORT AUTHORITY  
APPROVED BY:  JULY 2020  
DATE  
APPROVED BY: \_\_\_\_\_ DATE

SAN BERNARDINO INTERNATIONAL AIRPORT  
RUNWAY 6-24  
JOINT AND SPALL REPAIR PROJECT  
OVERALL PROJECT PLAN

DATE	JULY 1, 2020
DRAWING NUMBER	C-101
SHEET NUMBER	5 OF 23





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



**Change Order 4 to Contract:** Runway 624 Joint and Spall Repair Project, dated May 25, 2022 by and between: San Bernardino International Airport Authority (Agency), and Goss Construction Company Inc. (Contractor), the Contractor is hereby directed to make the following change in contract work:

ITEM	DESCRIPTION OF CHANGES	TYPE	AMOUNT
4-1	Striping Reconciliation Overrun	Add	\$2,712.47
4-2	Spall Repair Overrun	Add	\$15,684.66
4-3	Delays due to late Take Off and Arrivals	Add	\$17,727.26
	<b>Total Cost Change Order 4.</b>	Add	<b>\$36,124.39</b>

<b>Original Contract Amount:</b>	<b>\$ 3,834,388.40</b>
<b>Previously Approved Change Order No. 1:</b>	<b>\$ 5,500.95</b>
<b>Previously Approved Change Order No. 2:</b>	<b>\$ 91,478.41</b>
<b>Previously Approved Change Order No. 3:</b>	<b>\$ 153,876.63</b>
<b>Proposed Change Order No. 4:</b>	<b>\$ 36,124.39</b>

**New Contract Amount:                   \$ 4,110,366.88**

**ACCEPTANCE:**

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

Accepted by Contractor \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Agency \_\_\_\_\_

Date: \_\_\_\_\_



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

**DATE: April 26, 2023**

**ITEM NO: 10**

**PRESENTER: Mark Gibbs, Director of Aviation**

**SUBJECT: CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM FIRST QUARTER 2023 REPORT**

### **SUMMARY**

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

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

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

Consider and discuss the SBD Good Neighbor Program quarterly report.

### **FISCAL IMPACT**

None.

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

**BACKGROUND INFORMATION**

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

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

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

For informational and discussion purposes.

**Attachments:**

1. Good Neighbor Program 2023 Q1 Report



# San Bernardino International Airport

Quarterly Report: April 2023





# Program Components

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



## COMMUNITY OUTREACH

Presentations, reports to jurisdictions, communications efforts



## EDUCATION

Use website to provide information, explanatory videos



## COMMUNICATIONS

Reports to the Board, e-newsletter, social media



## GAIN FEEDBACK & LISTEN

Noise comment and general feedback forms



## PHONE

Dedicated noise hotline



## EMAIL

[sbdgoodneighbor.com/contact-us/](http://sbdgoodneighbor.com/contact-us/)

# San Bernardino International Airport Good Neighbor Program

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

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

A program update follows.



**COMMUNITY OUTREACH**



**RECEIVE FEEDBACK**



**EDUCATE THE REGION**



**PROVIDE CONSISTENT  
REPORTING**

# San Bernardino International Airport Good Neighbor Program

## Notable developments for 1Q23:

- Published *Good Neighbor News* Winter 2023 newsletter, shared individual articles and promoted subscriptions
  - Continued increase in subscribers since 4Q22
- Shared SBD's contributions to supporting the emergency response to those stranded by record snow levels in the San Bernardino mountains
- Informed community about SBD partners' developments: expanded airline service, MROs and the museum's 10th anniversary celebration, and
- Amplified Congressman Aguilar's announcement of \$3M in federal funding for the IVDA to improve 3rd Street.



sbairport

...



68 likes

**sbairport** WINTER WEATHER WIN 🏔️ SOS :  
@Flysbid - San Bernardino International Airport - SBD is one of many organizations supporting the emergency response to those stranded by record snow levels in the San Bernardino mountains.

Delivery of food and essential supplies are being coordinated at the Airport through the California Disaster Airlift Response Team (#CalDart) and volunteers.

# Social Media - Strategy

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

## Follow Us



**Committed to  
Being a Good Neighbor**

# Disclaimer: SBD Good Neighbor Program

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

# Introduction

Quarterly Report April 2023



**TOTALS & TRENDS**



**COMMENTS YEAR-TO-DATE**



**COMMENT BREAKDOWN**



**COMMENT MAP**

# January 2023

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A first look at the first month of the quarter.

**1 noise comments**

**- Filed by 1 household**

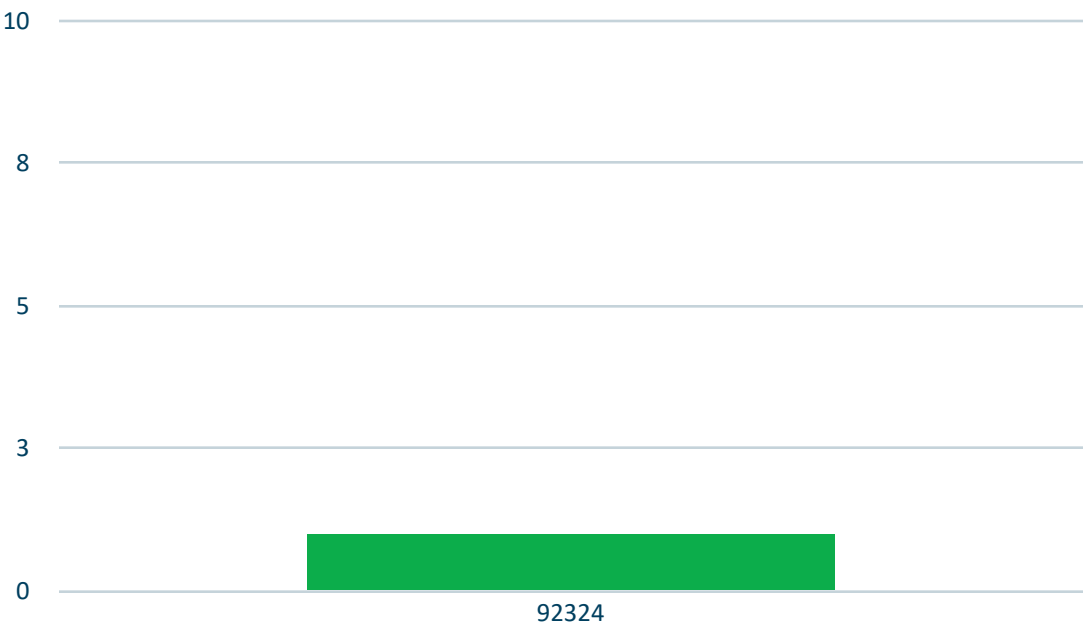
# Comments in January

SBD International Airport

January 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92324	Colton	1	1	1.0
TOTALS		1	1	1.0

Area Ranking by Zip Code (All)



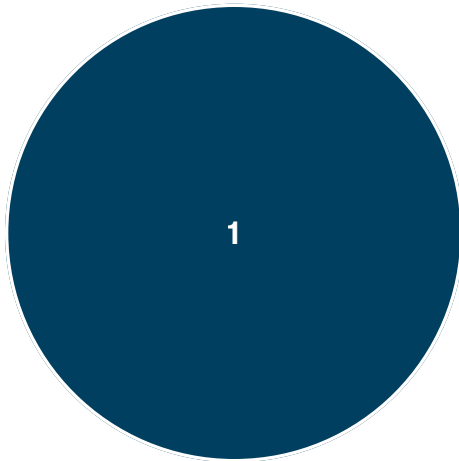


# Comment Breakdown

SBD International Airport

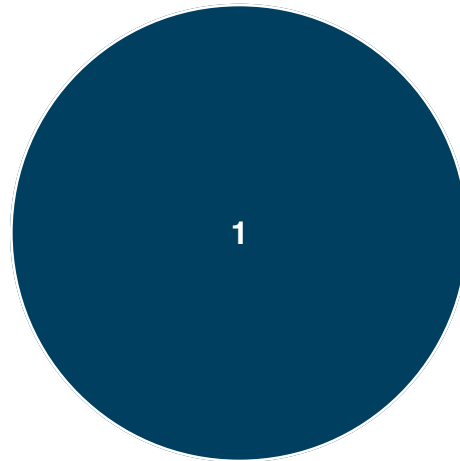
January 2023

## Comments by Aircraft Category



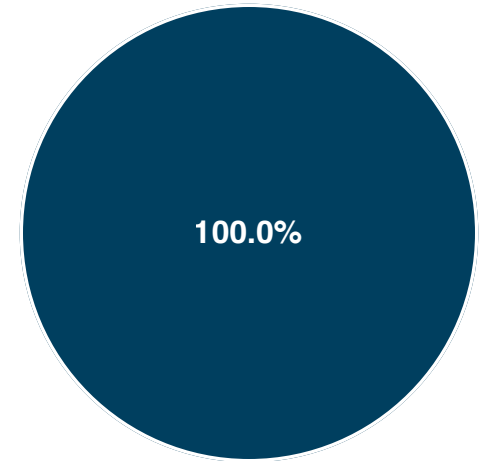
- Unknown

## Comments by Concern



- Unusually loud

## Filing Method



- Web form

# February 2023

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A first look at the second month of the quarter.

**8 noise comments**

**- Filed by 4 households**

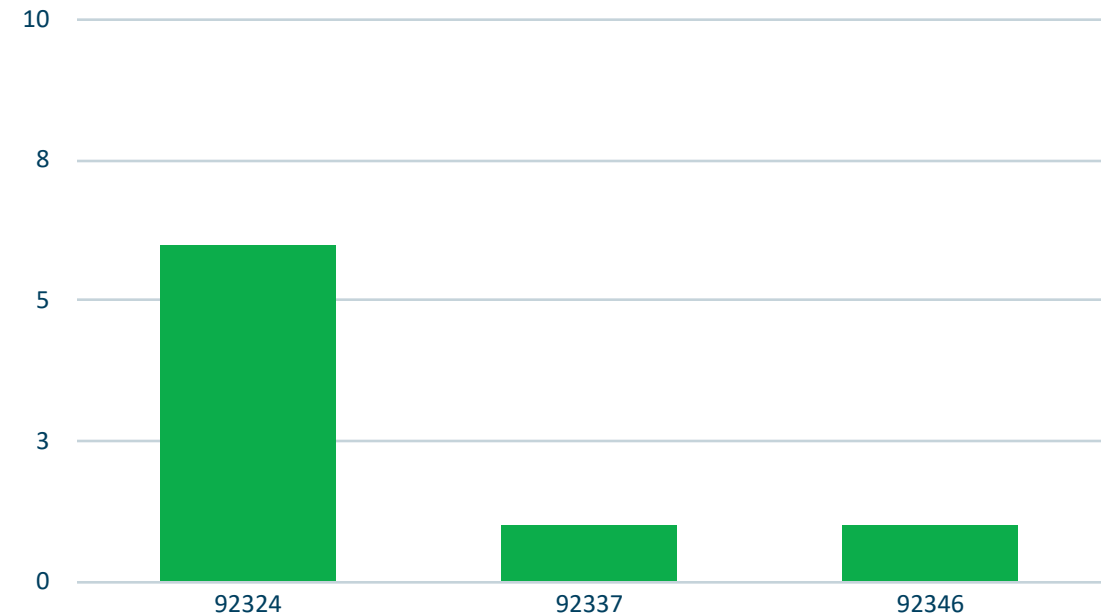
# Comments in February

## SBD International Airport

February 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92324	Colton	6	2	3.0
92337	Fontana	1	1	1.0
92346	Highland	1	1	1.0
TOTALS		8	4	2.0

Area Ranking by Zip Code (All)

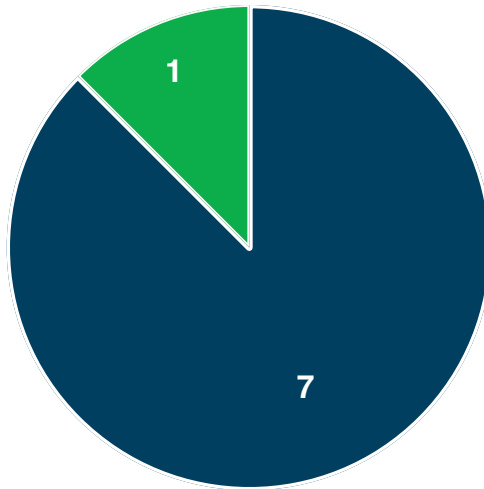


# Comment Breakdown

SBD International Airport

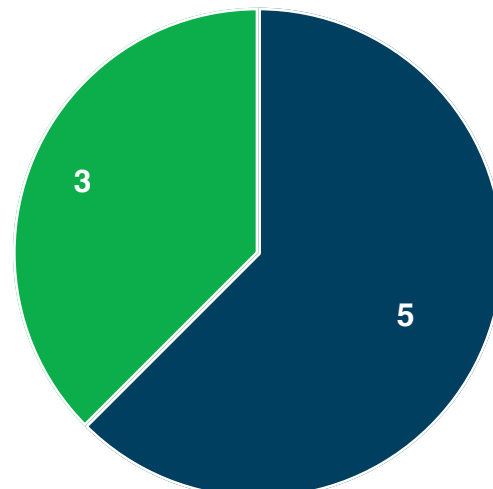
February 2023

Comments by Aircraft Category



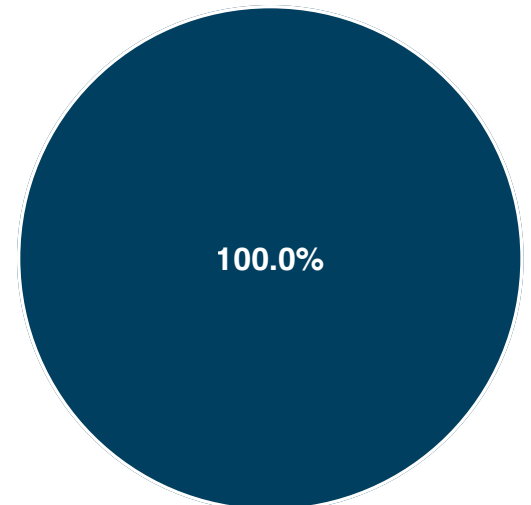
● Jet ● Unknown

Comments by Concern



● Flying over home ● Late night/early morning

Filing Method



● Web form

# March 2023

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A first look at the last month of the quarter.

**28 noise comments**  
**- Filed by 9 households**

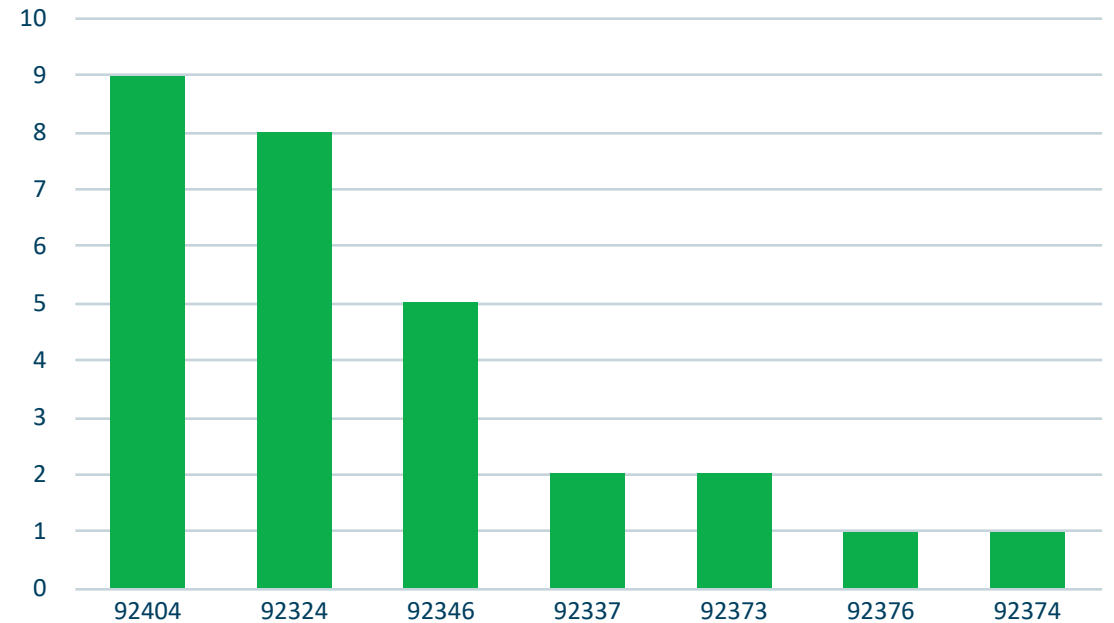
# Comments in March

## SBD International Airport

March 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92404	San Bernardino	9	1	9.0
92324	Colton	8	1	8.0
92346	Highland	5	3	1.7
92337	Fontana	2	1	2.0
92373	Redlands	2	1	2.0
92376	Rialto	1	1	1.0
92374	Redlands	1	1	1.0
TOTALS		28	9	3.1

Area Ranking by Zip Code (All)

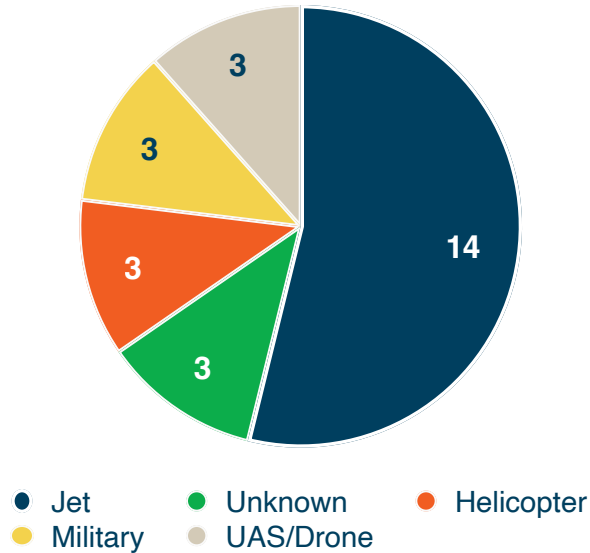


# Comment Breakdown

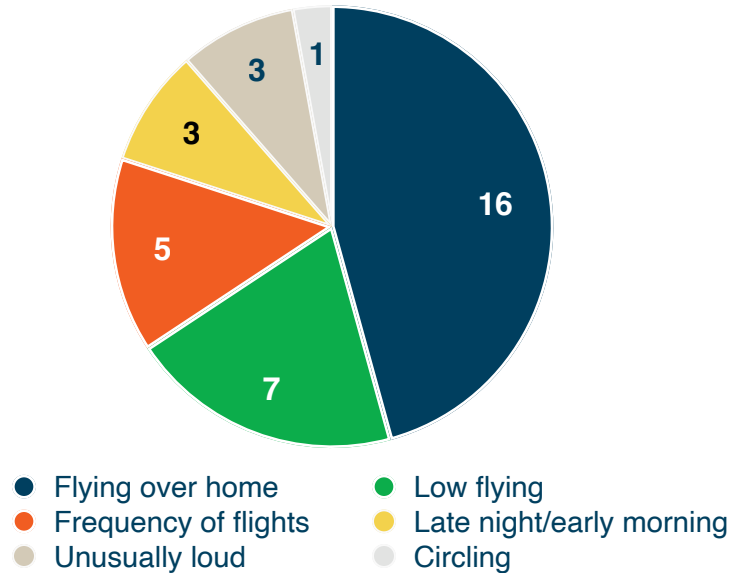
SBD International Airport

March 2023

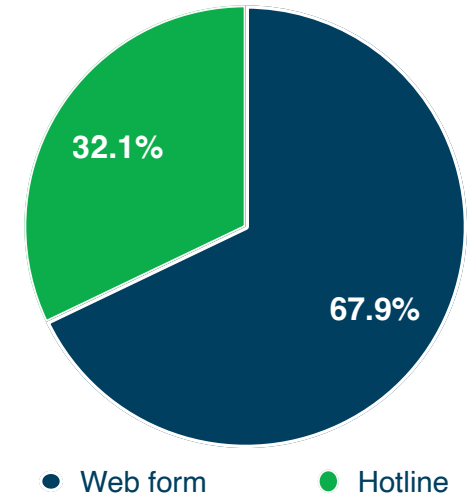
## Comments by Aircraft Category



## Comments by Concern



## Filing Method



# TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport decreased in 1Q23, YoY, despite:

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



# Totals & Trends

## SBD International Airport

January – March 2023

10

Distinct households  
filed aircraft noise  
comments this  
quarter.

37

Noise comments  
received from those  
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92324	Colton	15	2	7.5
92404	San Bernardino	9	1	9.0
92346	Highland	6	3	2.0
92337	Fontana	3	1	3.0
92373	Redlands	2	1	2.0
92376	Rialto	1	1	1.0
92374	Redlands	1	1	1.0
TOTALS		37	10	3.7

# Totals & Trends

## SBD International Airport

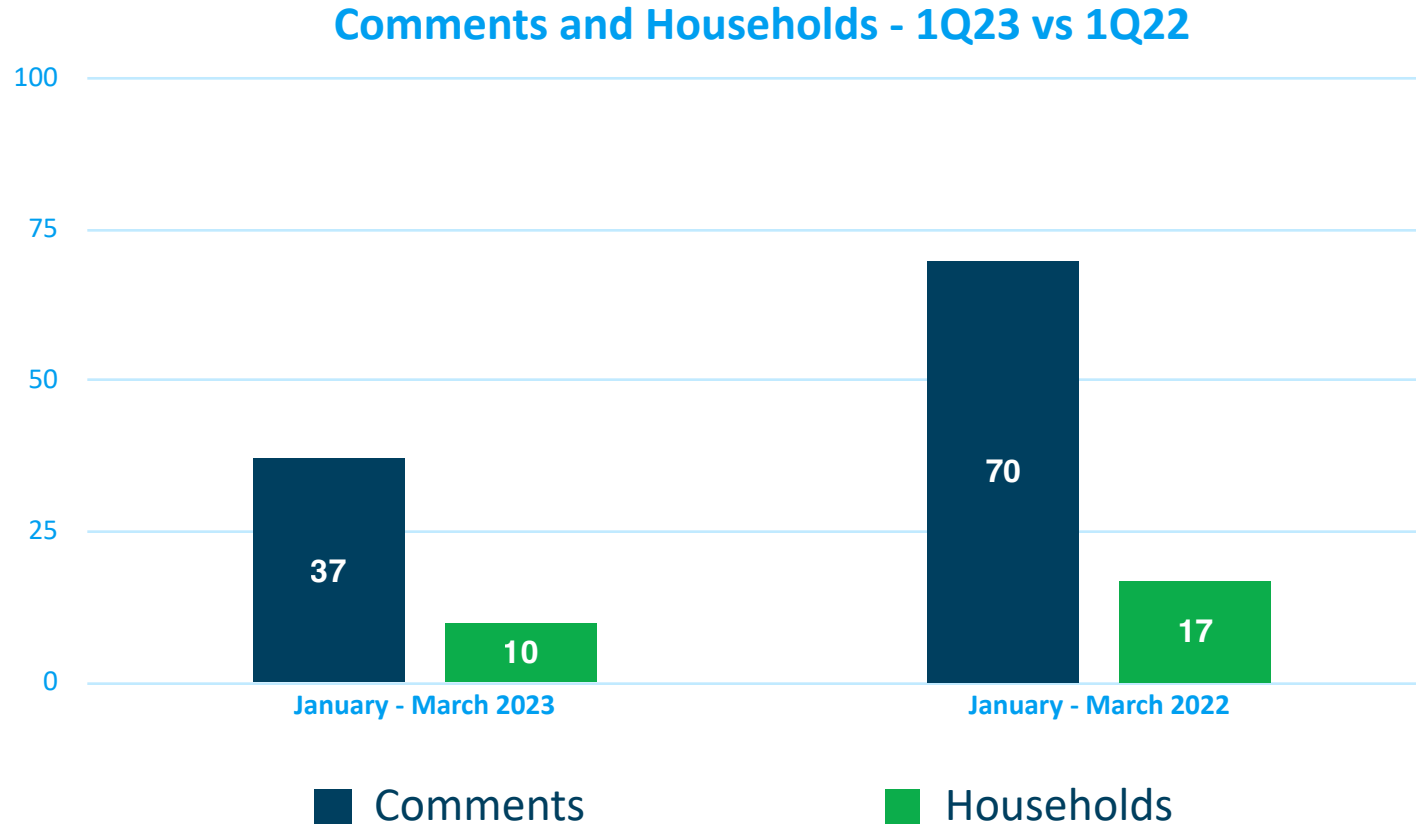
January – March 2023

### Top 5 Commenters - 1Q23

RANK	HOUSEHOLD ID	CITY	NUMBER OF COMMENTS
1	R217	Colton	13
2	H189	San Bernardino	9
3	G183	Highland	4
4	M216	Fontana	3
5	B218	Redlands	2
TOTALS			31

# Totals & Trends

## SBD International Airport 1Q YoY Trends



# COMMENT BREAKDOWN

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

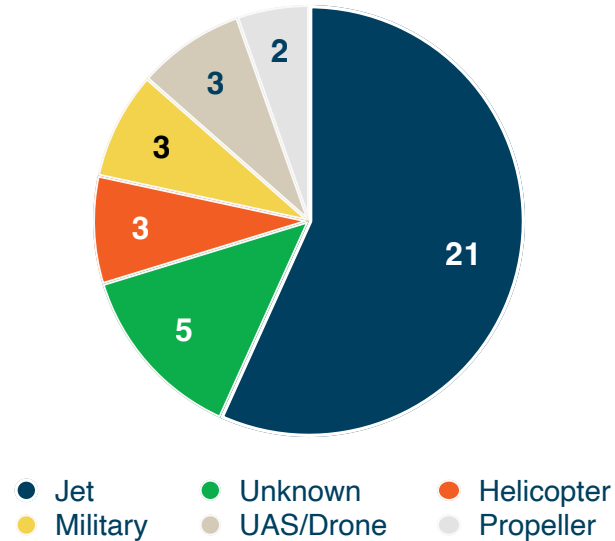
**Most people are  
concerned about an  
airplane's proximity  
to their home.**

# Comment Breakdown

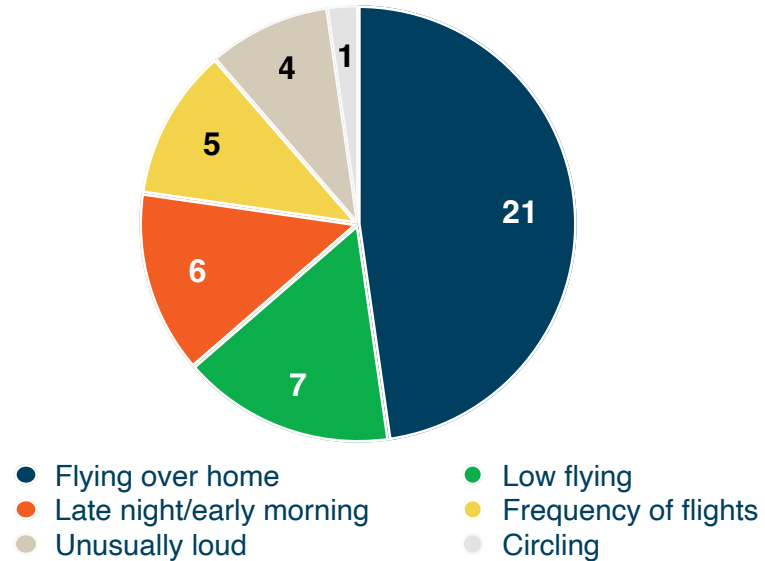
## SBD International Airport

January – March 2023

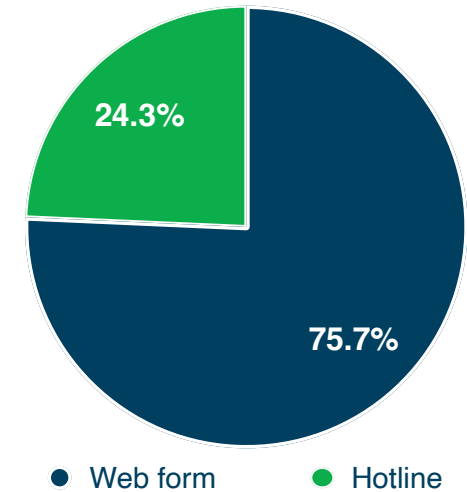
### Comments by Aircraft Category



### Comments by Concern



### Filing Method



# Comment Breakdown

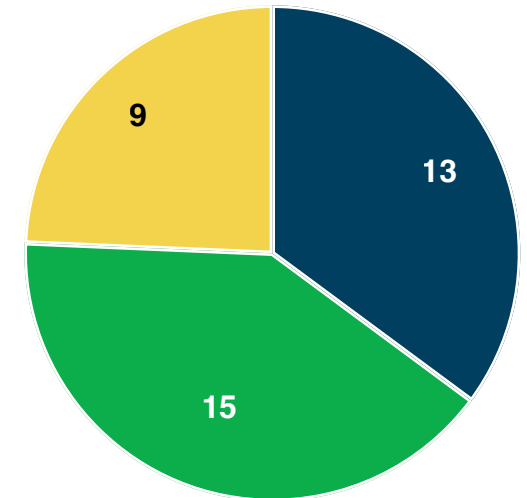
## SBD International Airport

January – March 2023

COMMENT BY CONCERN	MENTIONS
Flying over home	21
Low flying	7
Late night/early morning	6
Frequency of flights	5
Unusually loud	4
Circling	1

AIRCRAFT CATEGORY	MENTIONS
Jet	21
Unknown	5
Helicopter	3
Military	3
UAS/Drone	3
Propeller	2

### Response Requested



● Yes ● No ● Unspecified

# COMMENT MAP

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A look at where the comments originate.

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

# Comment Map

## SBD International Airport

January – March 2023

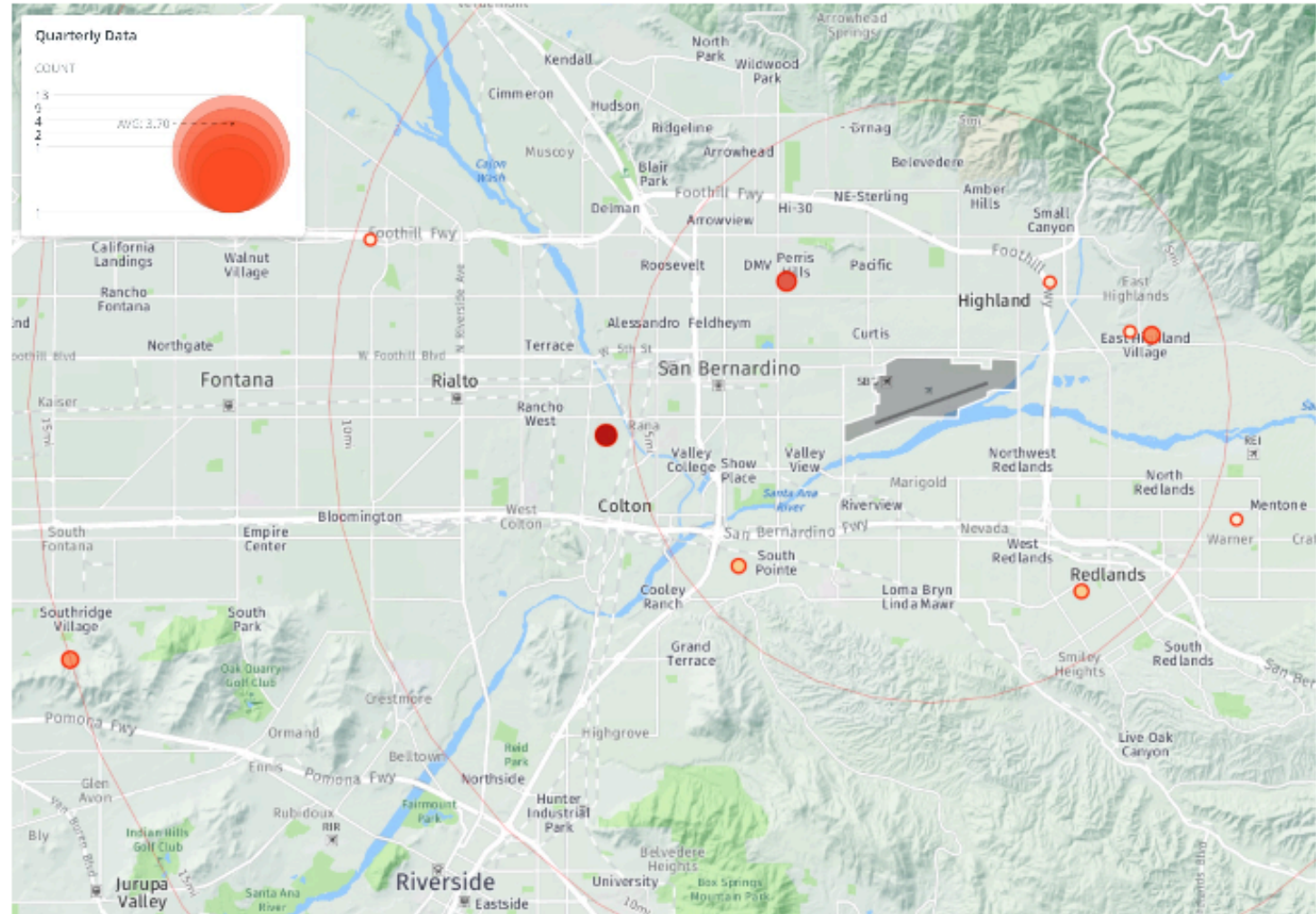
10

Distinct households  
filed aircraft noise  
comments this  
quarter.

37

Noise comments  
received from those  
households.

### Comment Map: January - March 2023



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



# Final Thoughts

## 1Q23 vs. 4Q22 (QoQ):

Noise comments increased.

Number of households filing decreased.

## 1Q23 vs. 1Q22 (YoY):

Noise comments decreased.

Number of households filing decreased.

## **YoY noise comments decrease attributed to:**

- Ongoing community information and engagement about aircraft operations at SBD.

\*\*\*

## **The Good Neighbor Program is an important community resource:**

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





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

**DATE: April 26, 2023**

**ITEM NO: 11**

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

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

### **SUMMARY**

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

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

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

### **FISCAL IMPACT**

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

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

**BACKGROUND INFORMATION**

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

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

For review and discussion.

**Attachments:**

1. SBIAA Action Plan

# June 30, 2023 – Airport Focal Areas



Ensure Operational & Financial Stability

Stabilize Revenue Streams & Sources

Good Neighbor Program

Airport Outreach:

Business Retention & Expansion

Solar Project

Runway Repair Project

Grant Programs & Initiatives

International Trade

San Manuel Development



# San Bernardino International Airport Authority

## Action Plan for SBIAA (6/30/23)

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

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

# SBIAA Near-Term Action Plan – Implementation



April, 2023

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure

Review Operational Plans

Runway & Taxiway Improvements

Implement New Operational Software

Complete 2022/23 Airport Marketing Efforts & Initiatives

Air Passenger Service

International Trade  
Legislative Program