

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, JULY 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 & 2013 Keene Circle, Spring Hill, TN 37174 (via Zoom)



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

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor Pro Tem, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Helen Tran

Mayor, City of San Bernardino

Theodore Sanchez

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Phillip Dupper

Mayor, City of Loma Linda

Joe Baca, Jr.

Supervisor, County of San Bernardino

Larry McCallon

Mayor, City of Highland

Fred Shorett

Mayor Pro Tem, City of San Bernardino

John Echevarria

Councilmember, City of Colton

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

ORDER OF BUSINESS – CLOSED SESSION

This meeting of the governing 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: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
- b. Conference with legal counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation – one case.

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#: 007]

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#: 015]**

H. **COMMISSION CONSENT ITEMS**

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

3. Register of Demands for July 26, 2023
[PRESENTER: Mark Cousineau; PAGE#: 016]
4. Receive and file Treasurer's Report for May 31, 2023 for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 022]
5. Approve Meeting Minutes: June 28, 2023
[PRESENTER: Jennifer Farris; PAGE#: 025]

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.

6. Conduct elections of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 26, 2023 through June 30, 2024
[PRESENTER: Scott Huber; PAGE#: 033]
7. Consider and discuss a potential change of the regularly scheduled Commission meeting time
[PRESENTER: Scott Huber; PAGE#: 041]
8. Consider and adopt proposed budget adjustments for Fiscal Year 2023-2024
[PRESENTER: Mark Cousineau; PAGE#: 043]
9. Approve award of a multi-year contract with ADT LLC in an amount not to exceed \$81,792.00 for fire alarm and burglar alarm monitoring services
[PRESENTER: Jonathan Galvan; PAGE#: 046]

10. Approve Nuckles Oil Company, Inc. dba Merit Oil Company as the service provider of gasoline and red-dye diesel fuels in an amount not to exceed \$500,000.00 during Fiscal Year 2023-2024
[PRESENTER: Jonathan Galvan; PAGE#: 071]
11. Approve a service agreement with Sysco Riverside, Inc. in an amount not to exceed \$75,000 for food, supply, beverage, and delivery services
[PRESENTER: Wendy McConaughey; PAGE#: 073]
12. Consider and discuss the SBD Good Neighbor Program Second Quarter 2023 Report
[PRESENTER: Mark Gibbs; PAGE#: 080]
13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2023
[PRESENTER: Michael Burrows; PAGE#: 108]

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, August 23, 2023.

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

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
9.	<u>ADT LLC</u> Tom Uhall, CEO William Rickard, Branch General Manager Jason Olson, Sales Manager	None.
10.	<u>Nuckles Oil Company, Inc. dba Merit Oil Company</u> Ronald Nuckles, President	None.
11.	<u>Sysco Riverside, Inc.</u> Saul Adelsberg, President Joey Joy, CFO Kevin Rosamilia, Vice President, Sales Mario Sanchez, District Manager Sal Carmona, Marketing Associate	None.
12.	<u>Aviatrix Communications, LLC</u> 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>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 26, 2023</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

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


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>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 26, 2023</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR JULY 2023

SUMMARY

SBIAA's Register of Demands for June 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 June 2023. The total of the register is \$10,477,273.67.

Fuel: Titan Aviation Fuels was paid \$6,982,988.46 for aviation fuel to resell at the Luxivair-SBD. Merit Oil Co. was paid \$24,340.31 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: No disbursements for employee benefits issued this month.

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 \$134,154.23.

Capital Projects Cost: Aecom Technical Services Inc., Aviation Striping Inc., CJMC Holdings LLC, Goss Construction Company Inc., and Jergensen Construction Inc., were paid a total of \$329,316.99.

Professional Services: Allawos & Company; Aviatrix Communications LLC; Boston Fox Tigue International LLC.; David Turch and Associates; Imagine Systems Inc; LSA Associates Inc.; Ludwig Engineering Associates Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP.; and Zenaida Global were paid a total of \$149,574.42.

Attachments:

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

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
7/26/2023

Line	Company Name	Description	AP Register
1	# 1 Son Plumbing	Plumbing repairs and materials	
2	A/C Mechanical Inc.	HVAC system maintenance and repairs	745.57
3	ADT LLC	Burglar and fire alarm monitoring	2,896.86
4	Aecom Technical Services Inc.	Taxiway Shoulder Improvement and Runway Joint and Spall Repair-projects construction management services	93,715.53
5	Airport Council International	Dues for FAA reauthorization special fund	268.00
6	Airwave Communications	Motorola Avtec System & Installation replaces failed communication console system	1,469.42
7	Allawos & Company	Professional consulting services-solar and green energy services	1,237.50
8	Allison Mechanical Inc.	HVAC maintenance and repairs	1,922.00
9	Amazon Capital Services Inc.	Purchases of supplies and goods	1,599.36
10	American Rental Inc.	Equipment rental and tools	283.50
11	Amtech Elevator Services	Unplanned maintenance and repairs for elevators & escalators-terminal - Bldg. 673	35,190.00
12	Aviation Striping Inc.	Leland Norton speed bumps and striping project	1,361.90
13	Aviatrix Communications LLC	Professional marketing services, advertising and Good Neighbor program	75,668.28
14	Board Members	Director fees	150.00
15	Boston Fox Tigue International LLC	Marketing services	21,946.47
16	Burrtec Waste Industries Inc.	Trash removal services	1,425.01
17	C & A Janitorial Services	Janitorial services	28,549.72
18	Cal Stripe Inc.	Runway rubber removal and restriping	15,950.00
19	CECD, Inc.	Electrical engineering renewal & design for charging projects	450.00
20	CED-Consolidated Electrical Distributor	Electrical repairs and supplies	73.28
21	Cintas Uniforms	Uniform and rug services	6,465.37
22	City of SB Water Department	Water and sewer services	14,146.03
23	CJMC Holdings LLC	Professional services - capital project management services	4,500.00
24	Dan Blum	Reimbursement for BSIS arms qualifications and range fees	120.92
25	Dans Lawnmower Center	Small equipment repairs and landscape supplies	1,573.17
26	David Turch and Associates	Professional services agreement - lobbying services	10,000.00
27	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,476.25
28	Dibs Safe & Lock Service	Rekeys, duplicate fees, cylinders and hardware installed	48.06
29	East Valley Water District	Water service	81.06
30	Encore Lighting Inc.	Light bulb and ballast replacements	210.65
31	Environmental Management Technologies	Disposal of hazardous & non-hazardous waste	2,854.28
32	Ernie's Auto Interior	Upholstery repairs & service-fuel trucks fleet equipment	350.00
33	Event Design Lab	Live streaming services	800.00
34	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	2,624.28
35	Express Quality Car Wash	Security department fleet vehicle car washes	306.83
36	FedEx	Courier services	99.96
37	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
38	Frontier Communications Corporation	Telephone services	4,743.43
39	GMSTEK LLC	Monthly subscription fee for point of sale system	2,172.18
40	Goss Construction Company Inc.	Runway joint & spall repair project	224,922.80
41	Grainger	Parts and supplies for building repairs	1,470.72
42	Granite Telecommunications	Telephone services	4,906.34
43	Green Facility Cleaning LLC	Solar panel cleaning-terminal	3,495.00
44	ID Supply	Badging supplies security department	4,729.77
45	Imagine Systems Inc.	Professional consulting services	6,011.19
46	Inland Overhead Door	Preventative maintenance for hangar doors	4,185.00
47	Inland Valley Development Agency	Due to from payroll and benefits	2,477,051.60
48	Jackhammer Movement Inc.	Phase 2 route promotion advertising & marketing	10,523.98
49	JBT AeroTech Airport Services	Routine service for PBB at terminal maintenance	44,015.47
50	Jergensen Construction Inc.	City Creek bypass channel maintenance & repairs phase 1 project	4,816.76
51	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	396.50

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
7/26/2023

Line	Company Name	Description	AP Register
52	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	296.46
53	Kona Ice	Employee engagement event	355.00
54	LSA Associates Inc.	Professional Wildlife Biologist services	24,477.86
55	Ludwig Engineering Associates Inc.	Professional engineering services	202.50
56	Mackinac Software LLC	AWOS weather reporting system service	89.00
57	Merit Oil Company	Fuel inventory for fleet operations	24,340.31
58	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	9,205.62
59	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20
60	Nutrien AG Solutions Inc.	Herbicides, pesticides and insecticides-airfield maintenance	3,637.00
61	Parts Authority Metro LLC	Vehicle parts and service supplies	9,250.17
62	Peter S. Watson	Featured speaker reimbursement for World trade Week Conference at Bear Springs Hotel - lodging and ground transport	1,659.70
63	Pete's Road Service Inc.	Vehicle repairs and parts	5,805.68
64	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and	463.51
65	PlaneNoise Inc.	Noise complaint program	1,287.50
66	Precision Powder Coating	Power coat railing for BHS Bldg. 673	100.00
67	Prestige Golf Cars	Two 2023 Cushman hauler Pro X-s passenger electric utility cart	36,091.74
68	ProDIGIQ Inc.	Customized management software system and software customized fee for Dig Alert	15,430.00
69	RDO Equipment Co	John Deere parts & service	62.08
70	Redlands Community News	Advertising in support of SBIAA	2,170.50
71	Refrigeration Control Company Inc.	Maintenance for 2 ice machines -FBO lobby	298.75
72	Richard Fajardo	Boot reimbursement	130.49
73	Right Energy Group	Professional agreement for Green Energy Programs	7,914.80
74	San Bernardino Paint	Paint and painting supplies-Bldg. 673	59.76
75	SITA Information Networking Computing USA	Network equipment to upgrade hardware, software & platform for CUTE systems	1,358.43
76	SKIDATA Inc.	Parking ticket roll replacement for parking system	606.02
77	South Coast AQMD	Generator and storage permit fees	306.46
78	Southern California Edison	Electric power	101,465.78
79	Southern Computer Warehouse Inc.	Replacement battery cartridge for UPS supporting core switch	1,178.87
80	Staples Contract & Commercial LLC	Office supplies	4,586.49
81	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	4,779.27
82	The Gas Company	Gas services	370.36
83	The Pitney Bowes Reserve Account	Postage fees	212.37
84	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	6,982,988.46
85	Trilogy Medwaste West LLC	Waste disposal service for international flights	1,191.94
86	Underground Service Alert Of Southern Cal	Notification system for underground utilities	45.00
87	UniFirst	First aid kit refills and replace AED units	114.06
88	United Site Services	Fence rental Bldg. 759 parking lot	423.37
89	US Custom & Border Protection	Customs contract and inspection fees	2,998.32
90	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	4,449.18
91	Verizon Wireless	Wireless phone services	2,522.04
92	VFS Fire & Security Services	Recurring / unplanned maintenance, repairs & inspections-pump house	5,426.07
93	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies,	53,969.16
94	Western Exterminator Company	Pest control services	255.65
95	Wintrust Specialty Finance	Monthly lease payment	6,613.09
96	Zenaida Global	Professional service agreement for FBO Business Development	825.00
	Total		\$ 10,476,353.46

Visa Breakdown
June 2023
SBIAA

Line	Description	Vendor	Dept.	Amount
1	Hospitality dinner for World Trade Week Speakers	Yaamava Resort and Casino	Admin	321.00
2	Registration for ACI Jumpstart Conference 06/2023 Milwaukee WI.-M. Burrows	Airports Council International	Admin	1,650.00
3	Business lunch meeting with AeroPro-M. Burrows	Outback	Admin	73.39
4	Office 365 licensing-Basic	www.office.com	COB	712.50
5	Office 365 licensing-Standard	www.office.com	COB	220.00
6	Office 365 licensing-Premium	www.office.com	COB	524.57
7	SSL certificate for WWW.sbiaa.org-website security	www.digicert.com	COB	289.00
8	Web Domains www.networksolutions.com	Cal Card-US Bank Government Services	COB	367.77
9	Hospitality supplies for employee retirement education meeting	Sams Club	HR	116.70
10	TV satellites subscription for Customs office	Dish Network	HR	100.70
11	New hire drug screening	Exam Professionals	HR	100.00
12	New hire background screening	Checkr Inc.	HR	345.45
13	Membership fees reimbursement	Amazon Prime	Maint	(16.30)
14	Fuel Truck Repairs and Maintenance-Pressure sensor for 5K fuel truck	Colton Truck Terminal	Maint	79.81
15	Moisture Kit repair-Bldg.763 compressor #1	Ingersoll Rand Company Industrial Tech	Maint	2,201.84
16	Airport Security Coordinator (ASC) training course for TSA A. Zapata and E. Estrada SSI-Safety & Security Instruction	Airport Training On Demand	OPS	990.00
17	Shop tools for Fleet department	Harbor Freight	OPS	765.52
18	M. Gibbs marketing lunch meeting with Adrian and Amber	BJ's Restaurant	Admin	68.89
19	Cable TV - FBO annual movie subscription for theater	Netflix	FBO	19.99
20	Cable TV - Satellite subscription-FBO	Dish Network	FBO	147.59
21	Floral arrangements for Luxivair SBD's 10 year anniversary event	Bouquet Florist	FBO	1,704.75
22	Shipping courier services	FedEx	FBO	16.95
23	Mothers Day marketing giveaway floral arrangements - FBO	Blossom Flower delivery	FBO	102.40
24	Uniforms for CSR's	Cintas Uniforms	FBO	122.76
25	Fuel to be used for crew cars-FBO	Chevron	FBO	46.29
26	Fuel to be used for crew cars-FBO	Chevron	FBO	8.00
27	Fuel to be used for crew cars-FBO	Chevron	FBO	13.00
28	Beverages and misc. items needed for Luxivair SBD's anniversary event	Costco	FBO	362.42
29	Decorations for Luxivair anniversary event	What A Hoot	FBO	495.00
30	Catering services for Luxivair SBD's anniversary event	MS Sushi Private Caterer	FBO	7,233.50
31	Charcuterie board for Luxivair SBD 10 year anniversary 5/19/2023	Artistically Delish	FBO	856.41
32	Catering services for Luxivair SBD's 10 year anniversary event	Chef Dave's Cafe	FBO	5,651.00
33	Photo booth package-unlimited photo sessions	SuperFly Photo	FBO	850.00
34	DJ for Luxivair SBD's 10 year anniversary	On The GO DJ Pro	FBO	795.00
35	ESRI Management GIS meeting	ESRI	Admin	200.00
36	Catering for Curtis Middle School presentation and tour.	Lunchman Catering Services	Admin	665.63
37	Supervisor Armendarez and team meeting & tour	Corner Bakery	Admin	105.00
38	Tempered glass-Bldg. 730	Trudoor LLC	Maint	120.72
39	Seminar-PAPA -K. Kelly & A. Arvizu	Pesticide Applicators Professional Assoc.	Maint	200.00
40	Filters for potable water cabinets-Bldg.673	Home Depot	Maint	92.80
41	Filters for potable water cabinets-Bldg.674	Home Depot	Maint	0.01
42	Filters for potable water cabinets-Bldg.675	Home Depot	Maint	32.06
43	LED Light bulbs-Bldg.602 Led Light	Reflective Illumination LLC	Maint	215.47
44	Champion generator, shed, exhaust fan and safety throw switch	Home Depot	Maint	338.19
45	Champion generator, shed, exhaust fan and safety throw switch	Home Depot	Maint	597.66
46	Charter bus for Curtis Middle School airport your 5/1/2023	Carreras Tours	Maint	720.52
47	Champion generator, shed, exhaust fan and safety throw switch	Home Depot	Maint	86.82
48	High strength concrete-60 lbs. Quikrete	Lowe's	Maint	417.21
49	Crafco Roadsaver Silicone	M&M Distribution	Maint	1,194.00
50	All hands team lunch maintenance Bldg.730	Costco	Maint	58.86
51	All hands team lunch maintenance Bldg.730	Stater Bros.	Maint	14.79
52	All hands team lunch maintenance Bldg.730	El Tepeyac	Maint	163.94
53	Annual renewal of domain names for agency website's	GoDaddy	IT	90.48
54	Credit card processing parking revenue transaction	Windcave	IT	308.10
55	Cloud server agencies website usage charges	DigitalOcean	IT	64.30
56	Website management software license	CPanel	IT	39.99
57	Streaming service TV content for concourse	Sling TV	IT	60.34
58	Replacement cable for FBO conference room A/V system	B&H Foto & Electronics Corp.	IT	227.29

Visa Breakdown

June 2023

SBIAA

Line	Description	Vendor	Dept.	Amount
59	NFPA 70 National Electric Code 2023-Latest code for electrical and low voltage installations	National Fire Protection Association	IT	343.60
60	Communication software hosted IT collaboration	Slack	IT	43.75
61	Music streaming service terminal background music	Soundtrack Your Brand	IT	54.00
62	Fuel to be used for crew cars-FBO	Union 76	FBO	85.00
63	Promotional items for 5/4/2023 event	Target	FBO	79.75
64	Fuel to be used for crew cars-FBO	Chevron	FBO	66.91
65	Supplies for 10 yr. anniversary event-ribbon	Joann Stores	FBO	71.60
66	Supplies for 10 yr. anniversary event-ribbon	Michael Stores	FBO	7.59
67	Handheld radios for ARFF trucks	Aircraft Spruce and Specialty	OPS	937.26
68	HP printer for OPS department	Genuine Ink	OPS	1,086.42
69	AP checks for SBIAA finance department	Safeguard Business Systems	OPS	712.91
70	Floral centerpieces for 05/03/2023 event	Bouquet Florist	Mktg	486.95
71	Stickers FBO's 10th anniversary giveaway Anypromo.com	Cal Card-US Bank Government Services	Mktg	278.39
72	Floral centerpieces for 5/11/2023 event (SBD Cares 50700 1-1)	Bouquet Florist	Mktg	486.95
73	Inflatable airplanes with 2 imprint locations set-up and artwork	Imprintitems.com	Mktg	4,761.10
74	Adobe stock subscription	Adobe Inc.	Mktg	49.99
75	Corn oil for mitigation of a red tail hawks nest	Stater Bros.	OPS	15.99
76	Manway gaskets Bldg. 760 air compressor	Hanson Tank - Roy E. Hanson	Maint	132.23
77	Travel for ACI Jumpstart Conference 06/2023 Milwaukee WI. M. Burrows-flight	United Airlines	Admin	936.85
78	Travel Expo Conference IVDA UAS Center Denver Co. M. Burrows-transportation 50774-7	Taxi	Admin	115.81
79	Travel Expo Conference IVDA UAS Center Denver Co. M. Burrows-transportation 50774-7	Uber	Admin	55.92
80	Travel Expo Conference IVDA UAS Center Denver Co. M. Burrows-transportation 50774-7	Uber	Admin	11.18
81	Travel Expo Conference IVDA UAS Center Denver Co. M. Burrows-lodging 50774-7	Grand Hyatt Hotel	Admin	576.44
82	Travel Airfield Lighting Maintenance training Columbus OH 05/2023-J. Huegel-registration	ASB Safegate	Maint	2,039.06
83	Travel Airfield Lighting Maintenance training Columbus OH 05/2023-J. Huegel-registration (SUT adjustment)	ASB Safegate	Maint	(164.07)
84	Travel Airfield Lighting Maintenance training Columbus OH 05/2023-D. Platten-registration	ASB Safegate	Maint	2,039.07
85	Travel Airfield Lighting Maintenance training Columbus OH 05/2023-D. Platten-registration (SUT adjustment)	ASB Safegate	Maint	(164.06)
86	Travel JFIX Drone Training-Joint Interagency field experimentation 04/30-05/05 2023 Paso Robles Ca-B Knight	Best Western	Admin	544.95
87	Travel ADB SafeGate-Airfield Lighting Maintenance training Columbus OH 05/2023-J. Huegel-lodging	Residence Inn	Maint	1,039.90
88	Travel ADB SafeGate-Airfield Lighting Maintenance training Columbus OH 05/2023-D. Platten-lodging	Residence Inn	Maint	1,039.90
89	Travel ACI Jumpstart Conference 06/2023 Chicago IL- airfare M. Gibbs	Alaska Airlines	Admin	706.80
90	Travel ADB SafeGate-Airfield Lighting Maintenance training Columbus OH 05/2023-J. Huegel-flight	American Airlines	Admin	819.40
91	Travel ADB SafeGate-Airfield Lighting Maintenance training Columbus OH 05/2023-J. Huegel-flight	American Airlines	Admin	819.40
92	Hotel accommodations for guest speaker 5/03/2023 event for Peter Watson World Trade Conference	Bear Springs Hotel	Admin	266.54
93	Hotel accommodations for guest speaker 5/03/2023 event F Latuperissa World Trade Conference	Bear Springs Hotel	Admin	235.60
				\$ 53,969.16
	VISA Statement Balance			\$ 53,969.16
	Date Prepared: 07/12/2023			



TO: San Bernardino International Airport Authority Commission

DATE: July 26 , 2023

ITEM NO: 4

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR MAY 31, 2023 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

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

RECOMMENDED ACTION(S)

Receive and file Treasurer's Report for May 31, 2023 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for May 31, 2023, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$14,178,701.56 on May 31, 2023. Bank statements reflect \$13,813,145.59. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items May 31, 2023.

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

Attachments:

1. Treasurer's Report for May 31, 2023

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

May 31, 2023

<u>Cash</u>	Balance 04/30/23	Activities	Balance 05/31/23
<i>Checking Account - Wells Fargo Bank</i>	\$ 4,785,815.98	\$ 117,412.16	\$ 4,903,228.14
Deposits In Transit:			
Beginning	862,880.34	(862,880.34)	-
Ending		739,180.82	739,180.82
Outstanding Checks:			
Beginning	(352,113.92)	352,113.92	-
Ending		(373,624.85)	(373,624.85)
 <i>Premium Money Market Account - Wells Fargo Bank</i>	 7,846,795.94	 (1,233,964.07)	 6,612,831.87
Deposits In Transit:			
Beginning			
Ending			
 <i>Payroll Account - Wells Fargo Bank</i>	 292.54	 -	 292.54
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	13,143,670.88	(1,261,762.36)	11,881,908.52
 <u>Investments</u>			
<i>Local Agency Investment Funds</i>	324,765.26	-	324,765.26
Deposits In Transit:			
Subtotal	324,765.26	-	324,765.26
 <u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	904,272.67	202,682.38	1,106,955.05
Reserve Fund- US Bank 2021A series	526,950.30	1,898.40	528,848.70
Debt Service Fund-US Bank-2021B series	254,840.41	14,501.12	269,341.53
Debt Service Reserve Fund -US Bank-2021B series	66,642.41	240.09	66,882.50
Subtotal	1,752,705.79	219,321.99	1,972,027.78
 Total Cash and Investments	<u>\$ 15,221,141.93</u>	<u>(1,042,440.37)</u>	<u>\$ 14,178,701.56</u>

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


Mark Cousineau, Treasurer

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 26, 2023</p> <p>ITEM NO: 5</p> <p>PRESENTER: Jennifer Farris, Assistant Secretary of the Commission</p>
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SUBJECT: APPROVE MEETING MINUTES: JUNE 28, 2023

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the regular meeting held Wednesday, June 28, 2023.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held June 28, 2023.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

None.

Attachments:

1. June 28, 2023 meeting minutes.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, June 28, 2023

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

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



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

Commission Members

City of Colton

Mayor Frank J. Navarro, President	Present
Councilmember John Echevarria (alt)	Present (in audience)

City of Loma Linda

Councilmember Rhodes Rigsby	Absent
Mayor Phillip Dupper (alt)	Present

County of San Bernardino

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

City of San Bernardino

Mayor Helen Tran	Absent
Councilmember Theodore Sanchez	Present (arrived at 3:04PM)
Mayor Pro Tem Fred Shorett (alt)	Present

City of Highland

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

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Mike Lewin, Legal Counsel, Mirau, Edwards, Cannon Lewin, & Tooke, LLP
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jeff Barrow, Director of Development
Jonathan Galvan, Airport Manager	Mitch Dattilo, Security Manager
Mark Dennis, IT Manager	Jennifer Farris, Assistant Secretary of Commission
Amber Casarez, Marketing Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:03 p.m. on Wednesday, June 28, 2023.

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

Roll call was duly noted and recorded by voice.

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

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

President Frank Navarro recessed to closed session at 3:04 p.m. Mr. Mike Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Frank Navarro

Position Title: Chief Executive Officer

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 4:07 p.m. President Navarro asked Mr. Mike Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP if there were any reportable items. Mr. Lewin reported that there were none. Mr. Lewin stated that the Chief Executive Officer's review was complete.

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.

Supervisor Dawn Rowe noted conflicts on Agenda Item Nos. 10 and 14.

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 technical clarification for the Taxiway Shoulder Improvements Project
- 2b. Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 2b. Mr. Barrow reported a discrepancy of \$318.15 on the closeout for the Taxiway Shoulder Improvement Project. Mr. Michael Burrows noted the change will be recorded on the final Notice of Completion.

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 – June 28, 2023
4. Receive and file Treasurer's Report for April 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Security Department Use of Force Policy regarding use of intermediate force options available to SBIAA Security Officers
6. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Advertising Policy
7. Approve the filing of a Notice of Completion for the construction contract with AEC Moreno Corporation for the 1st Floor Concession Stand Improvement Project
8. Approve the filing of a Notice of Completion for the construction contract with AEC Moreno Corporation for the 2nd Floor Concession Stand Improvement Project
9. Approve Amendment No. 1 for Coffman Engineers in the amount of \$4,000 for the Hydrogen Grant Application Program
11. Approve Meeting Minutes: May 24, 2023.

Councilmember Theodore Sanchez requested further information on Agenda Item Nos. 7 and 8.

Councilmember Sanchez requested a brief description of the change orders.

Mr. Jeff Barrow, Director of Development provided clarification of what the change orders involved.

ACTION: Approve Agenda Item Nos. 3- 9 & 11

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

10. Approve Amendment No. 1 to the professional services agreement with AECOM Technical Services, Inc. in an amount not to exceed \$6,000.00 for professional engineering services

ACTION: Approve Agenda Item No. 10

RESULT: **ADOPTED**
MOTION/SECOND: Shorett / Sanchez
AYES: Dupper, Lilburn, Navarro, Sanchez, and Shorett
NAYS: None.
ABSTENTIONS: Rowe.
ABSENT: None.

I. <u>COMMISSION ACTION ITEMS</u>
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Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice.

12. Consider and discuss a report on annual business plan progress

Mr. Michael Burrows, Chief Executive Officer, introduced Ms. Jennifer Rodriguez, Deputy Clerk of the Board, who presented an ESRI ArcGIS Story Map of the Authority's 2022 Business Plan Update; available at <https://storymaps.arcgis.com/stories>

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

ACTION: Consider and discuss a report on annual business plan progress.

13. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, presented a PowerPoint presentation "Proposed FY 2023/24 Annual Budget Overview" found on pages 163-168 of the Agenda Packet.

Councilmember Theodore Sanchez requested further information on marketing expenditures.

In response to Councilmember Sanchez's inquiry, Mark Gibbs, Director of Aviation and Marketing Manager, Amber Casarez, provided a summary of marketing expenditures.

Councilmember Sanchez suggested looking into cost savings for fleet management.

Due to another commitment, President Frank Navarro excused himself at 4:45PM and appointed Secretary Lilburn to chair the remainder of the meeting.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2023-2024 consisting of: (a) Fiscal Year 2022-2023 Budget to Actual with Fiscal Year 2023-2024 Proposed Budget; (b) Fiscal Year 2023-2024 SBIAA Proposed Budget; (c) Airport Fee Schedule; (d) Luxivair SBD Pricing Policy; and (e) Notice of Violation Program.

RESULT:	ADOPTED
MOTION/SECOND:	Lilburn / Dupper
AYES:	Dupper, Lilburn, Rowe, Sanchez, and Shorett.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro.

Councilmember John Echevarria proceeded to take a seat at the dais to represent the City of Colton.

14. Approve certain Professional Services Agreements for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 14.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2023-2024; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	ADOPTED
MOTION/SECOND:	Shorett / Dupper
AYES:	Dupper, Echevarria, Lilburn, Sanchez, and Shorett
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro and Rowe.

15. Approve the purchase of three (3) 2023 Ford Hybrid Maverick vehicles to be used as Airport Operations and Maintenance support vehicles from Ken Grody Ford in an amount not to exceed a combined total of \$86,630.43

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 15.

ACTION: Approve the purchase of three (3) 2023 Ford Hybrid Mavericks for Airport Operations and Airport Maintenance in an amount inclusive of Taxes, Titling, and DMV Fees totaling \$86,630.43 with Ken Grody Ford; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	ADOPTED
MOTION/SECOND:	Rowe / Sanchez
AYES:	Dupper, Echevarria, Lilburn, Sanchez, and Shorett.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro.

16. Approve an award award for a multi-year contract with Therma, LLC in an amount not to exceed \$510,887.00 for preventative maintenance of Heating Ventilation and Air Conditioning (HVAC) systems for certain San Bernardino International Airport Authority (SBAA) owned buildings

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 16.

ACTION: Approve a two (2)-year contact with two (2)-each, one (1)-year extension options with Therma, LLC in an amount not to exceed \$510,887.00 over a four (4)-year period for preventative maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems on certain San Bernardino International Airport Authority (SBIAA) owned buildings; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	ADOPTED
MOTION/SECOND:	Rowe / Sanchez
AYES:	Dupper, Echevarria, Lilburn, Rowe, Sanchez, and Shorett.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro.

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

ACTION: Review the Action Plan for the San Bernardino International Airport Authority 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 280-280 in the Agenda Packet) and provided a brief report on Agenda Item No. 17.

Mr. Michael Burrows recognized and thanked the Commissioners, staff, Mr. Mark Cousineau and Alka Chudasama, Deputy Director of Finance, and the Finance team for their budget preparation work.

Ms. Catherine Pritchett announced Deputy Clerk of the Board, Jennifer Rodriguez will be departing from the Authority to pursue another opportunity.

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, Secretary Penny Lilburn declared the meeting adjourned at 4:55 p.m.

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

Jennifer Farris
Assistant Secretary of the Commission



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 6

PRESENTER: Scott Huber, Legal Counsel

SUBJECT: CONDUCT ELECTIONS OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE TERM COMMENCING JULY 26, 2023 THROUGH JUNE 30, 2024

SUMMARY

Elections of the San Bernardino International Airport Authority (SBIAA) President, Vice-President, and Secretary are to be conducted pursuant to the requirements of the election procedures set forth in Resolution No. 2-92, adopted May 20, 1992.

RECOMMENDED ACTION(S)

Conduct election of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 26, 2023 through June 30, 2024.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Pursuant to the requirements of the election procedures set forth in Resolution No. 2-92 adopted May 20, 1992, the offices of the President, Vice-President, and Secretary shall expire after a one-year term. A copy of Resolution No. 2-92 is attached for your convenient reference.

It is appropriate and at the pleasure of the Commission to call for nominations and elect from the membership of the Commission to fill the offices set forth above.

Resolution No. 2-92, Section 3, specifies the procedures to be followed separately for each office.

1. The President opens nominations for each office separately.
2. If there are no nominations, the existing officers remain in place.
3. A nomination may be made by a Commission member and seconded by another as long as neither is the candidate.
4. If there is only one nomination, the President closes the nominations and that person is deemed elected.
5. If there are two nominations, the successful candidate must receive four affirmative votes.

Attachments:

1. Resolution No. 2-92.

RESOLUTION NO. 2-92

RESOLUTION OF THE COMMISSION OF THE SAN
BERNARDINO REGIONAL AIRPORT AUTHORITY
APPROVING PROCEDURES FOR ELECTION AND REMOVAL
OF OFFICERS

WHEREAS, the San Bernardino Regional Airport Authority (the "Authority") has been created by the legislative bodies of its members (the "Member Jurisdictions") pursuant to a certain agreement entitled "Joint Exercise Of Powers Agreement Creating An Agency To Be Known As The San Bernardino Regional Airport Authority" (the "Agreement") in accordance with Section 6500, et seq., of the California Government Code; and

WHEREAS, the Authority was created primarily for the purposes of acquiring, operating, repairing, maintaining and administering the aviation related portions of the Norton Air Force Base as a public airport; and

WHEREAS, the Commission, as the governing body of the San Bernardino Regional Airport Authority (the "Commission"), at this time deems it appropriate to adopt procedures in connection with the election of the President, Vice-President and Secretary of the Commission from the Members who comprise the Commission (the "Commission Members"); and

WHEREAS, the Commission further deems it desirable to adopt certain procedures for the vacation of office or the removal

from office of the President, Vice-President or Secretary of the Commission.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE COMMISSION OF THE SAN BERNARDINO REGIONAL AIRPORT AUTHORITY, AS FOLLOWS:

Section 1. The Commission hereby approves the procedures as set forth herein concerning the election of the President, Vice-President and Secretary and the removal of such officers from said positions on the Commission and agrees to be bound by said procedures.

Section 2. The Commission shall elect from the Members a President, Vice-President and Secretary, and thereafter at the first meeting held in July, 1993, and annually thereafter, the Commission shall elect or re-elect its President, Vice-President and Secretary.

Section 3. Candidates for each office shall be nominated by a Commission Member together with a second as to such nomination by another Commission Member neither of whom shall be the candidate for such office. In the event only one (1) candidate is nominated for any office and such nomination is duly seconded, no vote of the Members need be taken after the then presiding President or Vice-President has declared the nominations closed. If two (2) or more candidates are duly nominated for an office and

such nominations are seconded, a vote of the Commission Members shall then be held in open public session. A Commission Member shall only be considered to have been elected to an office upon having received four (4) affirmative votes. Upon the nomination of three (3) or more candidates for any office, if upon the initial casting of votes no candidate has received four (4) affirmative votes, the two (2) candidates receiving the most votes shall then be voted upon again to determine which of said two (2) candidates, if either, has received four (4) affirmative votes. After a vote has been held for two (2) candidates for an office and neither candidate has received four (4) affirmative votes, the matter shall be placed on the next succeeding Authority regular agenda unless the matter is appropriately reconsidered at the same meeting. Until such time as a candidate has received four (4) affirmative votes at any special election pursuant to this Resolution or the annual election, as applicable, the Commission Member previously elected to such office shall remain in office.

Section 4. In the event no candidate for an office is nominated at an annual election, the previously elected officer shall automatically be deemed re-elected and remain in office until (i) the next succeeding annual election at which time a new officer is elected, or (ii) the officer is no longer a Commission Member by reason of Section 5 below, or (iii) the officer is removed from office by reason of Section 7 below.

Section 5. If at any time during the elected term of an officer, such person either (i) voluntarily resigns from such office or from the position of a Commission Member on the Authority, (ii) is unable to serve as an elected officer by reason of death, (iii) is removed from the Commission Membership by action of the appropriate Member Jurisdiction, or (iv) is no longer an elected official of a Member Jurisdiction, the office shall be considered vacated as of the date when such event occurs. The Commission shall at the next regularly scheduled Authority meeting conduct an election for a successor to such office for the unexpired term.

Section 6. In the event the position of President is vacated as set forth in Section 5 above, or as set forth in Section 7 below, the Vice-President shall preside at all meetings and exercise all powers granted or delegated to the position of President until the office of President has been filled in accordance with the procedures prescribed herein.

Section 7. The Commission shall have the power at any regular or adjourned regular meeting of the Authority to remove an elected officer from such elected office for any reason and either with or without cause. Any Commission Member shall be entitled to place an item on any Authority agenda consistent with the requirements of the Brown Act (Government Code Section 54950, et seq.), for the removal of an officer prior to the expiration of the elected term of any such officer. Such removal shall only be

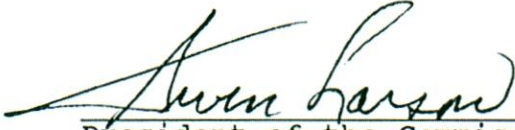
effective upon the casting of four (4) affirmative votes by Commission Members. Immediately upon such removal, the Authority shall accept nominations for candidates to fill such position and the same procedures shall be followed as with annual elections as specified in Section 3 above.

Section 8. In the event a vacancy occurs pursuant to Section 5 or Section 7 above and either (i) no candidate is nominated or (ii) if nominated such nomination is not duly seconded as set forth in Section 3 above, or (iii) no candidate receives four (4) affirmative votes from among Commission Members, the office shall remain vacant until filled at the next Authority regular meeting or at any succeeding Authority regular meeting.

Section 9. In the event the offices of President and Vice-President are vacant concurrently, the Commission Members shall select from the membership of Commission Members one (1) Commission Member to serve as the Acting President solely for the purpose of presiding over Authority meetings until a successor President or Vice-President, has been duly elected by the Authority Commission Members.


Section 10. This Resolution shall take effect upon its adoption.

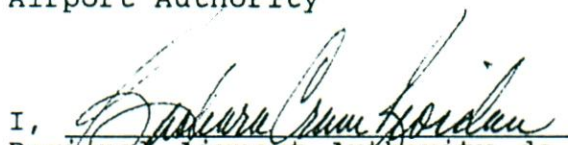
PASSED, APPROVED AND ADOPTED this 20th day of May, 1992.

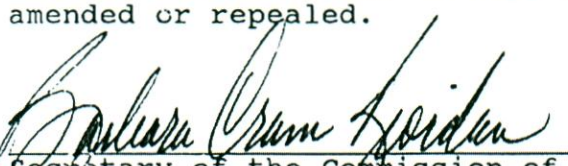

President of the Commission of
the San Bernardino Regional
Airport Authority

(SEAL)

ATTEST:


Secretary of the Commission of
the San Bernardino Regional
Airport Authority

I, , Secretary of the San Bernardino Regional Airport Authority do hereby certify that the foregoing Resolution No. 2-92 was duly and regularly passed and adopted by the Commission at a Regular meeting thereof held on the 20th day of May, 1992, and that the foregoing is a full, true, and correct copy of said Resolution, and has not been amended or repealed.


Secretary of the Commission of
the San Bernardino Regional
Airport Authority

(SEAL)



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 7

PRESENTER: Scott Huber, Legal Counsel

SUBJECT: CONSIDER AND DISCUSS A POTENTIAL CHANGE OF THE REGULARLY SCHEDULED COMMISSION MEETING TIME

SUMMARY

The Operating Rules and Procedures for the San Bernardino International Airport Authority (SBIAA) Commission do not specifically mandate a time and date that the Commission meeting will be held. However, SBIAA Commission meetings have traditionally begun at 3:00 pm on the fourth Wednesday of each month. These meetings are confirmed by the Commission on an annual basis.

A recent issue has arisen with a member of the Commission who is no longer available to meet at 3:00 p.m. due to employment reasons. A request has been made to postpone the meeting time by two hours and to hold the Commission meetings at 5:00 p.m. on the fourth Wednesday of each month to allow the Commission member to attend SBIAA Commission meetings. Pursuant to the Brown Act, Commission meetings are scheduled by a majority of the Commission.

The Commission will consider the request to hold SBIAA Commission meetings on the fourth Wednesday of each month at 5:00 p.m.

RECOMMENDED ACTION(S)

Consider and discuss a report on a potential change of the regularly scheduled Commission meeting time.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

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

For informational and discussion purposes, and for direction to be provided to Staff as appropriate.

Attachments:

1. None.



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 8

PRESENTER: Mark Cousineau, Director of Finance

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

SUMMARY

The proposed adjustments to the Fiscal Year 2023-2024 San Bernardino International Airport Authority's (SBIAA) budget are to fund the increase in various expenses related to improvements, repairs and replacement work required to initiate and expand passenger air service and airport operations. This proposed adjustment for Fiscal Year 2023-2024 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 2023-2024.

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 2023-2024 Budget, if approved, would be a decrease in budgetary net income of \$332,830.

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

BACKGROUND INFORMATION

On June 28, 2023, the San Bernardino International Airport Authority (SBIAA) Commission adopted the SBIAA Budget for Fiscal Year 2023-2024. SBIAA staff determined the following adjustments are necessary based on changes since the budget was approved.

The net effect of the proposed budget adjustments is a decrease of budgetary net income of \$332,830. Property insurance premiums and aircraft rescue and firefighting (ARFF) service expenses are increasing by \$150,000 and \$182,830, respectively. The continued hardening of the California insurance market, SBIAA's property loss experience in recent years resulted in premiums that exceeded staff's projected property insurance expense. The \$182,830 increase in ARFF services arises from changes in the San Bernardino County Fire Protection District's (SBCFPD) collective bargaining agreements and overall increased costs of supplies and materials provided by SBCFPD to support ARFF services at the airport fire station (Building 680), which were excluded from SBIAA's FY 2023-24 proposed budget due to extended negotiations and billing delays.

Interfund and inter-account transfers with a net effect of zero dollars is necessary to exercise budgetary control over heating, ventilation, and air conditioning (HVAC) maintenance and repair services that align with the multi-year HVAC services contract awarded to Therma, LLC on June 28, 2023.

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>					
A	General Fund	50340 - Insurance	\$ 400,000	\$ 57,000	457,000
A	Property Management Fund	50340 - Insurance	188,829	63,000	251,829
A	Luxivair SBD (FBO)	50340 - Insurance	51,200	30,000	81,200
B	General Fund	50418 - HVAC	64,500	14,000	78,500
B	Property Management Fund	50418 - HVAC	58,500	16,000	74,500
B	General Fund	50325 - Supplies, Repairs and Maintenance	180,000	(30,000)	150,000
C	General Fund	50433 - ARFF Services	970,576	182,830	1,153,406
Increase (Decrease) in expenditures & transfers out				<u>332,830</u>	
<i>Revenues & Transfers In</i>					
Increase (Decrease) in revenues & transfers in				<u>-</u>	
Net Budget Adjustment, Expenses in Excess of Revenues				<u>\$ 332,830</u>	

Notes:

- A:** Increase of \$150,000 for property insurance premiums in excess of estimates used to prepare FY 2023-24 budgets for the General (\$57,000), Property Management (\$63,000), and Luxivair SBD (\$30,000) funds and provide budgetary capacity for premium increases that accompany acquisition of new vehicles.
- B:** A net zero interfund, inter-account adjustment between the General and Property Management funds to increase the approved budgets for HVAC maintenance and repairs and decrease the appropriations for supplies, repairs, and other maintenance.
- C:** Increase of \$182,830 for contract aircraft rescue and firefighting services provided by SBCFPD that reflect collective bargaining agreement increases from FY 2022-23 (\$109,943) and FY 2023-24 (\$72,887) that were not included in SBIAA's FY 2023-24 budget due to extended negotiations and billing delays.

Staff recommends the Commission approve the proposed budget adjustments.

Attachments:

1. None.



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 9

PRESENTER: Jonathan Galvan, Airport Manager

SUBJECT: APPROVE AWARD OF A MULTI-YEAR CONTRACT WITH ADT LLC IN AN AMOUNT NOT TO EXCEED \$81,792.00 FOR FIRE ALARM AND BURGLAR ALARM MONITORING SERVICES

SUMMARY

Approval of this item would award a one (1)-year contract with two (2)-each, one (1)-year extension options to ADT LLC for both fire and burglar alarm monitoring for various SBIAA owned buildings which include: Building 673 (domestic terminal), Building 610 (Guang Lin Cafe), Hangar 695, Hangar 795, Hangar 763, Building 730, Building 680 (fire station), Building 697 (air cargo), Building 674 (offices), Building 794 (control tower), FBO Hangar, Building 759, International Terminal, Building 339, Building 56, Sheriff's Hangar, and Car Rental Facility.

RECOMMENDED ACTION(S)

Approve a one (1)-year contract with two (2)-each, one (1)-year extension options with ADT LLC in an amount not to exceed \$81,792.00 over a three year period for both fire and burglar alarm monitoring services for specific SBIAA buildings; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

Funding for these services was approved in the Fiscal Year Budget of 2023-2024 under the General, Property Management, and Luxivair SBD funds, Account 50417 – Security/Fire Alarm Monitoring in the aggregate amount of \$31,000 of which \$28,000 is allocated to this service agreement.

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

BACKGROUND INFORMATION

Fire and burglar alarm monitoring provides notification services to airport personnel when a fire or burglar alarm is activated. In addition, critical alarms will automatically dispatch fire and/or police to respond to an emergency of the inclusive facilities.

A Request for Quotes for professional fire and burglar alarm monitoring services was issued inviting three (3) qualified vendors to submit proposals to provide alarm monitoring for specific SBIAA owned buildings. Of the three vendors, two responded and one was unresponsive.

A site walk was scheduled to allow the potential vendors to provide an accurate proposal. Of the two responsive vendors, ADT LLC provided the apparent lowest cost proposal for alarm monitoring services in the amount of \$81,792.00 over a three-year term. An additional miscellaneous repairs amount is allotted at the established rates and charges submitted in the company's proposal, as required by the RFQ. Staff would allocate budget funds during future Fiscal Years to cover the remaining two (2)-year terms of the service agreement.

Staff recommends that the Commission approve the above recommended action.

Attachments:

1. ADT Commercial Proposal.
2. Bid Tabulation.
3. Draft Service Agreement.



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

INLAND VALLEY DEVELOPMENT AGENCY

Exhibit A-Expanded Site Services Detail Form

Pricing is Based on OMNIA Partners Contract # R220701

"Facility Technology Integration & Security System Services"

SBIAA Building #'s:	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
#56 Center Area	115 N. Del Rosa	FA-POTS	\$35.00	\$48.00	\$83.00
#56 North/South Area	115 N. Del Rosa	FA-POTS	\$35.00	\$64.00	\$99.00
#673 Terminal Bldg.	105 N. Leland Norton Way	FA-POTS	\$35.00	\$56.00	\$91.00
#730 Maintenance Bldg.	764 S. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
#759	294 S. Leland Norton Way	FA-POTS	\$35.00	\$38.00	\$73.00
#794 Control Tower	Near 255 S. Leland Norton	FA-POTS	\$35.00	\$68.00	\$103.00
Hangar 695	105 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
Hangar 795	285 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Hangar 795	285 S. Leland Norton Way	BA-POTS	\$25.00	\$0.00	\$25.00
Hangar 763 West Annex	255 S. Leland Norton Way	FA-POTS	\$35.00	\$44.00	\$79.00
Hangar 763 East Annex	255 S. Leland Norton Way	FA-POTS	\$35.00	\$28.00	\$63.00
Hangar 763 (Bay 1 & 2)	255 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Hangar 763 (Bay 3 & 4)	255 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
#675	185 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
#675	185 N. Leland Norton Way	BA-POTS	\$25.00	\$0.00	\$25.00
#680 Fire Station	165 N. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Customer Hangar 674	225 N. Leland Norton Way	FA-POTS	\$35.00	\$58.00	\$93.00
Hangar 674 Offices	225 N. Leland Norton Way	BA-Cell	\$48.00	\$0.00	\$48.00
Section Subtotal					\$1,373.00

***Building 604 is the Hangar offices 674 (2-story customs building)

SBIAA Building #'s:	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
Building 339	2885 East U St.	FA-Cell	\$55.00	\$36.00	\$91.00
Building 602-West FBO	295 N Leland Norton Way	FA-POTS	\$35.00	\$38.00	\$73.00
Building 797	295 Leland Norton Way	FA-POTS	\$35.00	\$42.00	\$77.00
Hangar 341	2895 East U St.	FA-Cell	\$55.00	\$28.00	\$83.00
Building 604	265 N. Leland Norton Way	FA-POTS	\$35.00	\$36.00	\$71.00
Building 601-IAF	275 N. Leland Norton Way	FA-POTS	\$35.00	\$36.00	\$71.00
Hangar 333	2904 E. U St.	FA-Cell	\$55.00	\$28.00	\$83.00
FBO Hangar	2027 Perimeter Rd.	FA-POTS	\$35.00	\$32.00	\$67.00
Cargo Bldg.	215 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
Sheriff's Hangar	199 N. Leland Norton Way	FA-Cell	\$55.00	\$84.00	\$139.00
Gen Aviation T-Hangar 170	170 Victoria Ave.	FA-Cell	\$55.00	\$30.00	\$85.00
Gen Aviation T-Hangar180	180 Victoria Ave	FA-Cell	\$55.00	\$30.00	\$85.00

Section Subtotal ~~\$990.00~~
\$899.00

IVDA Building #'s	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
IVDA Building 58	195 N. Del Rosa	FA-POTS	\$35.00	\$28.00	\$63.00
#48 Administration Building	1601 E. Third St.	FA-POTS	\$35.00	\$58.00	\$93.00
DFAS Bldg-Fire	1111 East Mill St.	FA-POTS	\$35.00	\$68.00	\$103.00
DFAS Bldg-Lobby Intrusion	1111 East Mill St.	BA-POTS	\$25.00	\$0.00	\$25.00
DFAS Bldg-Access	1111 East Mill St.	Brivo-Access	\$110.00	\$0.00	\$110.00

Section Subtotal \$394.00

SBIAA Sites Service Totals ~~\$2,363.00~~ \$2,272.00
IVDA Sites Service Total \$394.00

OMNIA Partners Contract # R220701

Exhibit A

Price Forms

Description of Requested Services Bid Sheet

(Include specifics as to cost/rate information being requested here)

ITEM DESCRIPTION:	COST:
SBI AA Sites - Takeover / Programming	0
SBI AA Sites - Monthly Services - Fire & Sec	\$ 2363.00 (see Price detail) \$2,272.00
IUDA Sites - Takeover / Programming	0
IUDA Sites - Monthly Services - Fire, Security, Access Control	\$ 394.00 (see Price detail)

Proposer's Hourly Service Rate Per Additional Service Requirement Section:

(In this section, be sure to include fees for services outside the scope of services of the fire and break-in monitoring and shall not be part of your proposed fees listed on the Bid Sheet. If necessary, attach a separate price sheet.)

Normal Business Hours, Hourly Rate: \$ \$185 - 2 hr Min	After-hours, Hourly Rate: \$ \$376 - 2 hr Min
Weekend On-Call, Hourly Rate: \$ \$376 - 2 hr Min	Holiday On-Call, Hourly Rate: \$ \$376 - 2 hr Min
Parts/Supply Mark-up Percentage: % 40%	Additional Costs (specify): \$ 75 Trip charge Per Truck roll

(Signature)

SBIAA	ADDRESS	SYSTEM TYPE	MONTHLY MONITORING	TEST/INSP SERVICE	SITE TOTAL	
#56 Center Area	115 N. Del Rosa	FA-POTS	35.00	48.00	83.00	
#56 North/South Area	115 N. Del Rosa	FA -POTS	35.00	64.00	99.00	
#673 Terminal Bldg.	105 N. Leland Norton Way	FA -POTS	35.00	56.00	91.00	
#730 Maintenance Bldg	764 S. Leland Norton Way	FA-POTS	35.00	30.00	65.00	
#759	294 S. Leland Norton Way	FA-POTS	35.00	38.00	73.00	
#794 Control Tower	Near 255 S. Leland Norton	FA -PO TS	35.00	68.00	103.00	
Hangar695	105 N. Leland Norton Way	FA -POTS	35.00	30.00	65.00	
Hangar795	285 S. Leland Norton Way	FA-POTS	35.00	64.00	99.00	
Hangar 795	285 S. Leland Norton Way	BA-POTS	25.00	0.00	25.00	
Hangar 763 West Annex	255 S. Leland Norton Way	FA -POTS	35.00	44.00	79.00	
Hangar 763 East Annex	255 S. Leland Norton Way	FA-POTS	35.00	28.00	63.00	
Hangar 763 (Bay 1 & 2)	255 S. Leland Norton Way	FA -POTS	35.00	64.00	99.00	
Hangar 763 (Bay 3 & 4)	255 S. Leland Norton Way	FA -POTS	35.00	64.00	99.00	
#675	185 N. Leland Norton Way	FA -POTS	35.00	30.00	65.00	
#675	185 N. Leland Norton Way	BA-POTS	25.00	0.00	25.00	
#680 Fire Station	165 N. Leland Norton Way	FA-POTS	35.00	64.00	99.00	
Customer Hangar 674	225 N. Leland Norton Way	FA-POTS	35.00	58.00	93.00	
FBO Hangar 674 Offices	225 N. Leland Norton Way	BA-Cell	48.00	0.00	48.00	
Building 339	2885 East U St	FA-Cell	55.00	36.00	91.00	
Building 602-West FBO	295 N Leland Norton Way	FA-POTS	35.00	38.00	73.00	
Building 797	295 Leland Norton Way	FA-POTS	35.00	42.00	77.00	
Hangar341	2895 East U St.	FA-Cell	55.00	28.00	83.00	
Hangar office Building 604 (should be 674)	265 N. Leland Norton Way	FA-POTS	35.00	36.00	71.00	
Building 601-IAF	275 N. Leland Norton Way	FA-POTS	35.00	36.00	71.00	
Hangar 333	2904 E. U St.	FA-Cell	55.00	28.00	83.00	
FBO Hangar (still 674)	2027 Perimeter Rd.	FA-POTS	35.00	32.00	67.00	
Cargo Bldg.	215 N. Leland Norton Way	FA-POTS	35.00	30.00	65.00	
Sheriff's Hangar	199 N. Leland Norton Way	FA-Cell	55.00	84.00	139.00	
Gen Aviation T-Hangar 170	170 Victoria Ave.	FA-Cell	55.00	30.00	85.00	
Gen Aviation T-Hangar180	180 Victoria Ave	FA-Cell	55.00	30.00	85.00	
		TOTAL:	1,163.00	1,200.00	2,272.00	27,264.00
IVDA						
IVDA Building 58	19S N. Del Rosa	FA-POTS	35.00	28.00	63.00	
#48 Administration Building	1601 E. Third St.	FA-POTS	35.00	58.00	93.00	
DFAS Bldg-Fire	1111East Mill St.	FA-POTS	35.00	68.00	103.00	
DFAS Bldg-Lobby Intrusion	1111 East Mill St.	BA-POTS	25.00	0.00	25.00	
DFAS Bldg-Access	1111East Mill St.	Brivo-Access	110.00	0.00	110.00	
		TOTAL:	240.00	154.00	394.00	4,728.00



SBIAA TABULATION OF BIDS

Bid: RFQ: Professional Alarm and Burglar Monitoring Services
Due Date: 6/23/2023



Number of Bids Sent: 3

Number of Bids Received: 2

VENDOR:		ADT Commercial			Convergint			Johnson Controls		
PHONE:		951-538-5159			714-883-0941			443-676-8813		
CONTACT:		Jeffrey Williams			Jake Bargas			Tom Staves		
ITEM	SERVICE DESCRIPTION	Year One Total:	Year Two Total:	Optional Year Three	Year One Total:	Year Two Total:	Optional Year Three	Year One Total:	Year Two Total:	Optional Year Three
1	Monitoring Services	\$27,264.00	\$27,264.00	\$27,264.00	\$12,900.00	\$12,900.00	\$12,900.00	Unresponsive		
2	One-time takeover fee	\$0.00	\$0.00	\$0.00	\$57,600.00	\$0.00	\$0.00			
<i>Total Service Cost:</i>		<i>\$27,264.00</i>	<i>\$27,264.00</i>	<i>\$27,264.00</i>	<i>\$70,500.00</i>	<i>\$12,900.00</i>	<i>\$12,900.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
3 Year Contract Total:		\$81,792.00			\$96,300.00			\$0.00		
Total Misc. Cost: Years 1-3		Hourly Rates:	Est hrs/yr (for example purposes only):	Total:	Hourly Rates:	Est hrs/yr (for example purposes only):	Total:	Hourly Rates:	Est hrs/yr (for example purposes only):	Total:
Normal Hourly Rate		\$ 185.00	24	\$ 4,440.00	\$ 170.00	24	\$ 4,080.00	\$ -	24	\$ -
After-hours Hourly Rate		\$ 376.00	24	\$ 9,024.00	\$ 255.00	24	\$ 6,120.00	\$ -	24	\$ -
Weekend On-call Hourly		\$ 376.00	24	\$ 9,024.00	\$ 340.00	24	\$ 8,160.00	\$ -	24	\$ -
Holiday Hourly Rate		\$ 376.00	24	\$ 9,024.00	\$ 340.00	24	\$ 8,160.00	\$ -	24	\$ -
Additional Costs: Trip		\$ 75.00	12	\$ 900.00	\$ 80.00	12	\$ 960.00	\$ -	8	\$ -
<i>Total Service Cost:</i>				\$ 32,412.00			\$ 27,480.00			\$ -
Parts Mark up %		40%			25%					



IVDA TABULATION OF BIDS

Bid: RFQ: Professional Alarm and Burglar Monitoring Services
Due Date: 6/23/2023



Number of Bids Sent: 3

Number of Bids Received: 2

VENDOR:		ADT Commercial			Convergint			Johnson Controls		
PHONE:		951-538-5159			714-883-0941			443-676-8813		
CONTACT:		Jeffrey Williams			Jake Bargas			Tom Staves		
ITEM	SERVICE DESCRIPTION	Year One Total:	Year Two Total:	Optional Year Three	Year One Total:	Year Two Total:	Optional Year Three	Year One Total:	Year Two Total:	Optional Year Three
1	Monitoring Services	\$4,728.00	\$4,728.00	\$4,728.00	\$1,980.00	\$1,980.00	\$1,980.00	Unresponsive		
2	One-time takeover fee	\$0.00	\$0.00	\$0.00	\$9,600.00	\$0.00	\$0.00			
<i>Total Service Cost:</i>		<i>\$4,728.00</i>	<i>\$4,728.00</i>	<i>\$4,728.00</i>	<i>\$11,580.00</i>	<i>\$1,980.00</i>	<i>\$1,980.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
3 Year Contract Total:		\$14,184.00			\$15,540.00			\$0.00		
Total Misc. Cost: Years 1-3		Hourly Rates:	Est hrs/yr (for example purposes only):	Total:	Hourly Rates:	Est hrs/yr (for example purposes only):	Total:	Hourly Rates:	Est hrs/yr (for example purposes only):	Total:
Normal Hourly Rate		\$ 185.00	24	\$ 4,440.00	\$ 170.00	24	\$ 4,080.00	\$ -	24	\$ -
After-hours Hourly Rate		\$ 376.00	24	\$ 9,024.00	\$ 255.00	24	\$ 6,120.00	\$ -	24	\$ -
Weekend On-call Hourly		\$ 376.00	24	\$ 9,024.00	\$ 340.00	24	\$ 8,160.00	\$ -	24	\$ -
Holiday Hourly Rate		\$ 376.00	24	\$ 9,024.00	\$ 340.00	24	\$ 8,160.00	\$ -	24	\$ -
Additional Costs: Trip		\$ 75.00	12	\$ 900.00	\$ 80.00	12	\$ 960.00	\$ -	8	\$ -
<i>Total Service Cost:</i>				\$ 32,412.00			\$ 27,480.00			\$ -
Parts Mark up %		40%			25%					

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

AGREEMENT FOR PROFESSIONAL SERVICES

ADT LLC

This AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into effective 7/1/2023, by and between the SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY, a joint powers authority created pursuant to Government Code Sections 6500, et seq., (the "SBIAA"), and ADT LLC. (the "Consultant").

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN AND FOR SUCH OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. SUPERVISION OF CONSULTANT. The SBIAA staff designated in **Exhibit B** shall be responsible for the direction of any services to be performed by the Consultant and any Subcontractor to the Consultant under this Agreement. The Consultant shall not undertake any services under the terms of this Agreement unless instructed to do so by one of the staff members designated in Exhibit B. No other staff member is authorized by the SBIAA to request services from the Consultant.

2. TERM OF AGREEMENT. The term of this Agreement shall commence on the date first appearing in this Agreement and shall be in effect for two (2) years with one, one-year optional extension, expiring June 30, 2026 (the "Term"). The SBIAA reserves the right through the actions of the Chief Executive Officer of the SBIAA to terminate this Agreement at any time either with or without cause and at the sole convenience of the SBIAA upon delivery of notice of termination to the Consultant in accordance with Section 12; provided, however, that upon the effective date of any such termination, the SBIAA shall be responsible to pay and/or reimburse the Consultant for all services, materials and supplies as may have been furnished to the SBIAA through such termination date in accordance with the Scope of Services as referenced in Section 3.

3. CONSULTANT SCOPE OF SERVICES. The SBIAA hereby retains the Consultant to provide the professional consulting services set forth in the Scope of Services attached hereto as **Exhibit A** and incorporated herein by this reference. The Consultant hereby agrees to perform the services set forth in the Scope of Services in accordance with the terms of this Agreement. The Consultant shall perform the services as set forth in said Scope of Services within the time periods to be identified by the appropriate SBIAA representative.

4. PAYMENT BY SBIAA FOR WORK PERFORMED BY CONSULTANT.

A. The SBIAA shall compensate the Consultant in an aggregate amount not to exceed **Fifty-four Thousand, Five-hundred Twenty-eight Dollars (\$54,528.00)** for the Term of this Agreement. Should the optional, one-year extension be exercised, the amount not to exceed shall be **Eighty-one Thousand, Seven-hundred Ninety-two Dollars (\$81,792.00)**.

B. The compensation designated in subsection 4. A shall be the Total Fee for the performance of the services and the delivery of the final work product materials, if any, as set forth in the Scope of Services. The Total Fee shall include, but not be limited to, the salaries of all Subcontractors retained by the Consultant and all employees of the Consultant to perform services pursuant to this Agreement and shall be inclusive of all costs and expenses incurred for mileage, travel, graphics, telephone, printing, fax transmission, postage, copies and such other expenses related to providing the services set forth in Exhibit A.

C. The Consultant shall invoice the SBIAA for services performed by the Consultant under this Agreement each calendar month during the Term of this Agreement.

D. The Consultant shall submit invoices under this Agreement to:

San Bernardino International Airport Authority
Attention: Chief Executive Officer
1601 E. Third Street, Suite 100
San Bernardino, CA 92408

E. Each invoice of the Consultant shall set forth the time and expenses of the Consultant incurred in performance of the Scope of Services, during the period of time for which the invoice is issued. Each invoice of the Consultant shall clearly set forth the names of the individual personnel of the Consultant and any individual subconsultants utilized by the Consultant, during the time period covered by the invoice, a description of the professional services rendered on a daily basis by each named individual during such time period, the respective hourly rates of each named individual and the actual time expended by each named individual. Each invoice of the Consultant shall be accompanied by copies of all third party invoices for other direct costs incurred and paid by the Consultant during such time period. SBIAA shall pay all amounts set forth on the invoices of the Consultant and approved by the authorized SBIAA staff personnel who requested the services, within thirty (30) days of such approval.

5. RECORDS RETENTION. Records, maps, field notes and supporting documents and all other records pertaining to the use of funds paid to the Consultant hereunder shall be retained by the Consultant and available to the SBIAA for examination and for purposes of performing an audit for a period of five (5) years from the date of expiration or termination of this Agreement or for a longer period, as required by law. Such records shall be available to the SBIAA and to appropriate county, state or federal agencies and officials for inspection during

the regular business hours of the Consultant. If the Consultant does not maintain regular business hours, then such records shall be available for inspection between the hours of 9 a.m. and 5 p.m. Monday through Friday, excluding federal and state government holidays. In the event of litigation or an audit relating to this Agreement or funds paid to the Consultant by the SBIAA under this Agreement, such records shall be retained by the Consultant until all such litigation or audit has been resolved.

6. INDEMNIFICATION. The Consultant shall defend, indemnify and hold harmless the SBIAA, its officers, employees, representatives, and agents from and against any and all actions, suits, proceedings, claims, demands, losses, costs and expenses, including legal costs and attorney fees, for injury or damage of any type claimed as a result of the acts or omissions of the Consultant, its officers, employees, subcontractors and agents, arising from or related to performance by the Consultant of the services required under this Agreement.

7. INSURANCE. The Consultant shall maintain insurance as set forth in this Section 7 throughout the Term of this Agreement. The Consultant shall remain liable to the SBIAA pursuant to Section 6 above to the extent the Consultant is not covered by applicable insurance for all losses and damages incurred by the SBIAA that are caused directly or indirectly through the actions or inactions, willful misconduct or negligence of the Consultant in the performance of the services by the Consultant pursuant to this Agreement. These insurance policies must be issued by an insurance company or companies authorized to do business in the State of California and maintain an AM Best rating of A (V) or better. Such insurance coverages shall be as follows:

(1) Worker's Compensation Insurance. The Consultant and each of its subcontractors shall maintain worker's compensation coverage in accordance with California workers' compensation laws for all workers under the Consultant's and/or subcontractor's employment performing work under this Agreement.

(2) Automobile Insurance. The Consultant and each of its subcontractors shall maintain comprehensive automobile liability insurance for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

(3) Commercial General Liability Insurance. The Consultant shall maintain general liability insurance with no exclusions or limitations relating to SBIAA Premises or Operations, written on an "Occurrence" policy form. "Claims Made" coverage will not be acceptable to the SBIAA unless such coverages have been fully disclosed by the Operator, and reviewed by the SBIAA prior to the execution of this Agreement. The SBIAA reserves the right to refuse any "Claims Made" policy form. All Commercial General Liability Insurance policies shall provide coverage for bodily injury and property damage, including death, arising out of or relating to the products and/or services provided by the Consultant under this agreement. Limits of insurance shall not be less than \$1,000,000 per occurrence, \$2,000,000 aggregate.

(4) Additional Insured Endorsement. The “San Bernardino International Airport Authority” shall be named by endorsement as an “Additional Insured” under the Consultant’s Commercial General Liability Insurance Coverage. The Additional Insured Endorsement must be on ISO Form CG 20 10 07 04 or an available equivalent acceptable to the SBIAA, with such modifications as the SBIAA may require. The Consultant’s general liability coverage shall be primary.

(5) Prior to the commencement of any work by the Consultant, the Consultant shall deliver to the SBIAA all “Certificates of Insurance” evidencing the existence of the insurance coverage required herein. All coverages shall remain in full force and effect continuously throughout the Term of this Agreement. Each policy of insurance that Consultant purchases in satisfaction of the insurance requirements of this Agreement shall provide that the policy may NOT be cancelled, terminated or modified in scope of coverage as it applies to the services to be provided by the Consultant under this agreement, except upon thirty (30) days prior written notice to the SBIAA.

(6) Certificate Holder. The Certificate Holder shall read as follows:

San Bernardino International Airport Authority
Attention: Chief Executive Officer
1601 E. Third Street, Suite 100
San Bernardino, CA 92408

8. OWNERSHIP AND REUSE OF DOCUMENTS AND OTHER MATERIALS AND INFORMATION. All maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents generated by or on behalf of the Consultant for performance of the work set forth in the Scope of Services shall be the sole property of the SBIAA, as of the time of their preparation and payment therefore by the SBIAA, and shall be delivered to the SBIAA upon written request to the Consultant. The Consultant shall not make use of any maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents and other materials whether for marketing purposes or for use with other clients when such have become the property of the SBIAA without the prior express written consent of the SBIAA except to the extent that such maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents are readily available to the general public as public records pursuant to State law.

Consultant shall execute, acknowledge and perform any and all acts which shall reasonably be required in order for SBIAA to establish unequivocal ownership of the maps, photographs, data, information, reports, drawings, specifications, computations, notes,

renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents and record, register and procure an issuance in or to SBIAA's rights, title and/or interest.

9. PRESS RELEASES/PUBLICITY. Press or news releases, including photographs or public announcements, or confirmation of the same related to the services to be provided by the Consultant under this Agreement shall only be made by the Consultant with the prior written consent of the Chief Executive Officer of the SBIAA. Consultant shall not advertise, market or use other promotional efforts that include any data, pictures, or other representations of the SBIAA without the prior written consent of the Chief Executive Officer of the SBIAA.

10. CONFIDENTIALITY OF MATERIALS AND INFORMATION. The Consultant shall keep confidential all reports, survey notes and observations, information, and data acquired or generated in performance of the services set forth in the Scope of Services, which the SBIAA designates confidential. None of such designated confidential materials or information may be made available to any person or entity, public or private, without the prior written consent of the SBIAA. Consultant shall safeguard and not disclose confidential information of the SBIAA including any of the following: (a) patient, trademark or copyright information; (b) personnel information; (c) matters of a technical nature; (d) matters of a business nature; and, (e) other information of a similar nature which is not generally disclosed by the SBIAA, referred to collectively hereafter as "Confidential Information." Consultant further agrees not to use Confidential Information except as may be necessary to perform the services identified in this Agreement for the SBIAA. Upon termination or expiration of this Agreement, or otherwise as requested by the SBIAA, Consultant shall promptly deliver all Confidential Information to the SBIAA, if any, in whatever form, that may be in Consultant's possession or control.

11. DEFAULT AND REMEDIES.

A. Failure or delay by any party to this Agreement to perform any material term or provision of this Agreement shall constitute a default under this Agreement; provided however, that if the party who is otherwise claimed to be in default by the other party commences to cure, correct or remedy the alleged default within seven (7) calendar days after receipt of written notice specifying such default and shall diligently complete such cure, correction or remedy, such party shall not be deemed to be in default hereunder.

B. The party which may claim that a default has occurred shall give written notice of default to the party in default, specifying the alleged default. Delay in giving such notice shall not constitute a waiver of any default nor shall it change the time of default; provided, however, the injured party shall have no right to exercise any remedy for a default hereunder without delivering the written default notice as specified herein.

C. Any failure or delay by a party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any rights or remedies associated with

a default. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties under this Agreement are cumulative and the exercise by any party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

D. In the event that a default of any party to this Agreement may remain uncured for more than seven (7) calendar days following receipt of written notice, as provided above, a "breach" shall be deemed to have occurred. In the event of a breach, the injured party shall be entitled to terminate this Agreement upon written notice to the other party, which termination shall be effective immediately upon receipt of such notice, and whether or not this Agreement is terminated, seek any appropriate remedy or damages available under applicable law.

12. TERMINATION.

A. This Agreement may be terminated by either party for any reason by giving the other party fifteen (15) calendar days prior written notice. The SBIAA shall pay the Consultant for all work authorized by the SBIAA and completed, prior to the effective termination date.

B. In the event of a termination of this Agreement under this Section 12, the Consultant shall provide all documents, notes, maps, reports, data or other work product developed in performance of the Scope of Services of this Agreement to the SBIAA, within ten (10) calendar days of such termination and without additional charge to the SBIAA.

13. NOTICE. All notices given hereunder shall be in writing. Notices shall be presented in person or by certified or registered mail using the United States Postal Service, return receipt requested, postage prepaid or by overnight delivery by a nationally recognized delivery service to the addresses set forth below. Notice presented by United States Mail shall be deemed effective on the third (3rd) business day following the deposit of such Notice with the United States Postal Service. This Section 13 shall not prevent the parties hereto from giving notice by personal service, which shall be deemed effective upon actual receipt of such personal service. Either party may change their address for receipt of written notice by notifying the other party in writing of a new address for delivering notice to such party.

CONSULTANT: ADT LLC
PO Box 872987
Kansas City MO 64187-298

SBIAA: San Bernardino International Airport Authority
Attention: Chief Executive Officer
1601 E. Third Street, Suite 100
San Bernardino, CA 92408

14. COMPLIANCE WITH LAW. The Consultant shall comply with all local, state, and federal laws, including, but not limited to, environmental acts, rules and regulations applicable to the services to be provided by the Consultant under this Agreement. The Consultant shall maintain all necessary licenses and registrations for the lawful performance of the services required of the Consultant under this Agreement.

15. NONDISCRIMINATION. The Consultant shall not discriminate against any person on the basis of race, color, creed, religion, natural origin, ancestry, sex, marital status or physical handicap in the performance of the Scope of Services of this Agreement. Without limitation, the Consultant hereby certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status of national origin. Further, the Consultant shall promote affirmative action in its hiring practices and employee policies for minorities and other designated classes in accordance with federal, state and local laws. Such action shall include, but not be limited to, the following: recruitment and recruitment advertising, employment, upgrading and promotion. In addition, the Consultant shall not exclude from participation under this Agreement any employee or applicant for employment on the basis of age, handicap or religion in compliance with state and federal laws.

16. SUBCONTRACTORS AND/OR SUBCONSULTANTS. The Consultant recognizes and agrees that it has the affirmative duty to disclose the company name, company address, names and titles of principals, key management and supervisory personnel of all subcontractors and/or subconsultants, and other persons, entities, agents, representatives and intermediaries (collectively, "Subcontractors") who may be participating in any manner in the Scope of Services to be rendered by the Consultant pursuant to the terms of this Agreement. The definition of Subcontractors shall also include any and all others persons who may attempt to influence any decision intended to be made by the governing body of the SBIAA with regard to the funding, other discretionary actions or additional approvals associated with this Agreement and the Scope of Services whether or not such other parties are seeking compensation from the Consultant in furtherance of the Scope of Services pursuant to this Agreement. All such Subcontractors shall be disclosed in writing by the Consultant to the Assistant Secretary of the SBIAA Commission, immediately upon Consultant entering into any agreement or contract, either written or oral, with each such Subcontractor. It is the obligation of the Consultant to so disclose to the Assistant Secretary of the Commission any and all Subcontractors, as defined above, throughout the Term of this Agreement. Failure on behalf of the Consultant and/or its agents, representatives and intermediaries to comply with this Section 16 shall result in the inability of SBIAA staff to authorize and/or submit to the SBIAA governing body any amendments, change orders, extensions of time, etc., relative to this Agreement.

The Consultant acknowledges the obligations as set forth in this Section 16 by the initials of the agent signing on behalf of the Consultant appearing below:

(initial here)

17. CONSULTANT AND EACH SUBCONTRACTOR ARE INDEPENDENT CONTRACTORS.

The Consultant shall at all times during the performance the services described in Exhibit A be deemed to be an independent contractor. Neither the Consultant nor any of its subcontractors shall at any time or in any manner represent that it or any of its employees are employees of the SBIAA or any member agency of the SBIAA. The SBIAA shall not be requested or ordered to assume any liability or expense for the direct payment of any salary, wage or benefit to any person employed by Consultant or its Subcontractors to perform the services described in Exhibit A. Consultant is entirely responsible for the immediate payment of all subcontractor liens.

18. CONFLICT OF INTEREST – SBIAA REPRESENTATIVES. Consultant acknowledges that the SBIAA uses ethical business practices in the selection of its Consultants and in its other contracting practices. Consultant certifies that neither it nor its employees or agents have, with an intent to establish or maintain a business relationship with the SBIAA or any department thereof, provided any gift or sponsorship having a value of more than a fifty and 00/100 dollar (\$50.00) value, in total or aggregated total, to: (i) any person working on behalf of the SBIAA involved in the negotiation of this Agreement; (ii) any member of any department of the SBIAA procuring items or services from the Consultant under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the SBIAA. Further, Consultant certifies that neither it nor its employees or agents shall at any time in the future, with an intent to establish or maintain a business relationship with the SBIAA or any department thereof, provide any gift or sponsorship having more than a fifty and 00/100 dollar (\$50.00) value, in total or aggregated total, to: (i) any person working on behalf of the SBIAA involved in the negotiation of this Agreement; (ii) any member of any department of the SBIAA procuring items or services from the Consultant under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the SBIAA.

The Consultant acknowledges the obligations as set forth in this Section 18 by the initials of the agent signing on behalf of the Consultant appearing below:

(initial here)

19. CONFLICT OF INTEREST – CAMPAIGN CONTRIBUTIONS. The Consultant represents and warrants that it has reviewed and is familiar with the governing provisions of the California Government Code and the regulations promulgated there under by the Fair Political Practices Commission (“FPPC”) regarding campaign contributions to appointed members of the governing body of the SBIAA. The Consultant further represents and warrants that neither the Consultant, nor any number of individuals employed by the Consultant or other contractors and Subcontractors of the Consultant, or any others acting on behalf of or in concert with the Consultant, have contributed to: (i) any member of the governing body of the SBIAA, (ii) any election committee of any member of the governing body of the SBIAA, (iii) any “friends of” election committee of any member of the governing body of the SBIAA, or (iv) any

political action committee ("PAC") representing, acting with or on behalf of any member of the governing body of the SBIAA, an amount in the aggregate of more than Two Hundred Fifty and 00/100 Dollars (\$250.00) within the period commencing twelve (12) months prior to the date of the official action by the governing body of the SBIAA to approve this Agreement. The Consultant covenants and warrants that for the period of time commencing as of the date of the approval of this Agreement by the governing body of the SBIAA and for ninety (90) calendar days thereafter, similarly no such campaign and/or fund-raising contributions aggregating in excess of \$250.00 from the Consultant and other contractors and Subcontractors of the Consultant, or others action on behalf of or in concert with the Consultant, when aggregated with campaign contributions paid pursuant to the preceding sentence for the prior twelve (12) month period, shall be made to any member of the governing body who participated in the official action to approve this Agreement. Such \$250.00 limitation shall apply for the period of time commencing twelve (12) months prior to the date of the official action of the governing body of the SBIAA to approve this Agreement and for ninety (90) calendar days thereafter and all such campaign contributions within said fifteen (15) month period of time shall be aggregated for purposes of the FPPC rules and regulations. Any breach of this Section 19, whether intentional or unintentional, shall be deemed to be a material breach of this Agreement.

The Consultant acknowledges the obligations as set forth in this Section 19 by the initials of the agent signing on behalf of the Consultant appearing below:

(initial here)

20. FAIR POLITICAL PRACTICES COMMISSION FORMS AND FILINGS. The provisions of this Section 20 shall apply to the Consultant, its employees and/or agents providing or supervising the services to the SBIAA as set forth in this Agreement. The Consultant acknowledges and represents and warrants that the Consultant is aware of the requirements of the Fair Political Practices Commission ("FPPC") of the State of California, including the statutory requirements and the rules and regulations promulgated pursuant thereto, and the obligations and duties of third party contractors such as the Consultant to complete and timely submit the required FPPC reporting forms.

By the execution and acceptance of this Agreement with the SBIAA, the Consultant hereby agrees that no later than the first day of April (April 1) of each calendar year, or any other date as designated by SBIAA legal counsel or the Assistant Secretary of the Commission, the Consultant shall submit, and/or cause its employees and/or agents providing or supervising the services to the SBIAA as set forth in this Agreement to submit, to the Assistant Secretary of the Commission any reporting form or filing published and/or required by the FPPC which SBIAA legal counsel or the Assistant Secretary of the Commission should deem appropriate and so request of the Consultant, properly and fully completed in accordance with the instructions of the FPPC, which instructions shall be provided to Consultant by the Assistant Secretary of the Commission, identifying the appropriate and necessary economic disclosures

of the Consultant, its employees and/or agents who perform services by, through or on behalf of the Consultant to the SBIAA pursuant to this Agreement.

Further, the Consultant recognizes that it is neither the duty nor the responsibility of the SBIAA, its staff and/or legal counsel to review or seek additional information from the Consultant as to any information submitted to the SBIAA in the required FPPC reporting forms. The Consultant further understands that the Consultant, its principals, shareholders, and certain employees and/or agents could be subjected to fines and civil penalties imposed by the FPPC in the event any documentation submitted by the Consultant is deemed to be inadequate either by the FPPC or any other State or local prosecutorial office. Under some circumstances, such inadequacies for failure to comply with the FPPC requirements may also involve criminal sanctions.

The Consultant shall further defend, indemnify and hold harmless the SBIAA, its officers, employees, representatives, and agents, for any and all violations by the Consultant regarding FPPC reporting compliance requirements that result in any liability or financial loss to the SBIAA, its officers, employees, representatives, and agents, by reason of the failure of the Consultant to comply with the provisions of this Section 20, including staff costs, attorney fees and any and all other costs as may be incurred by the SBIAA, its officers, employees, representatives, and agents due to any alleged violations of the FPPC reporting requirements by the Consultant.

The Consultant acknowledges the obligations as set forth in this Section 20 by the initials of the agent signing on behalf of the Consultant appearing below:

(initial here)

21. CONSULTANT INTERESTS ADVERSE TO THE SBIAA. Consultant hereby represents that it has no interests adverse to the SBIAA or its individual member entities, at the time of execution of this Agreement. Consultant hereby agrees that, during the Term of this Agreement, the Consultant shall not enter into any agreement or acquire any interests detrimental or adverse to the SBIAA or its individual member entities. Additionally, Consultant hereby represents and warrants to SBIAA that Consultant and any partnerships, individual persons or any other party or parties comprising Consultant, together with each subcontractor who may hereafter be designated to perform services pursuant to this Agreement, do not have and, during the Term of this Agreement, shall not acquire any property ownership interest, business interests, professional employment relationships, contractual relationships of any nature or any other financial arrangements relating to the SBIAA, property over which the SBIAA has jurisdiction or any members or staff of the SBIAA that have not been previously disclosed in writing to SBIAA, and that any such property ownership interests, business interests, professional employment relationships, contractual relationships or any nature or any other financial arrangements will not adversely affect the ability of the Consultant to perform the services to the SBIAA as set forth in this Agreement.

22. SEVERABILITY. Each and every section of this Agreement shall be construed as a separate and independent covenant and agreement. If any term or provision of this Agreement or the application thereof to certain circumstances shall be declared invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

23. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties. This Agreement supersedes all prior negotiation, discussions and agreements between the parties concerning the subject matters covered herein. The parties intend this Agreement to be the final expression of their agreement with respect to the subjects covered herein and a complete and exclusive statement of such terms.

24. AMENDMENT OR MODIFICATION. This Agreement may only be modified or amended by written instrument duly approved and executed by each of the parties hereto. Any such modification or amendment shall be valid, binding and legally enforceable only if in written form and executed by authorized representatives of each of the parties hereto, following all necessary approvals and authorizations for such execution.

25. GOVERNING LAW. This Agreement shall be governed by the laws of the State of California. Any legal action arising from or related to this Agreement shall be brought in the Superior Court of the State of California in and for the County of San Bernardino.

26. NON-WAIVER. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the same provision or any remaining provisions of this Agreement.

27. CAPTIONS. The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision of this Agreement.

28. ASSIGNMENT. This Agreement may not be assigned by the Consultant without the prior written consent of the SBIAA.

29. REPRESENTATIONS OF PERSONS EXECUTING AGREEMENT. The person(s) executing this Agreement warrant that he/she/they is/are duly authorized to execute this Agreement on behalf of and bind the parties each purports to represent.

30. EXECUTION IN COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which will constitute an original.

31. EFFECTIVENESS OF AGREEMENT AS TO THE SBIAA. This Agreement shall not be binding on the SBIAA until approved by the SBIAA Commission, approved as to form and legal content by SBIAA legal counsel, signed by the Chief Executive Officer and signed by an authorized representative of the Consultant.

32. NON-EXCLUSIVITY. This Agreement shall not create an exclusive relationship between the SBIAA and the Consultant for the services set forth in Exhibit A or any similar or related services. The SBIAA may, during the Term of this Agreement, contract with other consultants for the performance of the same, similar or related services as those that may be performed by the Consultant under this Agreement. The SBIAA reserves the discretion and the right to determine the amount of services to be performed by the Consultant for the SBIAA under this Agreement, including not requesting any services at all. This Agreement sets forth only the terms upon which any such services will be provided to the SBIAA by the Consultant, if such services are requested by the SBIAA, as set forth in this Agreement.

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[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, two identical counterparts of this Agreement, each of which shall for all purposes be deemed an original thereof, have been duly executed by the authorized signatures of the officers of the parties hereinabove named, on the day and year first herein written.

SBIAA

Dated: _____

San Bernardino International Airport Authority,
a joint powers authority

By: _____
Michael Burrows, Chief Executive Officer

ATTEST:

Jennifer Farris,
Assistant Secretary of the Commission

Approved as to form and legal content:

Scott Huber: Legal Counsel

Consultant

Dated: _____

ADT LLC

By: _____
Name:
Title:

EXHIBIT A

SCOPE OF SERVICES



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

INLAND VALLEY DEVELOPMENT AGENCY

Exhibit A-Expanded Site Services Detail Form

Pricing is Based on OMNIA Partners Contract # R220701

"Facility Technology Integration & Security System Services"

SBIAA Building #'s:	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
#56 Center Area	115 N. Del Rosa	FA-POTS	\$35.00	\$48.00	\$83.00
#56 North/South Area	115 N. Del Rosa	FA-POTS	\$35.00	\$64.00	\$99.00
#673 Terminal Bldg.	105 N. Leland Norton Way	FA-POTS	\$35.00	\$56.00	\$91.00
#730 Maintenance Bldg.	764 S. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
#759	294 S. Leland Norton Way	FA-POTS	\$35.00	\$38.00	\$73.00
#794 Control Tower	Near 255 S. Leland Norton	FA-POTS	\$35.00	\$68.00	\$103.00
Hangar 695	105 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
Hangar 795	285 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Hangar 795	285 S. Leland Norton Way	BA-POTS	\$25.00	\$0.00	\$25.00
Hangar 763 West Annex	255 S. Leland Norton Way	FA-POTS	\$35.00	\$44.00	\$79.00
Hangar 763 East Annex	255 S. Leland Norton Way	FA-POTS	\$35.00	\$28.00	\$63.00
Hangar 763 (Bay 1 & 2)	255 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Hangar 763 (Bay 3 & 4)	255 S. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
#675	185 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
#675	185 N. Leland Norton Way	BA-POTS	\$25.00	\$0.00	\$25.00
#680 Fire Station	165 N. Leland Norton Way	FA-POTS	\$35.00	\$64.00	\$99.00
Customer Hangar 674	225 N. Leland Norton Way	FA-POTS	\$35.00	\$58.00	\$93.00
Hangar 674 Offices	225 N. Leland Norton Way	BA-Cell	\$48.00	\$0.00	\$48.00

Section Subtotal \$1,373.00

Continued on Page 2

Page 1 of 2

SBIAA Building #'s:	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
Building 339	2885 East U St.	FA-Cell	\$55.00	\$36.00	\$91.00
Building 602-West FBO	295 N Leland Norton Way	FA-POTS	\$35.00	\$38.00	\$73.00
Building 797	295 Leland Norton Way	FA-POTS	\$35.00	\$42.00	\$77.00
Hangar 341	2895 East U St.	FA-Cell	\$55.00	\$28.00	\$83.00
Building 604	265 N. Leland Norton Way	FA-POTS	\$35.00	\$36.00	\$71.00
Building 601-IAF	275 N. Leland Norton Way	FA-POTS	\$35.00	\$36.00	\$71.00
Hangar 333	2904 E. U St.	FA-Cell	\$55.00	\$28.00	\$83.00
FBO Hangar	2027 Perimeter Rd.	FA-POTS	\$35.00	\$32.00	\$67.00
Cargo Bldg.	215 N. Leland Norton Way	FA-POTS	\$35.00	\$30.00	\$65.00
Sheriff's Hangar	199 N. Leland Norton Way	FA-Cell	\$55.00	\$84.00	\$139.00
Gen Aviation T-Hangar 170	170 Victoria Ave.	FA-Cell	\$55.00	\$30.00	\$85.00
Gen Aviation T-Hangar180	180 Victoria Ave	FA-Cell	\$55.00	\$30.00	\$85.00
Section Subtotal					\$990.00

IVDA Building #'s	Service Address	System Type	Monitoring	Test/Insp Service	Site Total
IVDA Building 58	195 N. Del Rosa	FA-POTS	\$35.00	\$28.00	\$63.00
#48 Administration Building	1601 E. Third St.	FA-POTS	\$35.00	\$58.00	\$93.00
DFAS Bldg-Fire	1111 East Mill St.	FA-POTS	\$35.00	\$68.00	\$103.00
DFAS Bldg-Lobby Intrusion	1111 East Mill St.	BA-POTS	\$25.00	\$0.00	\$25.00
DFAS Bldg-Access	1111 East Mill St.	Brivo-Access	\$110.00	\$0.00	\$110.00
Section Subtotal					\$394.00

SBIAA Sites Service Totals

~~\$2,363.00~~ **\$2,272.00**

IVDA Sites Service Total

\$394.00

OMNIA Partners Contract # R220701

Exhibit A

Price Forms

Description of Requested Services Bid Sheet

(Include specifics as to cost/rate information being requested here)

ITEM DESCRIPTION:	COST:
SBIAA Sites - Takeover/Programming	Q
SBIAA Sites - Monthly Services - Fire & Sec	Q (See Price detail)
IVDA Sites - Takeover/Programming	Q
IVDA Sites - Monthly Services - Fire, Security, Access Control	\$394.00 (see Price detail)

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 4g[V` Y%+ fa TWahWbW
 ? S[fWS UW S SYWFWZW? U` fkdW

Proposer's Hourly Service Rate Per Additional Service Requirement Section:

(In this section, be sure to include fees for services outside the scope of services of the fire and break-in monitoring and shall not be part of your proposed fees listed on the Bid Sheet. If necessary, attach a separate price sheet.)

Normal Business Hours, Hourly Rate: \$ \$185 - 2hr Min	After-hours, Hourly Rate: \$ \$376 - 2hr Min
Weekend On-Call, Hourly Rate: \$ \$376 - 2hr Min	Holiday On-Call, Hourly Rate: \$ \$376 - 2hr Min
Parts/Supply Mark-up Percentage: % 40%	Additional Costs (specify): \$75 Trip charge Per Truck Roll

(Signature)

EXHIBIT B
SUPERVISORY STAFF PERSONNEL

SBIAA Staff:

Chief Executive Officer

Director of Aviation

Assistant Secretary of the Commission (relating to records production, recordkeeping, political contributions, Form 700 compliance, etc., only)



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 10

PRESENTER: Jonathan Galvan, Airport Manager

SUBJECT: APPROVE NUCKLES OIL COMPANY, INC. DBA MERIT OIL COMPANY AS THE SERVICE PROVIDER OF GASOLINE AND RED-DYE DIESEL FUELS IN AN AMOUNT NOT TO EXCEED \$500,000.00 DURING FISCAL YEAR 2023-2024

SUMMARY

Approval of this item would authorize the purchases of gasoline and red-dye diesel fuels during FY 2023-2024 from Merit Oil Company to support a variety of airport vehicles and equipment. Equipment includes Airport Rescue and Fire Fighting (ARFF) trucks, Airport Operations vehicles, Airport Maintenance vehicles, Avgas and Jet-A fuel trucks, airport back-up-power generators, and a variety of aircraft Ground Service Equipment (GSE).

RECOMMENDED ACTION(S)

Approve Nuckles Oil Company. Inc. dba Merit Oil Company as the service provider of gasoline and red-dye diesel fuels (non-aviation fuel) during FY 2023-2024 in an amount not to exceed \$500,000.00; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

Funding non-aviation fuel purchases was included in the approved Fiscal Year 2023-2024 Budget in the General and Luxivair SBD funds, Account 50427 – Fuel & Lubricants in the aggregate amount of \$500,000 of which \$446,860 is available to fund these purchases.

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

BACKGROUND INFORMATION

Gasoline and red-dye diesel fuels are used daily at the airport. These fuels are used for a variety of vehicles and equipment such as the airport ARFF trucks, Airport Operations and Maintenance vehicles, Luxivair SBD fuel trucks, and airport emergency back-up generators in case of any unexpected power outages.

Historically, SBIAA obtained its non-aviation fuels from Merit Oil Company, based on reasonable and avoidable cost basis. SBIAA staff have periodically conducted fuel market surveys comparing Merit Oil's prices with other suppliers.

Consistent with SBIAA purchasing philosophy, four (4) local fuel providers were contacted in July 2023 to provide quotes for current fuel costs, delivery costs, ability to deliver in a timely manner, and any other cost associated to provide gasoline and red-dye diesel fuels necessary for airport vehicles and GSE. Merit Oil Company quoted the lowest pricing for both diesel and gasoline fuels by a significant margin from all quotes received for the July 17, 2023, spot market quote.

In addition, Merit Oil Company provides fuel storage tanks to the Airport at no cost. It is noteworthy, the tanks provided are under a grandfathered-in method by the fuel provider. Should the authority enter into a new agreement, new fuel tanks would have to be purchased.

Based on current fuel pricing and rates of consumption, the approved Airport departmental non-aviation fuel budgets are allocated as follows:

Luxivair SBD: \$350,000

OPS/Maintenance: \$150,000

Staff recommends that the Commission approve the above recommended action.

Attachments:

1. None.



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 11

PRESENTER: Wendy McConaughey, FBO Manager

SUBJECT: APPROVE A SERVICE AGREEMENT WITH SYSCO RIVERSIDE, INC. IN AN AMOUNT NOT TO EXCEED \$75,000 FOR FOOD, SUPPLY, BEVERAGE, AND DELIVERY SERVICES

SUMMARY

Approval of this item would authorize a service agreement for recurring purchases of miscellaneous food, beverage, paper products and supplies from Sysco Riverside, Inc. for Luxivair SBD in an amount not to exceed \$75,000 for the Fiscal Year 2023-2024 Budget. Staff solicited proposals from three (3) supply vendors, including Sysco Riverside, Inc. for products commonly purchased during Fiscal Year 2022-2023.

RECOMMENDED ACTION(S)

Authorize the award of a service agreement with Sysco Riverside, Inc. in an amount not to exceed \$75,000 food, supply, beverage, and delivery services; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

Funding for this agreement was included in the approved Fiscal Year 2023-2024 Budget in the Luxivair SBD (FBO) Fund, Account 50322 - Supplies in the amount of \$150,000 of which \$75,000 is allocated to this agreement.

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

BACKGROUND INFORMATION

As Southern California's premier Fixed-Base Operator (FBO), Luxivair SBD offers complimentary snack and beverage amenities to its customers, consistent with FBO industry practice. Sysco Riverside, Inc. is Luxivair SBD's current supply vendor, offering a wide range of food, supply, beverage, and delivery services. To ensure consistency with the San Bernardino International Airport Authority's (SBIAA) purchasing policies and procedures, a Request for Proposals (RFP) for "Hospitality Service" was issued. The RFP, seeking competitive proposals, was sent to the following three (3) food and beverage supply vendors in which Sysco Riverside, Inc. was the most cost-effective option that carries all required supplies.

- Sysco Riverside, Inc.
- US Foods, Inc.
- Canteen

Staff is requesting the approval of a service agreement with Sysco Riverside, Inc. as the annual supply vendor for food, supply, beverage, and delivery services consistent with SBIAA's purchasing policies and procedures. SBIAA's standard form service agreement will be used.

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

Attachments:

1. SBIAA Quote Summary Sheet
2. SBIAA Supply Quotes

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



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

QUOTE SUMMARY SHEET

Requestor Name: _____

Date: _____

Requesting Agency: ☐ SBIAA ☐ FBO ☐ IVDA Requesting Division: _____

Attachments (List): _____

General description of items/services requested and reasons:

Item #	Date Quote Rec'd	Vendor Name	Address	Contact Person	Phone # / Email	Price Quoted
1						
2						
3						

Notes: _____

Receive a \$500 credit when you spend at least \$10,000 between 07/02/2023 and 07/29/2023! [Learn More.](#)

Shop

All

snack bar granola

Products Lists My Orders Resources

English Hi, Marlin

Member Since 2015 [View Perks!](#)

LUXIVAIR (320-089599) 295 N LELAND NORTON WAY

Review Cart

Search Cart

Item Status

Export

Delivers As Soon As Tuesday, 07/11/2023



Otis Spunkmeyer Dough Cookie
Chocolate Chip

1

\$58.25 CS

\$58.25

320/1 OZ



Planters Snack Trail Mix Fruit & Nut

1

\$50.64 CS

\$50.64

72/2 OZ



Coca Cola Syrup Coke Classic 5:1 Yield
Bag-In-Box

1

\$99.50 CS

\$99.50

1/5 GAL



Coffee Mate Creamer French Vanilla
Liquid Pump Bottle

1

\$33.89 CS

\$33.89

2/1.5LTR



Nature Valley Snack Bar Granola Variety
Pak

1

\$59.69 CS

\$59.69

120/.89 OZ



Order Summary

Jul 07 2023 11:10 AM

Total Quantity 5 CS | 0 EA

Total Line Items 5

Estimated Total \$301.97

[Continue to Checkout](#)

Next scheduled delivery date: 07/11/2023



luxivair SBD

Print Date: 05/26/2023

Division: CORONA (4150)

Customer: GILS CAFE (84387133)

Department: N/A (0)

LINE#	PRODUCT#	STATUS	PRODUCT DESCRIPTION	BRAND	PACK SIZE	ON HAND / ORDER (LINE#)	\$ FULL \$ PART	INV. UNITS GL VN
30	9042674		CAKE, LMN COTED 4 Z IW FZN	CHEF'S LINE	20/4 OZ	(30)	36.91	
31	7198332		CAKE, LOAF BANA CHOC SWIRL NOT	CHEF'S LINE	20/4 OZ	(31)	36.7	
32	1685663		MUFFIN, BANA NUT 4 Z TRAY FZN	CHEF'S LINE	2/12/4 OZ	(32)	32.57	
33	6776892		MUFFIN, BTRMLK BLBRY 4 Z TRAY	CHEF'S LINE	2/12/4 OZ	(33)	33.4	
34	6071024		MUFFIN, LMN CRNBY 4 Z TRAY PK	CHEF'S LINE	2/12/4 OZ	(34)	34.57	
35	8197976		CAKE, COF CHOC ALM NOT ICED IW	CHEF'S LINE	21/3.5 OZ	(35)	43.45	
36	2800666		DOUGH, DNSH ASST W/ ICING 1.48	DEVONSHIRE	5/24/1.48 OZ	(36)	57.35	
37	4310349		DOUGH, CKY CHOC CHIP 1.5 Z TFF	DEVONSHIRE	216/1.5 OZ	(37)	100.04	
38	7201650		DOUGH, CKY CHOC CHIP ECON FZN	OTIS SPUNKMEYER VALUE ZONE	320/1 OZ	(38)	61.82	
39	949446		CREAMER, LIQ FRNCH VNL TFF	COFFEE-	2/1.5 LT	(39)	35.0	
40	8164069		COFFEE, GRND 100% COLBN FOIL	RITUALS	42/2 OZ	(40)	56.03	
41	3984410		COFFEE, GRND SOUTH AMER SLCT	RITUALS	6/32 OZ	(41)	92.65	
42	9978149		SNACK MIX, TRAIL TRPCL FRT &	PLANTERS	72/2 OZ	(42)	50.61	
43	5488748		WATER, PRFID PLST BTL TWIST	THIRSTER	24/16.9 OZ	(43)	6.89	
44	6151161		SNACK BAR, GRNLA CHWY ASST SS	NATURE VALLEY	120/1 OZ	(44)	60.46	



luxivair SBD

Print Date: 05/26/2023

Division: CORONA (4150)

Customer: GILS CAFE (84387133)

Department: N/A (0)

LINE#	PRODUCT#	STATUS	PRODUCT DESCRIPTION	BRAND	PACK SIZE	ON HAND / ORDER (LINE#)					\$ FULL \$ PART	INV. UNITS GL VN
45	1368034		JUICE, APPL 100% NSA FLTRD	TREE TOP	24/10 OZ	(45)					24.88	
46	4195814		SYRUP, FONTN MTN BLAST PWRAD	POWERADE	2.5 GA	(46)					63.0	
47	3022001		JUICE, ORNG 100% NFC CTN REF	TROPICANA PURE PREMIUM	48/6 OZ	(47)					28.83	
48	4605416		JUICE, ORNG 100% NO PULP PLST	TROPICANA PURE PREMIUM	12/12 OZ	(48)					25.37	
49	9004367		SYRUP, FONTN COLA COKE CLSC	COKE	5 GA	(49)					111.97	
50	5004361		SYRUP, FONTN COLA DIET COKE	COKE	5 GA	(50)					112.02	
51	4004362		SYRUP, FONTN LMN LIME SP RTE	SPRITE	5 GA	(51)					111.97	

Susie Garcia

From: Reyes, Edgar <Edgar.Reyes@compass-usa.com>
Sent: Thursday, June 1, 2023 4:13 PM
To: Susie Garcia
Subject: RE: [Ext] RE: Inbound Lead: San Bernadino, CA: Canteen & Luxivair

Hi Susie, my apologies for the late response.

I did my best to make a like for like list, see below. We do not carry raw cookie dough or syrups. Let me know if you still believe we would be the right fit for your team.

SKU	Product	Case Count	Price
10292	Frito Lay Baked Mix 4 Flavor Variety Pack	30	\$ 33.00
2735	Frito Lay Classic Variety Pack	30	\$ 34.50
2792	Kars All Energy Trail Mix (2oz)	48	\$ 48.00
6686	Nature Valley Chewy Trail Mix (1.2oz)	48	\$ 28.80
9624	Back to Nature Mini Chocolate Chunk Cookies (1.25oz)	24	\$ 26.40
5496	Grandmas Chocolate Chip Cookies (2.5oz)	60	\$ 42.00
2968	Nature Valley Sweet & Salty Nut Granola Almond (1.2oz)	16	\$ 13.60
2967	Nature Valley Sweet & Salty Nut Granola Peanut (1.2oz)	16	\$ 13.60
5070	Nestle Pure Life Purified Water (16.9oz)	24	\$ 10.80
3633	Welchs Orange Juice (10oz)	24	\$ 33.60
3620	Welchs Apple Juice (10oz)	24	\$ 33.60

canteen

www.canteen.com



Edgar Reyes | Food & Beverage Amenities Consultant
m. 818.482.9852

FORTUNE Global 500 **2020**

Great Places to Work® Certified **2020** | **2019** | **2018**

Best Places to Work® Ontario **2020**

Best Workplaces® Retail & Hospitality **2020**

Fortune World's Most Admired Companies **2020**

Top GTA Employer **2020**





TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2023

ITEM NO: 12

PRESENTER: Mark Gibbs, Director of Aviation

SUBJECT: CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM SECOND 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 steadily in recent years. Commercial passenger service, air cargo operations, and supporting 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 whom live and work nearby. The SBD Good Neighbor Program is designed to help the 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 developments will benefit the community, while providing a two-way communication channel that facilitates information sharing with community members. 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 SBD 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 Q2 Report.

San Bernardino International Airport

Quarterly Report: July 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/

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 2Q23:

- Published *Good Neighbor News* Spring 2023 newsletter, shared individual articles and promoted subscriptions
 - Subscribers continued to increase since 1Q23
- Promoted the SBD speakers bureau—sharing the team’s ongoing efforts to connect with the community and welcoming new opportunities to engage
- Informed community about SBD and partners’ ongoing investments: completed runway and taxiway system rehab, and upcoming 3rd Street improvements
- Celebrated local newspapers’ awards “Best Airport and “Favorite Airport”; and industry ranking of most affordable fares.



Flysbd - San Bernardino International Airport - SBD

May 26 · 🌐

OUT & ABOUT WITH OUR NEIGHBORS 🧑: Spring has sprung, offering so many in-person opportunities for the [Flysbd - San Bernardino International Airport - SBD](#) team to connect with our neighbors. We've shared presentations & info about SBD with business, industry, school & community groups, & we've welcomed students & civic groups onto the airport.

Learn about where we've been & where we're going—including Las Vegas, San Francisco, Provo & Hartford—in the latest edition of "Good Neighbor News," our quarterly newsletter: <https://hubs.li/Q01RgNrs0>

#FlySBD ✈️ #SBDGoodNeighbor 🏠 #AirportTours #SpeakersBureau #CommunityConnections
💙 #SubscribeToday #SBDAirport



SBD Good Neighbor News

Latest Edition Available Now

Get to know your local airport -
subscribe to our quarterly newsletter.



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 July 2023



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

April 2023

A first look at the first month of the quarter.

21 noise comments

- Filed by 9 households

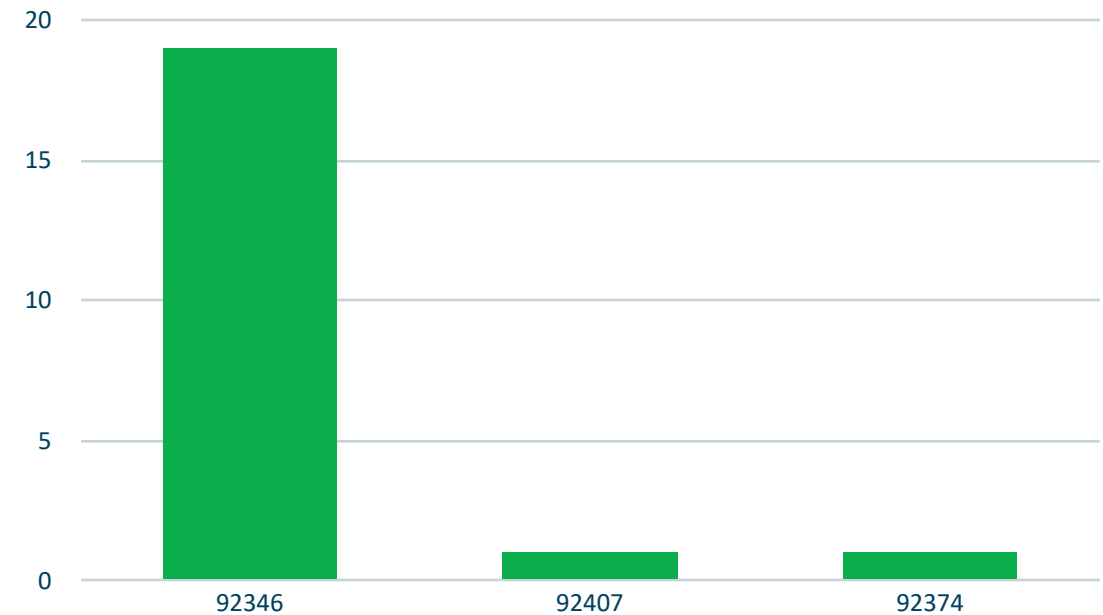
Comments in April

SBD International Airport

April 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	19	7	2.7
92407	San Bernardino	1	1	1.0
92374	Redlands	1	1	1.0
TOTALS		21	9	2.3

Area Ranking by Zip Code (All)

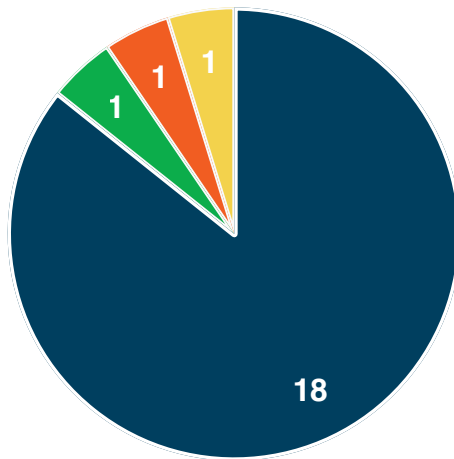


Comment Breakdown

SBD International Airport

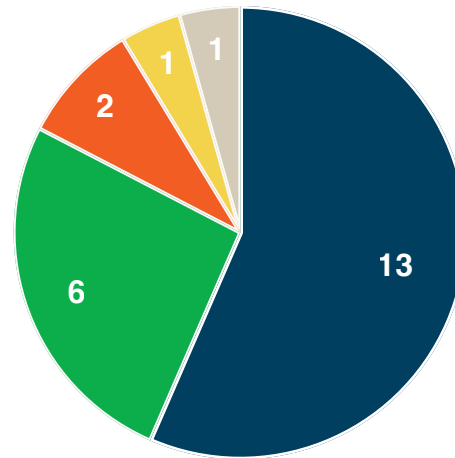
April 2023

Comments by Aircraft Category



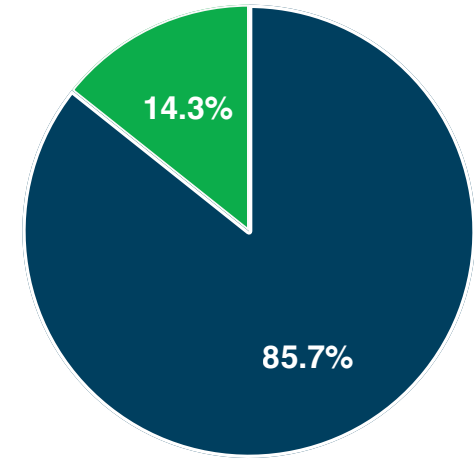
● Jet
● Helicopter
● Military
● Unknown

Comments by Concern



● Flying over home
● Low flying
● Unusually loud
● Late night/early morning
● Sustained noise (>5 minutes)

Filing Method



● Web form
● Hotline

May 2023

A first look at the second month of the quarter.

14 noise comments

- Filed by 7 households

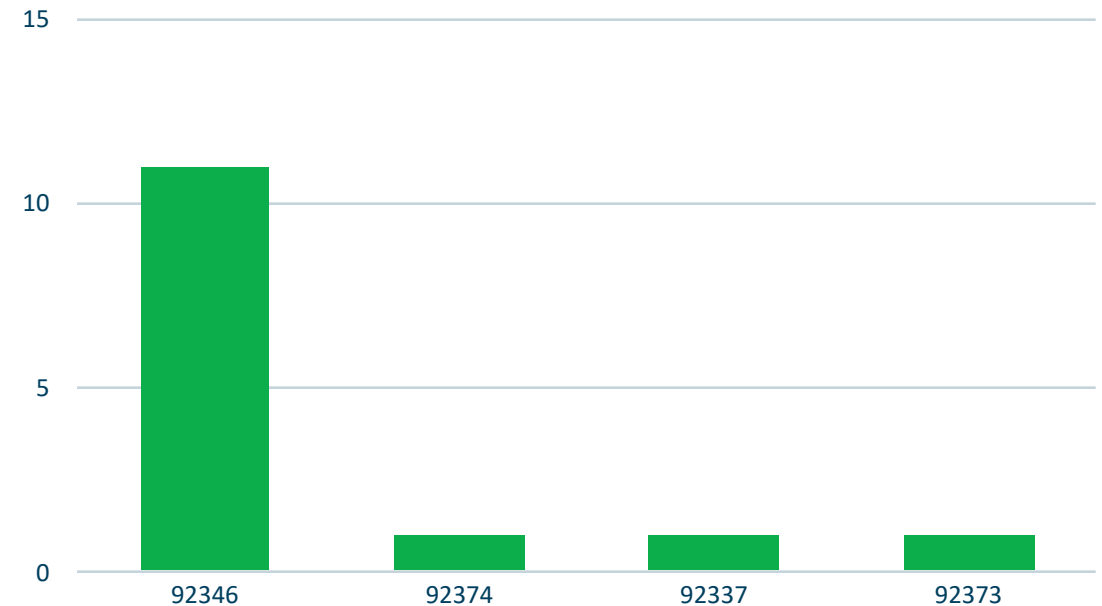
Comments in May

SBD International Airport

May 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	11	4	2.8
92374	Redlands	1	1	1.0
92337	Fontana	1	1	1.0
92373	Redlands	1	1	1.0
TOTALS		14	7	2.0

Area Ranking by Zip Code (All)

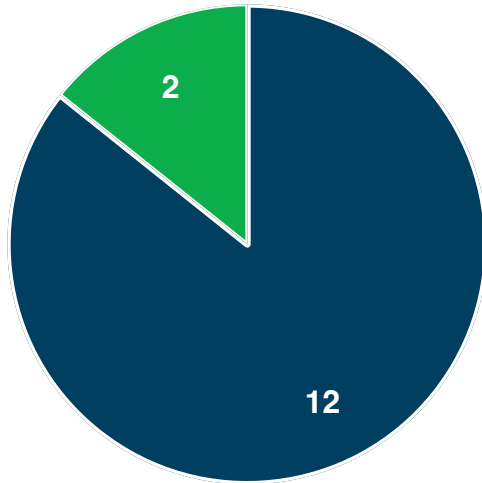


Comment Breakdown

SBD International Airport

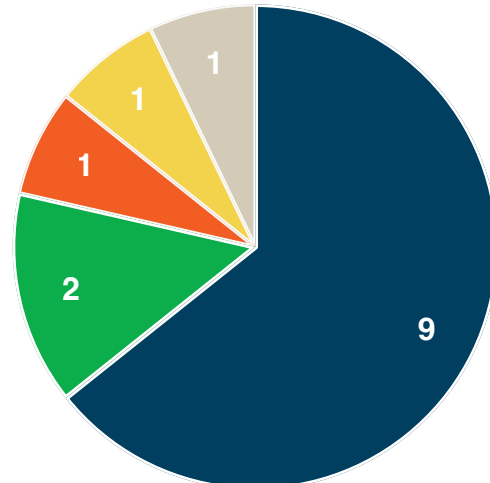
May 2023

Comments by Aircraft Category



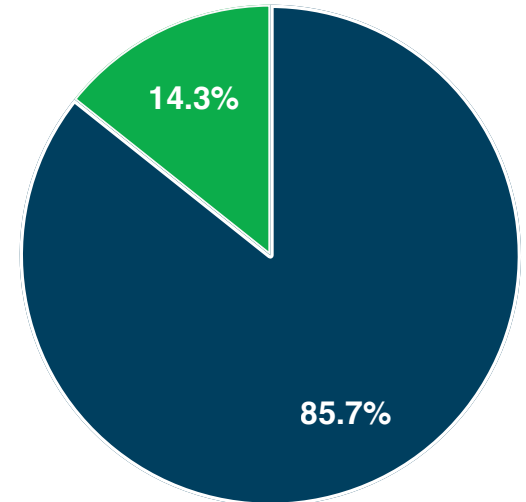
● Jet ● Unknown

Comments by Concern



● Flying over home ● Low flying
● Unusually loud ● Vibration/rumbling
● Frequency of flights

Filing Method



● Web form ● Hotline

June 2023

A first look at the last month of the quarter.

10 noise comments
- Filed by 9 households

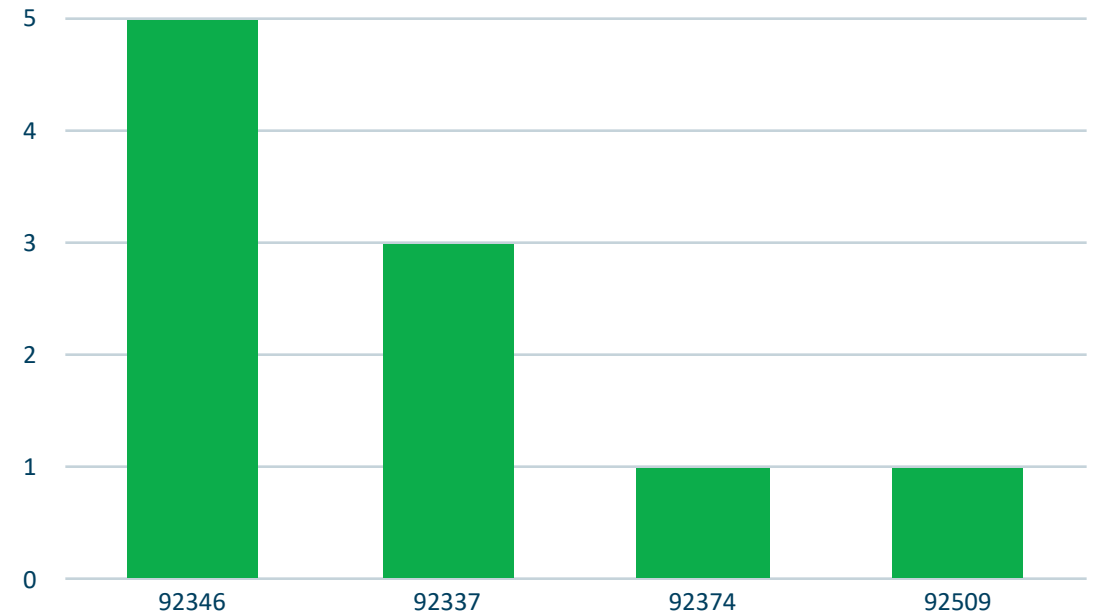
Comments in June

SBD International Airport

June 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	5	4	1.3
92337	Fontana	3	3	1.0
92374	Redlands	1	1	1.0
92509	Jurupa Valley	1	1	1.0
TOTALS		10	9	1.1

Area Ranking by Zip Code (All)

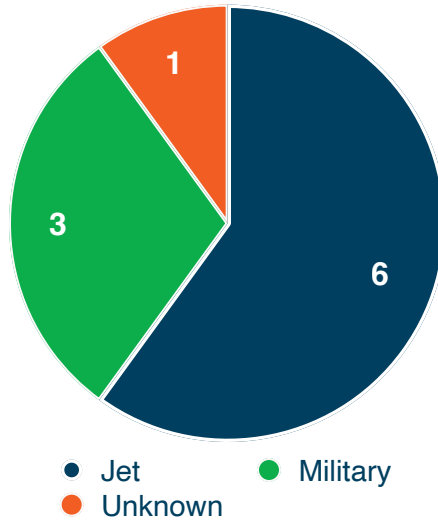


Comment Breakdown

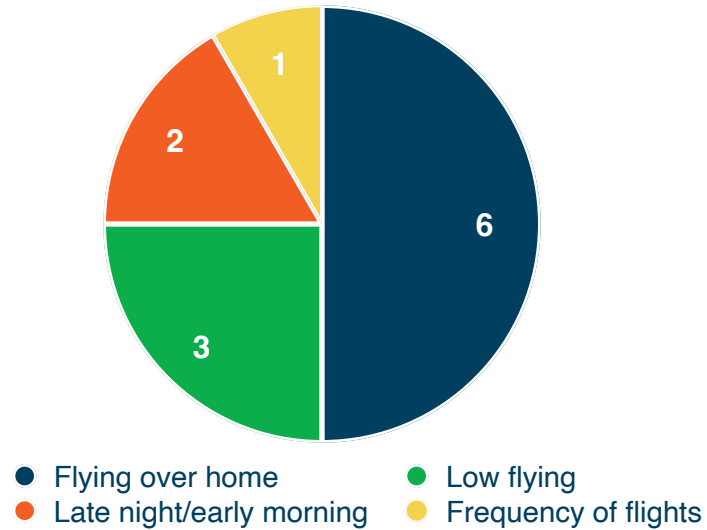
SBD International Airport

June 2023

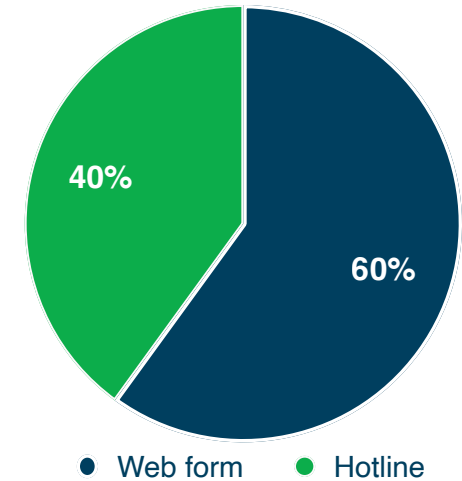
Comments by Aircraft Category



Comments by Concern



Filing Method



TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport decreased in 2Q23, 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

April – June 2023

18

Distinct households
filed aircraft noise
comments this
quarter.

45

Noise comments
received from those
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	35	11	3.2
92337	Fontana	4	3	1.3
92374	Redlands	3	1	3.0
92407	San Bernardino	1	1	1.0
92509	Jurupa Valley	1	1	1.0
92373	Redlands	1	1	1.0
TOTALS		45	18	2.5

Totals & Trends

SBD International Airport

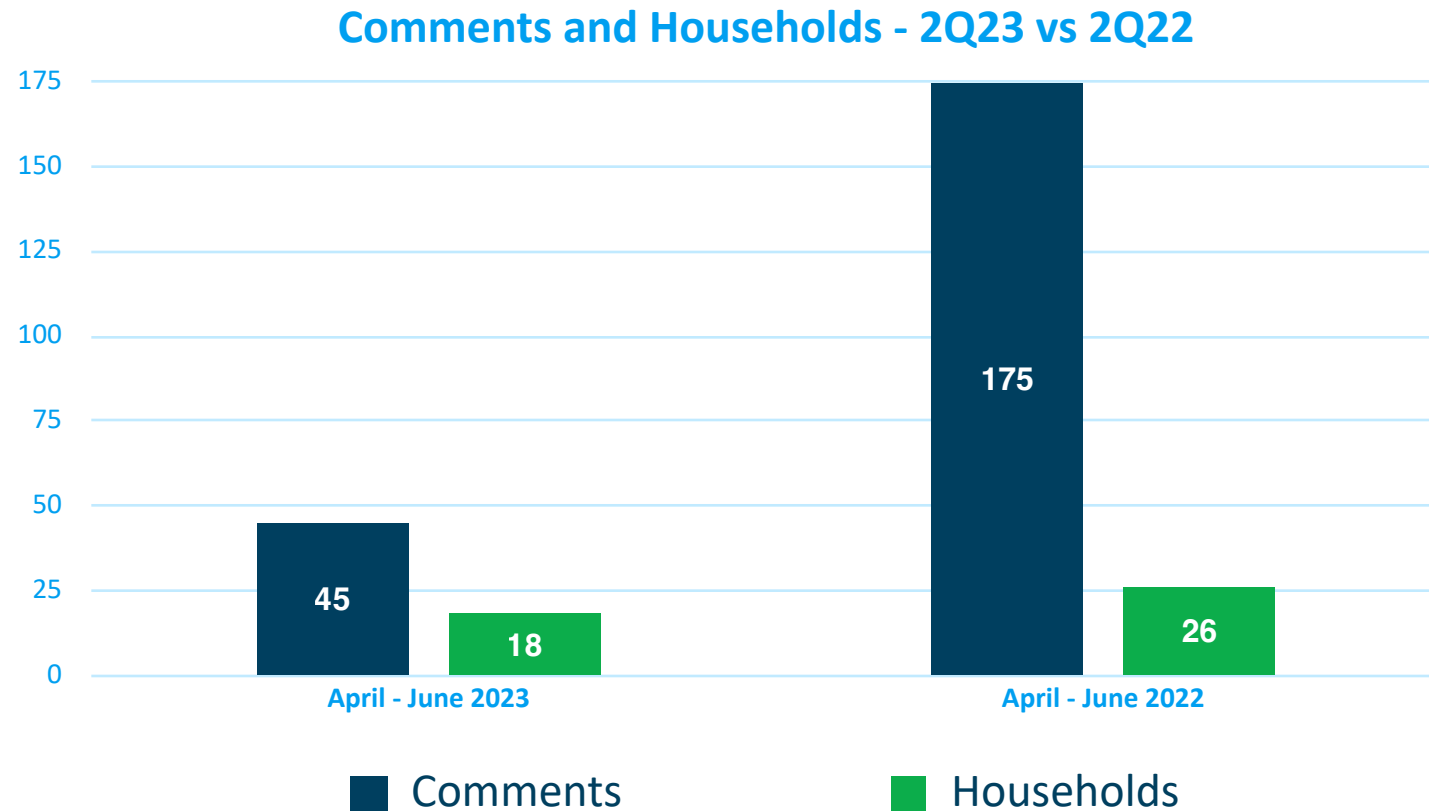
April – June 2023

Top 5 Commenters - 2Q23

RANK	HOUSEHOLD ID	CITY	NUMBER OF COMMENTS
1	G183	Highland	11
2	G160	Highland	7
3	R96	Highland	5
4	A102	Redlands	3
5	E182	Highland	3
TOTALS			29

Totals & Trends

SBD International Airport 2Q YoY Trends



COMMENT BREAKDOWN

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

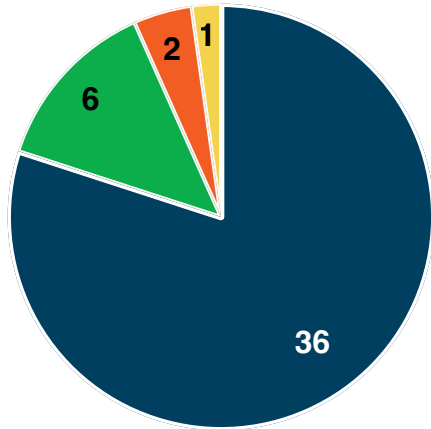
**Most people are
concerned about an
airplane's proximity
to their home.**

Comment Breakdown

SBD International Airport

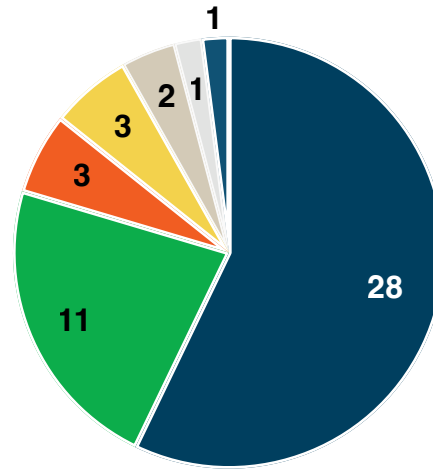
April – June 2023

Comments by Aircraft Category



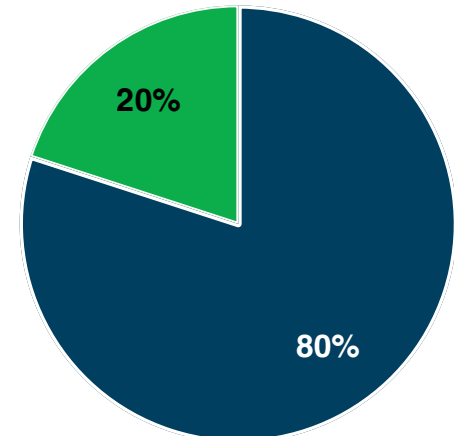
● Jet
● Military
● Unknown
● Helicopter

Comments by Concern



● Flying over home
● Late night/early morning
● Frequency of flights
● Sustained noise (>5 minutes)
● Low flying
● Unusually loud
● Vibration/rumbling

Filing Method



● Web form
● Hotline

Comment Breakdown

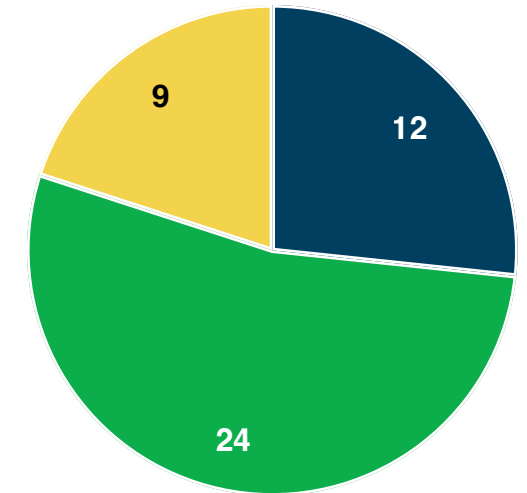
SBD International Airport

April – June 2023

COMMENT BY CONCERN	MENTIONS
Flying over home	28
Low flying	11
Late night/early morning	3
Unusually loud	3
Frequency of flights	2
Vibration/rumbling	1
Sustained noise (>5 minutes)	1

AIRCRAFT CATEGORY	MENTIONS
Jet	36
Unknown	6
Military	2
Helicopter	1

Response Requested



● Yes ● No ● Unspecified

COMMENT MAP

A look at where the comments originate.

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

Comment Map: April - June 2023

Comment Map

SBD International Airport

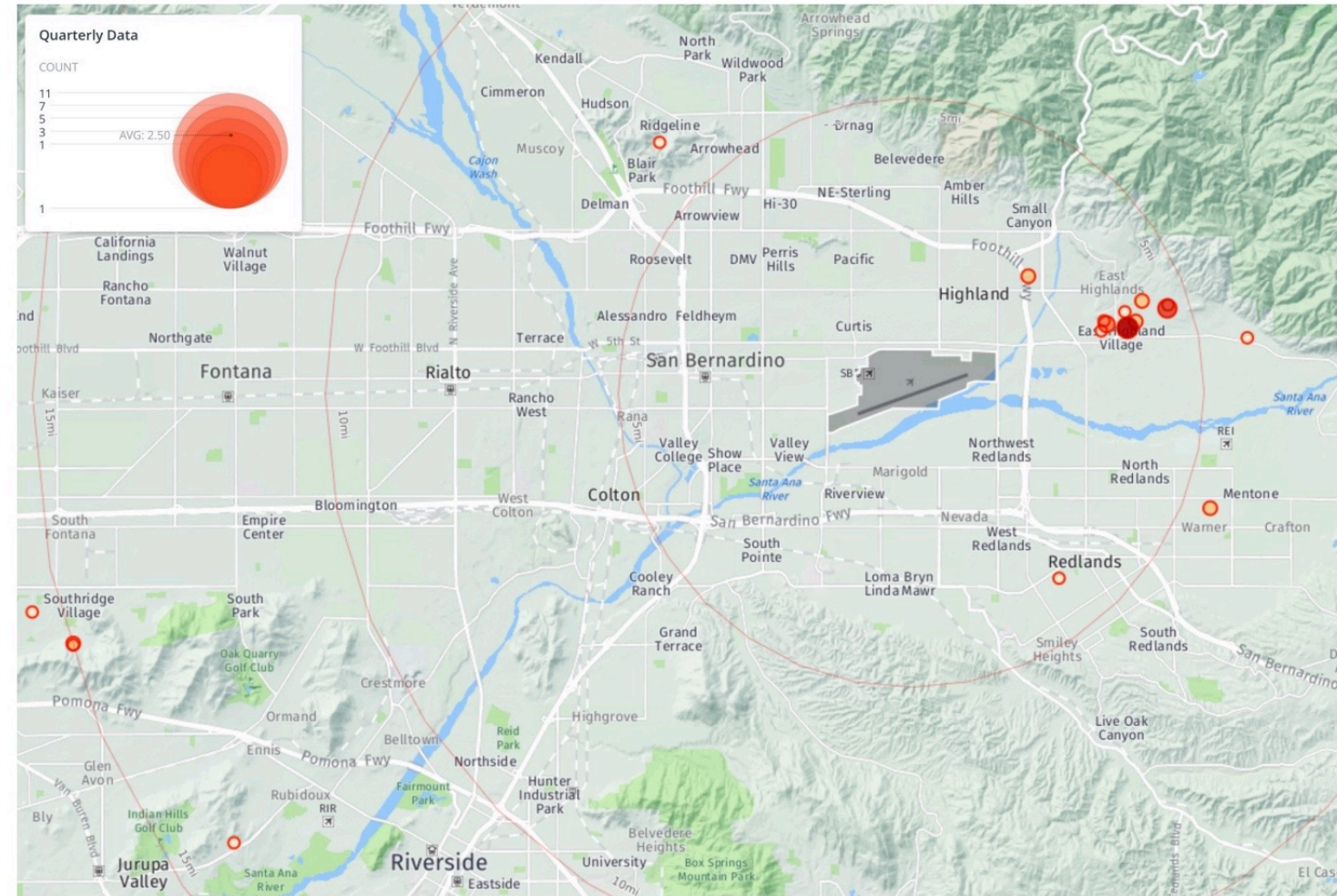
April – June 2023

18

Distinct households
filed aircraft noise
comments this
quarter.

45

Noise comments
received from those
households.



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

Final Thoughts

2Q23 vs. 1Q23 (QoQ):

Noise comments increased.
Number of households filing increased.

2Q23 vs. 2Q22 (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: July 26, 2023

ITEM NO: 13

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 2023

SUMMARY

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

RECOMMENDED ACTION(S)

Review the Action Plan for the San Bernardino International Airport Authority through December 31, 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 2023/24.

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

BACKGROUND INFORMATION

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

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

For review and discussion.

Attachments:

1. SBIAA Action Plan

July, 2023 – Airport Focal Areas



Ensure Operational &
Financial Stability

Stabilize Revenue Streams &
Sources

Good Neighbor Program

Airport Outreach:
Business Retention & Expansion

Green Energy Element

Fuel Farm Project

Airport Terminal Updates

Grant Programs &
Initiatives

International Trade

U.S. Customs



San Bernardino International Airport Authority

Draft Action Plan for SBIAA (12/31/23)

Month	Key Initiative	Key Resources	Completion Date
July, 2023	Airport Terminal Enhancements; SBD Good Neighbor Program	SBIAA Commission, CEO., General Counsel, Director of Aviation, Director of Finance	July 30, 2023
August, 2023	Technical Advisory Committee; Air Passenger Service Update	SBIAA Commission, CEO., General Counsel, Director of Aviation, Director of Finance	August 31, 2023
September, 2023	Airport Fuel Farm Upgrades; AOA Access Road Project	SBIAA Commission & Committee, CEO., Director of Aviation, Director of Finance	September 30, 2023
October, 2023	International Trade Initiatives; Policy & Procedures Updates; Quarterly Financials	SBIAA Commission & Committee, Director of Finance, Director of Aviation, Asst. Secretary of Commission	October 31, 2023
November, 2023	Legislative Initiatives; Quarterly Budget Adjustments	SBIAA Commission & Committee, CEO., Director of Finance, Exec Staff	November 30, 2023
December, 2023	Business Plan Update; Finalize Annual Audit	SBIAA Commission & Committee, ECEO, Director of Aviation, Director of Finance, Exec Staff	December 31, 2023

SBIAA Near-Term Action Plan – Implementation



July, 2023

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure



Update Operational Plans



Airport Improvements



Implement New Accounting and
Agenda Software



Airport Fuel Farm Upgrades



SBIAA Infrastructure
Assessments



International Trade

U.S. Customs

