

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, OCTOBER 25, 2023

5:00 PM

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



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

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor 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

Councilmember, City of San Bernardino

John Echevarria

Councilmember, City of Colton

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

ORDER OF BUSINESS - CLOSED SESSION

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

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

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

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

C. CLOSED SESSION

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

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 255 S. Leland Norton Way, Hangar Bay 3 and 4

Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Joe Ermalovich, AeroPro LLC.

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

- b. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) - significant exposure to litigation: two cases

D. REPORT ON CLOSED SESSION

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

ORDER OF BUSINESS - OPEN SESSION

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

E. ITEMS TO BE ADDED OR DELETED

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

F. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF OCTOBER 25, 2023
[**PRESENTER:** Jennifer Farris, Assistant Secretary of the Commission; **PAGE#:** 006]

G. INFORMATIONAL ITEMS

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

2. Informational Items

- a. INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 014]
- b. INFORMATIONAL ITEMS – REPORT ON FLYING AT ALTITUDE EVENT
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 015]
- c. INFORMATIONAL ITEMS – REPORT ON FUEL FARM PROJECT
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 016]
- d. INFORMATIONAL ITEMS - FISCAL YEAR 2022-23 FINANCIAL AND SINGLE AUDIT UPDATE
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 017]
- e. INFORMATIONAL ITEMS - ACCOUNTING INFORMATION SYSTEM SELECTION AND IMPLEMENTATION
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 018]

H. **COMMISSION CONSENT ITEMS**

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

3. REGISTER OF DEMANDS FOR AUGUST 2023
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 019]
4. REGISTER OF DEMANDS FOR SEPTEMBER 2023
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 027]
5. RECEIVE AND FILE TREASURER'S REPORT FOR JULY 31, 2023 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 034]
6. RECEIVE AND FILE TREASURER'S REPORT FOR AUGUST 31, 2023 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 037]
7. ADOPT RESOLUTION NO. 2023-06 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) UPDATING AUTHORIZED SIGNERS FOR SBIAA'S LOCAL AGENCY INVESTMENT FUND ACCOUNT
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 040]
8. APPROVE THE DECLARATION OF ONE (1) OUT OF SERVICE, DECOMMISSIONED AIRPORT VEHICLE AS SURPLUS PROPERTY FOR THE PURPOSE OF DISPOSAL
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#:** 045]
9. APPROVE MEETING MINUTES: AUGUST 23, 2023
[PRESENTER: Jennifer Farris, Clerk of the Board **PAGE#:** 047]

I. **COMMISSION ACTION ITEMS**

10. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#:** 056]
11. APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH AEC MORENO CORPORATION FOR THE TERMINAL PARKING LOT IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$120,000
[PRESENTER: Jeff Barrow, Director of Development **PAGE#:** 059]
12. APPROVE A MULTI-YEAR COOPERATIVE AGREEMENT WITH CINTAS CORPORATION FOR UNIFORM AND LINEN RENTAL SERVICES IN AN AMOUNT NOT TO EXCEED \$145,000.00
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#:** 094]

13. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM THIRD QUARTER 2023 REPORT

[**PRESENTER:** Mark Gibbs, Director of Aviation **PAGE#:** 099]

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

[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 127]

J. **ADDED AND DEFERRED ITEMS**

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

K. **OPEN SESSION PUBLIC COMMENT**


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

L. **COMMISSION MEMBER COMMENT**

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

M. **ADJOURNMENT**

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

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

SUMMARY

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

RECOMMENDED ACTION(S)

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

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

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

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

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

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

<u>Agenda Item No.</u>	<u>Vendors/Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
2.e.	<u>Forvis, LLP</u> Karen Bodach, Managing Director Tabitha Anderson, Project Manager	None.
2.e.	<u>Sage Intaact, Inc.</u> Alexander Russo, Corporate Counsel	None.

11.	<u>AEC Moreno Corporation</u> Hector Moreno, CEO	None.
12.	<u>Cintas Corporation</u> Adam Watkins, Service Manager Craig Blouin, General Manager James Chapman, Group Vice President	None.
13.	<u>Aviatrix Communications, LLC (good neighbor program)</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: October 25, 2023</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

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


BACKGROUND INFORMATION

None

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

Attachments:

None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON FLYING AT ALTITUDE EVENT

SUMMARY

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


BACKGROUND INFORMATION

None

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

Attachments:

None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 2c</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON FUEL FARM PROJECT

SUMMARY

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


BACKGROUND INFORMATION

None

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

Attachments:

None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 2d</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: INFORMATIONAL ITEMS - FISCAL YEAR 2022-23 FINANCIAL AND SINGLE AUDIT UPDATE

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 2e</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: INFORMATIONAL ITEMS - ACCOUNTING INFORMATION SYSTEM SELECTION AND IMPLEMENTATION

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR AUGUST 2023

SUMMARY

SBIAA's Register of Demands for August 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:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of August 2023. The total of the register is \$9,039,339.91.

Fuel: Titan Aviation Fuels was paid \$6,869,991.69 for aviation fuel to resell at the Luxivair-SBD. Merit Oil Co. was paid \$47,493.86 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: Kaiser Foundation Health Plan Inc. was paid a total of \$62,347.50.

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, and Utility Telecom Group LLC were paid a total of \$245,049.39.

Capital Projects Cost: Aecom Technical Services Inc., and Griffith Company were paid a total of \$333,134.26.

Professional Services: Allawos & Company; Aviatrix Communications LLC; Boston Fox Tigue International LLC; BridgeNet International Inc.; Coffman Engineers Inc.; David Turch and Associates; Eide Baily LLP; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc; Innovative Federal Strategies LLC; Liebert Cassidy Whitmore; Mead and Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP.; and Right Energy Group were paid a total of \$169,219.27.

Attachments:

1. Register of Demands.
2. Visa Breakdown – August 2023.

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
9/27/2023

Line	Company Name	Description	AP Register
1	A/C Mechanical Inc.	HVAC system maintenance and repairs	183.00
2	Accurate First Aid Services LLC	First aid and supplies-cabinet refills	212.22
3	ADT LLC	Burglar and fire alarm monitoring	740.00
4	Aecom Technical Services Inc.	Taxiway Shoulder Improvement and Runway Joint and Spall Repair-projects construction management services	25,504.92
5	Airwave Communications	Airband transceiver radios, mobile UHF radios and programming the mobile UHF	4,855.81
6	Allawos & Company	Professional consulting services-solar and green energy services	6,525.00
7	Almost Monday Touring Inc.	Concert booking for Breeze Anniversary event 9/16/2023	5,000.00
8	Amazon Capital Services Inc.	Purchases of supplies and goods	3,943.37
9	Amtech Elevator Services	Maintenance and repairs for elevators & escalators	1,196.39
10	Audacy Operations Inc.	Advertising services	25,000.00
11	Aviation Laboratories Inc.	Prist aircraft fuel additive	526.21
12	Aviatrix Communications LLC	Marketing services, advertising and Good Neighbor program	24,200.93
13	Baker's Dozen Touring LLC	Entertainment-The Walters for Breeze Anniversary event 9/16/2023	12,500.00
14	Basic Backflow	Backflow testing, inspections & repairs	303.34
15	Board Members	Director fees	3,600.00
16	Boston Fox Tigue International LLC	Marketing services	26,444.02
17	BridgeNet International Inc.	Professional services-Community Outreach Services	1,200.00
18	Burrtec Waste Industries Inc.	Trash removal services	1,215.54
19	C & A Janitorial Services	Janitorial services	65,230.38
20	Carrier Corporation	Diagnose and repair chiller bldg.730	10,173.56
21	CDW Government LLC	IT equipment	1,821.24
22	CED-Consolidated Electrical Distributor	Light bulbs & electrical supplies	105.43
23	Cintas Uniforms	Uniform and rug services	4,025.30
24	City of San Bernardino Police Department	Law enforcement agreement providing services	284,202.38
25	City of SB Water Department	Water and sewer services	15,234.72
26	Climatec LLC	Security system maintenance and repair upgrades	2,146.87
27	Coffman Associates Inc.	Airport planning and environmental assessment services	1,716.00
28	Competitive Asphalt Coatings Inc.	Hot crack fill wand rental	1,809.06
29	Connor Thomas	Boot reimbursement	129.41
30	Dans Lawnmower Center	Small equipment repairs and landscape supplies	1,521.26
31	David Turch and Associates	Professional services agreement - lobbying services	5,000.00
32	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,580.58
33	Dept. of Industrial Relations	Elevator and escalator permits	1,350.00
34	Dibs Safe & Lock Service	Rekeys, duplicate fees, cylinders and hardware installed	150.99
35	DoorTech	Door repair on-call services	5,307.47
36	East Valley Water District	Water services	204.20
37	Eaton Corporation	UPS system preventative maintenance bldg.673	6,897.00
38	Eide Bailly LLP	Professional services audit FY 2021-2022	13,300.00
39	Encore Lighting Inc.	Light bulb and ballast replacements	1,251.72
40	ESRI Inc.	USA hosted license/subscription for Drone data processing	5,000.00
41	Event Design Lab	Live streaming services	1,600.00
42	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	537.43
43	Express Quality Car Wash	Security department fleet vehicle car washes	785.67
44	FedEx	Courier services	45.63
45	Fire Master	Fire suppression room inspections for terminal	750.00
46	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
47	Frederick James	Boot reimbursement	200.00
48	Frontier Communications Corporation	Telephone services	5,024.14

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
9/27/2023

Line	Company Name	Description	AP Register
49	Gabriel Chavez	Boot reimbursement	200.00
50	Gate Depot	Supplies and materials for gate	426.62
51	GMSTEK LLC	Monthly subscription fee for point of sale system	1,537.73
52	Grainger	Parts and supplies for building repairs	337.28
53	Granite Telecommunications	Telephone services	4,948.51
54	Griffith Company	Taxiway shoulder improvement project	307,629.34
55	Hernandez, Kroone & Associates Inc.	Professional engineering - on call surveying services	59,986.12
56	Highland Area Chamber of Commerce	Sponsorship-M. Gibbs	1,600.00
57	Imagine Systems Inc.	Professional consulting services	4,588.56
58	Informa Business Media Inc.	Advertising services-FBO	2,677.00
59	Innovative Federal Strategies LLC	Professional service -Federal Legislative Advocacy Services	2,000.00
60	Jackhammer Movement Inc.	Phase 2 route promotion advertising & marketing	7,600.00
61	Jose Garcia	Boot reimbursement	161.60
62	Justin Lennox	Boot reimbursement	200.00
63	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	135.53
64	Kaiser Foundation Health Plan, Inc.	Employee medical benefits	62,347.50
65	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	89,698.15
66	Kevin Kelly	Boot reimbursement	195.70
67	Liebert Cassidy Whitmore	Professional service agreement-ERC membership with premium Liebert library subscription	3,450.00
68	Luis Garcia	Boot reimbursement	168.51
69	Lumacurve	Replacement panels for guidance signs and replace bulbs & parts	4,503.25
70	Mackinac Software LLC	AWOS weather reporting system service	89.00
71	Mark Gibbs	Travel transportation reimbursement Jumpstart conference 06/2023 Milwaukee IL.-M. Gibbs	341.64
72	Marlin Martinez	Shoe reimbursement	110.04
73	Mead & Hunt Inc.	Professional consulting service agreement-providing air services	13,674.74
74	Merit Oil Company	Fuel inventory for fleet operations	47,493.86
75	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	633.90
76	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20
77	Ninyo & Moore	Business emergency plan - chemical disclosure update	3,450.00
78	No Foam Systems	Retrofit kit for ARFF truck-foam testing	6,913.76
79	Nutrien AG Solutions Inc.	Herbicides, pesticides and insecticides-airfield maintenance	3,890.07
80	Parts Authority Metro LLC	Vehicle parts and service supplies	4,636.53
81	PeopleReady Inc.	Provides temporary workers	13,410.15
82	Pete's Road Service Inc.	Vehicle repairs and parts	7,356.55
83	Pitney Bowes Global Financial Services	Leasing fees- postage machine	35.00
84	PlaneNoise Inc.	Noise complaint program	2,575.00
85	Plasco, LLC DBA IDZ	Printer supplies-badging office	1,806.12
86	Quench USA, Inc.	Water purification, servicing, equipment and maintenance-	319.74
87	Redlands Chamber of Commerce	Heritage membership	1,750.00
88	Richie Gonzalez	Boot reimbursement	158.63
89	Right Energy Group	Professional agreement for Green Energy Programs	6,500.00
90	Rylan Meier	Boot reimbursement	141.36
91	San Bernardino County Fire Protection	Certified Program Agency (CUPA) hazardous materials permit fee	2,637.00
92	San Bernardino County Sheriffs Department	Staff Driver Awareness update	2,250.00
93	SDRMA	Workers Compensation program renewal	472,160.10
94	Sign Industries Inc.	UAS administrative office and monument signage	38,973.50
95	South Coast AQMD	Permit fees-flat emissions and hot spot fees	9,037.56
96	Southern California Edison	Electric power	209,145.98

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
9/27/2023

Line	Company Name	Description	AP Register
97	Southern California News Group	Advertising services	1,750.00
98	Staples Contract & Commercial LLC	Office supplies	3,941.65
99	Steven Sotelo	Boot reimbursement	108.21
100	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	6,924.16
101	TELOS Identity Management Solutions, LLC.	TSA background checks and fingerprinting processing	1,576.00
102	The Gas Company	Gas services	343.10
103	The Pitney Bowes Reserve Account	Postage fees	10.00
104	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	6,869,991.69
105	Trilogy Medwaste West LLC	Waste disposal service for international flights	1,693.59
106	Uline Inc.	Supplies and PPE & safety supplies	3,431.55
107	Underground Service Alert Of Southern Cal	Notification system for underground utilities	50.25
108	Universal Corrosion Services LLC	Bi-monthly and annual surveys/corrosion testing	789.78
109	US Custom & Border Protection	Customs contract and inspection fees	4,347.36
110	US Customs & Border Protection	Customs quarterly service fees for airport program	57,265.16
111	US Fueling Solutions	Fuel truck repairs and maintenance	1,958.86
112	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	8,882.95
113	Victoria Hubbs	BSIS baton training reimbursement	160.00
114	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies,	51,773.07
115	West Coast Lights and Sirens Inc.	Diagnostic repairs and maintenance-security vehicles	206.48
116	Western Exterminator Company	Pest control services	1,050.50
117	Wintrust Specialty Finance	Monthly lease payment	6,613.09
	Total		\$ 9,039,339.91

**Visa Breakdown
August 2023
SBIAA**


Line	Description	Vendor	Dept.	Amount
1	Domaine renewal	www.networksolutions.com	COB	317.80
2	Office 365 licensing premium	www.office.com	COB	725.00
3	Office 365 licensing standard	www.office.com	COB	220.00
4	2022/2023 Office 365 licensing standard	www.office.com	COB	558.40
5	Lunch for OPS team- "Successfully Passing Inspection"	Dominos	HR	117.32
6	Satellite TV-Customs Office	Dish Network	HR	100.70
7	Detailing on all transport vehicles interior and exterior	Kool Kars	Fuel Farm	446.00
8	Oil cooler replacement Bldg.763 Compressor #1	Ingersoll Rand Company Industrial Tech	Maint	12,093.84
9	Piece O Ring Bundle	O Rings & Things	Maint	404.06
10	DFAS HVAC Emergency purchase fans	Home Depot	Maint	1,056.65
11	Cable TV - FBO Movie subscription for theater	Netflix	FBO	19.99
12	SBIAA Commission meeting-budget discussions	Corner Bakery	Admin	110.00
13	To clean and polish SBD monument located between gates 3A & 3B	JC Marble & Stone Care	Maint	1,423.00
14	Combo eyewash / shower station Terminal	Eyewash Direct	Maint	859.45
15	Combo eyewash / shower station Bldg.341	Eyewash Direct	Maint	859.45
16	Combo eyewash / shower station FBO	Eyewash Direct	Maint	859.45
17	Parking revenue transaction CC processing	Windcave	IT	295.00
18	Restock water supply before Sysco delivery	Smart & Final	FBO	57.40
19	Fuel to be used for crew cars-FBO	Chevron	FBO	71.00
20	Leaf Blower maintenance patio area	Home Depot	FBO	134.82
21	Extension cord for Leaf Blower	Home Depot	FBO	5.29
22	Promotional items SBD airport SBD Cornhole	AnyPromo.com	Mktg	622.18
23	Promotional items SBD airport FBO Cornhole	AnyPromo.com	Mktg	489.82
24	UCR Partnership Advertising Campaign	Regents of the Univ. of CA, Riverside	Mktg	5,700.00
25	Membership fee for 1800-flowers	1-800-Flowers.com	Admin	32.59
26	Annual licensing fee	www.zoom.com	HR	161.52
27	Employee drug screening	Exam Professionals	HR	200.00
28	New hire background screening	Checkr	HR	132.98
29	Toll lane fees	Metro Express Lanes	HR	5.30
30	Toll lane fees	Metro Express Lanes	HR	10.75
31	Incentives for open enrollment	Smart & Final	HR	39.97
32	Bucket and cleaning supplies	Smart & Final	Fuel Farm	197.59
33	Fuel Truck Repairs and Maintenance to replace leak	Alternative Hose	Fuel Farm	229.16
34	Sign and labels stock resupply	Brimar Industries	Fuel Farm	436.89
35	O-ring stock resupply	Grainger	Fuel Farm	19.34
36	O-ring stock resupply	Grainger	Fuel Farm	44.99
37	Cleaning supplies	Lowes	Fuel Farm	66.34
38	Safety signs stock resupply	Brimar Industries	Fuel Farm	273.75
39	Fuel Truck Repairs and Maintenance replace broken level gauge	Grainger	Fuel Farm	64.21
40	Oil for chainsaws-Bar Oil	K&L Hardware	Maint	23.69
41	Battery irrigation timer	Ewing irrigation	Maint	428.04
42	Strut compressor tool	Grade A Tools	Maint	1,208.32
43	FBO Gem Cart parts	PAPE Material Handling	Maint	128.69
44	Metal supplies	Patton Metal Working	Maint	182.92
45	Fuel Truck Repairs and Maintenance-oil filters	Colton Truck Terminal	Maint	496.36
46	Generator-Gate 1	Walters	Maint	43.09
47	Swamp cooler repair-Sheriffs	Grainger	Maint	165.85
48	Plumbing pipe adapter-Bldg. 680	Ferguson	Maint	50.33
49	Plumbing fire pump motor seal kit	Boiler Supplies	Maint	682.72
50	Transit 32 car wash	Fast 5 Car Wash	Maint	10.00
51	Panic device control board-Bldg. 673	JMAC	Maint	137.78
52	Water fountain filters-Bldg. 673	Grainger	Maint	191.22
53	Swamp cooler repair-Sheriffs	Grainger	Maint	145.41
54	Evap. Fan Pulley swamp cooler repairs	Grainger	Maint	(131.64)
55	HVAC AC filters-Bldg. 730	Lowes	Maint	54.86
56	Door push to exit switch-AOA Gate 339	Grainger	Maint	182.99
57	Garage door controls-Bldg. 680 ARFF	Grainger	Maint	49.11
58	Washing machine cleaner-FBO	Home Depot	Maint	20.62

**Visa Breakdown
August 2023
SBIAA**

Line	Description	Vendor	Dept.	Amount
59	Drain Guns HVAC drain clearing	Allied Refrigeration	Maint	110.58
60	HVAC AC filters-Bldg. 730	Lowes	Maint	61.86
61	Permit tracking for badging office	Expiration Reminder	OPS	864.00
62	Active 911 alerting for OPS cell phones	Active 911	OPS	15.00
63	Dog grooming supplies dawn soap	Target	OPS	4.84
64	Dog grooming supplies	Petco	OPS	150.03
65	Active 911 alerting OPS for cell phones	Active 911	OPS	75.00
66	Active 911 alerting OPS for cell phones	Active 912	OPS	60.00
67	To replace airfield gate pad locks. TSA compliance	Allpadlocks.com	OPS	754.62
68	Ace communications - community center training	American Association of Airport Executives (AAAE)	OPS	50.00
69	Wildlife dog health exam and vaccinations	Redlands Animal Hospital	OPS	334.38
70	Registration fees for 3 staff ACI annual conference	Airports Council International	OPS	2,925.00
71	Supplies needed for a work order #23764	Lowes	OPS	77.00
72	Wash vehicle #15 Fast 5	Cal Card-US Bank Government Services	OPS	7.00
73	Alternator for JD tractor John Deere parts & service	RDO Equipment Co	OPS	967.11
74	Hospitality P. Lilburn Tour	Panera Bread	FBO	138.54
75	Cable TV - FBO satellite cable TV subscription	Dish Network	FBO	147.59
76	Service fee for Weights & Measures	San Bernardino County	FBO	912.11
77	CO2 cylinder refill used for fountain drink machine	Airgas Inc.	FBO	104.24
78	Replacement batteries vacuum	NextBatteries	FBO	202.86
79	Fuel for FBO courtesy vehicles	Chevron	FBO	78.30
80	Exterior & interior detailing for all FBO vehicles	Belico Details mobile	FBO	370.00
81	Exterior & interior detailing for all FBO vehicles	Belico Details mobile	FBO	200.00
82	Hospitality UK Consulate General	Panera Bread	FBO	129.37
83	SWAAAE Job board and info HR access membership fee	Southwest American Association of Airport Executives (SWAAAE)	HR	95.00
84	Federal Reserve Bank Tour and Lunch	Corner Bakery	Admin	200.00
85	Black privacy fence screen-Cargo Bldg.	Lowes	Maint	368.94
86	Electrical supplies 20 amp breaker-Gate 1B	Lowes	Maint	56.78
87	Electrical supplies Propane tank for Gate 1B	Lowes	Maint	73.25
88	Outlet power strip Bldg. 673	Home Depot	Maint	182.60
89	Automatic door power supplies & material Bldg. 673	Trudoor	Maint	438.38
90	Baldor Reliance Pump - Bldg. 759	Factory Supply Outlet	Maint	464.13
91	Portable water cabinets water filter	Home Depot	Maint	274.05
92	Car Wash	Fast 5	Maint	7.00
93	Car Wash	Fast 5	Maint	7.00
94	Potting supplies Grounds Maintenance	Lowes	Maint	430.57
95	Airport windsocks	Airport Windsock Corp.	Maint	753.31
96	Lights for PAPI, runway edge, and guidance sign lamps	Flight Light Inc.	Maint	844.39
97	Printer supplies toner cartridge	K. Kelly Printer	Maint	627.00
98	Lamps for threshold	Blueglobes LLC	Maint	579.35
99	Hydration mix maintenance personnel	Grainger	Maint	460.91
100	Hydration mix maintenance personnel	Grainger	Maint	230.45
101	Hydration mix maintenance personnel	Grainger	Maint	246.91
102	Cooler jug maintenance personnel	Home Depot	Maint	54.33
103	Trash bags and cone cups-maintenance	Uline	Maint	353.55
104	Propane tank holder	Home Depot	Maint	38.05
105	Agencies website usage-Cloud Server	DigitalOcean	IT	64.30
106	Website management software license	CPanel	IT	39.99
107	TV for concourse streaming service	Sling TV	IT	60.34
108	Server raid backup battery pack replacement	Server Supply	IT	90.59
109	Domain name renewals	Network Solutions	IT	31.98
110	Hosted IT collaboration communication software	Slack	IT	43.75
111	Terminal background music streaming service	Soundtrack Your Brand	IT	54.00
112	Fuel for FBO courtesy vehicles	Chevron	FBO	76.89
113	Catering M. Burrows meeting	Panera Bread	FBO	107.13
114	Stickers for brand new Titan fuel truck	XGraphic Inc.	FBO	352.34
115	Freezer wrap for hospitality bar	XGraphic Inc.	FBO	306.81

**Visa Breakdown
August 2023
SBIAA**

Line	Description	Vendor	Dept.	Amount
116	Fuel for FBO courtesy vehicles	Chevron	FBO	83.49
117	Ice cream for hospitality bar-FBO	Smart & Final	FBO	153.66
118	Safety vests for OPS with logo	Pennington Designs	OPS	108.75
119	Promo item-tablecloths	AnyPromo	Mktg	326.32
120	Stock image service	Getty images	Mktg	499.00
121	Stock images subscription	Adobe Stock	Mktg	49.99
122	Press release distribution	24-7 Press Release	Mktg	266.00
				\$ 51,773.07
	VISA Statement Balance			\$ 51,773.07
	Date Prepared: 09/14/2023			

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR SEPTEMBER 2023

SUMMARY

SBIAA's Register of Demands for September 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:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of September 2023. The total of the register is \$8,455,980.46.

Fuel: Titan Aviation Fuels was paid \$7,442,366.36 for aviation fuel to resell at the Luxivair-SBD. Merit Oil Co. was paid \$34,612.65 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Employee Benefits: Kaiser Foundation Health Plan Inc., and Legal Shield Services inc. were paid a total of \$59,040.12.

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 \$219,198.32.

Capital Projects Cost: Aecom Technical Services Inc., and CJMC Holdings LLC were paid a total of \$87,095.91.

Professional Services: Allawos & Company; Aviatrix Communications LLC; Boston Fox Tigue International LLC; Cole Huber LLP; David Turch and Associates; Imagine Systems Inc; Mead and Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP; Right Energy Group and Tom Dodson were paid a total of \$113,463.90.

Attachments:

1. Register of Demands.
2. Visa Breakdown – September 2023.

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
10/25/2023

Line	Company Name	Description	AP Register
1	ADB Safegate Americas LLC	Airfield lighting & supplies for runway & taxiways	25.70
2	Advexure LLC	UAS-Autel EVO II Pro Rugged Bundle Drone Camera	2,718.75
3	Aecom Technical Services Inc.	Taxiway Shoulder Improvement and Runway Joint and Spall Repair-projects construction management services	82,545.91
4	Allawos & Company	Professional consulting services-solar and green energy services	6,075.00
5	Alliant Insurance Services Inc.	General liability insurance premiums	5,866.35
6	Allison Mechanical Inc.	HVAC maintenance and repairs	7,725.06
7	Almost Monday Touring, Inc.	Breeze Anniversary event concert booking	5,000.00
8	Amazon Capital Services Inc.	Purchases of supplies and goods	3,522.09
9	Aviatrix Communications LLC	Marketing services, advertising and Good Neighbor program	8,600.63
10	B&H Foto & Electronics Corp.	Replace failed UPS-control tower radio room	2,295.82
11	Baker's Dozen Touring, LLC	Entertainment-The Walters for Breeze Anniversary event 9/16/2023 balance due	12,500.00
12	Basic Backflow	Backflow testing, inspections & repairs	8,288.59
13	Bassco Services Inc.	Repairs and maintenance-refueler trucks	1,951.01
14	Bernell Hydraulics Inc.	Hydraulic hose repairs & supplies	4.87
15	Boston Fox Tigue International LLC	Marketing services	28,429.10
16	Burrtec Waste Industries Inc.	Trash removal services	5,338.55
17	C & A Janitorial Services	Janitorial services	32,512.65
18	Carrier Corporation	Diagnose and repair chiller Bldg.730	5,873.00
19	Catherine Pritchett	Travel AWI annual conference Scottsdale AZ. mileage & Per Diem	253.82
20	CDW Government LLC	IT equipment	2,606.65
21	CED-Consolidated Electrical Distributor	Light bulbs & electrical supplies	143.44
22	Cintas Uniforms	Uniform and rug services	2,132.16
23	City of SB Water Department	Water and sewer services	18,877.54
24	CJMC Holdings LLC	Professional services - capital project management services	4,550.00
25	Climatec LLC	Security system maintenance and repair upgrades	56,727.94
26	Clinical Laboratory of San Bernardino Inc.	Drinking water analysis	215.00
27	Cole Huber LLP	Professional services-legal	35,521.97
28	Dan Blum	BSIS reimbursement for baton & chemical training	200.00
29	David Turch and Associates	Professional services agreement - lobbying services	5,000.00
30	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,580.58
31	Deadline Media Inc.	Services for wrapping plane	8,373.75
32	Dibs Safe & Lock Service	Key duplication & locksmith services	50.57
33	DoorTech	Door repair on-call services	3,041.40
34	Eagle Graphics LLC	Online logo merchandise program	40.00
35	East Valley Water District	Water services	201.58
36	Event Design Lab	Live streaming services	1,600.00
37	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	286.89
38	Express Printing Signs and Tees	Security department fleet vehicle car washes	826.50
39	FedEx	Courier services	86.34
40	Ferguson Enterprises LLC	Plumbing supplies & materials	49.17
41	Ford Credit Company	Monthly lease payments for Luxivair-SBD courtesy vehicles	1,943.44
42	Frontier Communications Corporation	Telephone services	4,830.45
43	GMSTEK LLC	Monthly subscription fee for point of sale system	1,537.73
44	Grainger	Parts and supplies for building repairs	6,723.32
45	Granite Telecommunications	Telephone services	5,692.63
46	Gregg Gerth	BSIS reimbursement for baton & chemical training	200.00
47	Imagine Systems Inc.	Professional consulting services	6,112.31
48	Inland Overhead Door	Door preventative maintenance & repairs	1,572.00
49	Inland Valley Development Agency	Lease payment transfer for BI-C East parcel	47,044.80
50	Jackhammer Movement Inc.	Phase 2 route promotion advertising & marketing	30,355.00
51	JCB Southern California LLC DBA	Service for front end loader	2,523.22

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
10/25/2023

Line	Company Name	Description	AP Register
52	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	885.98
53	Kaiser Foundation Health Plan, Inc.	Employee medical benefits	56,586.12
54	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	7,826.08
55	Kenneth Boyd	BSIS reimbursement for baton & chemical training	200.00
56	Lee Chennault	BSIS reimbursement for baton & chemical training	200.00
57	Legal Shield Services Inc.	Employee legal group benefits	2,454.00
58	Mackinac Software LLC	Monthly service fees for AWOS weather system	89.00
59	Mead & Hunt Inc.	Professional consulting service agreement-providing air services development and airport development	6,330.00
60	Merit Oil Company	Fuel inventory for fleet operations	34,612.65
61	Michael Roche	BSIS reimbursement for baton & chemical training	200.00
62	Mike's Custom Flooring Inc.	Remove, replace, & repair entry mats -Bldg. 673	3,383.86
63	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	3,627.39
64	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20
65	Parts Authority Metro LLC	Vehicle parts and service supplies	1,673.55
66	PeopleReady Inc.	Provides temporary workers	2,000.00
67	Pete's Road Service Inc.	Vehicle repairs and parts	5,373.02
68	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and	741.42
69	Phillip Kiedel	Annual boot reimbursement	184.82
70	PlaneNoise Inc.	Noise complaint program	2,575.00
71	Prestige Golf Cars	Cushman Hauler Pro 2 passenger electric utility vehicle	35,455.54
72	RDO Equipment Co	John Deere parts & service	135.22
73	Richard Fajardo	Travel Lion Technology Hazmat Ground Shipper Certification (DOT) Santa Ana-R. Fajardo	179.69
74	Richard Taack	State firearm renewal fee	439.16
75	Right Energy Group	Professional agreement for Green Energy Programs	6,500.00
76	Robert Evans	BSIS reimbursement for baton & chemical training	200.00
77	Rylan Meier	Annual boot reimbursement	200.00
78	SITA Information Networking Computing USA	Flex workstation additional resources for CUPP/CUSS system	11,534.80
79	Southern California Edison	Electric power	173,400.87
80	Sunwest Printing Inc.	Printing services	1,109.26
81	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	8,094.16
82	The Gas Company	Gas services	433.58
83	The Pitney Bowes Reserve Account	Postage fees	193.66
84	Therma LLC	HVAC unplanned repairs and maintenance	1,916.00
85	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	7,442,366.36
86	Tom Dodson & Associates	Professional services - environmental issues/projects	7,267.50
87	Trilogy Medwaste West LLC	Waste disposal service for international flights	1,890.82
88	Uline Inc.	Supplies and PPE & safety supplies	2,239.68
89	Underground Service Alert Of Southern Cal	Notification system for underground utilities	34.50
90	US Custom & Border Protection	Customs contract and inspection fees	1,168.72
91	US Customs & Border Protection	Customs quarterly service fees for airport program	57,984.29
92	US Fueling Solutions	Fuel truck repairs and maintenance	8,395.14
93	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	4,448.57
94	Verizon Wireless	Wireless phone services	5,940.05
95	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies,	48,127.43
96	Wintrust Specialty Finance	Monthly refueler lease payment	6,613.09
97	Zachary Carlson	BSIS reimbursement for baton & chemical training	200.00
	Total		\$ 8,455,980.46

**Visa Breakdown
September 2023
SBIAA**


Line	Description	Vendor	Dept.	Amount
1	Office 365 licensing for employees-premium	www.office.com	COB	580.07
2	Office 365 licensing for employees-Standard	www.office.com	COB	744.76
3	Office 365 licensing for employees-basic	www.office.com	COB	220.00
4	Labeling material of records	Sheet Labels	COB	103.97
5	Satellite TV for Customs Office	Dish Network	HR	100.70
6	New hire background screening	Checkr	HR	71.49
7	Drug screening	Exam Professionals	HR	50.00
8	Supplies employee engagement	Sam's Club	HR	19.98
9	Window tinting for Ford F-150 Lightning	Tint City	Development	550.00
10	Vehicle decal SBD Logo for Ford F-150 Lightning	Xgraphix LLC	Development	65.25
11	Paint supplies for Fuel Farm	Lowe's	Fuel Farm	240.20
12	Sign material FAA requirements	Grainger	Fuel Farm	338.78
13	Cleaning supplies - FBO	Lowe's	Fuel Farm	266.19
14	Fuel Truck Repairs and Maintenance-ball valve	Grainger	Fuel Farm	115.36
15	Fuel Truck Repairs and Maintenance-tubing steel	Grainger	Fuel Farm	87.61
16	Fuel Truck Repairs and Maintenance-piping & adapters	Lowe's	Fuel Farm	59.40
17	Fuel Truck Repairs and Maintenance-90 degree elbow	Grainger	Fuel Farm	127.32
18	Fuel Truck Repairs and Maintenance-piping and adapters	Grainger	Fuel Farm	196.43
19	Replace broken iron	Target	Fuel Farm	64.64
20	Supplies latches for irrigation control boxes	Lowe's	Maint	128.24
21	Supplies-drill bits	Lowe's	Maint	116.07
22	Returned defective rivet gun	Lowe's	Maint	(35.53)
23	Supplies-drill bits	Lowe's	Maint	28.03
24	Supplies saw blades for irrigation saw Lowe's	Lowe's	Maint	148.02
25	Supplies ant & wasp spray restocking Lowe's	Lowe's	Maint	111.95
26	Supplies bar oil for chain saws Lowe's	Lowe's	Maint	53.83
27	Fuel Truck Repairs and Maintenance-fuel truck filters	Colton Truck Terminal	OPS	319.59
28	Supplies rope for terminal jet bridge cover	Lowe's	OPS	41.96
29	Supplies valve for fleet swamp cooler	Lowe's	OPS	14.63
30	Supplies - receptacles IT equipment for control tower	K&L Hardware	OPS	8.60
31	Supplies receptacle covers IT equipment for terminal	K&L Hardware	OPS	8.61
32	Terminal HVAC cleaning - coil degreaser	Allied Refrigeration	OPS	156.34
33	Airfield light painting supplies	Home Depot	OPS	192.48
34	Supplies airfield markers nuts & bolts	Home Depot	OPS	20.98
35	Supplies terminal repairs wedge anchors	Lowe's	OPS	35.54
36	Supplies electrical wire for fleet shop car charger	Lowe's	OPS	130.57
37	Airfield sign repair - capacitors	Amazon	OPS	58.67
38	Supplies fans for terminal	Home Depot	OPS	108.71
39	Terminal door- power booster	JMAC Supply	OPS	129.73
40	OPS ice machine plumbing parts	Home Depot	OPS	19.03
41	Supplies blank wall plates terminal movie shoot	K&L Hardware	OPS	5.11
42	Car wash-transit van 32	Fast 5	OPS	10.00
43	Supplies degreaser for sewer smell bldg.680	Home Depot	OPS	27.14
44	Supplies bulbs jet bridge-Bldg. 673	Home Depot	OPS	108.72
45	Drain gun shop tools	Home Depot	OPS	63.00
46	Supplies conduit fitting terminal	K&L Hardware	OPS	4.29
47	AC Unit and material-Bldg. 763 center office IT room	Home Depot	OPS	384.11
48	Supplies spray paint airfield markers	Home Depot	OPS	97.15
49	Supplies AC duct terminal TSA office	Home Depot	OPS	65.10
50	Supplies Spray paint airfield marking	Home Depot	OPS	(32.56)
51	Supplies painter tape airfield marking	Home Depot	OPS	111.25
52	Drive belts for electrical vault	Allied Refrigeration	OPS	45.45
53	Supplies light sensor switch	Home Depot	OPS	24.85

**Visa Breakdown
September 2023
SBIAA**

Line	Description	Vendor	Dept.	Amount
54	Supplies Photo cells rental car trailer & lot	Home Depot	OPS	(21.74)
55	Supplies Photo cells and tape rental car trailer & lot	Home Depot	OPS	56.05
56	Hospitality for tenant meeting	Stater Bros.	OPS	140.24
57	Hospitality for tenant meeting	Costco	OPS	477.33
58	Wildlife dog vaccinations health exam	Redlands Animal Hospital	OPS	125.43
59	Gate signs replace aluminum signs for airfield	SmartSign	OPS	200.40
60	Icemaker-OPS diagnose leaking water and repairs	Advance Refrigeration & Ice Systems Inc.	OPS	310.80
61	Safety rain gear-OPS	Palm Flex Inc.	OPS	712.36
62	Gate signs replace aluminum signs for airfield	SmartSign	OPS	177.27
63	Annual elevator & escalator permits A 1982386 SB	Dept. of Industrial Relations	Admin	675.00
64	Annual elevator & escalator permits E 1965440 SB	Dept. of Industrial Relations	Admin	225.00
65	Annual elevator & escalator permits E 1965441 SB	Dept. of Industrial Relations	Admin	225.00
66	Dept. of Industrial Relations processing fee	Dept. of Industrial Relations	Admin	15.53
67	Dept. of Industrial Relations processing fee	Dept. of Industrial Relations	Admin	5.18
68	Dept. of Industrial Relations processing fee	Dept. of Industrial Relations	Admin	5.18
69	Sew out logo examples	Eagle Graphics	Admin	250.00
70	Annual elevator & escalator permits E 1965438 SB	Dept. of Industrial Relations	Admin	675.00
71	Dept. of Industrial Relations processing fee	Dept. of Industrial Relations	Admin	15.53
72	Final invoice for July-security	Express Quality Car Wash	Admin	178.90
73	Sump Pump -666	Lowe's	OPS	268.30
74	TV to replace in ops-Bldg. 730	Walmart	OPS	494.85
75	Qtrly lunch meeting w/supervisors	TGI Fridays'	OPS	179.00
76	Membership	Southwest American Association of Airport Executives (SWAAE)	Admin	95.00
77	Cable TV - FBO Movie subscription for theater	Netflix	FBO	19.99
78	Hospitality for staff -fire	Dominos Pizza	FBO	47.78
79	Cable TV - FBO satellite cable TV subscription	Dish Network	FBO	147.59
80	Self-serve car wash	Chevron	FBO	8.00
81	Catering for 8/19/2023 promotional event "Aviation Day Fly-in	Felipe's Catering	FBO	800.00
82	Fly - In supplies	Sam's Club	FBO	83.22
83	Hospitality Inland Federal Strategies lunch & tour	Panera Bread	Admin	106.06
84	Hospitality SCE lunch & Tour	Panera Bread	Admin	95.37
85	230 piece tool set	Lowe's	Maint	413.25
86	Office supplies Toner for facilities 1	Office Depot	Maint	461.71
87	Office supplies Toner for maintenance 3	Office Depot	Maint	209.88
88	Right hand power latch - Hangar 180	Erect-A-Tube, Inc.	Maint	2,985.20
89	PAPI bulbs	Blueglobes	Maint	461.45
90	Tools-irrigation valve locator	ATP Tech	Maint	909.00
91	Portable A/C units-Bldg.730	Lowe's	Maint	861.98
92	Water filters Bldg.673	Home Depot	Maint	62.99
93	Auto detailing	Belico Details	Maint	960.00
94	1000W LED Corn Lamps-Bldg.673	Home Depot	Maint	2,862.15
95	Seals	Power Plus International	Maint	241.69
96	Gate 1 supplies-hardware	Lowe's	Maint	74.21
97	Domain name renewals	Network Solutions	IT	95.88
98	CC Processing parking revenue transaction processing	Windcave	IT	295.00
99	Website management software license	CPanel	IT	39.99
100	Agencies website cloud server usage charges	Digital Ocean	IT	64.30
101	Streaming service TV content for concourse	Sling TV	IT	60.34
102	Domain name renewals	Network Solutions	IT	854.67
103	Communication Software Hosted IT collaboration	Slack	IT	43.75
104	Music streaming service terminal background music	Soundtrack Your Brand	IT	54.00

**Visa Breakdown
September 2023
SBIAA**

Line	Description	Vendor	Dept.	Amount
105	Fuel for FBO courtesy vehicles	Chevron	FBO	77.16
106	Fuel for FBO courtesy vehicles	Chevron	FBO	54.01
107	Hospitality dry cleaning services N767CJ	Family Dry Cleaners	FBO	306.75
108	Purchase of fuel tickets and GSE tickets	Im-Press Printing	FBO	619.88
109	Fuel for FBO courtesy vehicles	Chevron	FBO	85.34
110	Fuel for FBO courtesy vehicles	Chevron	FBO	45.64
111	Breeze Anniversary event - promotional giveaways	Idea Stage	Mktg	995.06
112	Branded Characterize Board-Luxiviar promotional items	AnyPromo.com	Mktg	304.55
113	Luggage tags give-a-ways	Name Tag Wizard	Mktg	174.24
114	Airport Silver Sponsorship	National Association of District Export Councils Inc.	Mktg	1,000.00
115	Supplies for KROQ plane event-balloon palm trees	What A Hoot	Mktg	500.00
116	SBD gift bags	4Imprint	Mktg	539.94
117	Annual file transfer service subscription	Dropbox	Mktg	119.88
118	Annual subscription stock imagery	Adobe Stock	Mktg	49.99
119	Supplies-airplane pins for KROQ event	Amazon	Mktg	10.32
120	Monthly subscription service options for promotion of concert	Eventbrite Boos	Mktg	100.00
121	FBO gift bags	4Imprint	Mktg	539.94
122	Hospitality FAA lunch meeting	Guang Lin Cafe	OPS	37.81
123	Annual emissions report and fees associated with the report	South Coast AQMD	OPS	7,891.99
124	Annual emissions report and fees associated with the report	South Coast AQMD	OPS	175.20
125	Breeze Anniversary event supplies table cloths	The Restaurant Store Inc.	Admin	277.42
126	Security items mace spray hoisters	CopQuest Inc.	Security	852.64
127	Security items return of 25 mace spray hoisters	WPSG Inc.	Security	(864.57)
128	Security items-batons & baton holders	CopQuest Inc.	Security	342.46
129	Travel Breeze Anniversary Event 08/24/2023 Las Vegas NV- M. Burrows flight	Breeze Airways	Admin	205.73
130	Registration for Routes World Conference- M. Burrows	UBMI Routes World	Admin	2,895.62
131	Travel Lion Technology Hazmat Ground Shipper Certification (DOT) 09/2023 Santa Ana-T. Savage-registration	Lion Technology	Admin	745.00
132	Travel Lion Technology Hazmat Ground Shipper Certification (DOT) 09/2023 Santa Ana-R. Fajardo-registration	Lion Technology	Admin	895.00
133	Travel Lion Technology Hazmat Ground Shipper Certification (DOT) 09/2023 Santa Ana-T. Savage-lodging	Lion Technology	Admin	180.77
134	Travel Lion Technology Hazmat Ground Shipper Certification (DOT) 09/2023 Santa Ana-R. Fajardo-lodging	Lion Technology	Admin	180.77
135	Breeze Anniversary plane event -M. Gibbs airfare	Southwest	Admin	68.20
136	Breeze Anniversary plane event -M. Gibbs airfare	Southwest	Admin	68.20
137	Breeze Anniversary plane event -M. Gibbs airfare	Breeze Airways	Admin	240.00
138	Travel World Routes Conference M. Gibbs-Registration	UBMI Routes World	Admin	2,895.62
				\$ 48,127.43
	VISA Statement Balance			\$ 48,127.43
	Date Prepared:10/11/2023			

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 5</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR JULY 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 July 31, 2023 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for July 31, 2023, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$11,116,588.73 on July 31, 2023. Bank statements reflect \$10,342,229.24. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items July 31, 2023.

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

Attachments:

1. Treasurer's Report for July 31, 2023.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

July 31, 2023

<u>Cash</u>	Balance 06/30/23	Activities	Balance 07/31/23
<i>Checking Account - Wells Fargo Bank</i>	\$ 5,058,220.22	\$ (1,266,566.08)	\$ 3,791,654.14
Deposits In Transit:			
Beginning	294,104.93	(294,104.93)	-
Ending		1,106,638.99	1,106,638.99
Outstanding Checks:			
Beginning	(469,102.03)	469,102.03	-
Ending		(332,279.50)	(332,279.50)
<i>Premium Money Market Account - Wells Fargo Bank</i>	4,757,532.37	4,094.49	4,761,626.86
Deposits In Transit:			
Beginning			
Ending			
<i>Payroll Account - Wells Fargo Bank</i>	3,635.45	-	3,635.45
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	9,644,390.94	(313,115.00)	9,331,275.94
<u>Investments</u>			
<i>Local Agency Investment Funds</i>	324,765.26	2,549.86	327,315.12
Deposits In Transit:			
Subtotal	324,765.26	2,549.86	327,315.12
<u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	427,307.97	200,950.93	628,258.90
Reserve Fund- US Bank 2021A series	530,921.70	2,041.52	532,963.22
Debt Service Fund-US Bank-2021B series	208,639.64	20,733.05	229,372.69
Reserve Fund -US Bank-2021B series	67,144.67	258.19	67,402.86
Subtotal	1,234,013.98	223,983.69	1,457,997.67
Total Cash and Investments	\$ 11,203,170.18	(86,581.45)	\$ 11,116,588.73

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: October 25, 2023</p> <p>ITEM NO: 6</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR AUGUST 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 August 31, 2023 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for August 31, 2023, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$13,735,971.69 on August 31, 2023. Bank statements reflect \$14,150,853.20. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items August 31, 2023.

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

Attachments:

1. Treasurer's Report for August 31, 2023.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

August 31, 2023

<u>Cash</u>	Balance 07/31/23	Activities	Balance 08/31/23
<i>Checking Account - Wells Fargo Bank</i>	\$ 3,791,654.14	\$ 3,579,093.42	\$ 7,370,747.56
Deposits In Transit:			
Beginning	1,106,638.99	(1,106,638.99)	-
Ending		87,854.03	87,854.03
Outstanding Checks:			
Beginning	(332,279.50)	332,279.50	-
Ending		(502,735.54)	(502,735.54)
<i>Premium Money Market Account - Wells Fargo Bank</i>	4,761,626.86	4,369.59	4,765,996.45
Deposits In Transit:			
Beginning			
Ending			
<i>Payroll Account - Wells Fargo Bank</i>	3,635.45	-	3,635.45
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	9,331,275.94	2,394,222.01	11,725,497.95
<u>Investments</u>			
<i>Local Agency Investment Funds</i>	327,315.12	-	327,315.12
Deposits In Transit:			
Subtotal	327,315.12	-	327,315.12
<u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	628,258.90	201,885.16	830,144.06
Reserve Fund- US Bank 2021A series	532,963.22	2,145.49	535,108.71
Debt Service Fund-US Bank-2021B series	229,372.69	20,858.96	250,231.65
Reserve Fund -US Bank-2021B series	67,402.86	271.34	67,674.20
Subtotal	1,457,997.67	225,160.95	1,683,158.62
Total Cash and Investments	\$ 11,116,588.73	2,619,382.96	\$ 13,735,971.69

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: October 25, 2023</p> <p>ITEM NO: 7</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: ADOPT RESOLUTION NO. 2023-06 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) UPDATING AUTHORIZED SIGNERS FOR SBIAA'S LOCAL AGENCY INVESTMENT FUND ACCOUNT

SUMMARY

Resolution 2023-06 updates the authorized signers for SBIAA's State of California Treasurer's Local Agency Investment Fund (LAIF) account.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2023-06 of the San Bernardino International Airport Authority identifying the individuals authorized to open and/or close accounts and make signer changes, and those designated as signatories for the San Bernardino International Airport Authority's State of California Treasurer's LAIF account.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Financial institutions, including the Wells Fargo Bank, and the State of California Treasurer's Local Agency Investment Fund, require authorized signers' resolution to conduct monetary transactions such as issuing checks, wires, ACH payments, and intra-institution account transfers. Electronic funds transfer (EFT) is a broad term for a payer sending money and a payee receiving money through an online payment system. EFT's include, but are not limited to, automated clearing house (ACH), wire transfer, and global ACH transactions.

The last signatory resolution and signature specimen document was approved on May 26, 2021, for the establishment of a payroll account with Wells Fargo Bank. The previous signers' resolution signature specimen document for SBIAA's LAIF account was on March 27, 2013. A favorable investment environment for surplus cash, surplus working capital, and good business practice makes updating these documents a prudent course of action.

Attachments:

1. Resolution 2023-06.

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)**

WHEREAS, the San Bernardino International Airport Authority (the “SBIAA”) is a joint powers authority created pursuant to Government Code Sections 6500, et seq., established in 1992 pursuant to certain Joint Exercise of Powers Agreement creating an Agency To Be Known As The San Bernardino International Airport Authority, dated as May 20, 1992, by and among the County of San Bernardino, the City of Colton, the City of Highland, the City of Loma Linda, and the City of San Bernardino; and

WHEREAS, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, such provisions authorize and specify participation by local agencies.

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

SECTION 1. The San Bernardino International Airport Authority Commission does hereby authorize the deposit and withdrawal of SBIAA monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated herein, and the verification by the State Treasurer's Office of all banking information provided in that regard; and

SECTION 2. The following San Bernardino International Airport Authority officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Frank J. Navarro, President/ Mayor
Rhodes Rigsby, Vice President/ Councilmember
Penny Lilburn, Secretary/ Mayor Pro Tem
Michael Burrows, Chief Executive Officer
Mark Cousineau, Director of Finance
Mark Gibbs, Director of Aviation
Catherine Pritchett, Director of Administration

SECTION 3. This Resolution shall become effective immediately upon its adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED this 25th day of October 2023 by the following vote:

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank J. Navarro, President
San Bernardino International Airport Authority

(SEAL)

Attest:


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

I, Jennifer Farris, Assistant Secretary of the Commission of the San Bernardino International Airport Authority (SBIAA) do hereby certify that the foregoing Resolution No. 2023-05 was duly and regularly passed and adopted by the SBIAA governing Commission at a Regular meeting thereof, held on the 25th day of October 2023, that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

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

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 8</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: APPROVE THE DECLARATION OF ONE (1) OUT OF SERVICE, DECOMMISSIONED AIRPORT VEHICLE AS SURPLUS PROPERTY FOR THE PURPOSE OF DISPOSAL

SUMMARY

A 1976 GMC Stake Bed truck has been inoperable for over five years, with major repairs required that render the vehicle non-economical to restore. The vehicle has also accrued DMV fees (non-op) during its storage period. Classifying the vehicle as surplus will allow Staff to properly dispose of this vehicle.

RECOMMENDED ACTION(S)

Decommission the 1976 GMC Stake Bed Truck and declare it surplus, and approve its disposal as scrap not subject to auction.

FISCAL IMPACT

None. Revenues collected from the sale and disposal of this vehicle will be applied toward budget revenues.

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


A San Bernardino International Airport Authority (SBIAA) owned 1976 GMC Stake Bed is in non-operable condition. The vehicle requires major repairs to multiple systems, which include a blown engine, suspension re-build, dry-rotted tires, and requires smog plus current DMV fees which total \$762.00 to bring the vehicle into current operating condition. According to the DMV, SBIAA would be required to provide proof of a successful smog to sell/auction the vehicle. Consequently, the cost to repair and pay necessary fees are in excess of the value of the vehicle.

This vehicle has been deemed surplus, and upon SBIAA Commission approval will be sold "as is" to a vehicle scrap yard, negating the DMV requirement to smog the vehicle prior to sale.

Staff recommends approval of this action.

Attachments:

None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 9</p> <p>PRESENTER: Jennifer Farris, Clerk of the Board</p>
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SUBJECT: APPROVE MEETING MINUTES: AUGUST 23, 2023

SUMMARY

Submitted for consideration and approval by the SBIAA Commission: Meeting minutes of the regular meeting held Wednesday, August 23, 2023.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held August 23, 2023.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

None.

Attachments:

1. August 23, 2023 meeting minutes.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, AUGUST 23, 2023

5:00 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, Vice President	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

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

City of Highland

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

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cann Lewin, & Tooke, LLP
Scott Huber, Legal Counsel, Cole Huber LLP (via Zoom)	Jennifer Farris, Assistant Secretary of Commission
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jeff Barrow, Director of Development
Jonathan Galvan, Airport Manager	Darrell Hale, Property Manager
Mark Dennis, IT Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:00 p.m. on Wednesday, August 23, 2023.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Rhodes Rigsby in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

President Frank Navarro recessed to closed session at 5:01 p.m. Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, read the closed session items as posted on the Agenda. For the record, Scott Huber, Legal Counsel, Cole Huber LLP was present in closed session via Zoom.

- 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**

President Frank Navarro reconvened the meeting at 5:12 p.m. President Navarro asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP if there were any reportable items. Mr. Lewin reported that there were none.

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

There were no items to be added or deleted.

F. **CONFLICT OF INTEREST DISCLOSURE**

1. President Frank Navarro stated Commission members should note the item(s) listed which might require member abstentions.
There were no conflicts noted.

G. **INFORMATIONAL ITEMS**

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Airport Activity Update
- 2a. Mr. Michael Burrows recognized the Operations and Maintenance staff for all their hard work.
- 2b. Mr. Jonathan Galvan, Airport Manager, gave a brief report on the annual Federal Aviation Administration (FAA) Inspection.

Mr. Mark Gibbs, Director of Aviation, provided a report on airport operational updates and described how SBD International ranked nationally at number 26, the highest rate of growth in the country for cargo airports.

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 – August 23, 2023
4. Receive and file Treasurer's Report for June 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize purchase of network switches by Presidio Networked Solutions Group, LLC in an amount not to exceed \$62,600
6. Approve award of a service agreement with Certapro Painters of Corona & Temecula Valley in an amount not to exceed \$88,500.00 to paint three Passenger Boarding Bridges (PBB's) at the Domestic Terminal
7. Approve award of a multi-year agreement with H.F. Holt Electrical & Automation in an amount not to exceed \$104,000 for Terminal Baggage Handling System (BHS) preventative maintenance
8. Approve Meeting Minutes: July 26, 2023
9. Approve Meeting Minutes: July 28, 2023 (Special)

ACTION: Approve Agenda Item Nos. 3- 9

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

I. **COMMISSION ACTION ITEMS**

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

10. Consider and adopt Resolution No. 2023-05 of the San Bernardino International Airport Authority (SBIAA) changing the time of the regular meetings of the SBIAA Finance & Budget Committee and amending Resolution No. 2020-02

Mr. Michael Burrows, Chief Executive Officer, gave a brief report on changing the time of the SBIAA Finance & Budget Committee meetings in order to better align with the new SBIAA Commission meeting time of 5:00 P.M.

ACTION: Consider and adopt Resolution No. 2023-05 of the San Bernardino International Airport Authority (SBIAA) changing the time of the regular meetings of the SBIAA Finance & Budget Committee and amending Resolution No. 2020-02.

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

11. Approve a five-year lease agreement with Executive Jet Maintenance (EJM) for Hangar No. 674

Mr. Darrell Hale, Property Manager, provided a brief report on item No. 11 and referenced an overhead on page 086 of the agenda packet.

ACTION: Approve a five-year lease agreement with Executive Jet Maintenance (EJM) for Hangar No. 674; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

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

12. Approve a revised lease agreement with UPS for Hangar No. 695

Mr. Darrell Hale, Property Manager, provided a brief report on Agenda Item No. 12 and referenced a site map found on page 118 of the agenda packet.

ACTION: Approve a revised lease agreement with UPS for Hangar No. 695 premises; and authorize the Chief Executive Officer to execute all related documents; subject to technical and conforming changes as approved by legal counsel.

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

13. Approve Amendment No. 4 to the Lease and Fire Services Agreement with the San Bernardino County Fire Protection District (SBCFPD) for portions of Building 680 (Airport Fire Station)

Mr. Mark Gibbs, Director of Aviation, provided a brief report on agenda item No. 13 and referenced a layout and site map of Building 680 found on pages 185-186 of the agenda packet.

Supervisor Dawn Rowe asked legal counsel if she should abstain from voting due to her being a Chairperson for the San Bernardino County Fire Protection District.

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, advised that she should abstain from the item.

Mayor Penny Lilburn inquired about fire personnel and paramedics on site.

ACTION: Approve Amendment No. 4 to the Lease and Fire Services Agreement with the San Bernardino County Fire Protection District (SBCFPD) for Building 680 (Airport Fire Station); and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

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

14. Approve and agreement with Climatec LLC in an amount of \$158,326.97 for the replacement of security cameras in the Domestic Passenger Terminal with a 5% contingency in an amount of \$7,916.35 – Phase 2

Mr. Mark Dennis, IT Manager, gave a brief report on agenda item No. 14.

ACTION: Approve an agreement with Climatec LLC in an amount of \$158,326.97 for the replacement of security cameras in the Domestic Passenger Terminal with a 5% contingency in the amount of \$7,916.35 – Phase 2.

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

15. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2023

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

Mr. Michael Burrows, Chief Executive Officer, thanked airport staff for their diligence during the FAA audit. and announced the kickoff to the new FAA Project, the Airport Access Road. Mr. Burrows also thanked the SBIAA Finance and Budget Committee for their time earlier in the afternoon.

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

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

Mayor Penny Lilburn requested the Breeze Anniversary event flyer be emailed to Commissioners.


Mr. Michael Burrows, expressed his excitement for the upcoming celebration event to be held on September 16, 2023.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:33 p.m.

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

Jennifer Farris
Assistant Secretary of the Commission

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 10</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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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) adjusted budget are to fund increased operational costs of SBD International Airport. 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 net decrease in net income of \$157,300. SBIAA has sufficient revenues in the current adopted budget, cash on hand, and working capital to cover the net effect for this budget adjustment.

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

BACKGROUND INFORMATION

On 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 net income by \$157,300. The total increase in revenues and estimated revenues in the proposed budget adjustments is \$91,700 and the total increase in the proposed expenditures is \$249,000. The increase in budgetary revenues is from new hangar lease agreements with existing tenants. Increases in expenditures is for various expenses necessary to support passenger air service such as airport law enforcement services (\$219,000), employee safety and injury prevention (\$12,000), and increased worker's compensation insurance, due do to a reconciliation of premiums paid on planned payroll to actual payroll for the fiscal year ended June 30, 2023 (\$18,000).

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>					
C	General Fund	50345 - Insurance - Workers' Compensation	480,000	18,000	498,000
D	General Fund	52589 - Furniture & Fixtures	\$ 25,000	\$ 12,000	37,000
E	General Fund	50015 - Airport Law Enforcement FY 2020-21	-	54,665	54,665
E	General Fund	50015 - Airport Law Enforcement FY 2022-23	-	54,265	54,265
E	General Fund	50015 - Airport Law Enforcement FY 2023-24	250,000	110,070	360,070
Increase (Decrease) in expenditures & transfers out				249,000	
<i>Revenues & Transfers In</i>					
A	Property Management Fund	41700 - Lease Revenue	10,916,955	21,700	10,938,655
B	Luxivair SBD (FBO)	41700 - Lease Revenue	420,000	70,000	490,000
Increase (Decrease) in revenues & transfers in				91,700	
Net Budget Adjustment, Expenses in Excess of Revenues				\$ 157,300	

Notes:

A: Increase of \$21,700 in estimated lease revenue for remainder of fiscal year from Hangar 695 lease.

B: Increase of \$70,000 in estimated lease revenue for remainder of fiscal year from the Hangar 674 lease.

C: Increase of \$18,000 for the true up of workers' compensation premium for the fiscal year ended June 30, 2023. Every year SDRMA conducts a reconciliation of planned payroll at the beginning of the fiscal year to actual payroll incurred for that fiscal year, which may generate either a refund or an additional premium in the following fiscal year. The increased premium is due to increased staffing needed to support commercial passenger service and increased airport activity in FY 2022-2023.


D: Increase of \$12,000 for ergonomic office furniture such as desks and chairs to mitigate and prevent repetitive stress and other ergonomic related injuries.

E: Increase of \$219,000 for contract airport law enforcement services provided by SBCPD. Increases result from tardy invoicing from: FY 2020-21 predecessor contract for Captain's Services for \$54,665; FY 2022-23 tardy invoicing of \$54,265 that also includes unforeseen collective bargaining agreement increases; and FY 2023-24 increase of \$110,070 to account for omitted \$90,000 of predecessor Captain's Contract services being combined in the current airport law enforcement agreement, as well as unforeseen collective bargaining increases.

Staff recommends the Commission approve the proposed budget adjustments.

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 11</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH AEC MORENO CORPORATION FOR THE TERMINAL PARKING LOT IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$120,000

SUMMARY

The proposed construction contract addresses some much needed improvements at the Domestic Terminal Parking Lot. Improvements include the installation of fencing, ceramic markers, pavement signage, construction of a path of travel in the west lot.

RECOMMENDED ACTION(S)

Approve the award of a construction contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project in an amount not to exceed \$118,169; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

\$70,000 increase in capital project outlays. In the event that the proposed budget adjustment is approved on today's agenda, funding for this project will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2023-2024 Budget in the Capital Projects Fund, Account 51807 - Land Road & Parking Improvements in the amount of \$120,000.

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

BACKGROUND INFORMATION

In recent months there has been an increase in the usage of the Domestic Terminal Parking Lot due to growth in Breeze passengers and tenant employees. Staff determined that the improvements were needed to ensure safe travel paths are available for tenants and the traveling public.

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

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

Staff recommends the Commission approve the above recommended actions.

Attachments:

1. Tabulation of Bids.
2. Bid Package.
3. AEC Moreno Construction Contract.

SBIAA
TABULATION OF BIDS

Bid: RFP for the Terminal Parking Lot Improvements Project
Due Date: 08/17/23

Number of Bids Sent: 3 Number of Job Walk Attendees: 3 Number of Bids Received: 3

Contractor	AEC Moreno Inc.	Jergensen Construction Inc.	Leonida Builders Inc.
Phone:	(760) 701-2298	(760) 792-0955	951-317-3871
Contact:	Hector Moreno	Todd Jergensen	Panikos Leonida
Total Bid Amount:	\$118,168.50	\$190,385.00	\$134,440.00



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
INLAND VALLEY DEVELOPMENT AGENCY



08/01/23

SCOPE OF WORK

General Information:

The Terminal Parking Lot Improvement Project is located directly in front of the SBD Domestic Terminal at 105 N Leland Norton Way, San Bernardino, CA 92408. This work consists of the removal of existing directional arrows, adding new directional arrows, and a new path of travel as well as wrought-iron fencing, and concrete work. Contractors and sub-contractors are required to have a Department of Industrial Relations Registration Number.

Work Details:

See Next Page

Bid Submitted:

Proposals shall be submitted directly to Jeff Barrow, Director of Development no later than 10:00AM on August 17th, 2023.

Proposals shall include:

- Bid Proposal on company letterhead
- Company Information Sheet
- Addendum to Purchase Order
- W-9 Form
- Company Insurance Sheet
- Work Shall be performed at regular working hours.
- Schedule of Values for each line item

Submit any questions via email to jbarrow@sbdairport.com no later than August 11th, 2023 at 10:00 AM

Mandatory Job Walk: August 7th 2023 at 10:00 AM



SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
INLAND VALLEY DEVELOPMENT AGENCY



Work Details

- **Contractor Shall provide sufficient labor and materials to:**

- **Protect Existing:**
 - Directional arrows, striping, or signage to remain in place.
 - Hardscape, landscape, and irrigation.
 - Fence to remain in place.
 - AC and PCC Pavement
- **Remove:**
 - Any conflicting directional arrows or striping where new pavement signage will be placed per drawing.
 - Portion of fence to provide path of travel to and from the terminal parking lot and Guang Lin Café.
 - Any hardscape and landscape. Relocate to allow the construction of a path of travel.
- **Install:**
 - New Cal Trans Type IV Arrow Markings per drawing location.
 - New Arrow Markings per drawing location to match existing arrows size and type
 - New Concrete Path with 95% compacted subgrade. See D1 Conc. Walk Detail
 - New Wrought Iron Fence
 - Temporary traffic control in area of work without impeding the flow of traffic in the Parking Lot and Guang Lin Café.
 - New 4" One Way Reflective Ceramic Markers

- **Contractor shall include Submittals for items in the following divisions:**

- Division 00 General Project Requirements
- Division 01 Allowance
- Division 02 Demolition
- Division 03 Concrete
- Division 32 Exterior Improvements

Sincerely,

A handwritten signature in blue ink, appearing to read "JB", followed by a horizontal line.

Jeff Barrow
Director of Development

Schedule of Values

Description	Est. Qty.	Unit	Unit Cost	Amount
Division 00 General Project Requirements				
Bid Bond				
Insurance				
Other soft costs not itemized above				
Total Soft Costs				

Division 02 Demolition				
Concrete/Asphalt		LS		
Landscape and Hardscape		LS		
Pavement Markings	14	EA		
Fencing		LS		
Total Division 02 Demolition Costs				

Division 03 Concrete				
Concrete Curb/Walkway	94	L.F		
4" Compacted Subgrade	94	L.F		
Total Division 03 Concrete Costs				

Division 32 Exterior Improvements				
Pavement Markings (Exit Sign)	12	LS		
Pavement Markings (Directional Arrow)	19	LS		
Pavement Markings (Do Not Enter with Line)	4			
Pavement Markings (4" yellow Striping)	255	LF		
Pavement Markings (8" Striping)	30	LF		
Cast in Place Tactile Warning Surfaces 2'x5'	4	LS		
Fencing	600	LF		
4" Reflective Ceramic Markers (2' On Center)		LS		
ADA Handrail		LS		
Total Division 32 Exterior Improvements Costs				

Division 01 Owners Allowance				
Irrigation and Landscape Allowance		LS		\$2,000.00
Total Division 01 Allowance Costs				





AGREEMENT BETWEEN AGENCY AND CONTRACTOR

THIS AGREEMENT made in **two** (2) copies on this October 25, 2023, BY AND BETWEEN **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**, San Bernardino County, California, hereinafter called the AGENCY

and

AEC Moreno Corp. hereinafter called the CONTRACTOR. (CONTRACTOR's License No. 1002896).

WITNESSETH: That the AGENCY and CONTRACTOR for the considerations hereinafter named agree as follows:

ARTICLE 1 - SCOPE OF THE WORK: CONTRACTOR shall perform within the time set forth in Article 2 of this Agreement and shall furnish all labor, materials, equipment, tools, utility services, and transportation and perform and complete all work required in connection with the construction as indicated on the drawings and as described in the Project Manual for the complete project at:

Terminal Parking Lot Improvements Project

and shall do everything required by the Agreement, the General Conditions of the Contract for Construction, General Project Requirements, Technical Specification Sections and Drawings and Addenda, all of which are incorporated herein by reference and made a part of this Agreement.

ARTICLE 2 - TIME FOR PROJECT COMPLETION: All work under this Contract shall be completed within a period of 30 consecutive calendar days commencing on the date on the Notice to Proceed received from the AGENCY. All work under this contract shall be performed in accordance with the construction schedule and completed on or before completion date of December 1, 2023.

ARTICLE 3 - THE AGREEMENT SUM: The AGENCY shall pay the CONTRACTOR for the performance of this Contract, subject to the additions and deductions provided herein, the sum of:

One Hundred Eighteen Thousand One Hundred Sixty Eight and 50/100 Dollars
(\$\$118,168.50)

ARTICLE 4 - PROGRESS PAYMENTS: Based upon Applications for Payment submitted to the Architect by the CONTRACTOR and Certificates for Payment issued by the Architect, the AGENCY shall make progress payments on account of the Agreement Sum to the CONTRACTOR as provided in Article 9 of the General Conditions and General Project Requirements.

ARTICLE 5 - RETENTION OF SECURITIES: Pursuant to Public Contract Code 7201 the retention amount withheld is five percent (5%) of the total value of the contract or work performed. Pursuant to Public Contract Code Section 22300, CONTRACTOR has the option to deposit securities with an escrow agent approved by the AGENCY as a substitute for retention earnings withheld by the AGENCY to ensure performance.

ARTICLE 6 - HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, the Contractor agrees to and does hereby indemnify, defend and hold harmless the AGENCY and each of their officers, agents, employees, and consultants (including the AGENCY's architects and engineers) from every claim or demand made and every liability, loss, damage, or expense of any nature

Project: San Bernardino International Airport Authority
Terminal Parking Lot Improvements

Agreement between AGENCY and
CONTRACTOR

whatsoever (including, but not limited to attorneys' fees and costs including fees of consultants) which may be incurred by reason of:

- A. Liability for damage for death or bodily injury to persons or injury to property sustained by the Contractor or any other person, firm or corporation employed by the Contractor upon or in connection with the work called for in this agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the AGENCY, or each of their officers, agents or independent contractors who are directly employed by the AGENCY or for defects in design furnished by such persons.
- B. Any injury to or death of persons or damage, loss or theft of any property, sustained by any person, firm, or corporation, including the AGENCY, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on AGENCY property or not, except for liability for damages which result from the sole negligence or willful misconduct of the AGENCY, its officers, employees, agents or independent contractors who are directly employed by the AGENCY, or for defects in design furnished by such persons.
- C. Any dispute between CONTRACTOR and CONTRACTOR'S subcontractors, suppliers, sureties, including, but not limited to, any stop notice actions.

The Contractor, at its own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the AGENCY, and each of their officers, agents, employees or consultants on any such claim, demand or liability and shall pay or satisfy any judgment that may be rendered against the AGENCY, and each of their officers, agents or employees in any action, suit or other proceedings as a result thereof.

ARTICLE 7 – PREVAILING WAGES

- A. Wage rates for this project shall be in accordance with the "General Wage Determination Made By The Director of Industrial Relations Pursuant To California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, et seq., for San Bernardino County. Wage rates shall conform with those posted in the AGENCY Office.
- B. The following labor code sections are hereby referenced and made a part of this agreement and are set forth in detail in the General Conditions:
 - 1. Section 1735, Anti-Discrimination Requirements.
 - 2. Section 1775, Penalty for Failure to Comply with Prevailing Wage Rates.
 - 3. Section 1776, Payroll Records.
 - 4. Section 1777.5 and 1777.6, Apprenticeship Requirements.
 - 5. Section 1810 and 1811, Working Hour Restrictions.
 - 6. Section 1813, Penalty for Failure to Pay Overtime.
 - 7. Section 1815, Overtime Pay.

- C. Submission of Certified Payroll is a Condition Precedent to Receipt of Payment. CONTRACTOR agrees that submission of Certified Payroll Records as well as all related or subsequent requests for supporting documents made by the AGENCY shall be a condition precedent to receipt of progress, final, and or/retention payments on all Projects. The AGENCY shall withhold any portion of the progress and/or final payments up to and including the entire payment until the Certified Payroll Records requirements is met by the CONTRACTOR. If the CONTRACTOR is determined to have failed to pay workers in compliance with the applicable prevailing wage sections of the Labor Code the AGENCY shall continue to withhold progress, final, or retention payments until sufficient funds have been withheld for payment of wages to workers and all applicable penalties.
- D. The CONTRACTOR shall further comply with the requirements of Section 1771.4 of the California Labor Code to furnish directly to the Labor Commissioner on a monthly basis certified payroll records and other records specified in Section 1776 of the California Labor Code.
- E. Forfeiture for Failure to Comply with Written Record Request. The CONTRACTOR shall have ten (10) days in which to comply subsequent to receipt of a written notice requesting Certified Payroll Records or supporting documents. In the event that the CONTRACTOR fails to comply within the 10-day period, he or she shall, as a penalty to the AGENCY forfeit one hundred dollars (\$100) per day under Labor Code 1776 for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards ("DAS") or the Department of Labor Standards and Enforcement ("DLSE"), these penalties shall be withheld from progress payments then due. A CONTRACTOR is not subject to a penalty assessment pursuant to this section due to the failure of a Subcontractor to comply with this section.
- F. Mandatory Attendance at Pre-Job Conference: CONTRACTOR and Sub-contractors are required to attend the AGENCY's Pre-Job Conference. At the Pre-Job Conference, Labor Compliance requirements will be explained and reviewed. CONTRACTOR and Sub-contractors are required to sign the sign in sheet to verify attendance of the Pre-Job Conference.
- G. CONTRACTOR acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

ARTICLE 8 - RECORD AUDIT: In accordance with Government Code, Section 8546.7, records of both the AGENCY and the CONTRACTOR shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

ARTICLE 9 - CERTIFICATIONS:

- A. CONTRACTOR acknowledges that this is a contract for a "public work". No contractor or subcontractor may be awarded a contract for public work on a public works contract unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. CONTRACTOR and all subcontractors are required to be registered and qualified pursuant to California Labor Code Section 1725.5 to perform work on public

work projects at all times during the term of this Contract. CONTRACTOR certifies to AGENCY that CONTRACTOR and all subcontractors performing work on the project are registered and qualified to work on public works contracts.

- B. Certifications of compliance with requirements for Worker's Compensation (Attachment No. 1 to Agreement), Drug-Free Workplace (Attachment No. 2 to Agreement), and Prevailing Wage Certification (Attachment No. 3 to Agreement) are hereby made a part of this Agreement.
- C. CONTRACTOR shall post on the job site all notices as prescribed by applicable regulations.

ARTICLE 10 - FINAL PAYMENT: Final payment, constituting the entire unpaid balance of the Agreement Sum together with all retentions shall be paid by the AGENCY to the CONTRACTOR in accordance with Article 9 of the General Conditions and will be paid within 60 days after completion of the Work as defined in California Public Contract Code § 7107.

ARTICLE 11 – CONTRACTOR’S FAILURE TO PROCURE COMPLETION OF PROJECT: In the event said CONTRACTOR fails to furnish tools, equipment, or labor in the necessary quantity or quality, or fails to prosecute the work or any part thereof contemplated by this Agreement in a diligent and workmanlike manner, and if the CONTRACTOR for a period of two (2) calendar days after receipt of written demand from AGENCY to do so, fails to furnish tools, equipment, or labor in the necessary quantity or quality, and to prosecute said work and all parts thereof in a diligent and workmanlike manner, or after commencing to do so within said two (2) calendar days, fails to continue to do so, then the AGENCY may exclude the CONTRACTOR from the premises, or any portion thereof, and take possession of said premises or any portion thereof, together with all material and equipment thereon, and may complete the work contemplated by this Agreement or any portion of said work, either by furnishing the tools, equipment, labor or material necessary, or by letting the unfinished portion of said work, or the portion taken over by the AGENCY to another contractor, or by a combination of such methods. In any event, the procuring of the completion of said work, or the portion thereof taken over by the AGENCY, shall be a charge against the CONTRACTOR, and may be deducted from any money due or becoming due to CONTRACTOR from the AGENCY, or the CONTRACTOR shall pay the AGENCY the amount of said charge, or the portion thereof unsatisfied. The sureties, provided for under this Agreement shall become liable for payment should CONTRACTOR fail to pay in full any said cost incurred by the AGENCY.

ARTICLE 12 – INSURANCE: CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, insurance in accordance with Article 11 of the General Conditions and with the limits shown below. CONTRACTOR shall require all subcontractors, if any, whether primary or secondary, to take out and maintain insurance in accordance with the limits shown in General Conditions, Article 11.

General Liability Insurance for injuries including accidental death and property damage in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate. The policy coverage shall include (i) premises operations and mobile equipment, (ii) products and completed operations, (iii) broad form property damage (including completed operations), (iv) explosion, collapse and underground hazards, (v) personal injury, and (vi) contractual liability.

Automobile liability insurance (owned, non-owned, hired) with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and 1,000,000 property damage.

Worker's Compensation Insurance as required by applicable state law including employer's liability limits of not less than \$1,000,000.00

Umbrella Excess Liability Insurance with limits of not less than \$2,000,000. The umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

- Automotive and truck where operated in amounts as above
- Material hoist where used in amounts as above

ARTICLE 13 – CONTRACTOR'S LICENSE: CONTRACTOR must possess a **CLASS "A"** Contractor's License, issued by the State of California, which is current and in good standing.

ARTICLE 14 – CORPORATION IN GOOD STANDING: If CONTRACTOR is a corporation or other legal entity, the undersigned hereby represents and warrants that such entity is duly formed in good standing, and authorized to conduct business in the State of California, and that _____, whose title is _____, is authorized to act for and bind the corporation.

ARTICLE 15 – PROVISIONS REQUIRED BY LAW: Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

ARTICLE 16 - LIQUIDATED DAMAGES: Pursuant to Government Code Section 53069.85, if Work is not completed within the Contract Time or in strict accordance with the Project Schedule, It is understood, acknowledged and agreed that the AGENCY will suffer damage. It is therefore agreed that the CONTRACTOR will pay the AGENCY the sum of **\$2,500.00** for each and every calendar day of delay beyond the Contract Time, or beyond any completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule, or beyond the time indicated in the PROJECT Schedule for any individual contract activity. Contractor expressly understands, acknowledges and agrees that such liquidated damages can and shall be imposed if the CONTRACTOR does not meet each and every aspect of any activity schedule, completion schedule, construction schedule or Project milestones established in or pursuant to the default by reason of delays, the acceptance of such work and/or payment(s) shall in no respect constitute a waiver or modification of any provisions regarding Contract Time, a completion schedule, the Project Schedule or liquidated damages. In the event the same is not paid, the CONTRACTOR further agrees that the AGENCY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under the Agreement. This Article does not exclude recovery of damages under provisions of the Agreement Documents.

ARTICLE 17 – COMPONENT PARTS OF THE AGREEMENT: The Agreement entered into by this Agreement consists of the following Agreement Documents, all of which are component parts of the Agreement as if herein set out in full or attached hereto:

Project: San Bernardino International Airport Authority
Terminal Parking Lot Improvements

Agreement between AGENCY and
CONTRACTOR

Notice Inviting Bids
All Bid Forms Submitted
Certification of Workers' Compensation and Insurances
Certification of Drug Free Workplace
Performance Bond
Payment Bond
Prevailing Wage Compliance Certification
Guarantee
General Conditions
General Project Requirements
Scope of Work Summary
Plans and Specifications
Change Orders
Shop Drawing Transmittals

All of the above named Agreement Documents are intended to be complementary. Work required by one of the above named Agreement Documents and to by others shall be done as if required by all.

ARTICLE 18 - BACKGROUND CHECK: CONTRACTOR agrees to comply with a criminal background check of all employees upon request. CONTRACTOR shall conduct criminal background check of all employees and sub contractors employees. CONTRACTOR must provide the AGENCY with a list of all employees providing services pursuant to this Agreement, and designate to which sites they will be assigned. Failure to comply with this law may result in, at AGENCY's sole discretion, termination of this Agreement.

ARTICLE 19 - DOCUMENT CONTROL PROGRAM: CONTRACTOR may be required (if implemented on this project) to utilize the AGENCY'S established standard, centralized, Internet-based document control program to record, attach, track and manager Transmittals, Requests for Information (RFIs), Submittals, Daily Reports, Meeting Minutes, Punch Lists and other documents as required. Software and training for the Contractor's document coordinator and managers will be provided by the AGENCY at no charge to the CONTRACTOR.

ARTICLE 20 - CONFLICT OF INTEREST – AGENCY REPRESENTATIVES. CONTRACTOR acknowledges that the AGENCY uses ethical business practices in the selection of its CONTRACTORS and in its other contracting practices. CONTRACTOR certifies that neither it nor its employees or agents have, with an intent to establish or maintain a business relationship with the AGENCY 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 AGENCY involved in the negotiation of this Agreement; (ii) any member of any department of the AGENCY procuring items or services from the CONTRACTOR under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the AGENCY. Further, CONTRACTOR 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 AGENCY 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 AGENCY involved in the negotiation of this Agreement; (ii) any member of any department of the AGENCY procuring items or services from the CONTRACTOR under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the AGENCY.

The CONTRACTOR acknowledges the obligations as set forth in this Article by the initials of the agent signing on behalf of the CONTRACTOR appearing below:

(initial here)

ARTICLE 21 - CONFLICT OF INTEREST – CAMPAIGN CONTRIBUTIONS: The CONTRACTOR 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 AGENCY. The CONTRACTOR further represents and warrants that neither the CONTRACTOR, nor any number of individuals employed by the CONTRACTOR or other contractors and Subcontractors of the CONTRACTOR, or any others acting on behalf of or in concert with the CONTRACTOR, have contributed to: (i) any member of the governing body of the AGENCY, (ii) any election committee of any member of the governing body of the AGENCY, (iii) any “friends of” election committee of any member of the governing body of the AGENCY, or (iv) any political action committee (“PAC”) representing, acting with or on behalf of any member of the governing body of the AGENCY, 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 AGENCY to approve this Agreement. The CONTRACTOR 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 AGENCY and for ninety (90) calendar days thereafter, similarly no such campaign and/or fund-raising contributions aggregating in excess of \$250.00 from the CONTRACTOR and other contractors and Subcontractors of the CONTRACTOR, or others action on behalf of or in concert with the CONTRACTOR, 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 AGENCY 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 Article, whether intentional or unintentional, shall be deemed to be a material breach of this Agreement.

The CONTRACTOR acknowledges the obligations as set forth in this Article by the initials of the agent signing on behalf of the CONTRACTOR appearing below:

(initial here)

ARTICLE 22 - FAIR POLITICAL PRACTICES COMMISSION FORMS AND FILINGS: The provisions of this Article shall apply to the CONTRACTOR, its employees and/or agents providing or supervising the services to the AGENCY as set forth in this Agreement. The CONTRACTOR acknowledges and represents and warrants that the CONTRACTOR 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 CONTRACTOR to complete and timely submit the required FPPC reporting forms.

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

Further, the CONTRACTOR recognizes that it is neither the duty nor the responsibility of the AGENCY, its staff and/or legal counsel to review or seek additional information from the CONTRACTOR as to any information submitted to the AGENCY in the required FPPC reporting forms. The CONTRACTOR further understands that the CONTRACTOR, 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 CONTRACTOR 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 CONTRACTOR shall further defend, indemnify and hold harmless the AGENCY, its officers, employees, representatives, and agents, for any and all violations by the CONTRACTOR regarding FPPC reporting compliance requirements that result in any liability or financial loss to the AGENCY, its officers, employees, representatives, and agents, by reason of the failure of the CONTRACTOR to comply with the provisions of this Article, including staff costs, attorney fees and any and all other costs as may be incurred by the AGENCY, its officers, employees, representatives, and agents due to any alleged violations of the FPPC reporting requirements by the CONTRACTOR.

The CONTRACTOR acknowledges the obligations as set forth in this Article by the initials of the agent signing on behalf of the CONTRACTOR appearing below:

(initial here)

ARTICLE 23 - CONTRACTOR INTERESTS ADVERSE TO THE AGENCY: CONTRACTOR hereby represents that it has no interests adverse to the AGENCY or its individual member entities, at the time of execution of this Agreement. CONTRACTOR hereby agrees that, during the Term of this Agreement, the CONTRACTOR shall not enter into any agreement or acquire any interests detrimental or adverse to the AGENCY or its individual member entities. Additionally, CONTRACTOR hereby represents and warrants to AGENCY that CONTRACTOR and any partnerships, individual persons or any other party or parties comprising CONTRACTOR, 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 AGENCY, property over which the AGENCY has jurisdiction or any members or staff of the AGENCY that have not been previously disclosed in writing to AGENCY, 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 CONTRACTOR to perform the services to the AGENCY as set forth in this Agreement.

ARTICLE 24 - CONFIDENTIALITY OF MATERIALS AND INFORMATION: The CONTRACTOR 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 AGENCY 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 AGENCY. CONTRACTOR shall safeguard and not disclose confidential information of the AGENCY 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 AGENCY, referred to collectively hereafter as "Confidential Information." CONTRACTOR further agrees not to use Confidential Information except as may be necessary to perform the services identified in this Agreement for the AGENCY. Upon termination or expiration of this Agreement, or otherwise as requested by the AGENCY, CONTRACTOR shall promptly deliver all Confidential Information to the AGENCY, if any, in whatever form, that may be in CONTRACTOR's possession or control.

ARTICLE 25 – ENTIRE AGREEMENT: The complete Agreement as set forth in Article 1 of this Agreement constitutes the entire Agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the AGENCY.

ARTICLE 26 – CONTRACT DEFAULT: The default by Contractor in the performance of any material term or provision under that certain Agreement for Professional Services of even date with this Agreement between Contractor and the Agency shall also be deemed a default under this Agreement.

<hr/> <p>(CONTRACTOR)</p> <p>By: _____</p> <hr/> <p>Official Title</p> <p>Date: _____</p> <p>Address</p> <hr/> <hr/> <p>Official Seal</p>	<p>SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (AGENCY)</p> <p>By: _____ Michael Burrows</p> <p>_____ Chief Executive Officer</p> <hr/> <p>Official Title</p> <p>Date: _____</p>
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Attest:

Approved as to form and legal content:

Jennifer Farris
Clerk of the Board

By: _____
Scott Huber
Cole Huber, LLP

ATTACHMENT NO. 1 TO AGREEMENT

CERTIFICATE REGARDING WORKERS' COMPENSATION

Every employer, shall secure the payment of compensation in one or more of the following ways:

- A. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in the State of California.
- B. By securing from the Director of Industrial Relations, a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.
- C. For all political subdivisions of the State, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the State itself), by securing from the Director of Industrial Relations, a certificate of consent to self-insure against workers' compensation claims which certificate may be given upon furnishing proof satisfactory to the Director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before May 31, 1979, a political subdivision of the State, which on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702 of the Labor Code.

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer, including subcontractors, to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work of this Contract.

CONTRACTOR

Signature

Printed Name

Official Title

ATTACHMENT NO. 2 TO AGREEMENT

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification form is required from all successful bidders pursuant to the requirements mandated by Government Code, Section 8350 et. seq. the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any public agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contractor or grant awarded by a public agency may be subject to suspension of payments or termination of the contract or grant and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

I acknowledge that I am aware of the provisions of Government Code Section 8350 et. seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990. I also understand that if the AGENCY determines that I have either (A) made a false certification herein, or (B) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 et. seq.

Contractor Signature

Printed Name

Official Title

Date: _____

ATTACHMENT NO. 3 TO AGREEMENT

CONTRACTOR PREVAILING WAGE COMPLIANCE CERTIFICATION

To: SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
1601 East Third Street, San Bernardino, CA 92408

I hereby certify that I will comply with the State of California Public Works Contract Requirements and Department of Industrial Relations Wage Orders regarding wages, benefits, on site audits with 48-hour notice, payroll records and apprentice and trainee employment requirements.

CONTRACTOR

CONTRACTOR'S PRINCIPAL'S SIGNATURE

DATED

ATTACHMENT NO. 4 TO AGREEMENT

FAITHFUL PERFORMANCE BOND FORM

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY** (hereinafter referred to as "AGENCY") has awarded to _____, hereinafter designated as the "CONTRACTOR/PRINCIPAL" an agreement for the work described as follows:

SBD TERMINAL ACCESS ROADWAY IMPROVEMENT PROJECT

(Hereinafter referred to as the "Public Work")

WHEREAS, the work to be performed by the CONTRACTOR/PRINCIPAL is more particularly set forth in that certain contract for the said Public Work dated _____, incorporated herein by this reference; and

WHEREAS, the CONTRACTOR/PRINCIPAL is required by said Contract to perform the terms thereof and to furnish a bond for the faithful performance of said contract.

NOW, THEREFORE, we, _____, the undersigned CONTRACTOR/PRINCIPAL and _____, Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the AGENCY in the sum of _____ DOLLARS (\$ _____) said sum being not less than one hundred percent (100%) of the total amount payable by the said AGENCY under the terms of the said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the bounded CONTRACTOR/PRINCIPAL, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the said Contract and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified and in all respects according to their intent and meaning; and shall faithfully fulfill the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the AGENCY, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, the said Surety will pay to AGENCY a reasonable attorney's fee to be fixed by the Court.

As a condition precedent to the satisfactory completion of the contract, the above obligation shall hold good for a period of one (1) year or longer if required by the Contract Documents after the acceptance of the work by AGENCY, during which time if

Terminal Parking Lot Improvements Faithful Performance Bond Form

CONTRACTOR/PRINCIPAL shall fail to make full, complete, and satisfactory repair and replacements and totally protect the AGENCY from loss or damage made evident during this period from the date of completion of the work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect. The obligations of Surety hereunder shall continue so long as any obligation of CONTRACTOR/PRINCIPAL remains.

Whenever CONTRACTOR/PRINCIPAL shall be, and is declared by the AGENCY to be, in default under the contract, the AGENCY having performed the AGENCY's obligations thereunder, the Surety shall promptly remedy the default, or shall promptly, at the AGENCY's option:

1. Complete the contract in accordance with its terms and conditions; or
2. Obtain a bid or bids for completing the contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a contract between such bidder and the AGENCY, and make available as work progresses sufficient funds to pay the cost of completion less the balance of the contract price, but not exceeding, including other costs and damages for which Surety may be liable hereunder, the amount set forth above. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to CONTRACTOR/PRINCIPAL by the AGENCY under the contract and any modifications thereto, less the amount previously properly paid by the AGENCY to the CONTRACTOR/ PRINCIPAL.

Surety expressly agrees that the AGENCY may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the CONTRACTOR/PRINCIPAL.

Surety shall not utilize CONTRACTOR/PRINCIPAL in completing the contract nor shall Surety accept a bid from CONTRACTOR/PRINCIPAL for completion of the work if the AGENCY, when declaring the CONTRACTOR/PRINCIPAL in default, notifies Surety of the AGENCY's objection to CONTRACTOR's/PRINCIPAL's further participation in the completion of the work.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the AGENCY named herein or the successors or assigns of the AGENCY. Any suit under this bond must be instituted within the applicable statute of limitations period.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

No final settlement between the AGENCY and the CONTRACTOR/PRINCIPAL shall abridge the right of any beneficiary hereunder whose claim may be unsatisfied.

CONTRACTOR/PRINCIPAL and Surety agree that if the AGENCY is required to engage the services of any attorney in connection with the enforcement of this bond, each shall pay the AGENCY's reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

CONTRACTOR/PRINCIPAL:

Name

By: _____

Signature: _____

SURETY:

Signature: _____

The rate of premium on this bond is \$_____ per thousand. The total amount of premium charges, \$_____.
(The above must be filled in by corporate attorney.)

IMPORTANT: Surety companies executing Bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in Section 105 of the California Insurance Code, and if the work or project is financed, in whole or in part, with federal grant or loan funds, must also appear on the Treasury Department's most current list (Circular 750 as amended).

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of Agent or Representative for service of process in California, if different from above)

(Telephone number of Surety and Agent or Representative for service of process in California)

STATE OF CALIFORNIA

)
) ss.

COUNTY OF _____)

On this _____ day of _____, in the year 20____, before me, _____, a Notary Public in and for said state, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-In-Fact of the _____ (Surety) acknowledged to me that he subscribed the name of the _____ (Surety) thereto and his own name as Attorney-In-Fact.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the Power-of-Attorney to local representatives of the bonding company must be attached hereto.

ATTACHMENT NO. 5 TO AGREEMENT

PAYMENT BOND FORM

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY** (hereinafter referred to as "AGENCY") has awarded to _____, hereinafter designated as the "CONTRACTOR/PRINCIPAL" an agreement for the work described as follows:

SBD TERMINAL ACCESS ROADWAY IMPROVEMENT PROJECT

(Hereinafter referred to as the "Contract")

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, pursuant to Section 9550 et seq. of the California Civil Code.

NOW, THEREFORE, we, _____, the undersigned CONTRACTOR/PRINCIPAL and _____, Surety, a corporation organized and existing under the laws of the State of California, and duly authorized to transact business under the laws of the State of California as Surety, are held and firmly bound unto the **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY** and to any and all persons, companies or corporations entitled to file stop notices under Section 9100 of the California Civil Code in the sum of _____ **DOLLARS (\$ _____)**, said sum being not less than one hundred percent (100%) of the total amount payable by the said AGENCY under the terms of the said Contract, for which payment well and truly to be made, we bind ourselves, our heirs, executors, successors, administrators and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if, said CONTRACTOR/PRINCIPAL, his/her or its heirs, executors, administrators, successors, or assigns, or a subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100 or fail to pay for any materials, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind, or shall fail to deduct, withhold and pay over to the Employment Development Department, any amounts required to be deducted, withheld and paid over by Section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, then said Surety will pay for the same, in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond, such reasonable attorney's fees as shall be fixed by the court, awarded and taxed as provided in Division 4, Part VI, Title III, Chapter 5 (commencing at Section 9550) of the California Civil Code.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the California Civil Code, so as to give a right of action to such person or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the AGENCY and original CONTRACTOR/ PRINCIPAL or on the part of any obligee named in such bond, but the sole condition of recovery shall be that claimant is a person described in Section 9100 of the California Civil Code, and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this
____ day of _____, 20____.

CONTRACTOR/PRINCIPAL:

Name

By: _____

Signature _____

SURETY:

By: _____

Attorney-In-Fact

Signature: _____

IMPORTANT: Surety companies executing Bonds must possess a certification of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in Section 105 of the California Insurance Code, and if the work or project is financed, in whole or in part, with federal grant or loan funds, must also appear on the Treasury Department 's most current list (Circular 570 as amended).

(Name and Address of Surety)

(Telephone number of Surety and Agent or Representative for service of process in California)

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On this _____ day of _____, in the year 20____ before me,
 _____, a Notary Public in and for said state, personally appeared _____,
 known to me to be the person whose name is subscribed to the within instrument as the Attorney-
 In-Fact of the _____ (Surety) acknowledged to me that he
 subscribed the name of the _____ (Surety) thereto and his own
 name as Attorney-In-Fact.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the Power-of-Attorney to local representatives of the bonding company must be attached hereto

ATTACHMENT NO. 6 TO AGREEMENT

COMPANY INFORMATION SHEET

[Updated February, 2013]

DECLARATION

I declare under penalty of perjury under the laws of the State of California I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 20____, in _____,
[day] [month] [city] [state]

By: _____
Print Name: _____
Print Title: _____

LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

TYPE OF BUSINESS (Check One):

- | | | | |
|--------------------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | CORPORATION | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP | <input type="checkbox"/> | JOINT VENTURE |
| <input type="checkbox"/> | INDIVIDUAL | | |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | | |
| <input type="checkbox"/> | OTHER _____ | | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____

[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

COMPANY INFORMATION SHEET

SUBCONTACTOR/VENDOR

[One form must be submitted for each listed sub-contractor or vendor]
[Updated February, 2013]

DECLARATION

I declare under penalty of perjury under the laws of the State of California I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 20____, in _____, _____
[day] [month] [city] [state]

By: _____
Print Name: _____
Print Title: _____

LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

TYPE OF BUSINESS (Check One):

- | | | | |
|--------------------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | CORPORATION | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP | <input type="checkbox"/> | JOINT VENTURE |
| <input type="checkbox"/> | INDIVIDUAL | | |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | | |
| <input type="checkbox"/> | OTHER _____ | | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____

[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

ATTACHMENT NO. 7 TO AGREEMENT
GENERAL CONTRACTOR PROJECT CONTACT INFORMATION

Company Name: _____

Mailing Address: _____

Delivery Address, if different: _____

COMPANY CONTACTS

General Correspondence:	_____	Phone:	_____
	Name & Title	Fax:	_____

Billing & Pay Requests:	_____	Phone:	_____
	Name & Title	Fax:	_____

Field Issues/Coordination:	_____	Phone:	_____
	Name & Title	Fax:	_____

Proposal Requests & Change Order Pricing:	_____	Phone:	_____
	Name & Title	Fax:	_____
		Phone:	_____

Submittals:	_____	Fax:	_____
	Name & Title	Phone:	_____

RFI's:	_____	Fax:	_____
	Name & Title	Phone:	_____

24-Hour Emergency Contact

Name: _____
Title: _____
Phone #: _____
Pager #: _____

ATTACHMENT NO. 08 TO AGREEMENT

GUARANTEE

To: **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

Project: **SBD TERMINAL ACCESS ROADWAY IMPROVEMENT PROJECT**

We hereby guarantee all the work we will perform, install or construct, both labor and materials, on the above Project (whether listed below or not) and guarantee that such work will be done in accordance with the Project Drawings, Specifications, and other Contract Documents, and that the Work as installed/constructed will fulfill the requirements included in the Contract Documents.

The undersigned agrees to repair or replace, at no cost to the AGENCY, any or all of such work, together with any other adjacent work which may be displaced/damaged in connection with such replacement, that may prove to be defective in workmanship or material within the Guarantee Period, ordinary wear and tear and unusual abuse or neglect excepted.


The Guarantee Period shall commence on the date of completion as specified in the Notice of Completion approved by the AGENCY Board and shall continue for the longer of: (a) a period of one (1) year; (b) a period in excess of one (1) year, as specified or required in any Section of the Contract Documents; (c) the duration of a manufacturer's guarantee extending beyond one (1) year.

In the event of the undersigned's failure to comply with the above mentioned conditions within a reasonable period of time, as determined by the AGENCY, but not later than ten (10) days after being notified in writing by the AGENCY of defects requiring correction pursuant to this guarantee, the undersigned authorizes the AGENCY to proceed to have said defects repaired/corrected and made good at the expense of the undersigned, which will pay all costs and charges therefore upon demand.

General Contractor or Subcontractor: _____

Name of Authorized Person to Sign for the above: _____

Signature of Authorized Person: _____

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 12</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: APPROVE A MULTI-YEAR COOPERATIVE AGREEMENT WITH CINTAS CORPORATION FOR UNIFORM AND LINEN RENTAL SERVICES IN AN AMOUNT NOT TO EXCEED \$145,000.00

SUMMARY

Cintas Corporation provides competitive pricing under a cooperative agreement through Omnia Partners, LLC which is used by all levels of government to obtain uniforms and linen services. Omnia Partners, LLC is a Tennessee-based organization, uses a public agency contracting model to ensure all cooperative contracts are compliant with public agency purchasing regulations and are competitively solicited for better efficiency and benefits to our procurement strategy. Through Omnia Partners, LLC Staff obtained Cintas quotes for personnel uniforms, floor mats, and shop towels over a 3-year period with two, one-year options to extend the agreement term.

RECOMMENDED ACTION(S)

Approve a three-year cooperative agreement with two (2), one (1)-year options to extend the agreement with Cintas Corporation for maintenance uniform rentals, floor mats, towels, and related services, in an amount not to exceed \$145,000; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this agreement is included in the approved San Bernardino International Airport Authority Fiscal Year 2023-2024 budget in the General Fund, Account 50419 – Uniforms for \$50,200 of which \$42,143 is available to fund this agreement for the balance of the fiscal year.

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

Cintas is partnered with Omnia Partners, LLC, a Tennessee-based organization. Omnia Partners, LLC is used by all levels of government to obtain the best value pricing from multiple industries. They utilize a public agency contracting model to ensure all cooperative contracts are compliant with public agency purchasing regulations and are competitively solicited for better efficiency and benefits to our procurement strategy.

Cintas Corporation is a selected vendor by Omnia Partners, LLC for best value to provide uniforms and linen services. Through Omnia Partners, LLC Staff obtained quotes from Cintas Corporation for personnel uniforms, floor mats, and shop towels over a three (3)-year term with two (2), one (1)-year options to extend the term.

Staff will allocate the appropriate funds in the future fiscal years to accommodate the agreement.

Staff recommends approval of this action.

Attachments:

1. Cintas Corporation Cooperative Agreement



FACILITIES SOLUTIONS AGREEMENT

Location No. 698

Contract No. 732621033

Customer No. 04241419

Main Corporate Code → **New CC 13218**

Date _____

Customer/Participating Agency San Bernardino International Airport

Phone 909 382 2382

Address 105 N. Leland Norton Wat City San Bernardino State _____ Zip 92408

UNIFORM PRODUCT RENTAL PRICING:

Item #	Description	Unit Price
935	Work Shirt	.177
945	Comfort Pant	.191
396	Carhartt Work Shirt	.484
74533	Carhartt Ripstop pant	.514
59935	Vis comfort shirt	.494
270	Cargo Pant	.386
910	Coverall	.602
205	Ladies Comfort Blouse	.20

- This agreement is effective as of this date from _____ to _____, with a minimum term of 36 months. The length of this rental agreement will commence with the actual uniform rental, not affiliated with the start date of the Master Agreement. Any negotiations of price, terms or discounts must be approved by Prince William County Public Schools for the Master Agreement. Any such changes shall take effect on the anniversary date of the master agreement. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U).
- Name Emblem \$ 1.63 ea • Company Emblem \$ 2 ea
- Customer Emblem \$ _____ ea • Embroidery \$ _____ ea
- COD Terms \$ _____ per week charge for prior service (if Amount Due is Carried to Following Week)
- Automatic Lost Replacement Charge: Item 2160 % of Inventory _____ \$.768 Ea.
- Automatic Lost Replacement Charge: Item 2700 % of Inventory _____ \$.869 Ea.
- Minimum Charge \$.35 per delivery.
- Make-Up charge \$ 1.75 per garment.
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ _____ per garment.
- Seasonal Sleeve Change \$ _____ per garment.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
- Artwork Charge for Logo Mat \$ _____
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ ¹⁵ _____ per garment will be assessed for employee's size changed within 4 weeks of installation.
- Other Prep Adv - .03 / Emblem Adv - .05

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Inventory	Unit Price
	10223	3x5 Xtraction Mat	W		2.043
	10225	3x10 Xtraction Mat	W		4.086
	10186	3x5 Scraper Mat	W		3.64
	2160	Shop Towel	W		.140
	2700	Terry Towel	W		.146
	2752	Blue Terry	W		.246
	7540	Gray Micro	W		.398

*Indicated bundled items/services

- ____ ☐ _____ Initial and check box if Unilease. All Garments will be cleaned by customer
Date _____
- ____ ☐ _____ Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control
Date _____ customer.
- ____ ☐ _____ Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments
Date _____ direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase
all direct embroidered garments at the time they are removed from service at the then current replacement values.

Cintas Loc. No: 698

CUSTOMER:
Please Sign Name _____

By: Andrew Mistone

Please Print Name _____

Title: Service Manager

Please Print Title _____

Accepted-GM: _____

Email _____

Omnia Partners Public Sector Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

Supplier General Service Terms Section

3. Prices Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. Buyback of Non-Standard Garments Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under-Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. Service Guarantee: Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
6. Garments' Lack of Flame Retardant or Acid Resistant Features Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
7. Logo Mats In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.

8. Adding Employees Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
9. Emblem Guarantee Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. Terminating Employees Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. Replacement In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. Indemnification To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. Additional Items: Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:


If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.

If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.

If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.

Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 13</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM THIRD 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:	Mark Cousineau
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 Q3 Report

San Bernardino International Airport

Quarterly Report: October 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 3Q23:

- Published *Good Neighbor News* Summer 2023 newsletter, shared individual articles and promoted subscriptions
 - Subscribers continued to increase since 2Q23
- Spotlitged SBD's ongoing outreach and public engagement, including:
 - Cruising at Altitude concert
 - Concerts in the Park
 - National Night Out
- Shout out to public service agencies
 - Thanks to SBD's many public safety partners for standing ready to serve our community, 24/7/365
- Promoted the airport's five business lines (MRO, general aviation, Luxivair SBD, air cargo, and passenger service)



FlySBD - San Bernardino International Airport... @SBDair... · Aug 22 ...
GA AT SBD 🚁: General Aviation (GA) was the 2nd line of business to take off at @SBDairport. Our GA ops include recreational flights, air ambulance, aerial firefighting, law enforcement air support, & public utilities.

#FlySBD 🛩️ #NationalAviationWeek #GeneralAviation #Careers



💬 1

🔄 1

❤️ 3

📊 148



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 October 2023



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

July 2023

A first look at the first month of the quarter.

35 noise comments

- Filed by 11 households

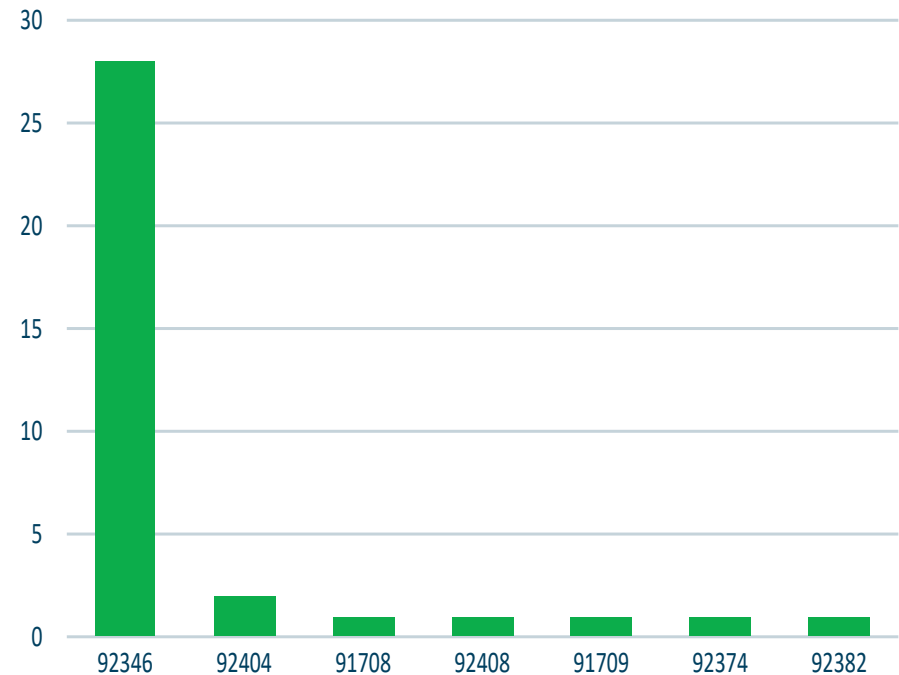
Comments in July

SBD International Airport

July 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	28	4	7.0
92404	San Bernardino	2	2	1.0
91708	Chino	1	1	1.0
92408	San Bernardino	1	1	1.0
91709	Chino Hills	1	1	1.0
92374	Redlands	1	1	1.0
92382	Running Springs	1	1	1.0
TOTALS		35	11	3.2

Area Ranking by Zip Code (All)

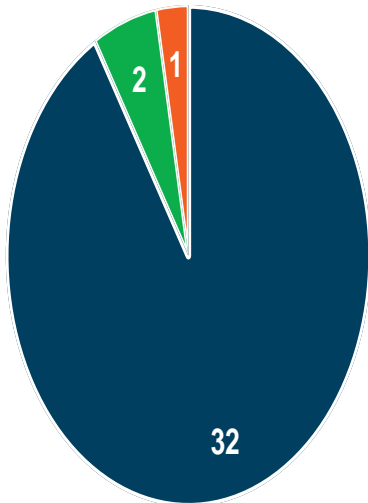


Comment Breakdown

SBD International Airport

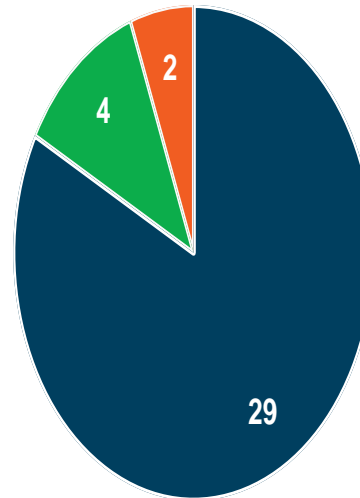
July 2023

Comments by Aircraft Category



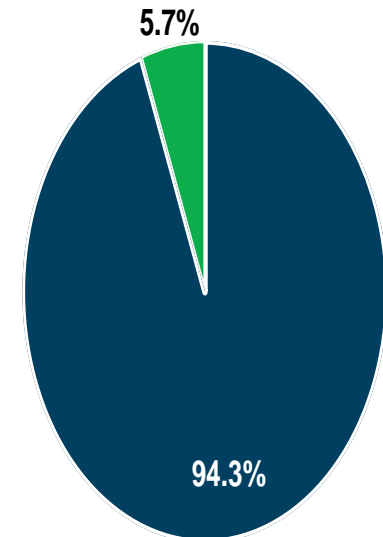
● Jet ● Unknown
● UAS/Drone

Comments by Concern



● Flying over home ● Low flying
● Unspecified

Filing Method



● Web form ● Hotline

August 2023

A first look at the second month of the quarter.

41 noise comments

- Filed by 11 households

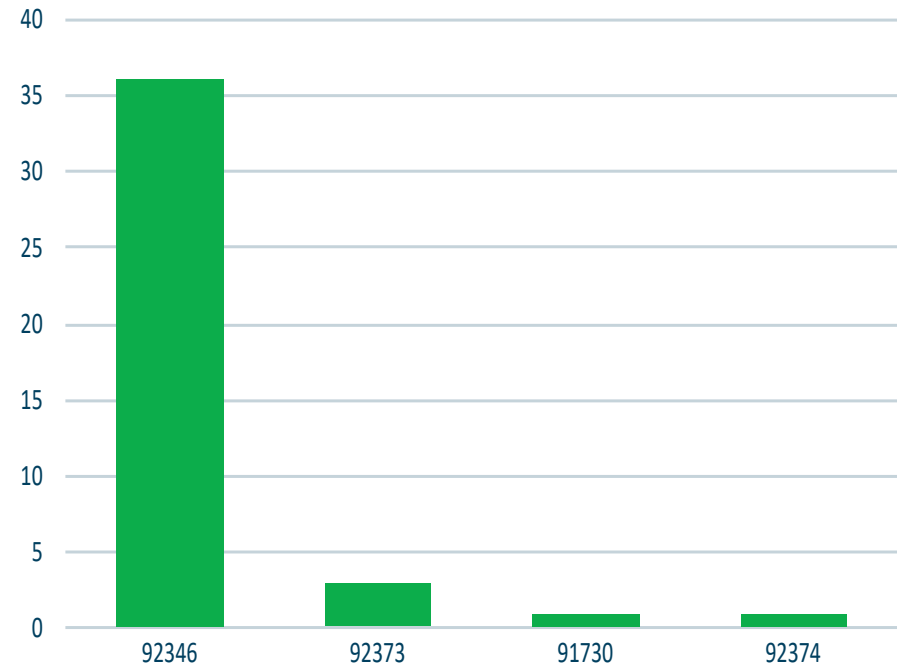
Comments in August

SBD International Airport

August 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	36	8	4.5
92373	Redlands	3	1	3.0
91730	Rancho Cucamonga	1	1	1.0
92374	Redlands	1	1	1.0
TOTALS		41	11	3.7

Area Ranking by Zip Code (All)

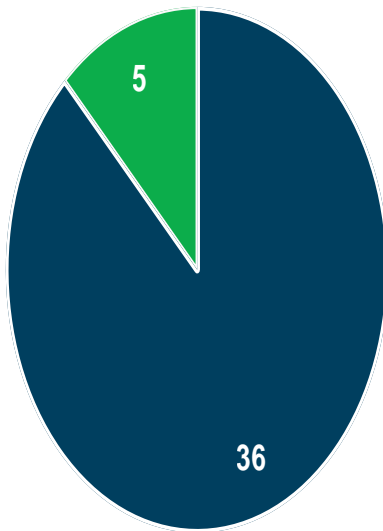


Comment Breakdown

SBD International Airport

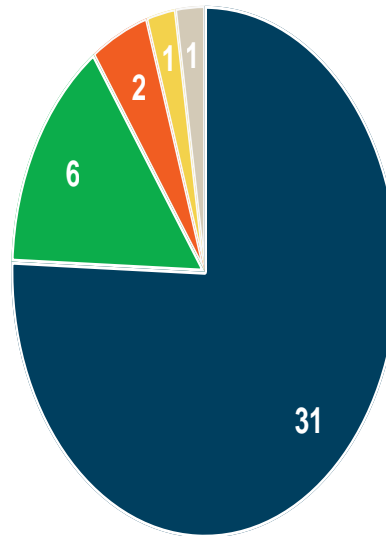
August 2023

Comments by Aircraft Category



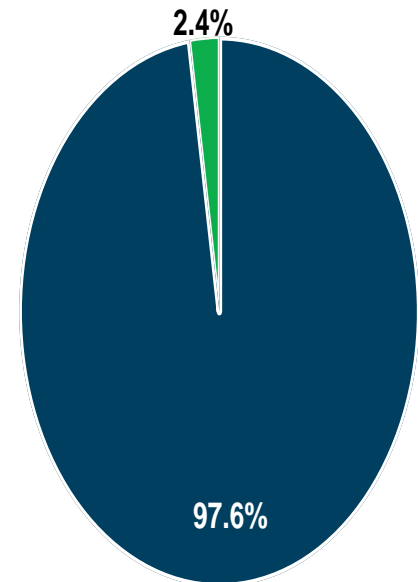
● Jet ● Unknown

Comments by Concern



● Flying over home ● Low flying
● Unspecified ● Unusually loud
● Frequency of flights

Filing Method



● Web form ● Hotline

September 2023

38 noise comments

- Filed by 17 households

A first look at the last month of the quarter.

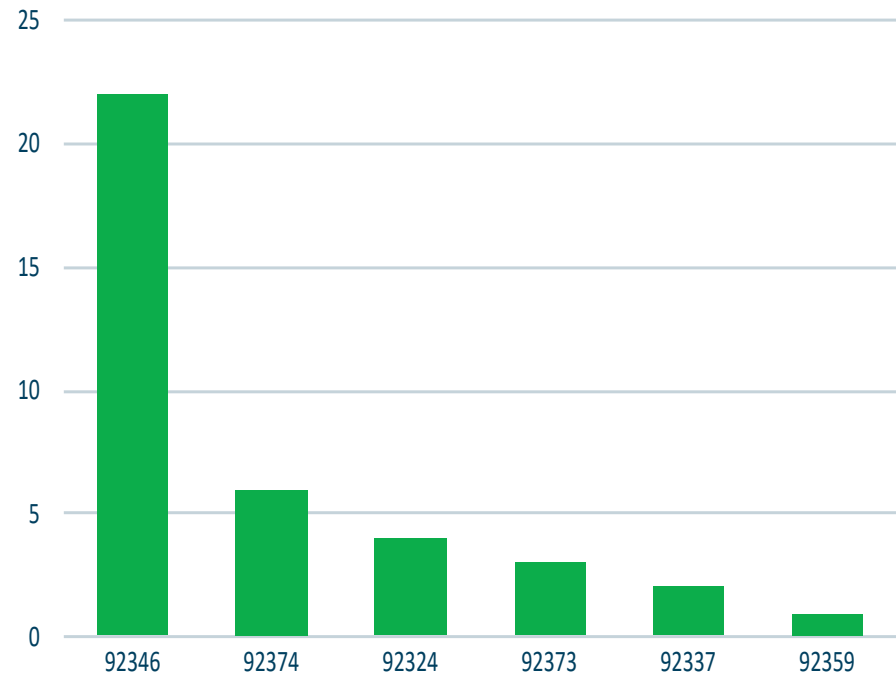
Comments in September

SBD International Airport

September 2023

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	22	7	3.1
92374	Redlands	6	4	1.5
92324	Colton	4	2	2.0
92373	Redlands	3	2	1.5
92337	Fontana	2	1	2.0
92359	Mentone	1	1	1.0
TOTALS		38	17	2.2

Area Ranking by Zip Code (All)

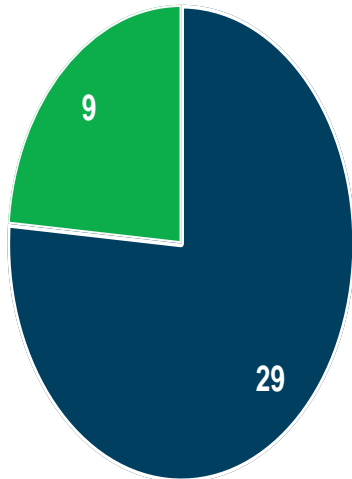


Comment Breakdown

SBD International Airport

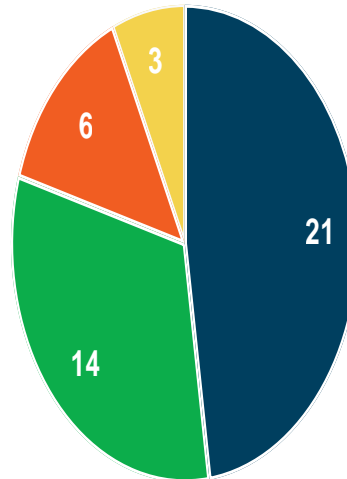
September 2023

Comments by Aircraft Category



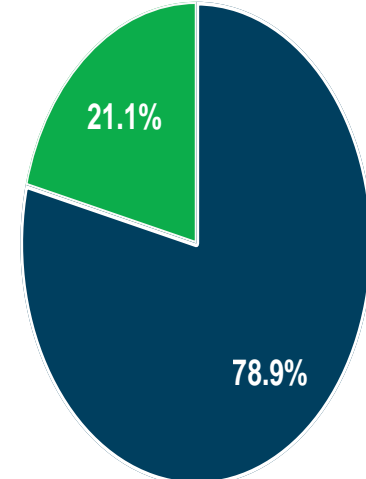
• Jet • Unknown

Comments by Concern



• Flying over home • Low flying
• Unusually loud • Frequency of flights

Filing Method



• Web form • Hotline

TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport increased in 3Q23, YoY, due to:

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

Totals & Trends

SBD International Airport

July – September 2023

30

Distinct households
filed aircraft noise
comments this
quarter.

114

Noise comments
received from those
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	86	11	7.8
92374	Redlands	8	5	1.6
92373	Redlands	6	3	2.0
92324	Colton	4	2	2.0
92337	Fontana	2	1	2.0
92404	San Bernardino	2	2	1.0
91708	Chino	1	1	1.0
91730	Rancho Cucamonga	1	1	1.0
91709	Chino Hills	1	1	1.0
92359	Mentone	1	1	1.0
92408	San Bernardino	1	1	1.0
92382	Running Springs	1	1	1.0
TOTALS		114	30	3.8

Totals & Trends

SBD International Airport

July – September 2023

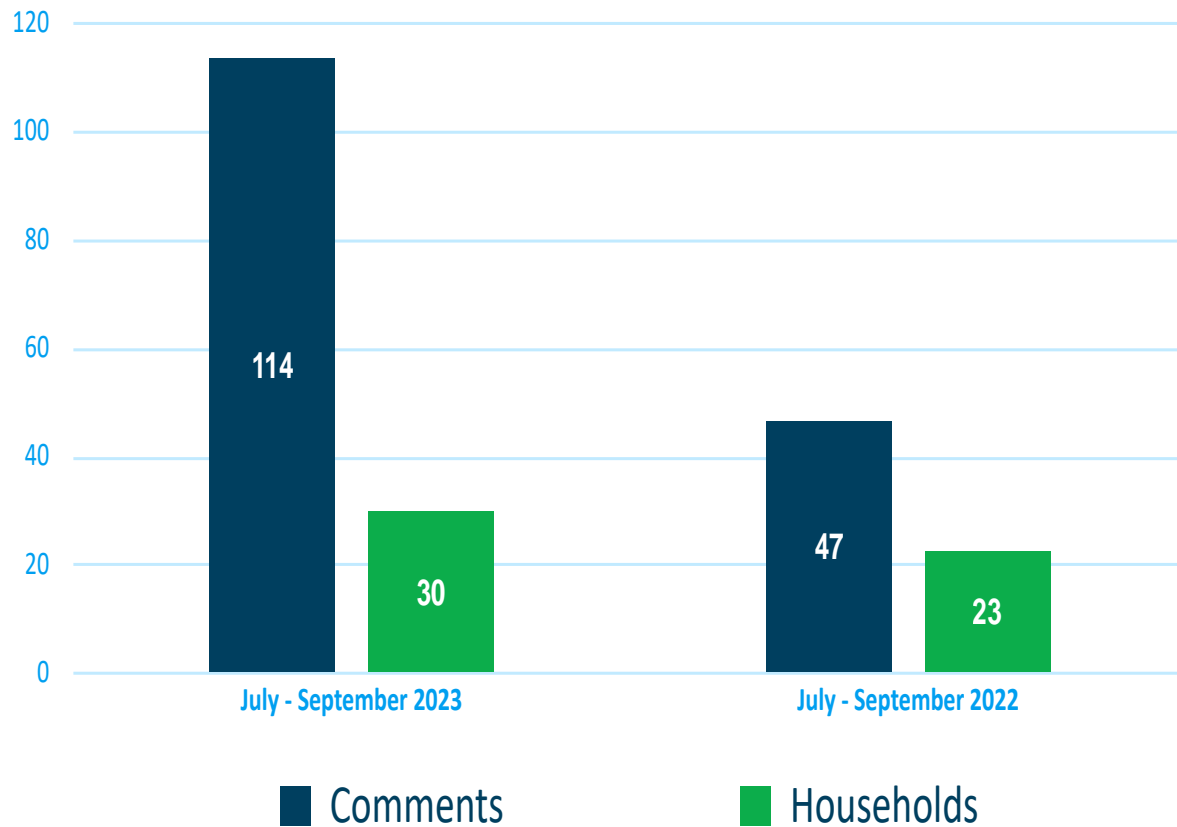
Top 5 Commenters - 3Q23

RANK	HOUSEHOLD ID	CITY	NUMBER OF COMMENTS
1	R96	Highland	25
2	G183	Highland	25
3	L71	Highland	11
4	G160	Highland	8
5	B231	Highland	6
TOTAL			75

Totals & Trends

SBD International Airport 3Q YoY Trends

Comments and Households - 3Q23 vs 3Q22



COMMENT BREAKDOWN

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

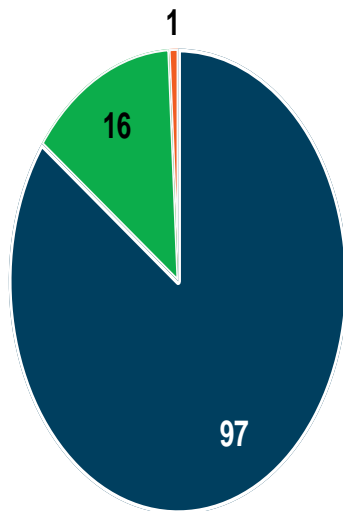
**Most people are
concerned about an
airplane's proximity
to their home.**

Comment Breakdown

SBD International Airport

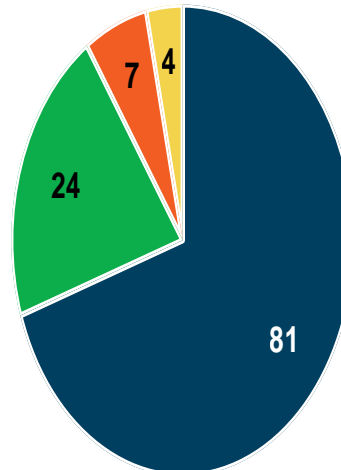
July – September 2023

Comments by Aircraft Category



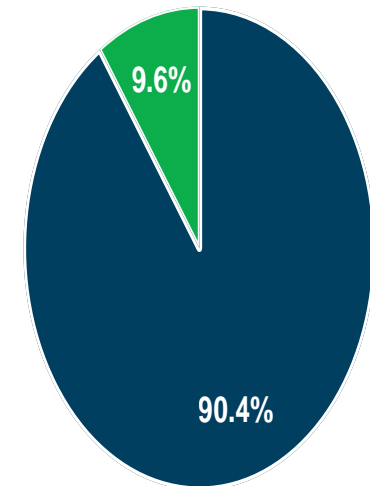
● Jet ● Unknown
● USA/Drone

Comments by Concern



● Flying over home ● Low flying
● Unusually loud ● Frequency of flights

Filing Method



● Web form ● Hotline

Comment Breakdown

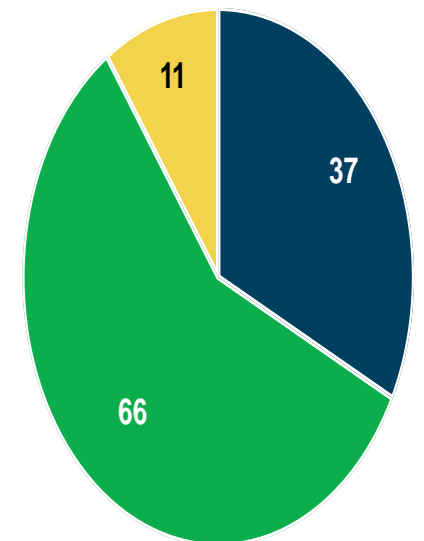
SBD International Airport

July – September 2023

COMMENT BY CONCERN	MENTIONS
Flying over home	81
Low flying	24
Unusually loud	7
Frequency of flights	4

AIRCRAFT CATEGORY	MENTIONS
Jet	97
Unknown	16
UAS/Drone	1

Response Requested



● Yes ● No ● Unspecified

COMMENT MAP

A look at where the comments originate.

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

Comment Map

SBD International Airport

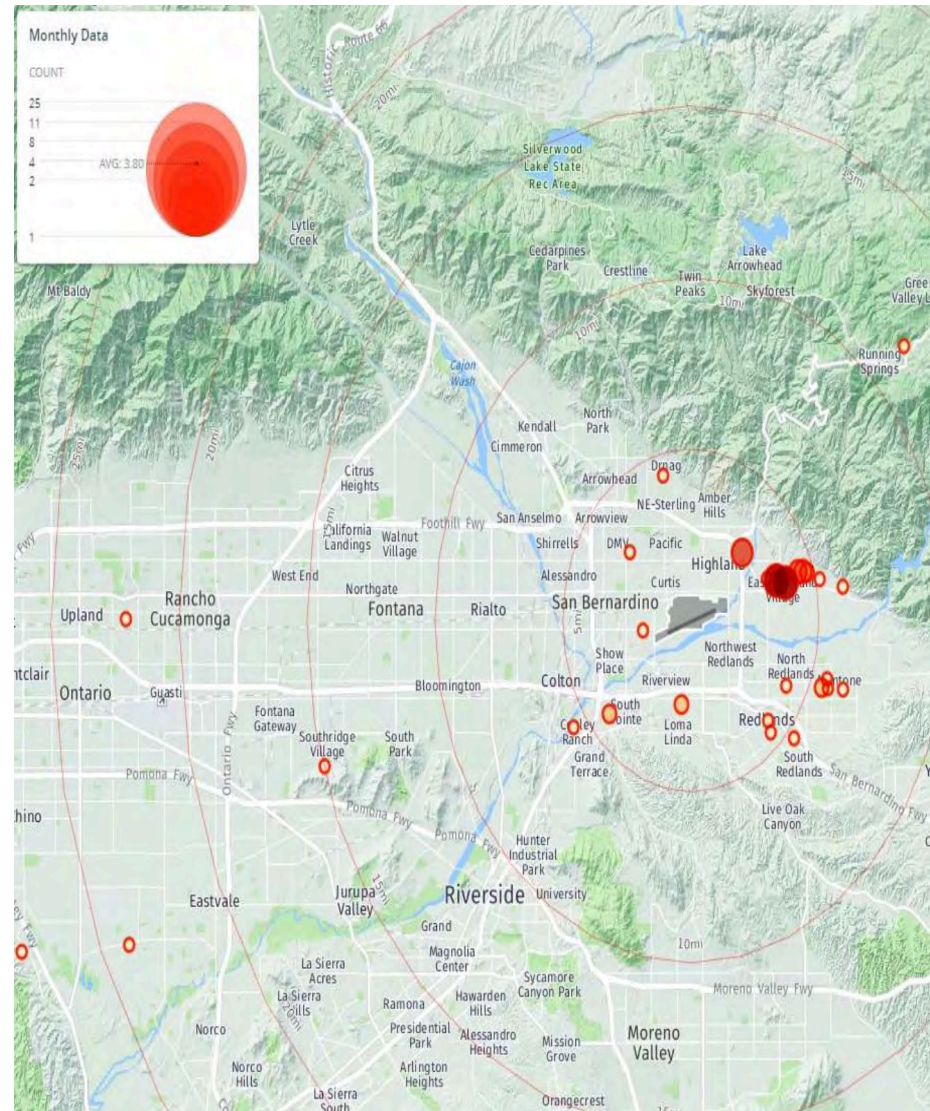
July – September 2023

30

Distinct households
filed aircraft noise
comments this
quarter.

114

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

3Q23 vs. 2Q23 (QoQ):

Noise comments increased.

Number of households filing increased.

3Q23 vs. 3Q22 (YoY):

Noise comments increased.

Number of households filing increased.


YoY noise comments increase attributed to:

- Continued jet aircraft operations at SBD
- Growth in concerns filed by additional households
- Engaged and concerned community members seeking information about aircraft, and
- Ongoing community education and engagement about aircraft operations at SBD.

The Good Neighbor Program is an important community resource:

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



	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: October 25, 2023</p> <p>ITEM NO: 14</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH 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:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

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

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

For review and discussion.

Attachments:

1. SBIAA Action Plan.

December 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

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	Airport Activity Update; Terminal Systems and Security Upgrades	SBIAA Commission, CEO., General Counsel, Director of Aviation, Director of Finance	August 31, 2023
September 2023	Technical Advisory Committee; Capital Plan Review; 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, CEO, Director of Aviation, Director of Finance, Exec Staff	December 31, 2023

SBIAA Near-Term Action Plan – Implementation



Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure



Update Operational Plans



Airport Terminal Improvements



Implement New Accounting and
Agenda Software



Airport Fuel Farm Upgrades



SBIAA Infrastructure
Assessments



International Trade

U.S. Customs

