

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, APRIL 24, 2024

5:00 PM

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



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

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Helen Tran

Mayor, City of San Bernardino

Theodore Sanchez

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Phillip Dupper

Mayor, City of Loma Linda

Joe Baca, Jr.

Supervisor, County of San Bernardino

Larry McCallon

Mayor Pro Tem, City of Highland

Fred Shorett

Mayor Pro Tem, City of San Bernardino

John Echevarria

Councilmember, City of Colton

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

ORDER OF BUSINESS – CLOSED SESSION

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

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

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

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

C. CLOSED SESSION

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

- a. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Hinojosa v. San Bernardino International Airport, Inc., et al., San Bernardino County Superior Court, Case No. CIVSB2025068
- b. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Franco v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2322130

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 APRIL 24, 2024
[**PRESENTER:** Jillian Ubaldo, Deputy Clerk of the Board; **PAGE#:** 005]

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#:** 012]
- b. INFORMATIONAL ITEMS – REPORT ON GRANT INITIATIVES
[**PRESENTER:** Mark Gibbs, Director of Aviation **PAGE#:** 013]

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 MARCH 2024
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 014]
4. RECEIVE AND FILE TREASURER'S REPORT FOR FEBRUARY 29, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 022]

5. AUTHORIZE STAFF TO ADVERTISE A REQUEST FOR PROPOSALS FOR PREVENTATIVE MAINTENANCE SERVICES OF TERMINAL PASSENGER BOARDING BRIDGES
[PRESENTER: Jonathan Galvan, Airport Manager **PAGE#: 025**]
6. CONSIDER AND ADOPT RESOLUTION NO. 2024-02 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AUTHORITY RECORDS
[PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board **PAGE#: 027**]
7. APPROVE MEETING MINUTES: MARCH 27, 2024
[PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board **PAGE#: 032**]

I. COMMISSION ACTION ITEMS

8. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 041**]
9. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM FIRST QUARTER 2024 REPORT
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 044**]
10. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2024
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 072**]

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, May 22, 2024.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF APRIL 24, 2024

SUMMARY

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

RECOMMENDED ACTION(S)

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

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

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

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

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

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

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
6.	<u>Gladwell Governmental Services</u> Dianne Gladwell, Owner	None.
9.	<u>Aviatrix Communications, LLC</u> Kathryn Franco Jones, Owner	None.

Attachments:

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

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

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

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

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

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

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

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

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

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

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

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

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

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

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

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

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

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

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

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

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

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

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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

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

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

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

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

5 Government Code.

6 HISTORY

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

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

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

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

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

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

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


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

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

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

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

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

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON GRANT INITIATIVES

SUMMARY

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


BACKGROUND INFORMATION

None.

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

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR MARCH 2024

SUMMARY

SBIAA's Register of Demands for March 2024.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Various accounts as shown.

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

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of March 2024. The total of the register is \$10,710,129.61.

Fuel: Titan Aviation Fuels was paid \$9,286,182.31 for aviation fuel to resell at the Luxivair-SBD. Merit Oil Co. was paid \$37,755.93 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 \$166,785.78.

Utilities: Burrtec Waste Industries Inc., City of San Bernardino Water Department, East Valley Water District, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Co., Underground Service Alert of Southern Cal, Utility Telecom Group LLC, and Verizon were paid a total of \$280,969.13.

Capital Projects Cost: CJMC Holdings LLC, Federal Technology Solutions Inc., Tetra Tech AMT, and Wilson & Company Inc. were paid a total of \$14,747.94.

Professional Services: Allawos & Company; Boston Fox Tigue International LLC; Cole Huber LLP; David Turch and Associates; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mead & Hunt Inc.; Mirau, Edwards, Cannon, Lewin & Tooke LLP; Right Energy Group; and Tom Dodson & Associates were paid a total of \$69,991.20.

Attachments:

1. Register of Demands for the April 24, 2024 Commission Meeting
2. VISA breakdown - March 2024

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
4/24/2024

Line	Company Name	Description	AP Register
1	A.O. Reed & Co., LLC	Unplanned HVAC repairs & preventative maintenance	2,745.00
2	Accurate First Aid Services LLC	First aid and supplies-cabinet refills	930.00
3	ADT LLC	Burglar and fire alarm monitoring	2,181.75
4	All Traffic Solutions Inc.	15 Shield radar speed sign	5,701.01
5	Allawos & Company	Consulting fees for Solar Green Energy Services	3,262.50
6	Amazon Capital Services Inc.	Purchases of supplies and goods	1,118.33
7	American Rental Inc.	Rental equipment & tools	33.75
8	AmeriGas Propane LP	Cylinder rack and propane cylinders for refilling propane ground support equipment	110.79
9	Andersen Commercial Plumbing, LLC	On-call plumbing services	3,236.00
10	Angel Perez	Boot reimbursement	200.00
11	Audacy Operations Inc.	Radio advertising for SBD passenger service	80,923.01
12	Aviatrix Communications LLC	Marketing services, advertising and Good Neighbor program	90,413.06
13	Babcock Laboratories Inc.	Storm water analysis testing	1,175.00
14	Basic Backflow	Backflow testing, inspections & repairs	45.00
15	Belico Details LLC	Mobile car washes	3,250.00
16	Board Members	Director fees	2,100.00
17	Boston Fox Tigue International LLC	Marketing services	17,849.36
18	BrightView Landscape Services, Inc.	Luxiviar landscaping project	1,350.00
19	Burrtec Waste Industries Inc.	Trash removal services	5,198.39
20	C & A Janitorial Services	Janitorial services	50,934.47
21	CED-Consolidated Electrical Distributor	Light bulbs & electrical supplies	931.76
22	Cintas Uniforms	Uniform and rug services	4,108.89
23	City of SB Water Department	Water and sewer services	8,785.22
24	CJMC Holdings LLC	Professional services - project management services	2,100.00
25	Climatec LLC	Security system upgrades - installation of additional devices and cameras secure the U.S. Dept. of Forestry blue line	17,205.88
26	Cole Huber LLP	Professional Legal services	8,206.86
27	Dans Lawnmower Center	Small equipment repairs and landscape supplies	763.65
28	David Turch and Associates	Professional services agreement - lobbying	5,000.00
29	DBT Transportation Services LLC	ILS/AWOS tower equipment service	3,580.58
30	DoorTech	Door repair on-call services	2,117.51
31	Eagle Graphics LLC	Online logo branded merchandise, supplies & program fees	12.75
32	East Valley Water District	Water services	132.10
33	Encore Lighting Inc.	Light bulb and ballast replacements	520.63
34	Environmental Management Technologies	Hazardous waste removal	4,476.38
35	Eric Sewell	Boot reimbursement	165.19
36	Erica Obera	Travel X-1 Conference 04/2024 Miami FL.-Perdie	375.00
37	Ernie's Auto Interior	Vehicle and equipment upholstery repairs	500.00
38	Event Design Lab	Live streaming services	1,125.00
39	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	714.84
40	Federal Technology Solutions Inc.	Install /repair & termination for fiber optic cable-vehicle fueling station	3,827.38

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
4/24/2024

41	FedEx	Courier services	834.49
42	Ferguson Enterprises LLC	Plumbing supplies & materials	90.39
43	FOD Control Corporation	Razor airport runway for collecting debris on ramps and movement areas	4,170.00
44	Frontier Communications Corporation	Telephone services	3,581.55
45	Gate Depot	Gate supplies & materials	419.82
46	GMSTEK LLC	Subscription fee for point of sale system	5,025.20
47	Grainger	Parts and supplies for building repairs	1,452.53
48	Granite Telecommunications	Telephone services	5,442.61
49	Greater Riverside Chambers of Commerce	Annual membership fees	525.00
50	HubSpot Inc.	Marketing automation renewal-FBO	5,400.00
51	ID Supply	Badging supplies	1,631.21
52	Imagine Systems Inc.	Professional consulting services	10,480.87
53	Innovative Federal Strategies LLC	Professional service - federal legislative advocacy services	2,000.00
54	Jackhammer Movement Inc.	Event support, design & merchandise for airport	31,043.44
55	K&L Hardware and Plumbing Supply Inc.	Maintenance tools and supplies	450.34
56	Kaiser Foundation Health Plan, Inc.	Employee medical benefits	165,072.13
57	Ken Grody Ford Redlands LLC	Fleet vehicle parts and services	2,248.43
58	Kenny Kiecolt	Boot reimbursement	972.00
59	Left Coast Scales, LLC	Troubleshoot call-tested and inspected baggage scale motion error	834.50
60	Legal Shield Services Inc.	Employee legal group benefits	1,713.65
61	Lumacurve	Airfield signs and replace bulbs & parts	3,484.97
62	Mario Garcia	Boot reimbursement	152.24
63	Mark Dennis	Travel 04/2024 ISC West Conference Las Vegas-Per Diem	621.50
64	Marlin Martinez	Travel X-1 Conference 04/2024 Miami FL.-Per Diem	335.00
65	Mead & Hunt Inc.	Professional consulting service agreement-providing air services development and airport development	6,330.00
66	Merit Oil Company	Fuel inventory for fleet operations	35,755.93
67	Michael J. VanGorder Photography	Photography events & promotions	2,370.00
68	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services agreement	6,304.11
69	Mitch Dattilo	Travel 04/2024 ISC West Conference Las Vegas-Per Diem	621.50
70	Monette Mendoza	Travel 04/2024 ISC West Conference Las Vegas-Per Diem	335.00
71	National Equipment Leasing LLC	Monthly lease payment for 7k, 10k, and 15k refuelers	28,396.20
72	Parts Authority Metro LLC	Vehicle parts and service supplies	811.00
73	Pete's Road Service Inc.	Vehicle repairs and parts	2,623.67
74	PlaneNoise Inc.	Noise complaint program	1,287.50
75	Presidio Networked Solutions Grp LLC	Support for Cisco Systems	1,806.00
76	Pro Spray Equipment	Equipment & supplies for landscape maintenance	30.63
77	Quinn Power Systems	Fuel injectors on fire pump	6,809.20
78	RDO Equipment Co	John Deere Gator	35,323.96
79	Red Star Fire Protection	Fire alarm monitoring-bldg. 56	230.00
80	Refrigeration Control Company Inc.	Maintenance and repairs for 2 ice machines-FBO	600.97
81	Right Energy Group LLC	Professional agreement for Green Energy Programs	6,500.00

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
4/24/2024

82	San Bernardino County Fire Protection	ARFF services & staff hours-Jan / Feb	96,127.00
83	SDRMA	Workers Comp insurance interest payment for 2022	2,865.96
84	SITA Information Networking Computing USA	Monthly maintenance & support services	1,404.28
85	SKIDATA Inc.	Hardware support, services and dispatch for parking lot kiosks	92,143.13
86	South Bay Ford Lincoln	Purchase 2021 Lincoln Aviator	43,579.39
87	Southern California Edison	Electric power	245,363.46
88	Southern Computer Warehouse Inc.	To support networking equipment for Forestry Blue Line SIDA cameras	2,878.95
89	Staples Contract & Commercial LLC	Office supplies	4,171.31
90	Strategic Operations, Inc.	Triennial full-scale emergency exercises-moulage special effects	2,989.11
91	Sunwest Printing Inc.	Printing services	46.76
92	Susie Garcia	Travel X-1 Conference 04/2024 Miami FL.-Per Diem	375.00
93	SWRCB	Permit fees	399.00
94	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	8,765.24
95	TELOS Identity Management Solutions, LLC.	TSA background checks and fingerprinting processing	943.75
96	Terrell Bowie	Travel 04/2024 ISC West Conference Las Vegas-Per Diem	574.60
97	Tetra Tech AMT	Development and implementation of safety management system	8,499.83
98	The Gas Company	Natural gas service	4,623.59
99	The Pitney Bowes Reserve Account	Postage and related services	576.09
100	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	9,286,182.31
101	Tom Dodson & Associates	Professional services - environmental issues/projects	4,057.50
102	Underground Service Alert Of Southern Cal	Notification system for underground utilities	46.75
103	US Customs & Border Protection	Customs contract and inspection fees	54,236.81
104	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth &	4,649.48
105	Verdant Energy Services, LLC	24 Ports-rebate Luxivair SBD	69,096.00
106	Verizon Wireless	Wireless phone services	3,145.98
107	VFS Fire & Security Services	Recurring / unplanned maintenance, repairs &	5,246.67
108	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	37,886.33
109	Wendy McConaughy	Travel 04/2024 ISC West Conference Las Vegas-	335.00
110	Western Exterminator Company	Pest control services	461.93
111	Wilson & Company Inc.	IRP landfill surface repairs	320.73
112	Wintrust Specialty Finance	Monthly refueler lease payment	6,613.09
	Total		\$ 10,710,129.61

**Visa Breakdown
March 2024
SBIAA**


Line	Description	Vendor	Dept.	Amount
1	Airport delegate meeting pass 2024 Routes Americas-M. Burrows-registration	UBM Information	Admin	1,965.00
2	Email contact manager - annual subscription	Constant Contact	COB	218.45
3	Cost for additional cloud storage subscription	Dropbox	COB	199.00
4	Satellite TV for Customs Office	Dish Network	HR	105.71
5	Drug screening for new hires	Exam Professionals	HR	250.00
6	Background screening for new hires	Checkr	HR	441.45
7	Office supplies for new hires	Target	HR	38.14
8	Office supplies for new hires	Target	HR	16.16
9	Job Fair supplies	Target	HR	27.08
10	Team building lunch-Development	Mi Cocina Restaurant	Development	137.45
11	Lock out tanks for Airforce project	Lowes	Fuel Farm	169.32
12	Saw blades & drill bits shop tool	Home Depot	Maint.	56.72
13	Paint terminal bathrooms	Home Depot	Maint.	32.17
14	4 furniture dollies	Home Depot	Maint.	152.16
15	Ratchet straps shop tools	Home Depot	Maint.	246.06
16	California rock for generator drainage system -Bldg. 602	Sunshine Growers Nursery Inc.	Maint.	1,166.93
17	Electrical supplies-FBO restrooms	Home Depot	Maint.	197.37
18	Electrical panel Fuel Farm relocation project	Home Depot	Maint.	48.82
19	Electrical supplies Fuel Farm relocation project	Home Depot	Maint.	101.03
20	Light bulbs for airfields sign project	Home Depot	Maint.	45.48
21	Electrical supplies Fuel Farm relocation project	Electrical Distribution Control (EDC)	Maint.	60.90
22	Roof repair supplies for Terminal	Home Depot	Maint.	560.31
23	Drywall supplies Terminal wall repairs	Home Depot	Maint.	179.84
24	Electrical supplies Fuel Farm relocation project	Home Depot	Maint.	138.66
25	Roof gutter supplies to repair Terminal roof leaks	Lowes	Maint.	89.37
26	Roof gutter supplies to repair Terminal roof leaks Lowes	Lowes	Maint.	177.85
27	Roof Wet Patch supplies for roofs	Home Depot	Maint.	96.27
28	Plumbing supplies-Bldg. 763 fire pump leak repairs	Home Depot	Maint.	19.68
29	Health exam wildlife K-9 and vaccinations	Redlands Animal Hospital	OPS	127.86
30	Full meal deposit for Triennial Exercise volunteers	In-Out Burgers	OPS	500.00
31	Permit application U.S. Fish and Wildlife service	United States Department of the Interior	OPS	100.00
32	Picture frame thresholds-Bldg. 730	Target	OPS	32.33
33	Shelving-Bldg. 730	Johns sells stuff	OPS	870.00
34	Electrical supplies security roll-up door -terminal	Lowes	OPS	227.50
35	Emergency repairs to Terminal roof gutters	Home Depot	OPS	1,891.30
36	Emergency repairs to Terminal roof gutters	Home Depot	OPS	748.16
37	Caution decal signs	Xgraphix LLC	Maint.	193.56
38	3 Cases of water -Terminal emergency exercise	Costco	Maint.	17.97
39	Registration fees for JumpStart Air Service Conference 05/2023 Washington DC M. Gibbs	Airports Council International	Admin	1,300.00
40	Fuel for FBO courtesy vehicles	Chevron	FBO	11.00
41	Hospitality catering for Air Force	Dominos	FBO	53.74
42	Fuel for FBO courtesy vehicles	Chevron	FBO	50.21
43	Cable TV - FBO satellite cable TV subscription	Dish Network	FBO	149.85
44	Hospitality for Coffman Engineers Mtg.	Panera Bread	FBO	78.73
45	Hospitality Valentines Day promotional treats	Stater Bros.	FBO	110.96
46	Fuser for printer-FBO	HP Store	FBO	366.48
47	Supplies for LAV cart services	Sky Greek	FBO	152.71
48	Gift card customer promotional give-a-way	Ruth Chris	FBO	250.00
49	Supplies for Valentines Day promotional decorations	Stater Bros.	FBO	110.90
50	Fuel for FBO courtesy vehicles	Chevron	FBO	26.17
51	Fuel for FBO courtesy vehicles	Chevron	FBO	63.38
52	Exterior & interior detailing for all FBO vehicles every 2 mos.	Belico Details mobile	FBO	870.00
53	Hospitality admin meeting	Panera Bread	FBO	70.54
54	Fuel for FBO courtesy vehicles	Chevron	FBO	41.37
55	Hospitality real estate meeting	Panera Bread	Admin	42.80

**Visa Breakdown
March 2024
SBIAA**

Line	Description	Vendor	Dept.	Amount
56	Hospitality San Manuel Band of Mission Indians meeting	Panera Bread	Admin	169.86
57	Hospitality UAS meeting with City Of Highland reimbursemetn from IVDA 50774-7	Stater Bros.	Admin	67.20
58	Panic button replacement batteries	Home Depot	Maint.	32.61
59	Hardware- kickdown door stoppers	Home Depot	Maint.	17.05
60	Electrical supplies	Home Depot	Maint.	87.80
61	Parking lot lamps LED bulbs-Bldg. 56	Home Depot	Maint.	1,912.97
62	Portable AC pumps-Bldg. 730	Grainger	Maint.	405.10
63	Grounds maintenance trash bags	Uline	Maint.	112.38
64	AED Electrodes Bldg. 604	Cardio Partners	Maint.	125.07
65	Drain supplies Bldg. 601	Home Depot	Maint.	102.73
66	Drain supplies Bldg. 601 Home Depot	Home Depot	Maint.	162.86
67	Tools-light meter for facilities	Grainger	Maint.	219.92
68	Potty hand wash station rental	National Construction Rentals	Maint.	257.01
69	Office 365 licensing-standard	www.office.com	IT	762.50
70	Office 365 licensing-premium	www.office.com	IT	582.00
71	Office 365 licensing -basic	www.office.com	IT	220.00
72	Parking revenue transaction processing CC Processing	Windcave	IT	341.00
73	Replacement parts for parking gate arms-T-Bolts	P3 Parts	IT	200.00
74	Cabinet to house network equipment for line camera	Alteix	IT	298.11
75	Cloud server agency website usage charges	Digital Ocean	IT	64.30
76	Website management software license	CPanel	IT	42.99
77	Streaming service TV content for Domestic Terminal concourse	Sling TV	IT	60.34
78	Domain name renewals	Network Solutions	IT	352.93
79	Aurga Viewer-video convertor for troubleshooting	Aurga Co.	IT	155.00
80	Hosted IT collaboration communication software	Slack	IT	43.75
81	Terminal background music streaming service	Soundtrack Your Brand	IT	54.00
82	Domain name renewals	Network Solutions	IT	89.94
83	Tech magazine subscription-Wired	Wired	IT	24.99
84	Cordless vacuum returned (refund)	Home Depot	FBO	(418.86)
85	Purchase to replace vacuum	Home Depot	FBO	305.79
86	Returned printer fuser kit (refund)	HP.com Store	FBO	(307.75)
87	Balloon Cactus, tension display with balloon garland and installation fees	What-A-Hoot-Sweet Events	Mktg	1,291.00
88	Cookies for Phoenix launch event and contingency	Cookie Co Franchise LLC	Mktg	1,125.00
89	Event promotion and registration fees	Eventbrite.com	Mktg	9.99
90	Stock imagery subscription	Adobe.com	Mktg	49.99
91	Phoenix Route launch press release Newswire service	24-7 Press Release	Mktg	266.00
92	Wildlife supplies scare off birds	Reed-Joseph International Company	Admin	1,438.10
93	Paint for front of terminal repair	U Sav More Stores	OPS	248.58
94	7-89 Front wheel alignment	Gary's Viking Tire	OPS	75.00
95	Fuel Truck Repairs and Maintenance-fuel filters for 15k fuel trucks	Colton Truck Terminal	OPS	703.48
96	Gabe Chavez ASE test training fees	ASE	OPS	146.00
97	ARFF truck roof actuator valve seal	Bray Sales Inc.	OPS	56.01
98	Remote control for fleet shop door	Lowes	OPS	106.71
99	Sealant and tape for JCB front loader glass	Lowes	OPS	104.35
100	Wilden Pro-Flo shift pump	Pumping Solutions, A DXP Company	OPS	1,182.31
101	Cable TV - FBO movie subscription for theater	Netflix	FBO	22.99
102	Travel 02/2024 Breeze to Phoenix M. Burrows-airfare	Southwest	Admin	144.98

**Visa Breakdown
March 2024
SBIAA**

Line	Description	Vendor	Dept.	Amount
103	Travel World Routes America conference 03/2024 Columbia - M. Burrows-airfare	United Airlines	Admin	1,207.90
104	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Garcia registration	ADB SafeGate	OPS	1,875.00
105	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Lennox airfare	Southwest	OPS	461.97
106	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Garcia airfare	Southwest	OPS	461.97
107	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Lennox-Lodging	Residence Inn	OPS	817.24
108	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Garcia-lodging	Residence Inn	OPS	817.24
109	Travel 2024 Mead & Hunt Conference Scottsdale AZ. M. Gibbs-lodging	Traveluro	Admin	556.00
110	Travel 2024 Mead & Hunt Conference Scottsdale AZ. M. Gibbs-airfare	Southwest	Admin	127.96
111	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	14.91
112	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	17.56
113	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	16.07
114	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	16.07
115	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	21.05
116	Travel Air Cargo Conference Louisville KY 02/2024-W. McConaughey-transportation	Uber	FBO	11.46
117	Travel ADB SafeGate AGL Maintenance Seminar 04/29-05/05/2024 Columbus OH.-J. Lennox-registration	ADB SafeGate	OPS	1,875.00
118	Travel for Derrick Watchman 02/2024-World Trade Week planning meeting-airfare	Southwest	Mktg	474.96
119	Travel for Derrick Watchman 02/2024-World Trade Week planning meeting - lodging	DoubleTree Ontario	Mktg	200.10
120	Travel for Derrick Watchman 02/2024-World Trade Week planning meeting - coffee	DoubleTree Ontario	Mktg	4.89
				\$ 37,886.33
	VISA Statement Balance			\$ 38,612.94
	Date Prepared:04/03/2024			

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR FEBRUARY 29, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

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

RECOMMENDED ACTION(S)

Receive and file Treasurer's Report for February 29, 2024 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for February 29, 2024, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$10,325,244.98 on February 29, 2024. Bank statements reflect \$10,656,913.76. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items February 29, 2024.

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

Attachments:

1. Treasurer's Report for February 29, 2024

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

February 29, 2024

<u>Cash</u>	Balance 01/31/24	Activities	Balance 02/29/24
<i>Checking Account - Wells Fargo Bank</i>	\$ 3,335,756.93	\$ 980,745.55	\$ 4,316,502.48
Deposits In Transit:			
Beginning	-	-	-
Ending	-	118,533.14	118,533.14
Outstanding Checks:			
Beginning	(158,077.47)	158,077.47	-
Ending		(450,201.92)	(450,201.92)
<i>Premium Money Market Account - Wells Fargo Bank</i>	3,608,280.96	3,089.01	3,611,369.97
Deposits In Transit:			
Beginning			
Ending			
<i>Payroll Account - Wells Fargo Bank</i>	4,927.38	-	4,927.38
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	6,790,887.80	810,243.25	7,601,131.05
<u>Investments</u>			
<i>Local Agency Investment Funds</i>	333,584.63	-	333,584.63
Deposits In Transit:			
Beginning			
Ending			
Subtotal	333,584.63	-	333,584.63
<u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	1,534,409.56	6,449.21	1,540,858.77
Reserve Fund- US Bank 2021A series	523,171.29	2,198.85	525,370.14
Debt Service Fund-US Bank-2021B series	256,772.33	1,079.22	257,851.55
Reserve Fund -US Bank-2021B series	66,170.73	278.11	66,448.84
Subtotal	2,380,523.91	10,005.39	2,390,529.30
Total Cash and Investments	\$ 9,504,996.34	820,248.64	\$ 10,325,244.98

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: April 24, 2024</p> <p>ITEM NO: 5</p> <p>PRESENTER: Jonathan Galvan, Airport Manager</p>
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SUBJECT: AUTHORIZE STAFF TO ADVERTISE A REQUEST FOR PROPOSALS FOR PREVENTATIVE MAINTENANCE SERVICES OF TERMINAL PASSENGER BOARDING BRIDGES

SUMMARY

Approval of this item will allow staff to advertise a Request for Proposals (RFP) for Passenger Boarding Bridges (PBB) preventative maintenance services.

RECOMMENDED ACTION(S)

Authorize staff to advertise an RFP for PBB preventative maintenance services of all PBBs at the San Bernardino International Airport (SBD) in accordance with San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION


SBIAA is responsible for ongoing maintenance of the Airport's PBBs. Ensuring PBBs are operating in a safe and reliable condition is critical to the success of commercial passenger services. To ensure the integrity and reliability of PBBs, a proactive approach is necessary to minimize maintenance related issues and limit a potential cause for airline delays.

Resulting proposals from the most competitive firm will be presented to the SBIAA Commission for consideration at a future meeting. This item is for approval to advertise for PBB preventive maintenance services only.

Staff requests the SBIAA Commission approve the above recommended action.

Attachments:

None.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 6</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2024-02 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AUTHORITY RECORDS

SUMMARY

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

RECOMMENDED ACTION(S)

Adopt Resolution No. 2024-02 of the San Bernardino International Airport Authority (SBIAA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

FISCAL IMPACT

None. There is no fiscal impact in the adoption of Resolution 2024-02. Funding for records destruction activities is included in the approved Fiscal Year 2023-2024 Budget in the General Fund in various accounts.

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

BACKGROUND INFORMATION

In February 2014, the San Bernardino International Airport Authority (SBIAA) selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the Agency. The Records Retention Schedule is a written policy that guides the records management program and must be updated regularly to keep up with rapidly progression technology, current best practices, and changing legislation.

Since 2014, staff and GGS have conducted regular updates of the records retention schedule, written interactively with representatives from all departments. The updates ensure the Agency is in compliance with changes in Federal, State, and Local law.

From August 2023 to March 2024, staff conducted an agency-wide review of records for their retention with all departments and GGS. As a result of the review, GGS recommended that the Agency amend its retention schedules to update certain records of legal citations and clarify records descriptions.

Maintaining an updated record retention schedule is crucial and can help reduce current and future records storage costs, eliminate duplication of records, increase efficiency, implement current technology, and comply with changes in the law. The adoption of the amended Records Retention Schedule will better ensure proper protection and management of SBIAA's records.

Staff recommends the Commission approve the above recommended action.

Attachments:

1. SBIAA Commission Resolution 2024-02

RESOLUTION NO. 2024-02

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

WHEREAS, the San Bernardino International Airport Authority (the “SBIAA”) is a governmental entity duly organized and existing as a joint powers authority pursuant to Government Code Section 6500, et seq., and the SBIAA was established to own and operate the aviation facilities, hangars, fixed base operator facilities, and other aviation related properties (collectively, “Aviation Facilities”) located upon the former Norton Air Force Base within the City of San Bernardino; and

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

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

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

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

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

WHEREAS, on March 22, 2023, the San Bernardino International Airport Authority (“SBIAA”) Commission approved Resolution 2023-03 formally adopting the amendment of the Records Retention Schedule; and

WHEREAS, the SBIAA Commission deems it reasonable and appropriate to consider and adopt Resolution 2024-02, further updating the SBIAA Records Retention Schedule to be in compliance with all current laws and standard day-to-day business practices.

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

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

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

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

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

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

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

[SIGNATURE ON FOLLOWING PAGE]

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 24th day of April, 2024 by the following vote:

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank J Navarro, President
San Bernardino International Airport Authority

(SEAL)

Attest:


Jillian Ubaldo, Assistant Secretary of the Commission
San Bernardino International Airport Authority

I, Jillian Ubaldo, Assistant Secretary of the Commission of the San Bernardino International Airport Authority ("SBIAA"), do hereby certify that the foregoing Resolution No. 2024-02 was duly and regularly passed and adopted by the SBIAA Commission at a regular meeting thereof, held on the 24th day of April, 2024, and that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

Jillian Ubaldo, Assistant Secretary of the Commission
San Bernardino International Airport Authority

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 7</p> <p>PRESENTER: Jillian Ubaldo, Deputy Clerk of the Board</p>
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SUBJECT: APPROVE MEETING MINUTES: MARCH 27, 2024

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the regular meeting held Wednesday, March 27, 2024.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held March 27, 2024

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. March 27, 2024 meeting minutes

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, MARCH 27, 2024
5:00 P.M.

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



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

Commission Members

City of Colton

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

City of Loma Linda

Councilmember Rhodes Rigsby, Vice President	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

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

City of Highland

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

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Gibbs, Director of Aviation	Jillian Ubaldo, Deputy Clerk of the Board
Catherine Pritchett, Director of Administration	Mitch Dattilo, Security Manager
Mark Cousineau, Director of Finance	Stephen McIntyre, Maintenance Manager
Jeff Barrow, Director of Development	Dave Graham, Airport Terminal Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:03 p.m. on Wednesday, March 27, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor Penny Lilburn 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 5:05 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber LLP, read the closed session items as posted on the Agenda.

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

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:21 p.m. President Navarro asked Mr. Scott Huber, Legal Counsel, Cole Huber LLP if there were any reportable items. Mr. Huber reported that there were none.

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

There were no items to be added or deleted.

F. **CONFLICT OF INTEREST DISCLOSURE**

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

There were no conflicts noted.

G. INFORMATIONAL ITEMS

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Report on RNAV Visual Approach Procedure to Runway 24
- 2a. Mr. Burrows spoke on an FAA Authorization extension, which will allow for current year grant projects and programs to move forward.

Ms. Catherine Pritchett, Director of Administration, spoke on the Airport hosting the Redlands Bicycle Classic on April 11, 2024, which will be starting from the San Bernardino International Airport.
- 2b. Mr. Mark Gibbs, Director of Aviation, provided an informational video on RNAV Visual Approach Procedure to Runway 24, which explained SBD flight procedures.

H. COMMISSION CONSENT ITEMS

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

3. Register of Demands for February 2024.
4. Receive and file Treasurer's Report for January 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the Filing of a Notice of Completion for the Construction Contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project and Authorize the Release of Retained Funds
6. Approve Revised Meeting Minutes: January 24, 2024
7. Approve Meeting Minutes: February 28, 2024

ACTION: Approve Agenda Item Nos. 3–7

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

I. **COMMISSION ACTION ITEMS**

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

8. Receive and File the Annual Independent Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year Ended June 30, 2023

Mr. Mark Cousineau, Director of Finance, provided a brief overview on Annual Independent Audit Report.

Mr. David Showalter, Partner at Eide Bailly, gave a presentation on the results of the audit

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

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

9. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, provided a brief report on the proposed budget adjustments.

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

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

10. Award a Construction Contract to Landmark Paving, Inc. in an amount not to exceed \$78,240 for the IRP 2 Landfill Surface Repair Project

Mr. Jeff Barrow, Director of Development, provided a brief report on the proposed construction contract with Landmark Paving, Inc to clean and fill asphalt surface cracks and construct a new asphalt patch at the IRP Site 2 Landfill location.

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

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

ABSENT: None

11. Approve the Award of a Construction Contract with Matich Corporation for the UAS Office Center Parking Lot Paving Project in an amount not to exceed \$83,508

Mr. Jeff Barrow, Director of Development, provided a brief report on the proposed construction contract with Matich Corporation to address much-needed improvements at the UAS Office Center Parking Lot.

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

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

12. Approve Award of a Service Agreement with PDSRNB Enterprises, Inc. doing business as (DBA) CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$69,544 for Exterior Painting of the Domestic Terminal

Mr. Dave Graham, Airport Terminal Manager, provided a brief report on the proposed service agreement with PDSRNB Enterprises, Inc. DBA as CertaPro Painters of Corona & Temecula Valley to perform painting of the exterior walls of the domestic terminal.

ACTION: Approve award of a service agreement with PDSRNB Enterprises, Inc. doing business as (DBA) CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$69,544 for Exterior Painting of the Domestic Terminal; and authorize the Chief Executive Officer to execute all related documents.

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

13. Approve Award of a Multi-Year Agreement with AM-TEC Total Security, Inc. in an amount not to exceed \$83,331 for Fire and Burglar Alarm Monitoring Services

Mr. Stephen McIntyre, Maintenance Manager, provided a brief report on the multi-year agreement with AM-TEC Total Security, Inc. for fire and burglar alarm monitoring of San Bernardino International Airport Authority owned buildings.

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

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

14. Consider and Adopt a U.S. Department of Transportation Title VI Civil Rights Plan and Community Participation Plan

Mr. Mark Gibbs, Director of Aviation, provided a brief overview the Title VI program that requires airports to develop and submit a Title VI plan and Community Participation Plan to the U.S. Office of Civil Rights for approval.

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

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

15. Consider and Adopt the San Bernardino International Airport Authority (SBIAA) Landside Notice of Violation Program for Enforcement of Airport Rules and Regulations and Parking Violations on SBIAA Properties

Mr. Mitch Dattilo, Airport Security Manager, provided a brief report on the proposed Landside Notice of Violation Program that would authorize SBIAA Security Officers to enforce Airport Rules and Regulations for badged employees and tenants, as well as parking violations in accordance with California Vehicle Code on all SBIAA landside properties.

ACTION: Adopt the amended Operating Directive 24-001 that would implement the SBIAA LNOV Program and authorize SBIAA Security Officers to issue parking citations on SBIAA owned properties.

RESULT: **ADOPTED [UNANIMOUSLY]**

MOTION/SECOND: Lilburn/Rowe
AYES: Lilburn, Navarro, Rigsby, Rowe, Shorett
NAYS: None
ABSTENTIONS: None
ABSENT: None

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

Mr. Michael Burrows, Chief Executive Officer, provided an update on the budget and grant initiatives.

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

ACTION: Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2024.

K. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

L. COMMISSION MEMBER COMMENT


There were no Commission Member comments.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:57 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 24, 2024.

Jillian Ubaldo
Assistant Secretary of the Commission

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 8</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
---	--

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

SUMMARY

The proposed adjustments to the Fiscal Year 2023-2024 San Bernardino International Airport Authority's (SBIAA) budget fund various increased expenses related to improvements, repairs and replacement work needed to support passenger and cargo air service and airport operations. Commission approval is required for changes to the Capital Projects Fund. This proposed adjustment for Fiscal Year 2023-2024 is detailed in the attached "Proposed Budget Adjustments Table".

RECOMMENDED ACTION(S)

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

FISCAL IMPACT

The composition for the requested adjustments is detailed in the attached "Proposed Budget Adjustments Table". The combined net effect on the San Bernardino International Airport Authority's Fiscal Year 2023-2024 Budget, if approved, would be a decrease in budgetary net income of \$55,400.

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. Capital Projects Fund adjustments require Commission approval. The net effect of the proposed budget adjustments is a decrease in budgetary net income of \$55,400. Increases are needed to provide an additional \$3,000 for Fuel Farm electric, \$7,400 to repair traffic collision damage to a SBIAA security vehicle, an offsetting Capital Projects Fund project transfers to fund the contract for the Landfill Pavement Repairs project, and an increase for professional services to design a structure at the FBO to shelter equipment and vehicles.

Attachments:

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


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

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>					
A	General Fund	50431 - Fuel Farm Electric	\$ 40,000	\$ 3,000	\$ 43,000
B	General Fund	51810 - Losses and Deductibles	-	7,400	7,400
C	Capital Projects Fund	52570 - Building 730 Improvements	15,000	(5,830)	9,170
C	Capital Projects Fund	52554 - Landfill Pavement Repairs	100,000	5,830	105,830
D	Luxivair-SBD (FBO) Fund	50608 - FBO-Engineering	10,000	45,000	55,000
Increase (Decrease) in expenditures & transfers out				55,400	
<i>Revenues & Transfers In</i>					
Increase (Decrease) in revenues & transfers in				-	
Net Budget Adjustment, Expenses in Excess of Revenues				<u>\$ (55,400)</u>	

Notes

- A** \$3,000 increase in electrical power needs for the Fuel Farm is due to increased aviation fuel sales volume, mandatory mixing circulation in the new fuel 525,000 gallon tank, and increased pumping from the installation of the floating lid in the 525,000 tank to meet regulatory emissions requirements.
- B** \$7,400 increase to provide funding for traffic collision repairs to a Security patrol vehicle.
- C** Offsetting (\$0) intrafund capital outlay line item transfer to provide for full funding of Landfill Pavement Repairs contract.
- D** \$45,000 increase to acquire professional services to design FBO vehicle and equipment port.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: April 24, 2024</p> <p>ITEM NO: 9</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
---	---

SUBJECT: CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM FIRST QUARTER 2024 REPORT

SUMMARY

San Bernardino 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 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 2024 Q1 Report

San Bernardino International Airport

Quarterly Report: April 2024



Program Components

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



COMMUNITY OUTREACH

Presentations, reports to jurisdictions, communications efforts



EDUCATION

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 1Q24:

- Published *Good Neighbor News* Winter 2024 newsletter, shared individual articles, & promoted subscriptions
- Promoted air service & affordable fares, including new seasonal service to Phoenix
- New satellite-based flight procedure took effect in late March, providing a consistent arrival path & minimizing the flight path over residential areas in Highland & Redlands, to the extent possible
- Solicited volunteers for & educated about SBD's full-scale emergency preparedness exercise
- Highlighted SBD's ongoing outreach & public engagement, including sponsoring:
 - KROQ: Storms Bear Mountain & Ditch Day at Snow Summit
 - Truck-A-Palooza in downtown Riverside
 - Career Day presentation at local grade school



Phoenix Route Launch



Inaugural Flight — February 15, 2024

Social Media - Strategy

- Facebook, Instagram, X, 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 their aircraft. Pilots in command make the final decisions relative to runway use; therefore, pilots may request to use any available runway. Neither the airport nor the FAA air traffic controllers may restrict a pilot's access to an available runway.

Introduction

Quarterly Report - April 2024



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

January 2024

A first look at the first month of the quarter.

2 noise comments

- Filed by 2 households

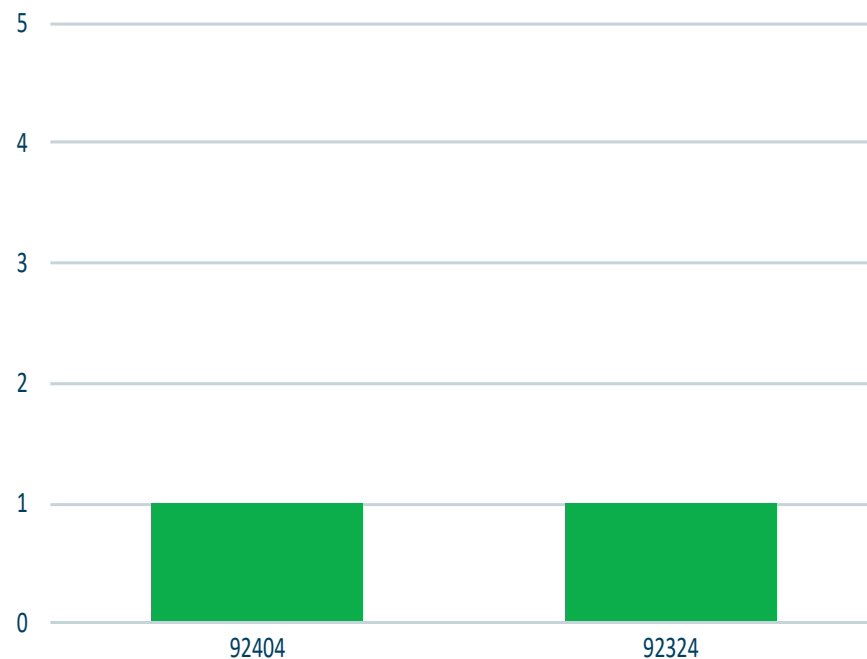
Comments in January

SBD International Airport

January 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92404	San Bernardino	1	1	1.0
92324	Colton	1	1	1.0
TOTALS		2	2	1.0

Area Ranking by Zip Code (All)

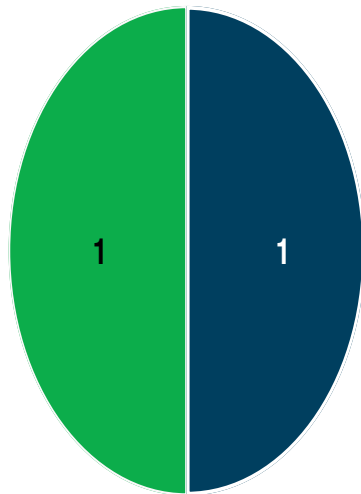


Comment Breakdown

SBD International Airport

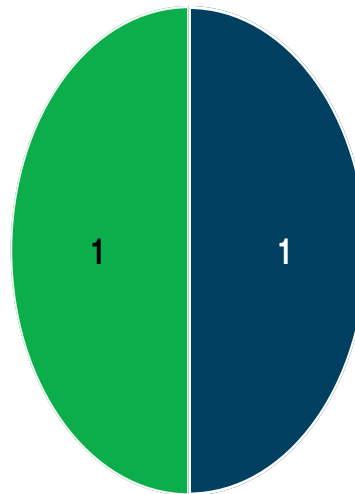
January 2024

Comments by Aircraft Category



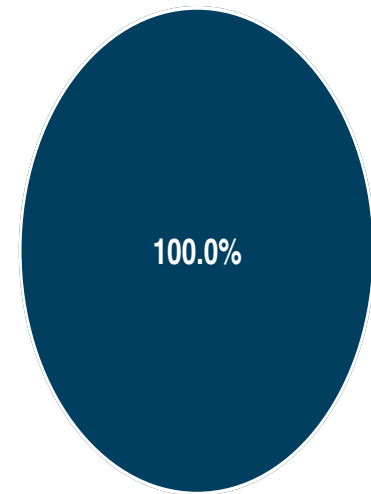
● Jet ● Unknown

Comments by Concern



● Flying over home ● Unspecified

Filing Method



● Web form

February 2024

A first look at the second month of the quarter.

2 noise comments

- Filed by 2 households

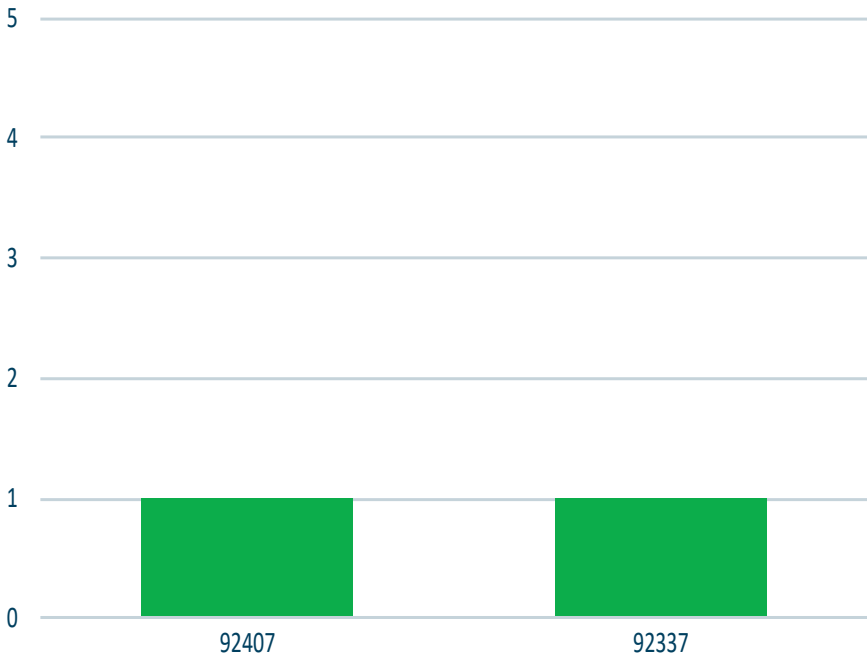
Comments in February

SBD International Airport

February 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92407	Muscoy	1	1	1.0
92337	Fontana	1	1	1.0
TOTALS		2	2	1.0

Area Ranking by Zip Code (All)

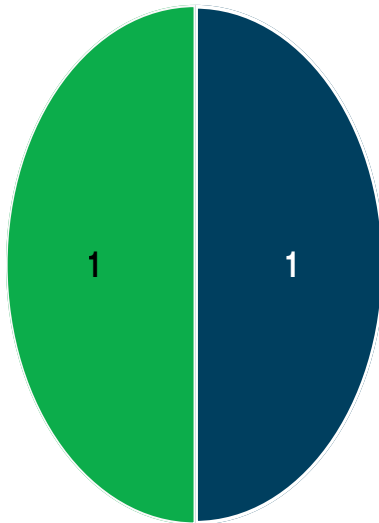


Comment Breakdown

SBD International Airport

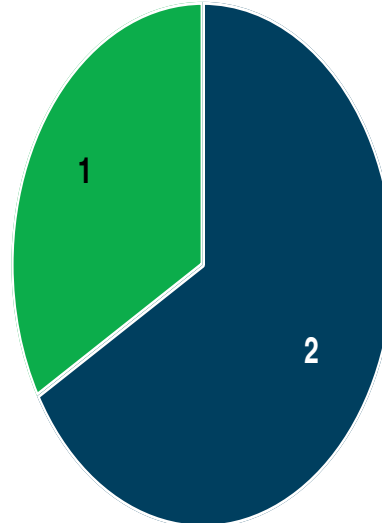
February 2024

Comments by Aircraft Category



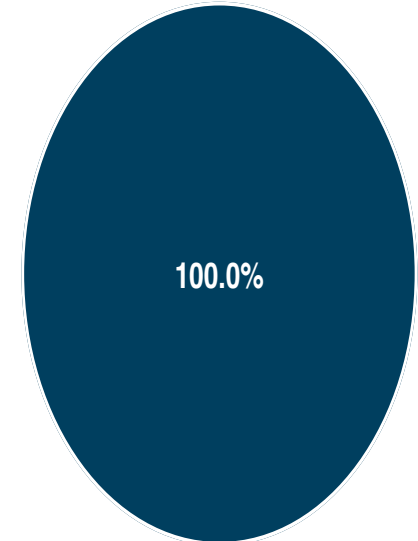
● Helicopter ● Propeller

Comments by Concern



● Unusually loud ● Low flying

Filing Method



● Web form

March 2024

A first look at the last month of the quarter.

19 noise comments
- Filed by 8 households



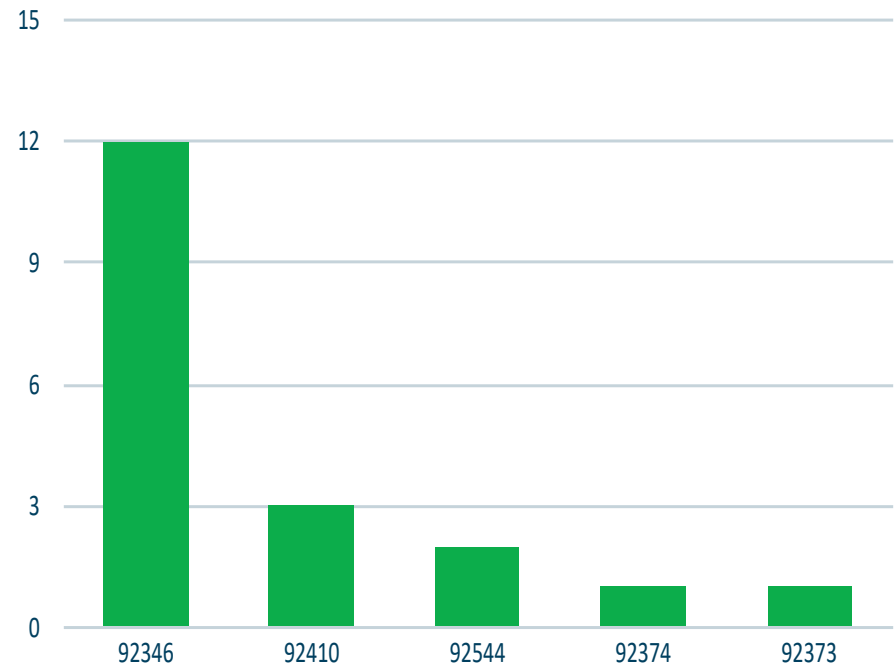
Comments in March

SBD International Airport

March 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	12	3	4.0
92410	San Bernardino	3	2	1.5
92544	Hemet	2	1	2.0
92374	Redlands	1	1	1.0
92373	Redlands	1	1	1.0
TOTALS		19	8	2.4

Area Ranking by Zip Code (All)

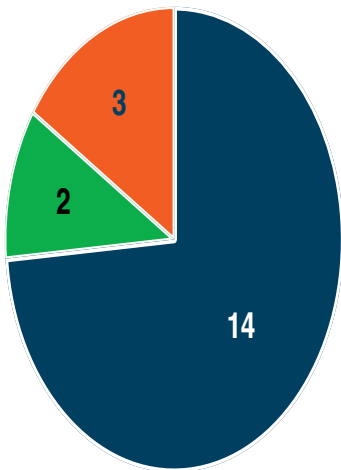


Comment Breakdown

SBD International Airport

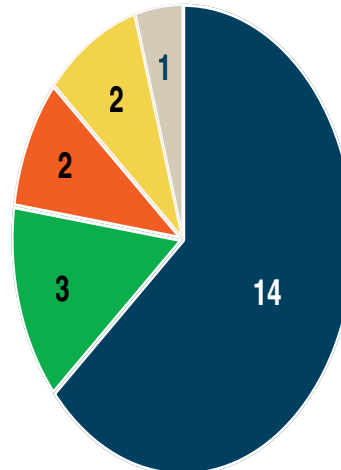
March 2024

Comments by Aircraft Category



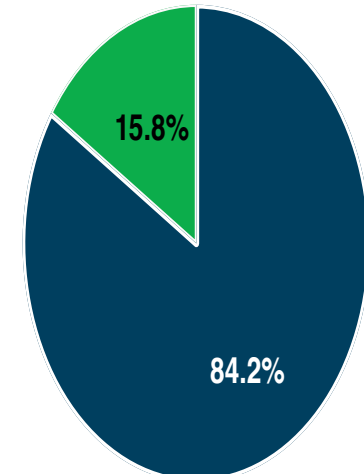
● Jet ● Helicopter
● Unknown

Comments by Concern



● Flying over home ● Frequency of flights
● Low flying ● Late night/early morning
● Unspecified

Filing Method



● Web form ● Hotline

TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport decreased in 1Q24, YoY, despite:

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

Totals & Trends

SBD International Airport

January – March 2024

12

Distinct households
filed aircraft noise
comments this
quarter.

23

Noise comments
received from those
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	12	3	4.0
92410	San Bernardino	3	2	1.5
92544	Hemet	2	1	2.0
92337	Fontana	1	1	1.0
92324	Colton	1	1	1.0
92407	Muscoy	1	1	1.0
92374	Redlands	1	1	1.0
92373	Redlands	1	1	1.0
92404	San Bernardino	1	1	1.0
TOTALS		23	12	1.9

Totals & Trends

SBD International Airport

January – March 2024

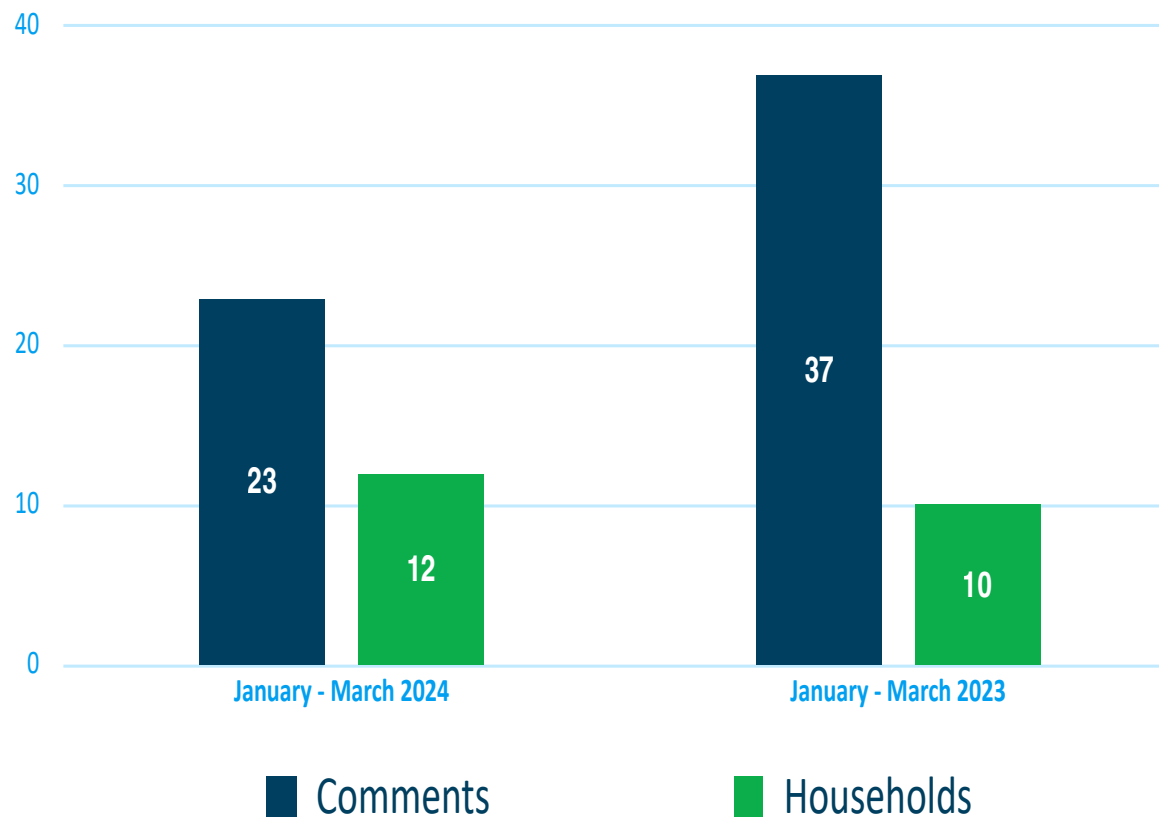
Top 5 Commenters - 1Q24

RANK	HOUSEHOLD ID	CITY	NUMBER OF COMMENTS
1	G183	Highland	7
2	R96	Highland	3
3	G160	Highland	2
4	I253	Hemet	2
5	H189	San Bernardino	2
TOTAL			16

Totals & Trends

SBD International Airport 1Q YoY Trends

Comments and Households - 1Q24 vs 1Q23



COMMENT BREAKDOWN

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

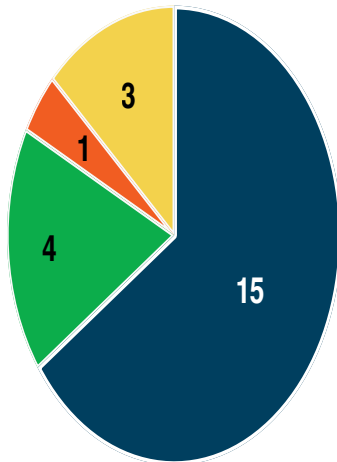
**Most people are
concerned about an
airplane's proximity
to their home.**

Comment Breakdown

SBD International Airport

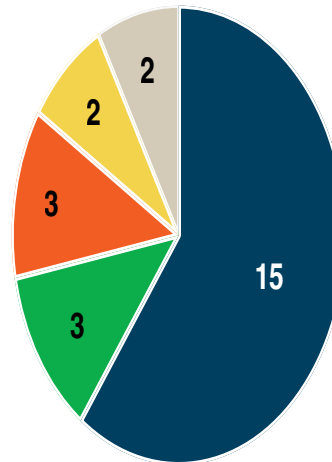
January – March 2024

Comments by Aircraft Category



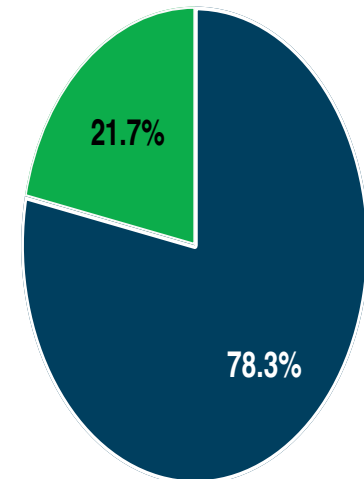
● Jet ● Unknown
● Propeller ● Helicopter

Comments by Concern



● Flying over home ● Frequency of flights
● Low flying ● Late night/early morning
● Unusually loud

Filing Method



● Web form ● Hotline

Comment Breakdown

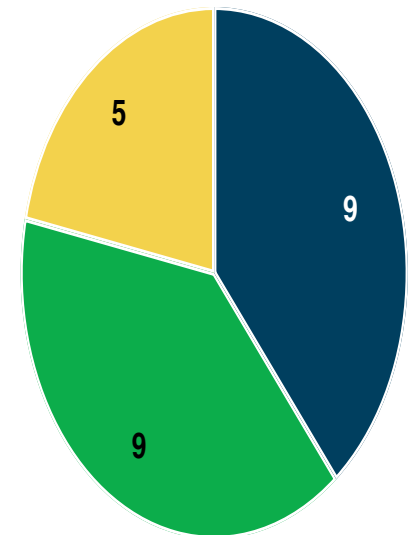
SBD International Airport

January – March 2024

COMMENT BY CONCERN	MENTIONS
Flying over home	15
Frequency of flights	3
Low flying	3
Late night/early morning	2
Unusually loud	2

AIRCRAFT CATEGORY	MENTIONS
Jet	15
Unknown	4
Helicopter	3
Propeller	1

Response Requested



● No ● Yes ● Unspecified

COMMENT MAP

A look at where the comments originate.

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

Comment Map: January – March 2024

Comment Map

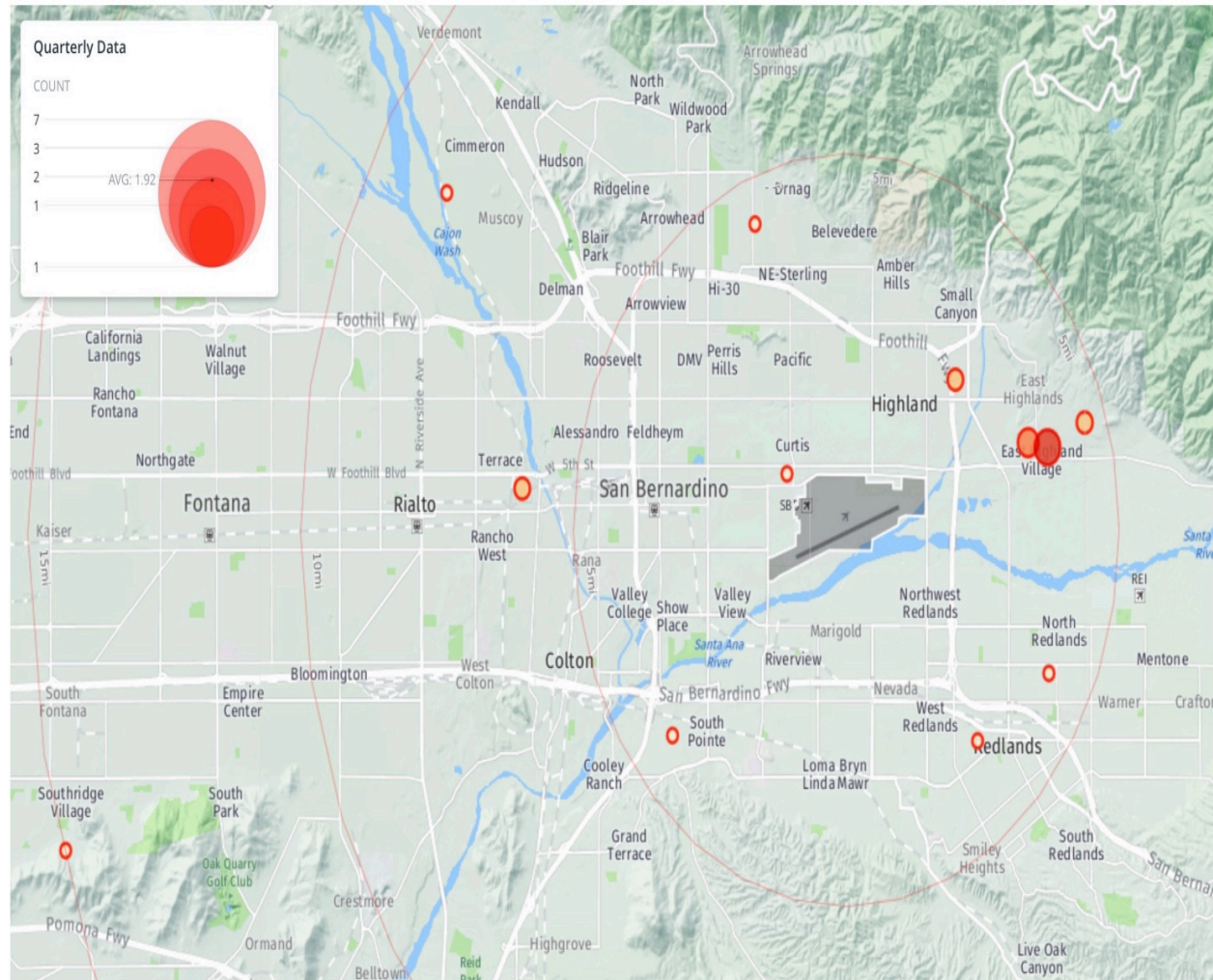
SBD International Airport
January – March 2024

12

Distinct households
filed aircraft noise
comments this
quarter.

23

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

1Q24 vs. 4Q23 (QoQ):

Noise comments decreased.

Number of households filing was equal.

1Q24 vs. 1Q23 (YoY):

Noise comments decreased.

Number of households filing increased.


YoY noise comments decrease attributed to:

- 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: April 24, 2024</p> <p>ITEM NO: 10</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
---	--

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

SUMMARY

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

RECOMMENDED ACTION(S)

Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2024.

FISCAL IMPACT

None. The proposed plan identifies staff resources for which funding is included in the General Fund of the adopted San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2023/24.

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

BACKGROUND INFORMATION

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

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

For review and discussion.

Attachments:

1. SBIAA Action Plan

June 30, 2024 – Airport Focal Areas



Ensure Operational & Financial Stability

Stabilize Revenue Streams & Sources

Good Neighbor Program

Airport Outreach:

Business Retention & Expansion

Solar Project

AOA Access Road Project

Grant Programs & Initiatives

International Trade

San Manuel Development



San Bernardino International Airport Authority

Action Plan for SBIAA (6/30/24)

Month	Key Initiative	Key Resources	Completion Date
January, 2024	Airport Operations Update; FAA Reporting; Good Neighbor Report	SBIAA Commission, CEO, Director of Aviation, Airport Manager, Director of Finance	January, 2024
February , 2024	Mid-Year Budget Adjustments; Emergency Exercise	Director of Aviation, Airport Manager, Director of Finance, Director of Administration	February, 2024
March, 2024	Legislative Updates; Phoenix service, Operational Updates	CEO, Director of Administration, Director of Aviation, Director of Finance	March, 2024
April, 2024	Grant Program & Initiatives	Director of Finance, Director of Aviation, Project Manager	April, 2024
May, 2024	International Trade Initiatives; Draft Annual Budget Preparation and Review	SBIAA Commission & Committee, CEO, Director of Finance, Exec Staff	May, 2024
June, 2024	Adopt Annual Budget	SBIAA Commission & Committee, CEO., Aviation Director, Director of Finance, Exec Staff	June, 2024

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

SBIAA Near-Term Action Plan – Implementation



April, 2024

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure

Review Operational Plans

AOA Access Road Project

Implement New Accounting
Software

Complete 2023/24 Airport
Marketing Efforts & Initiatives

Air Passenger Service (PHX)

International Trade
Legislative Program