

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, JULY 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
- c. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: one case.

D. REPORT ON CLOSED SESSION

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

ORDER OF BUSINESS – OPEN SESSION

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

E. ITEMS TO BE ADDED OR DELETED

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority 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 JULY 24, 2024
[PRESENTER: Jillian Ubaldo, Clerk of the Board; **PAGE#: 006**]

G. INFORMATIONAL ITEMS

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

2. Informational Items

- a. INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 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 JUNE 2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 014**]
4. RECEIVE AND FILE TREASURER'S REPORT FOR MAY 31, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 017**]
5. APPROVE THE FILING OF A NOTICE OF COMPLETION WITH LANDMARK PAVING, INC. FOR THE IRP 2 LANDFILL SURFACE REPAIR PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 020**]

6. APPROVE MEETING MINUTES: JUNE 26, 2024
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 023**]

I. COMMISSION ACTION ITEMS

7. CONDUCT ELECTIONS OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE TERM COMMENCING JULY 24, 2024 THROUGH JUNE 30, 2025
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 031**]
8. CONSIDER AND DISCUSS A POTENTIAL CHANGE OF THE REGULARLY SCHEDULED COMMISSION MEETING TIME
[PRESENTER: Scott Huber, SBIAA Legal Counsel **PAGE#: 039**]
9. APPROVE THE PURCHASE OF TWO (2) FORD EXPLORER POLICE INTERCEPTORS IN AN AMOUNT NOT TO EXCEED \$106,588.16
[PRESENTER: Dennis Houser, Airport Security **PAGE#: 041**]
10. REVIEW AND ADOPT THE STATE OF CALIFORNIA MANDATED WORKPLACE VIOLENCE PREVENTION PLAN
[PRESENTER: Catherine Pritchett, Director of Administration **PAGE#: 045**]
11. CONSIDER AND DISCUSS A REPORT ON ANNUAL BUSINESS PLAN PROGRESS
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 065**]
12. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM SECOND QUARTER 2024 REPORT
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 066**]
13. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 2024
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 095**]

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, August 28, 2024.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 24, 2024</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission</p>
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF JULY 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>
5.	<u>Landmark Paving, Inc.</u> Elizabeth A. Stanley, President Lawrence Stanley, Treasurer Emily R. Stanley, Secretary	None.
12.	<u>Aviatrix Communications, LLC</u> Kathryn Franco Jones, Owner	None.

Attachments:

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

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

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

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

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

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

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

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

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

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

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

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

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

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

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

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

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

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

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

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

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

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

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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

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

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

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

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

5 Government Code.

6 HISTORY

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

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

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

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

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

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

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


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

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

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

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

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

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 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.

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

BACKGROUND INFORMATION

None.

Attachments:

1. None



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: REGISTER OF DEMANDS FOR JUNE 2024

SUMMARY

SBIAA's Register of Demands for June 2024

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Various accounts as shown.

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

BACKGROUND INFORMATION

The attached Register of Demands corresponds to checks issued in the month of June 2024. The total of the register is \$5,767,388.38.

Fuel: Titan Aviation Fuels was paid \$5,636,680.69 for aviation fuel to resell at the Luxivair-SBD.

Benefits: Disbursements for employee benefits were accelerated for payment in May 2024 or delayed for payment in July 2024 due to the new accounting information system implementation.

Utilities: Disbursements for utility services were accelerated for payment in May 2024 or delayed for payment in July 2024 due to the new accounting information system implementation.

Capital Projects Cost: Disbursements for capital project costs were accelerated for payment in May 2024 or delayed for payment in July 2024 due to the new accounting information system implementation.

Professional Services: Disbursements for professional services were accelerated for payment in May 2024 or delayed for payment in July 2024 due to the new accounting information system implementation.

Attachments:

1. Register of Demands for the July 24, 2024 Commission Meeting

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
7/24/2024

Line	Company Name	Description	AP Register
1	Aero Specialties Inc.	Ground service equipment purchase (tug)	86,546.40
2	American Jet Center	Refund of prospective tenant deposit	8,552.00
3	Mark Lowers	SB Fire truck welding repairs	600.00
3	National Equipment Leasing	Refueler lease payments	28,396.20
4	Titan Aviation Fuels	Aviation fuel inventory for resale	5,636,680.69
5	Wintrust Specialty Finance	Monthly refueler lease payment	6,613.09
	Total		\$ 5,767,388.38



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 4

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR MAY 31, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

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

RECOMMENDED ACTION(S)

Receive and file Treasurer's Report for May 31, 2024 for the San Bernardino International Airport Authority (SBIAA).

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

Attached is the Treasurer's Report for May 31, 2024, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$10,686,899.00 on May 31, 2024. Bank statements reflect \$11,160,913.96. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items May 31, 2024.

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

Attachments:

1. Treasurer's Report for May 31, 2024

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

May 31, 2024

<u>Cash</u>	Balance 04/30/24	Activities	Balance 05/31/24
<i>Checking Account - Wells Fargo Bank</i>	\$ 4,797,771.89	\$ 1,370,914.97	\$ 6,168,686.86
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	(338,618.97)	338,618.97	-
Ending		(474,014.96)	(474,014.96)
<i>Premium Money Market Account - Wells Fargo Bank</i>	3,617,876.20	(1,387,345.56)	2,230,530.64
Deposits In Transit:			
Beginning			
Ending			
<i>Payroll Account - Wells Fargo Bank</i>	6,110.09	(1,182.71)	4,927.38
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
Subtotal	8,083,139.21	(153,009.29)	7,930,129.92
<u>Investments</u>			
<i>Local Agency Investment Funds</i>	337,148.90	-	337,148.90
Deposits In Transit:			
Beginning			
Ending			
Subtotal	337,148.90	-	337,148.90
<u>Investments Held With Fiscal Agent</u>			
Debt Service Fund-US Bank-2021A series	1,553,338.80	19,275.80	1,572,614.60
Reserve Fund- US Bank 2021A series	529,625.33	(10,866.62)	518,758.71
Debt Service Fund-US Bank-2021B series	259,939.99	2,694.23	262,634.22
Reserve Fund -US Bank-2021B series	66,987.04	(1,374.39)	65,612.65
Subtotal	2,409,891.16	9,729.02	2,419,620.18
Total Cash and Investments	\$ 10,830,179.27	(143,280.27)	\$ 10,686,899.00

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


 Mark Cousineau, Treasurer

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 24, 2024</p> <p>ITEM NO: 5</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION WITH LANDMARK PAVING, INC. FOR THE IRP 2 LANDFILL SURFACE REPAIR PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS

SUMMARY

The IRP 2 Landfill Surface Repair Project is now completed in accordance with the plans and specifications and is able to be accepted as complete by the San Bernardino International Airport Authority (SBIAA) Commission. If accepted, the release of the remaining retention should also be issued.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion with Landmark Paving, Inc. for the IRP 2 Landfill Surface Repair Project construction contract and the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

On March 27, 2024, the San Bernardino International Airport Authority (SBIAA) Commission approved a construction contract with Landmark Paving, Inc. for the IRP 2 Landfill Surface Repair Project. This project entailed the remediation of damaged asphalt surface cracks and the construction of a new asphalt patch at the Landfill main entrance.

The construction consisted of cleaning and filling 21,800 linear feet of existing asphalt cracks with hot rubberized crack filler. For larger cracks, backer rods were installed. Weeds and trash along existing fence boundaries were removed and properly disposed of, improving the overall aesthetics and maintenance of the site. At the main entrance, a 40' x 40' asphalt section was ground down to a depth of 2 inches. The grindings were removed, and 2 inches of hot asphalt was placed back to patch the potholes.


Completing this project is part of SBIAA's ongoing maintenance responsibilities, established after the Air Force's departure. It contributes to maintaining a safe environment for our tenants.

Staff recommends the Commission approve the above recommended actions.

Attachments:

1. Photos



	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 24, 2024</p> <p>ITEM NO: 6</p> <p>PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission</p>
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SUBJECT: APPROVE MEETING MINUTES: JUNE 26, 2024

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the regular meeting held Wednesday, June 26, 2024.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held June 26, 2024.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

None.

Attachments:

1. June 26, 2024 meeting minutes.

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 26, 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	Absent
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 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
Catherine Pritchett, Director of Administration	Mark Gibbs, Director of Aviation
Mark Cousineau, Director of Finance	Jillian Ubaldo, Clerk of the Board
Jeff Barrow, Director of Development	Jonathan Galvan, Airport Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:01 p.m. on Wednesday, June 26, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Theodore Sanchez 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 5:03 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

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

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

Negotiating for SBIAA: President Frank Navarro
Position Title: Chief Executive Officer

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:38 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. Update on Accounting Software
- 2a. Mr. Michael Burrows, Chief Executive Officer, informed Commission Members and the community that the San Bernardino International Airport, formerly Norton Air Force Base, was honored as the winner of the Environmental Protections Agency's Seventh Annual Federal Facility Excellence in Site Reuse Awards for Base Realignment and Closure. The EPA will be holding a formal ceremony on site to present the award.
- 2b. Mr. Mark Cousineau, Director of Finance, provided an update on the Sage Intacct Accounting Software. Mr. Cousineau gave recognition to the Finance and Purchasing staff for their efforts during the software transition.

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 May 2024
4. Receive and file Treasurer's Report for April 30, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 1 to Professional Services Agreement with Mirau, Edwards, Cannon, Lewin & Tooke, LLP in an amount not to exceed \$15,000 for special legal counsel and litigation support services for the San Bernardino International Airport
6. Approve Amendment No. 2 to Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$18,000 for professional engineering services

June 26, 2024

7. Approve Amendment No. 1 to the Professional Services Agreement with Mead & Hunt, Inc. for an amount not to exceed \$10,000 for specialized consultant services for air service development and technical data support for the San Bernardino International Airport
8. Approve the filing of a Notice of Completion with RG Resource Technologies, Inc. for the solar thermal power system for the Airport Fire Station and authorize the release of retained funds
9. Approve Meeting Minutes: May 22, 2024

ACTION: Approve Agenda Item Nos. 3–9

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

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

10. Consider and Adopt proposed budget adjustments for Fiscal Year 2023–2024

Mr. Mark Cousineau, Director of Finance, provided a brief report of 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
MOTION/SECOND:	Rowe / Tran
AYES:	Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

11. Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer

Mr. Scott Huber, Legal Counsel, Cole Huber LLP, gave a brief report on the Employment Agreement for Mr. Michael Burrows to serve as the Chief Executive Officer. The report detailed the terms and compensation of Mr. Burrow's appointment.

Mayor Pro Tem Larry McCallon addressed Legal Counsel from the audience and requested the contract amount for employment agreement for Mr. Michael Burrows be announced for the record. Legal counsel Scott Huber announced the contract amount is \$319,300.

ACTION: Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer.

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

12. Approve a multi-year Professional Services Agreement with the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) and Wildlife Services (WS) for Wildlife Biologist Services from July 1, 2024 to June 30, 2028 in an amount not to exceed \$344,110

Mr. Jonathan Galvan, Airport Manager, provided a brief report on the Professional Services Agreement with USDA APHIS and WS and spoke on the requirement of Wildlife Biologist Services for airports. The cost per year breakdown can be found on pages 69-71 of the agenda packet.

ACTION: Approve the multi-year professional services agreement with the USDA APHIS and WS for a total amount not to exceed \$344,110 over the term of the agreement; and authorize the Chief Executive Officer to execute all related documents.

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

13. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, gave a PowerPoint presentation of the proposed SBIAA budget for Fiscal Year 2024-2025 (as contained on pages 073–106 of the agenda packet).

Commissioners inquired about the annual budget structure, the administrative and airfield operations salary, and expenditures.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2024-2025 consisting of: (a) Fiscal Year 2023-2024 Budget to Actual with Fiscal Year 2024-2025 Proposed Budget; (b) Fiscal Year 2024-2025 SBIAA Proposed Budget; (c) Airport Fee Schedule; and (d) Luxivair SBD Pricing Policy.

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

14. Approve certain Professional Services Agreements for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, provided an overview of various Professional Services Agreements for Fiscal Year 2024-2025.

Supervisor Rowe and Councilmember requested a clear understanding of the organization's practices regarding competitive bids and contract extensions.

Mr. Mark Cousineau and Mr. Michael Burrows provided clarity on the competitive bid process and contract extension options, explaining that the contracts are only for a one-year term.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2024-2025; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Sanchez
AYES: Lilburn, Navarro, 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 June 30, 2024

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2024" and informed the Board that the proposed SBIAA budget will be presented at the next regular Board Meeting.

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

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

J. **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**

Supervisor Dawn Rowe made a motion to add an item to a future agenda to discuss changing the start time of the SBIAA Regular Commission Meeting from 5:00 p.m. to 3:00 p.m. The motion was seconded by Mayor Helen Tran.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 6:21 p.m.

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

Jillian Ubaldo
Assistant Secretary of the Commission



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 7

PRESENTER: Jillian Ubaldo, Clerk of the Board

SUBJECT: CONDUCT ELECTIONS OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE TERM COMMENCING JULY 24, 2024 THROUGH JUNE 30, 2025

SUMMARY

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

RECOMMENDED ACTION(S)

Conduct election of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 24, 2024 through June 30, 2025.

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

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

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

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

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

Attachments:

1. Resolution No. 2-92.

RESOLUTION NO. 2-92

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

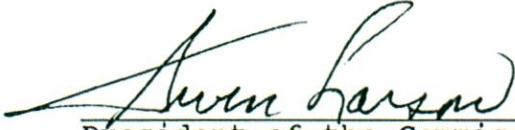
effective upon the casting of four (4) affirmative votes by Commission Members. Immediately upon such removal, the Authority shall accept nominations for candidates to fill such position and the same procedures shall be followed as with annual elections as specified in Section 3 above.

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

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


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

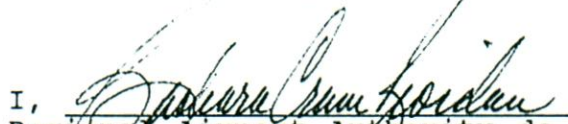
PASSED, APPROVED AND ADOPTED this 20th day of May, 1992.

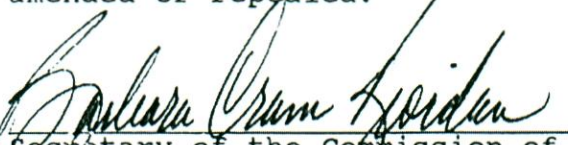

President of the Commission of
the San Bernardino Regional
Airport Authority

(SEAL)


ATTEST:


Secretary of the Commission of
the San Bernardino Regional
Airport Authority

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


Secretary of the Commission of
the San Bernardino Regional
Airport Authority

(SEAL)

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: July 24, 2024</p> <p>ITEM NO: 8</p> <p>PRESENTER: Scott Huber, Legal Counsel</p>
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SUBJECT: CONSIDER AND DISCUSS A POTENTIAL CHANGE OF THE REGULARLY SCHEDULED COMMISSION MEETING TIME

SUMMARY

The Operating Rules and Procedures for the San Bernardino International Airport Authority (SBIAA) Commission do not specifically mandate a time and date that the Commission meeting will be held. However, SBIAA Commission meetings traditionally began at 3:00 pm on the fourth Wednesday of each month. Per Adoption of Resolution 2023-04 on July 28, 2023, the meeting time changed to 5:00 PM. These meetings are confirmed by the Commission on an annual basis.

Pursuant to direction given to Staff at the June 26, 2024 meeting, this item was placed on the agenda to discuss the preferred Commission meeting time. Pursuant to the Brown Act, Commission meetings are scheduled by a majority of the Commission.

RECOMMENDED ACTION(S)

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

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

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

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

Attachments:

1. None.



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 9

PRESENTER: Dennis Houser, Airport Security

SUBJECT: APPROVE THE PURCHASE OF TWO (2) FORD EXPLORER POLICE INTERCEPTORS IN AN AMOUNT NOT TO EXCEED \$106,588.16

SUMMARY

Staff solicited quotes from (3) three local Ford dealerships: Fairview Ford, Ken Grody Ford, and Citrus Ford for Security Police Interceptor vehicles. Fairview Ford was the lowest responsible bidder at \$106,588.16. On April 17, 2024, a notification was sent to Fairview Ford by the Security Manager, as a letter of intent to purchase the vehicles. With limitations of current supply, this action was needed in order to secure the pricing and ensure timely delivery. Conversion of vehicles to hybrid, electric, and other technologies is a component of the Airport's approved Green Energy Element.

RECOMMENDED ACTION(S)

Approve the purchase contract with Fairview Ford for two (2) new Security Police Interceptor vehicles for \$106,588.16; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this acquisition was included in the approved San Bernardino International Airport Authority (SBIAA) Fiscal Year 2024-2025 Budget, General Fund, Account 50440 - Vehicle Replacement in the amount of \$177,000 of which \$106,559 is allocated to the vehicle purchase and the remaining \$70,441 is sufficient to add decaling, radio and light installation to place both vehicles into service.

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

BACKGROUND INFORMATION

The Security Department provides 24/7 mobile patrol for all San Bernardino International Airport Authority (SBIAA) and Inland Valley Development Agency (IVDA) properties, security at the domestic terminal during air passenger service operations and security at special events hosted by the Airport or under contract with private parties. These assignments require the use of vehicles equipped with police packages due to the slow patrol speeds, frequent idling and extended daily mileage. Security officers performing patrol duties average between 50 to 75 miles per eight-hour shift.

The purchase of two (2) Ford Explorer Police Interceptors is needed to meet the expectations of providing 24/7 patrol for all San Bernardino International Airport Authority (SBIAA) and Inland Valley Development Agency (IVDA) properties.

It is important to note that Citrus Ford dealership was unresponsive.

Attachments:

1. Quote from Fairview Ford
2. Quote from Ken Grody Ford



Preview Order 8623 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 09/11/2023 14:14:13 Receipt: 9/9/2022

Dealership Name: Fairview Ford

Sales Code : F71156

Dealer Rep.	Todd Eff	Type	Fleet	Vehicle Line	Explorer	Order Code
Customer Name	SB AIRPORT	Priority Code	A1	Model Year	2025	Price Level

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$47165	DRIVER AND PASS LED SPOT LAMP	\$620
.119 INCH WHEELBASE	\$0	KEYED ALIKE -KEY CODE C	\$50
TOTAL BASE VEHICLE	\$47165	4G LTE WI-FI HOTSPOT CREDIT	\$-20
OXFORD WHITE	\$0	REVERSE SENSING SYSTEM	\$275
CLOTH BUCKETS/VINYL REAR SEATS	\$0	PRICE CONCESSION INDICATOR	\$0
EBONY INTERIOR	\$0	REMARKS TRAILER	\$0
EQUIPMENT GROUP 500A	\$0	FRONT LICENSE PLATE BRACKET	\$0
.AM/FM STEREO	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.3.3L HYBRID ENGINE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.10-SP MODULR HYBRD AUTO TRN	\$0	FUEL CHARGE	\$0
W-HOLD OVERRIDE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$1595

 TOTAL BASE AND OPTIONS
 DISCOUNTS
 TOTAL
2025 SALES PRICE: \$ 48,998⁰⁰8.75% SALES TAX \$ 4287³³

CAL. TIRE FEE \$ 875

DMV \$ EXEMPT

TOTAL \$ 53,294⁰⁸ EACH.
 MSRP
 \$49685
 NA
 \$49685

 Customer Name:
 Customer Address:

 Customer Email:
 Customer Phone:

Customer Signature

Date

KEN GRODY FORD



Preview Order 306W - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 04/05/2024 20:16:15 Receipt: 4/6/2024

Dealership Name: Ken Grody Ford - Redlands

Sales Code : F71153

Dealer Rep.	LAKMINI WEERASINGHE	Type	Fleet	Vehicle Line	Explorer	Order Code	306W
Customer Name	San Bernardin	Priority Code	F1	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$49515	CA NEW MTR VEHICLE BOARD FEES	\$0
.119 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$49515	DRIVER SIDE LED SPOT LAMP	\$400
OXFORD WHITE	\$0	KEYED ALIKE -KEY CODE C	\$50
CLOTH BUCKETS/CLOTH REAR SEATS	\$70	FRONT LICENSE PLATE BRACKET	\$0
ONYX INTERIOR	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
EQUIPMENT GROUP 500A	\$0	FUEL CHARGE	\$0
.FM STEREO	\$0	PRICED DORA	\$0
.3.3L HYBRID ENGINE	\$0	ADVERTISING ASSESSMENT	\$0
.10-SP MODULR HYBRD AUTO TRN	\$0	DESTINATION & DELIVERY	\$1595

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

MSRP
\$51630
NA
\$51630

ORDERING FIN: KY107 END USER FIN: KY107

Doc. prep fee: \$85.00

Other Fee: \$33.00

Sales tax: \$4525.00

Total Due:

\$56,273.00

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 10

PRESENTER: Catherine Pritchett, Director of Administration

SUBJECT: REVIEW AND ADOPT THE STATE OF CALIFORNIA MANDATED WORKPLACE VIOLENCE PREVENTION PLAN

SUMMARY

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address rising occurrences of workplace violence. The purpose of the Workplace Violence Prevention Plan is to have a clear, accessible and actionable policy to identify, mitigate and respond to potential and actual acts of violence in the workplace.

RECOMMENDED ACTION(S)

Review and adopt the State of California mandated Workplace Violence Prevention Plan.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place by July 2024 to address the rising episodes of violence occurring at the worksite. The purpose of the San Bernardino International Airport Authority (SBIAA) Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond to incidents of workplace violence. The WVPP identifies steps to identify, monitor, report and analyze workplace violence hazards or incidents to reduce the likelihood of re-occurrence.

SB 553 has multiple requirements of an employer which can be broadly grouped into two categories: pre incident prevention activities and post incident reaction guidelines. The details of both categories are presented in the attached draft WVPP.

Although there are different definitions and/or interpretations of “violence,” for purposes of reporting and analyzing events, the “Workplace Violence” definitions - as set forth in SB 553 - are included in the draft plan and include any conduct, verbal or physical, in-person or virtual, which causes another to reasonably fear for their own personal safety or that of their immediate family.

The WVPP was developed in interagency cross-department collaboration to ensure threats are identified and response protocols are addressed specific to each Agency location; Administration, Luxivair SBD, Operations and Maintenance.

SB 553 requires all employees to undergo workplace violence training upon implementation of the program, during the new hire onboarding process, annually and immediately following any reported acts of violence at the worksite. In addition to training materials, this plan and all applicable forms will be accessible to employees via their web-based personnel portal and in the inter-agency shared network drive.

The attached Workplace Violence Prevention Plan is in draft form subject to technical conforming changes following through legal review.

Staff recommends that the Commission approve the above recommended action.

Attachments:

1. Draft Workplace Violence Prevention Plan and applicable forms



Workplace Violence Prevention Plan (WVPP)

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
INLAND VALLEY DEVELOPMENT AGENCY 2024

Workplace Violence Prevention Plan (WVPP)
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY | SBIAA
INLAND VALLEY DEVELOPMENT AGENCY | IVDA

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I. Purpose

The Division of Occupational Safety and Health (“DOSH”) is the State of California responsible for enforcement of the California Occupational Safety and Health Act of 1973 (“Cal/OSHA”). Cal/OSHA sets legal standards on employers related to maintaining safe and healthy working conditions/

California Senate Bill (SB) 553 modified Cal/OSHA to require employers to establish and implement an effective Workplace Violence Prevention Plan (“WVPP” or “the Plan”) and to provide related training to employees by July 1, 2024.

The purpose of the Inland Valley Development Agency and San Bernardino International Airport Authority’s (“IVDA/SBIAA”, or collectively referred to as “the Agency”) Workplace Violence Prevention Plan is to:

- Identify and address hazards specific to IVDA/SBIAA workplaces and operations
- Provide effective training to employees on the WVPP and the prevention of workplace violence
- Maintain records of workplace violence hazards, employee trainings, Violent Incident Logs, and the investigation of any incident of Workplace Violence
- Ensure certain records are available for the DOSH, employees, and authorized employee representatives, as defined below.

The WVPP applies to all workplaces and departments throughout the IVDA and SBIAA and applies to all employees with no exemptions.

II. Effective Date

The WVPP shall be effective July 1, 2024, in full force and effect until repealed or rescinded. Technical and/or confirming changes may be made administratively to ensure compliance with clarifying guidance from DOSH and Agency operations.

III. Definitions

For the purpose of the Workplace Violence Prevention Plan, the following definitions apply:

- **Access:** The right and opportunity to examine and receive a copy of the WVPP
- **Designated Representative:** Any individual or organization to whom an employee gives Written Authorization to exercise a right of access.
- **Emergency/Emergencies:** Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons
- **Engineering Controls:** A built space or a device that removes a potential hazard from the workplace or creates a barrier between the worker and the hazard
- **Serious Injury or Illness:** Any injury or illness occurring at the worksite or in connection with any employment activity that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers

an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone

- **Threat of Violence:** Any verbal or written statement, including, but not limited to, text, electronic message, social media messages, or other online post, or any behavioral or physical conduct, that conveys an intent, or that is reasonable perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose
- **Workplace Violence:** Any act of violence or threat of violence that occurs at any Agency workplace. Including but not limited to:
 - ✓ The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - ✓ An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury
- **Types of Workplace Violence as defined by the DOSH:**
 - ✓ **Type 1:** Workplace Violence committed by a person who has no legitimate business at the workplace and includes violence acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
 - ✓ **Type 2:** Workplace Violence directed at an employee by customers, clients, or visitors
 - ✓ **Type 3:** Workplace Violence against an employee by a present or former employee, supervisor, or manager
 - ✓ **Type 4:** Workplace Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee
- **Workplace Violence Prevention Committee:** A designated group of employees who assess potential Workplace Violence hazards and assist with the administration of the WVPP. May also support other Agency safety related projects and programs.
- **Workplace Violence Prevention Coordinator:** The employee responsible for implementing the WVPP. May be assigned as additional duties.
- **Work Practice Controls:** Procedures and rules, which are used to effectively reduce Workplace Violence hazards
- **Written Authorization:** A request for information related to Workplace Violence submitted to the Agency submitted an individual or group other than an employee containing the following information:
 - ✓ The name and signature of the employee authorizing a representative to access the WVPP on the employee's behalf
 - ✓ The date of the request
 - The name of the designated representative (individual or organization) authorized to receive the WVPP on the employee's behalf and;
 - ✓ The date upon which the written authorization will expire, if less than one year

- **“WVPP” or “Plan”:** The Workplace Violence Prevention Plan accounts for and addressed hazards specific to IVDA/SBIAA workplaces and operations, develops standards for training employees that provides specific guidance on workplace violence hazards and correcting such hazards, and provides guidelines for the proper response and investigation of acts of violence. The WVPP also sets guidelines regarding the proper documentation of acts of workplace violence.
- **Violent Incident Log:** The violent incident reporting log required by this WVPP.

IV. The IVDA/SBIAA Workplace Violence Prevention Plan

Section A – Access

The IVDA and SBIAA will make the WVPP available and accessible to all employees, Designated Representatives (as requested), and representatives of the DOSH as follows:

1. **Employees:** All employees will have access to the WVPP as follows:
 - New employees will receive a copy of, and training on, the WVPP during the on-boarding process in their first 90 days of employment.
 - The Agency will provide an employee with a printed or electronic copy of the WVPP upon request.
 - The WVPP shall be readily available on the Agency’s Policy & Procedures shared network drive and in their online employee portal.
 - Employees will receive an e-copy of the WVPP anytime contextual modifications are made to the document (Note: technical and/or conforming changes do not apply).
2. **Designated Representatives:** The IVDA/SBIAA will make the WVPP available to Designated Representatives consistent with this Policy.
3. **DOSH Representatives:** The IVDA/SBIAA will make the WVPP available to DOSH representatives upon request.

Section B – Implementation

1. **Workplace Violence Prevention Coordinator (Coordinator).** The individual(s) identified below shall serve as Agency’s Workplace Violence Prevention Coordinator and is authorized to, and responsible for, implementing the WVPP:

Name	Title/Position	Contact Information	WVPP Responsibilities
Amber Setian	Risk Management Analyst	Asetian@sbdairport.com (909) 382-4100 ext. 147	Implementing the WVPP under the direction of the Director of Administration

Specifically, the Coordinator will be responsible for the following:

- Serve as the Chair of IVDA/SBIAA Workplace Violence Prevention Committee, document and maintain meeting agendas and minutes.
- Establish and coordinate Work Practices and Engineering Controls.
- Respond to reports of Workplace Violence incidents and hazards, including assisting in the investigation of reported hazards or incidents.
- Maintain and ensure availability of records related to Workplace Violence hazards and occurrences.
- Address citations issued by the DOSH and complete abatement activities.
- Administer all required Workplace Violence training.
- Review and update the WVPP following incidents or as required.

2. Workplace Violence Prevention Committee. The Agency has established a Workplace Violence Prevention Committee to assess potential Workplace Violence Hazards and determine preventative actions be taken. Please see addendum A for committee members. The Committee shall undertake the following:

- Meet regularly, but not less than annually.
- Review the results of periodic and scheduled workplace inspections.
- Review incidents and investigations of Workplace Violence, identify potential causes, submit suggestions to the Coordinator or management for the prevention of future incidents.
- Review and discuss employee suggestions.
- Review and update the WVPP, related forms and records:
 - (a) once annually;
 - (b) when a deficiency is observed or becomes apparent; and
 - (c) after a Workplace Violence incident:

Section C - Employee Involvement in Development and Implementation

The IVDA/SBIAA encourages the active involvement of employees in developing and implementing the WVPP through and by:

1. Identifying, evaluating, and correcting potential Workplace Violence Hazards

- Regular meetings of the Committee
- Encouraging employees who experience, witness, or become aware of Workplace Violence, to immediately report the incident to the appropriate authorities.
- Implement procedures to ensure employees are not retaliated against for reporting Workplace Violence concerns or hazards.
- Allocating adequate training and resources for employees to recognize and respond to Workplace Violence concerns or hazards,

2. Designing and implementing training to encourage the active involvement of employees

- Providing opportunities for employees to identify activities they believe may put them at risk and address those activities within the training.
- Authorizing sufficient time and resources to facilitate employee participation, including holding training during regular working hours.
- Establishing surveys to evaluate the effectiveness of the training and adapting training based on the results of these evaluations.

3. Encouraging all employees to be actively involved in Reporting and Investigating Workplace Violence Incidents

- Encouraging any employee who experiences, witnesses, or becomes aware of Workplace Violence to immediately report the incident to their supervisor or management, Risk Management, HR, law enforcement and/or security.
- Encouraging employees to participate in the investigation of Workplace Violence incidents.
- Implementing and enforcing procedures to ensure employees are not retaliated against for reporting or participating in investigations of Workplace Violence incidents.
- Allocating adequate resources and training for employees to appropriately recognize and report Workplace Violence concerns.

4. Coordination with Other Employees

- Discussions shall occur regularly to ensure all employees understand their respective roles and responsibilities related to the WVPP.

5. Compliance with The Plan

- Recognition of employees who follow safe and healthful work practices;
- Training and retraining programs;
- Disciplinary action for blatant and egregious non-compliance;
- Any other such means that ensure employee compliance with safe and healthy work practices.

Section D - Expectations Regarding Compliance with the WVPP

The IVDA/SBIAA have established certain expectations to ensure the WVPP is administered efficiently through all divisions.

1. Employees:

- Be familiar with the WVPP and its requirements.

- Responsible for using safe work practices, for following directions, policies and procedures, and for assisting in maintaining a safe and secure work environment.
- Know, understand, and adhere to the safety rules that apply to their workplace and the work they perform.
- Be familiar with the proper reporting of Workplace Violence.

2. Managers and Supervisors:

- Responsible for implementing and maintaining the WVPP in their respective work areas and for ensuring that all employees adhere to the safety rules that apply in work areas.
- Educate employees on available reporting options.
- Mitigating fear of reprisal or retaliation.

3. Methods to Ensure Compliance

- The Coordinator and Committee shall ensure ongoing employee training.
- Disciplinary action for any incidents that go unreported or actual acts of violence.

4. Enforcement of WVPP Requirements and Potential Consequences for Non-Compliance

- Managers and Supervisors shall enforce the rules and requirements related to the WVPP fairly and uniformly.
- Employees, managers and supervisors who do not comply with the WVPP may be subject to disciplinary action.

Section E - Communicating to Employees about Workplace Violence

The IVDA/SBIAA will communicate to employees about incidents of hazards and/or Workplace Violence by:

1. Reporting

- Employees may report incidents to any manager, supervisor, WVPP Committee member, Risk Management HR, or a Designated Representative verbally or in writing
- Reporting incident to the We-Tip phone line or We-Tip Web link available via Paylocity allows reports to remain anonymous.

2. Acceptance and response to reports of Workplace Violence by the IVDA/SBIAA shall include any of the following:

A. Immediate Response:

- The Agency will immediately respond to any act of Workplace Violence and provide first aid and/or emergency care and medical

transportation to any injured employee while preventing other employees from being injured.

- The Agency will immediately report any serious injury, illness or death of an employee that is attributed to Workplace Violence to DOSH.

B. Investigating the Report of Workplace Violence

- The IVDA/SBIAA will investigate reports of Workplace Violence as provided in this policy. Investigations are only to be conducted by qualified and pre-designated employees.

C. Preventing Retaliation

- The Agency will not take adverse action against any employee who reports Workplace Violence or who participates in any investigation of Workplace Violence.

D. Provision of Leave for Employees who are or may be victims of Violence

- The Agency will not take adverse action against any employee who takes time off work to help safeguard the health, safety and welfare of the employee or their child(ren).
- An employee may use paid sick leave pursuant to the Agency's Paid Sick Leave Policy to address issues related to incidents.
- Employees are required to provide the Agency with reasonable and advance notice of their intention to take time off from work for either of these purposes, if feasible. If advance notice is not feasible, employees must provide documentation to the Agency as soon as possible.

E. Temporary Restraining Orders

- When an employee has suffered unlawful violence or a credible threat of violence from any individual, which may potentially be carried out at any of IVDA/SBIAA workplaces, the Agency may attempt to obtain a Temporary Restraining Order on behalf of the employee.

3. Investigations of Workplace Violence will be conducted by authorized employees or parties following any report of Workplace Violence or credible threat at the worksite that may include but are not limited to:

- Visiting the scene of an incident as soon as safe and practicable.
- Collection of facts.
- Collection of statements from involved parties
- Review of security footage or photographic or video evidence
- Examining the workplace for security risk factors associated with the incident, including any previous reports of hazards

- Consultation with the affected employees, witnesses, and Committee Members to identify potential contributing causes
- Obtaining reports completed by law enforcement or other agencies
- Assessing threat of violence including:
 - ✓ The nature and context of the threat or behavior
 - ✓ The identified target
 - ✓ The person's apparent motivation
 - ✓ The person's ability to carry out a threat.
 - ✓ The person's background, including work history, criminal record, mental health history, and past behavior on the job.

Following an investigation, the Agency may take any of the following measure, as applicable:

- Notifying the affected employees of the general results of the investigation, while protecting the privacy of affected and/or involved employees.
- Collaborate with the WVPP Committee to recommend corrective action.
- Implement changes in Engineering Controls, procedures, or policies, if appropriate
- Establish updated Work Practice Controls, if necessary

SBIAA and IVDA will retain records of Workplace Violence incident investigations for a minimum of 5 years.

4. Documentation in Violent Incident Log

All Workplace Violence incidents shall be subsequently reported in the Violent Incident Log. Information that is recorded in the Log shall be based on information solicited from the employees, witness statements, and investigation findings. Investigators will omit from the Log any element of personal identifying information that would be sufficient to allow identification of any person involved in a Workplace Violence incident.

The information recorded in the Log should include the following as applicable:

1. The date, time, and location of the incident
2. The type of Workplace Violence (e.g. Type 1, Type 2, Type 3, Type 4)
3. A description of the incident
4. A classification of who committed the Workplace Violence, including whether the perpetrator was:
 - A client or customer
 - Family or friend of a client or customer
 - Stranger with criminal intent
 - Coworker

- Supervisor or Manager
 - Partner or Spouse
 - Parent or relative
 - Other Perpetrator
5. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was:
 - Completing usual job duties
 - Working in poorly lit areas
 - Rushed
 - Working during a low staffing level
 - Isolated or alone
 - Unable to get help or assistance
 - Working in a community setting
 - Working in an unfamiliar or new location
 6. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 7. The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
 - Attack with a weapon or object, including but not limited to, a firearm, knife, or other objects
 - Threat of physical force or threat of the use of a weapon or other object
 - Sexual assault or threat, including but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
 - Animal attack
 - Other
 8. Consequences of the incident, including but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 9. Information about the person completing the Log, including their name, job title, contact information and the date completed.

5. Prohibition on Retaliation

The IVDA/SBIAA have implemented the following measures to prevent and prohibit retaliation against those who report Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence or who participate in the investigation of such incidents or hazards:

- The IVDA/SBIAA provides employees multiple channels by which to report incidents, hazards, or concern, including anonymously.
- The IVDA/SBIAA admonishes managers and supervisors not to retaliate against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards.
- The IVDA/SBIAA trains all employees that retaliation against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards is expressly prohibited and that there are consequences, such as discipline, for retaliation against such employees.
- Employees who experience relation and expected to report such incidents to Administration.

6. Identification, Evaluation, Investigation, and Correction of Workplace Violence Hazards

A. Identification of Workplace Violence Hazards

The Agency will undertake all necessary actions to identify Workplace Violence hazards and will conduct periodic and regular inspections of its workplace(s) to identify Workplace Violence hazards regularly and as follows:

- When the WVPP is first established
- After each Workplace Violence incident
- Every Quarter

Inspections for Workplace Violence hazards may include assessing attributes of specific to IVDA/SBIAA worksites, including but not limited to:

- The exterior and interior of the workplace.
- The need for violence surveillance measures.
- Procedures for emergency response and evacuation.
- Procedures for reporting suspicious persons or activities.
- Effective emergency buttons and alarm.
- Posting of emergency telephone numbers and access.
- Designated safe area(s).
- Adequacy of security systems, door locks, entry codes or badge readers, security windows and physical barriers.
- Employees' ability to address threatening or hostile service recipients.
- The use of work practices such as the "buddy" system for specified emergency events.

- Access to the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees reports to threat of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other hazards.

B. Evaluation and Investigation of Workplace Violence Hazards

The IVDA/SBIAA will initiate an investigation following the identification of a Workplace Violence hazard to evaluate the nature of the hazard. Such investigation may include the following, as applicable:

- Collection of statements from victims and witnesses
- Collection of evidence
- Consultation with the affected employees, witnesses, and Committee members to identify potential contributing causes.

C. Correction of Workplace Violence Hazards

After the identification, evaluation and investigation of a Workplace Violence hazard and after a Workplace Violence Hazard inspection, The Agency will take appropriate steps to correct the hazard and mitigate future potential hazards, which may include the following, as applicable:

- **Substitution:** When possible, the Agency will correct a hazard by eliminating or substituting it with a safer Work Practice Control.
- **Removal of Employees:** If a Workplace Violence hazard exists that can not be immediately corrected without endangering employees or property, the Agency will remove all employees from the work site, except those necessary to correct the existing hazard. Employees who are necessary to correct the hazard will be provided with necessary protection to protect them from hazard.
- **Replacement of Equipment:** If a piece of equipment is hazardous, it will be removed from service and identified as defective.
- **Engineering Controls:** The Agency will apply physical changes to either remove a hazard from the workplace or create a barrier between employees and the hazard. Engineering Control strategies may include the following:
 - ✓ Physical barriers (such as enclosures or guards) or door locks to reduce employee exposure to the hazard.
 - ✓ Panic buttons
 - ✓ Improved or additional lighting; and
 - ✓ Accessible exits

- **Work Practice Controls:** The Agency will adjust Work Practice Controls if Substitution or Engineering Controls are impossible or inappropriate. Additional Work Practice Controls may be necessary, in addition to Substitution and Engineering Controls, to prevent future Workplace Violence hazards. Work Practice Control strategies may include the following:
 - ✓ Posting emergency telephone numbers in the workplace for law enforcement, fire, and medical services;
 - ✓ Improved or altered communication measures;
 - ✓ Improved or altered policies of prohibited practices and a “buddy system” for specified Emergency events;
 - ✓ Adding security cameras or mirrors
- **Training:** The Agency will educate employees about the identified hazard in subsequent WVPP training.
- **Notice to Affected Employees:** The Agency will notify affected employees in writing of the corrective measures SBIAA and IVDA implemented to address the Workplace Violence hazard.

D. Recording Information regarding Workplace Violence Incidents

The Agency will document the identification, evaluation, investigation, and correction of Workplace Violence hazards and maintain such records for at least five years following the identification, investigation, and correction of such hazards.

- The Agency will record information in the Violent Incident Log for each Workplace Violence incident.
- Information that is recorded in the Log for each incident shall be based on information solicited from the employee(s) who experienced the Workplace Violence, on witness statements, and on investigation findings.
- The Agency will document all work-related injuries or illnesses caused by Workplace Violence that resulted in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid to DOSH.

E. Responding to Workplace Violence Emergencies

The Agency will use an emergency alerting system to alert employees of the presence, location, and nature of Workplace Violence Emergencies. The alerting system may include information regarding the following:

- The existence/presence of a Workplace Violence Emergency
- The location of a Workplace Violence Emergency
- The nature of the Workplace Violence Emergency and
- The appropriate response procedures for employees

SBIAA and IVDA have developed the following evacuation and/or sheltering plan for each workplace:

- Evacuations protocols may consist of:
 - ✓ Knowing the exit pathways and at least two alternative exits.
 - ✓ Knowing where all the emergency buttons are located.
 - ✓ Knowing where all the fire alarms are located.
 - ✓ Waiting for all employees to be accounted for before leaving the premises.
- Sheltering protocols consist of:
 - ✓ Identification of a safe place to shelter in place
 - ✓ Staying in place until all individuals have been accounted for
 - ✓ Ensuring that if inside, all doors are locked to prevent unauthorized access
 - ✓ Call 911 to report the emergency.

F. Training

The IVDA/SBIAA will provide training when the Plan is first established and when new employees are hired, and annually thereafter. Content may include:

- The WVPP and how to obtain a copy of the plan at no cost
- How to participate in the development and implementation of the Plan
- Definitions and requirements of the Plan
- How to report Workplace Violence incidents or concerns without fear of reprisal
- Workplace Violence hazards specific to the employees' jobs and existing corrective measures
- How to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- How to obtain copies of records related to Workplace Violence

The training will include an opportunity for interactive questions and answers with a person knowledgeable about the IVDA/SBIAA Workplace Violence Prevention Plan.

V. Recordkeeping:

The Agency will maintain the following types of records for the following periods:

Type of Record	Maintenance Period
Records of Workplace Violence hazard identification, evaluation, and correction	Minimum of five (5) years
Training records, including training dates, contents or a summary of the training	Minimum of one (1) year

sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions	
Violence Incident Logs	Minimum of five (5) years
Records of Workplace Violence incidents investigations. These records must not contain medical information.	Minimum of five (5) year

The IVDA/SBIAA will ensure that records of Workplace Violence Incident Investigations do not contain any medical information including a patient's condition in electronic or physical form, in possession of or derived from a provider of health care, health service plan, pharmaceutical company, or contractor regarding a patient's medical history, mental health application information, reproductive or sexual health application information, mental or physical condition, or treatment that includes or contains any element of personal identifying information sufficient to allow identification of the individual.

The Agency will make all records required by this Workplace Violence Prevention Plan available to employees, Designated Representatives, and the DOSH upon request for purposes of examination and copying.

VI. Addendum

ADDENDUM A

Committee Member Name	Committee Member Department
Mitch Dattillo	Airport Security
Ruby De Santiago	Badging
Eduardo Estrada	Airport Operations
Jennifer Lopez	Maintenance
Andres Zapata	Airport Operations
Alex Vue	IT
Ty Sanders	FBO
Carleena Foster	Properties
Louie Ramos	Maintenance
Hector Aragon	FBO
Amber Setian	Administrative Services

DRAFT



TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 11

PRESENTER: Jillian Ubaldo, Clerk of the Board

SUBJECT: CONSIDER AND DISCUSS A REPORT ON ANNUAL BUSINESS PLAN PROGRESS

SUMMARY

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

RECOMMENDED ACTION(S)

Consider and discuss a Report on Annual Business Plan progress.

FISCAL IMPACT

None. For consideration and discussion.

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

BACKGROUND INFORMATION

An oral report on the San Bernardino International Airport Authority (SBIAA) Story Map will be provided at the time of the meeting.

Attachments:

1. None.



TO: San Bernardino International Airport Authority Commission

DATE: July 26, 2024

ITEM NO: 12

PRESENTER: Mark Gibbs, Director of Aviation

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

SUMMARY

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

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

RECOMMENDED ACTION(S)

Consider and discuss the SBD Good Neighbor Program quarterly report.

FISCAL IMPACT

None.

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

BACKGROUND INFORMATION

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

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

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

For informational and discussion purposes.

Attachments:

1. Good Neighbor Program 2024 Q2 Report.

San Bernardino International Airport

Quarterly Report: July 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



GAIN FEEDBACK & LISTEN

Noise comment and general feedback forms



EDUCATION

Website to provide information, explanatory videos



PHONE

Dedicated noise hotline



COMMUNICATIONS

Reports to the Board, e-newsletter, social media



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 2Q24:

- Published *Good Neighbor News* Spring 2024 newsletter, shared individual articles, and promoted subscriptions
- Continued to promote air service, low fares, easy and affordable parking, and traveler amenities
- Notified the community about the early activation of the San Bernardino Air Tanker Base aerial firefighting operations
- Worked with the Federal Aviation Administration (FAA) to complete new satellite-based flight procedures, which included
Required Navigation Performance (RNP) for Runway 24 and Runway 6 and a Standard Instrument Departure (SID) for Runway 6.

Supporting Airtanker Firefighters and Crews



San Bernardino International Airport Good Neighbor Program

Notable developments for 2Q24 (cont'd):

- Highlighted SBD's ongoing outreach, public engagement, and sponsorships:
 - Redlands Bicycle Classic
 - Smith Tech Elementary STEM Fair
 - Monterey Elementary STEAMM Fair
 - Inland Empire Tourism Regional Summit
 - 2024 Southern California E-Commerce & Logistics Summit
 - On campus with Cal State San Bernardino and Coyote Radio



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 - July 2024



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

April 2024

A first look at the first month of the quarter.

33 noise comments

- Filed by 8 households

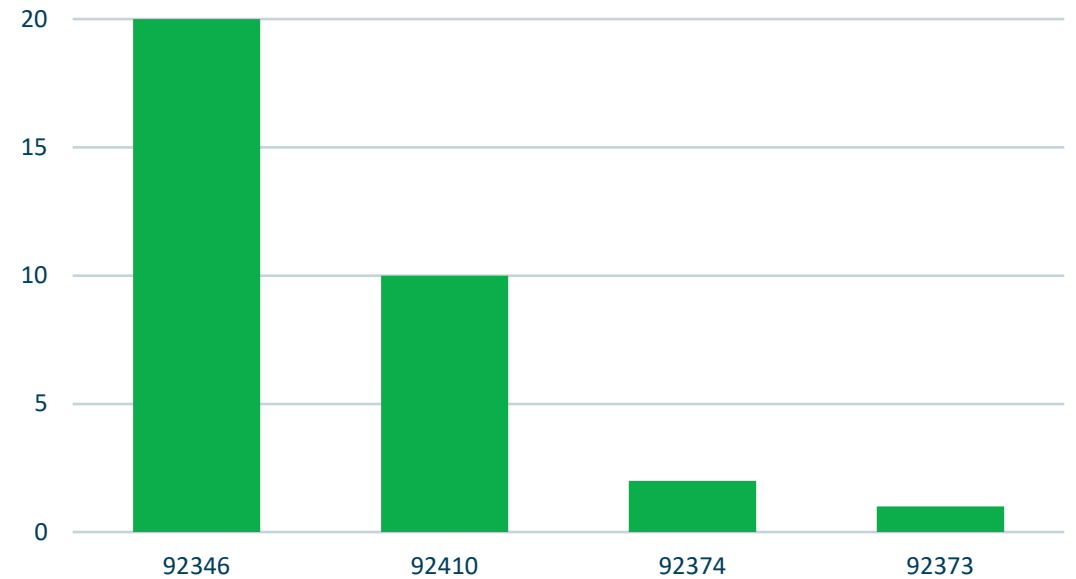
Comments in April

SBD International Airport

April 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	20	5	4.0
92410	San Bernardino	10	1	10.0
92374	Redlands	2	1	1.0
92373	Redlands	1	1	1.0
TOTALS		33	8	4.1

Area Ranking by Zip Code (All)

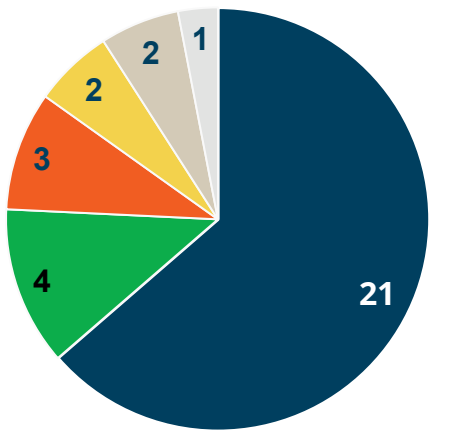


Comment Breakdown

SBD International Airport

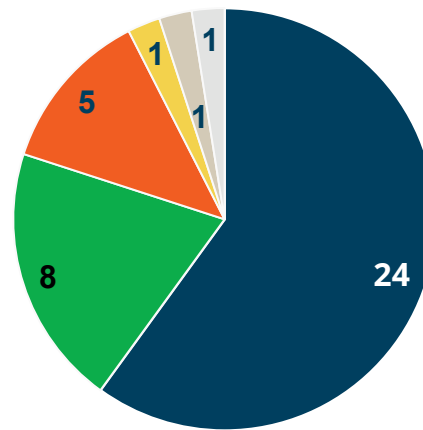
April 2024

Comments by Aircraft Category



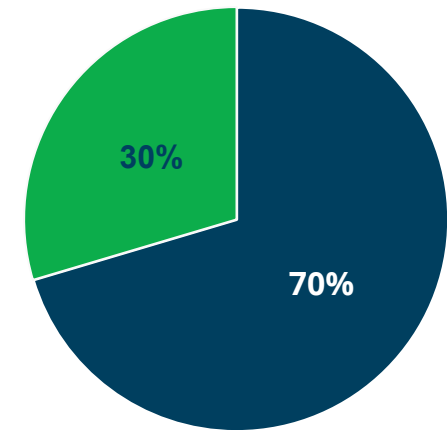
■ Jet
■ Unknown
■ Military
■ UAS/Drone
■ Helicopter
■ Propeller

Comments by Concern



■ Flying over home
■ Frequency of Flights
■ Unspecified

Filing Method



■ Web form
■ Hotline

May 2024

A first look at the second month of the quarter.

13 noise comments

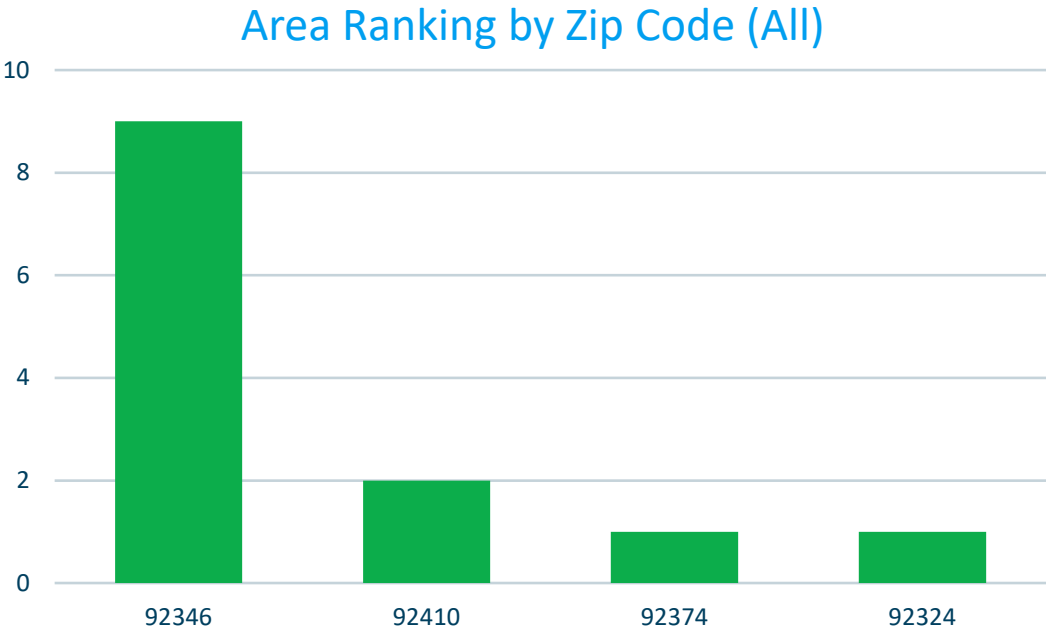
- Filed by 6 households



Comments in May

SBD International Airport
May 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	9	3	3.0
92410	San Bernardino	2	1	2.0
92374	Redlands	1	1	1.0
92324	Colton	1	1	1.0
TOTALS		13	6	2.2

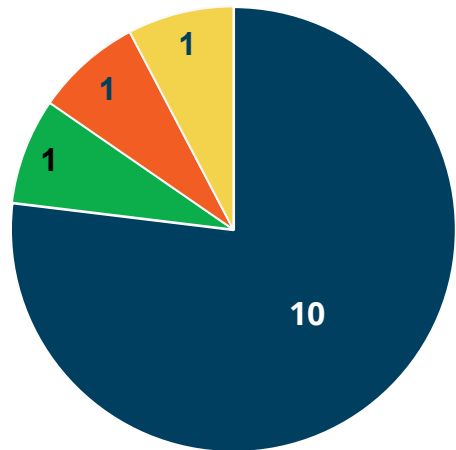


Comment Breakdown

SBD International Airport

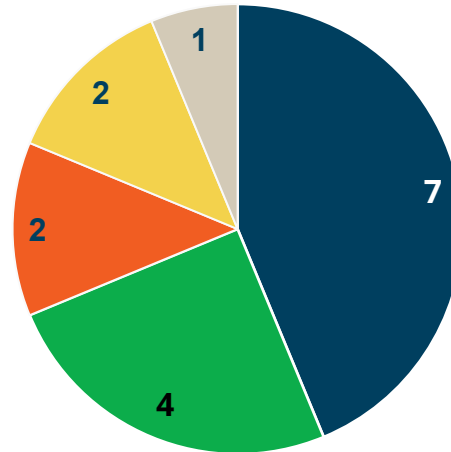
May 2024

Comments by Aircraft Category



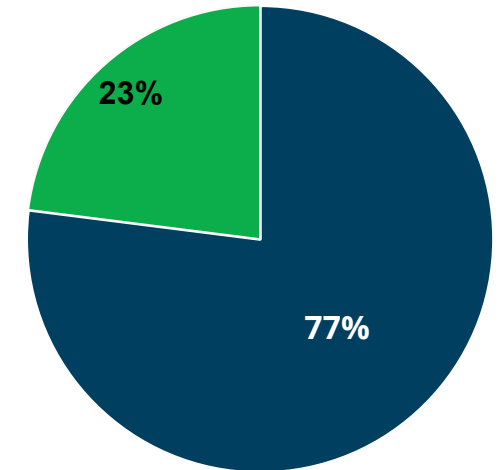
■ Jet
■ UAS/Drone
■ Helicopter
■ Unknown

Comments by Concern



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

Filing Method



■ Web form
■ Hotline

June 2024

A first look at the last month of the quarter.

24 noise comments
- Filed by 6 households



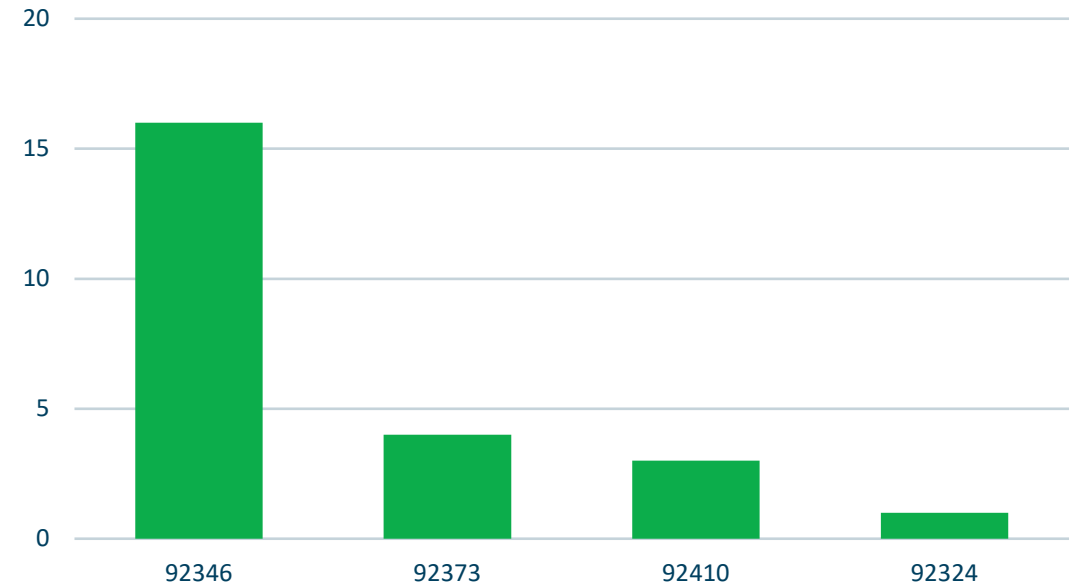
Comments in June

SBD International Airport

June 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	16	3	5.3
92373	Redlands	4	1	4.0
92410	San Bernardino	3	1	3.0
92324	Colton	1	1	1.0
TOTALS		24	6	4.0

Area Ranking by Zip Code (All)

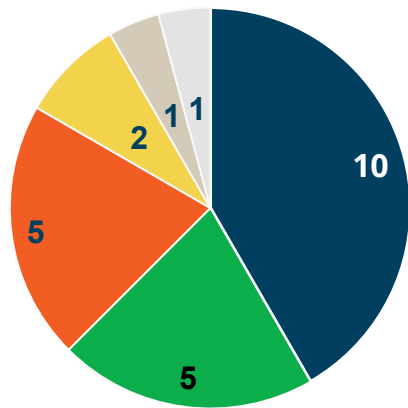


Comment Breakdown

SBD International Airport

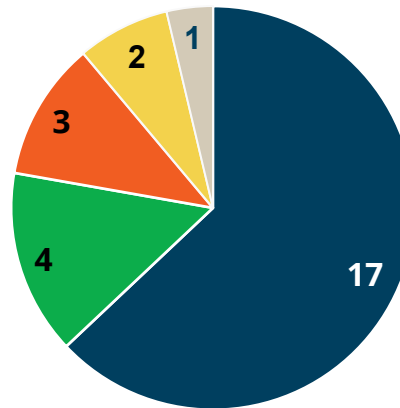
June 2024

Comments by Aircraft Category



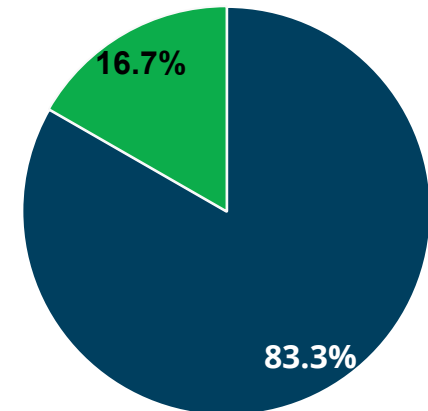
■ Jet
■ Unknown
■ Military
■ Propeller
■ Helicopter
■ UAS/Drone

Comments by Concern



■ Flying over home
■ Vibration/rumbling
■ Frequency of flights

Filing Method



■ Web form
■ Hotline

TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport increased in 2Q24, 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

April – June 2024

12

Distinct households
filed aircraft noise
comments this
quarter.

70

Noise comments
received from those
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	45	5	9.0
92410	San Bernardino	15	1	15.0
92373	Redlands	5	2	2.5
92374	Redlands	3	2	1.5
92324	Colton	2	2	1.0
TOTALS		70	12	5.8

Totals & Trends

SBD International Airport

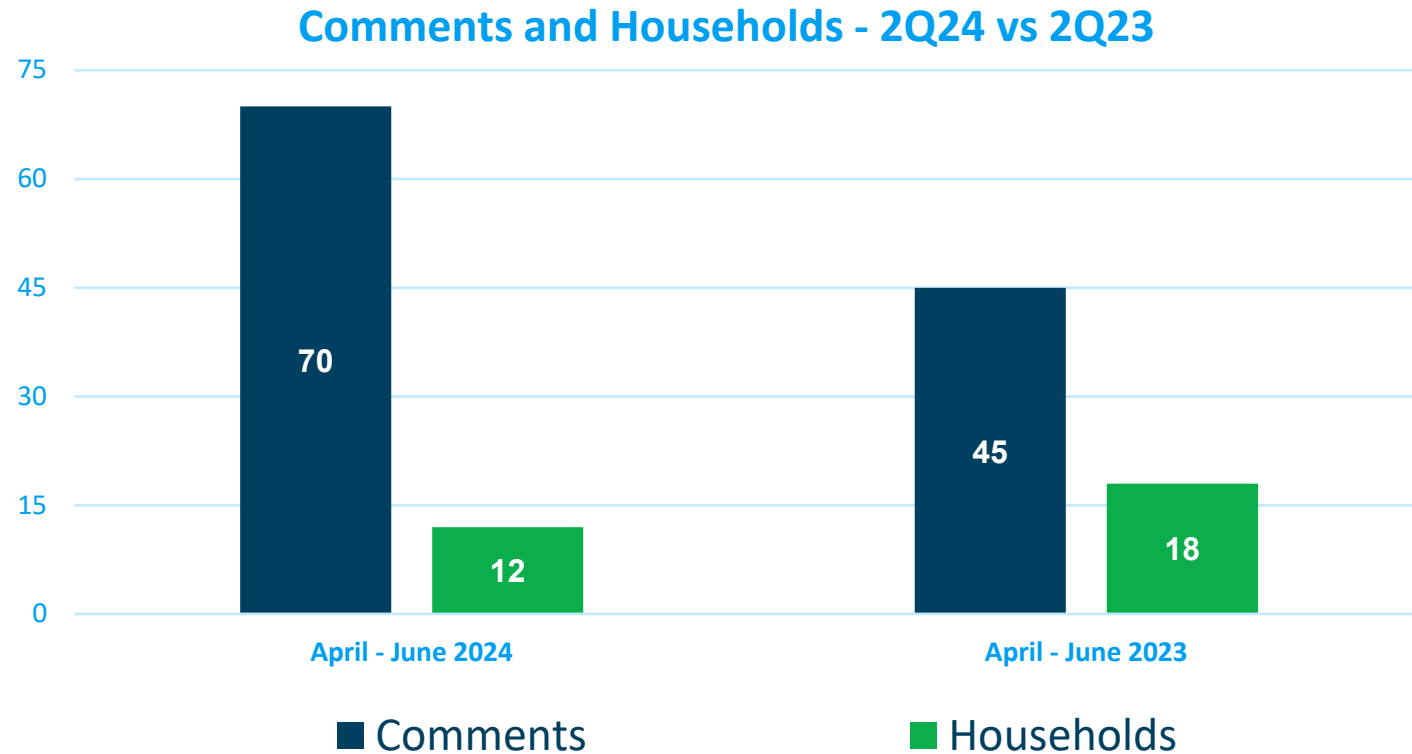
April – June 2024

Top 5 Commenters - 2Q24

RANK	HOUSEHOLD ID	CITY	
1	G183	Highland	26
2	H189	San Bernardino	15
3	R96	Highland	11
4	G160	Highland	6
5	R210	Redlands	4
TOTAL			62

Totals & Trends

SBD International Airport
2Q YoY Trends



COMMENT BREAKDOWN

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

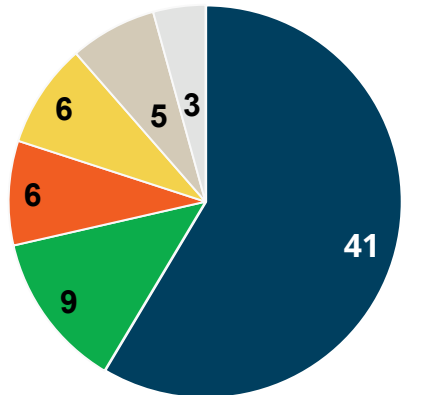
Most people are concerned about an airplane's proximity to their home.

Comment Breakdown

SBD International Airport

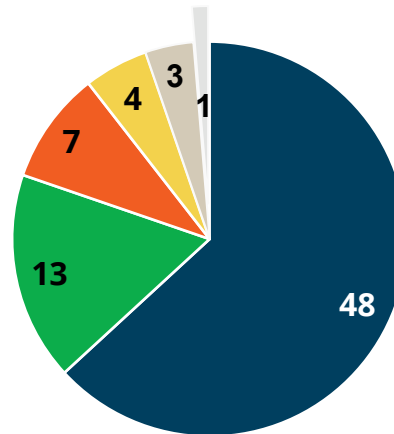
April – June 2024

Comments by Aircraft Category



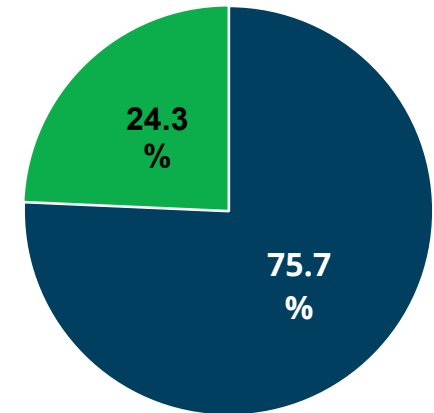
■ Jet
■ Propeller
■ Helicopter
■ Unknown
■ UAS/Drone
■ Military

Comments by Concern



■ Flying over home
■ Frequency of flights
■ Low flying

Filing Method



■ Web form
■ Hotline

Comment Breakdown

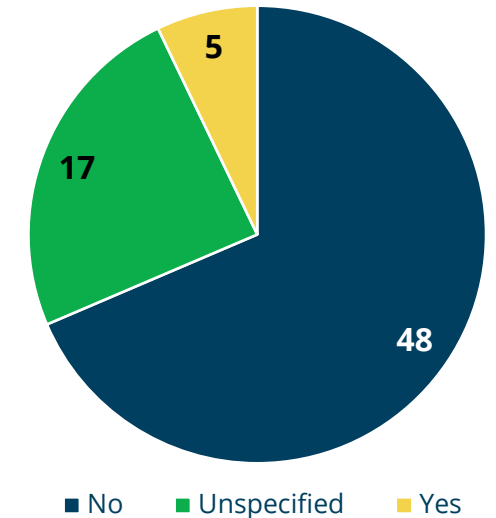
SBD International Airport

April – June 2024

COMMENT BY CONCERN	MENTIONS
Flying over home	48
Frequency of flights	13
Low flying	7
Vibration/rumbling	4
Late night/early morning	3
Sustained noise (>5 minutes)	1

AIRCRAFT CATEGORY	MENTIONS
Jet	41
Unknown	9
Propeller	6
UAS/Drone	6
Helicopter	5
Military	3

Response Requested



COMMENT MAP

A look at where the comments originate.

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

Comment Map: April – June 2024

Comment Map

SBD International Airport

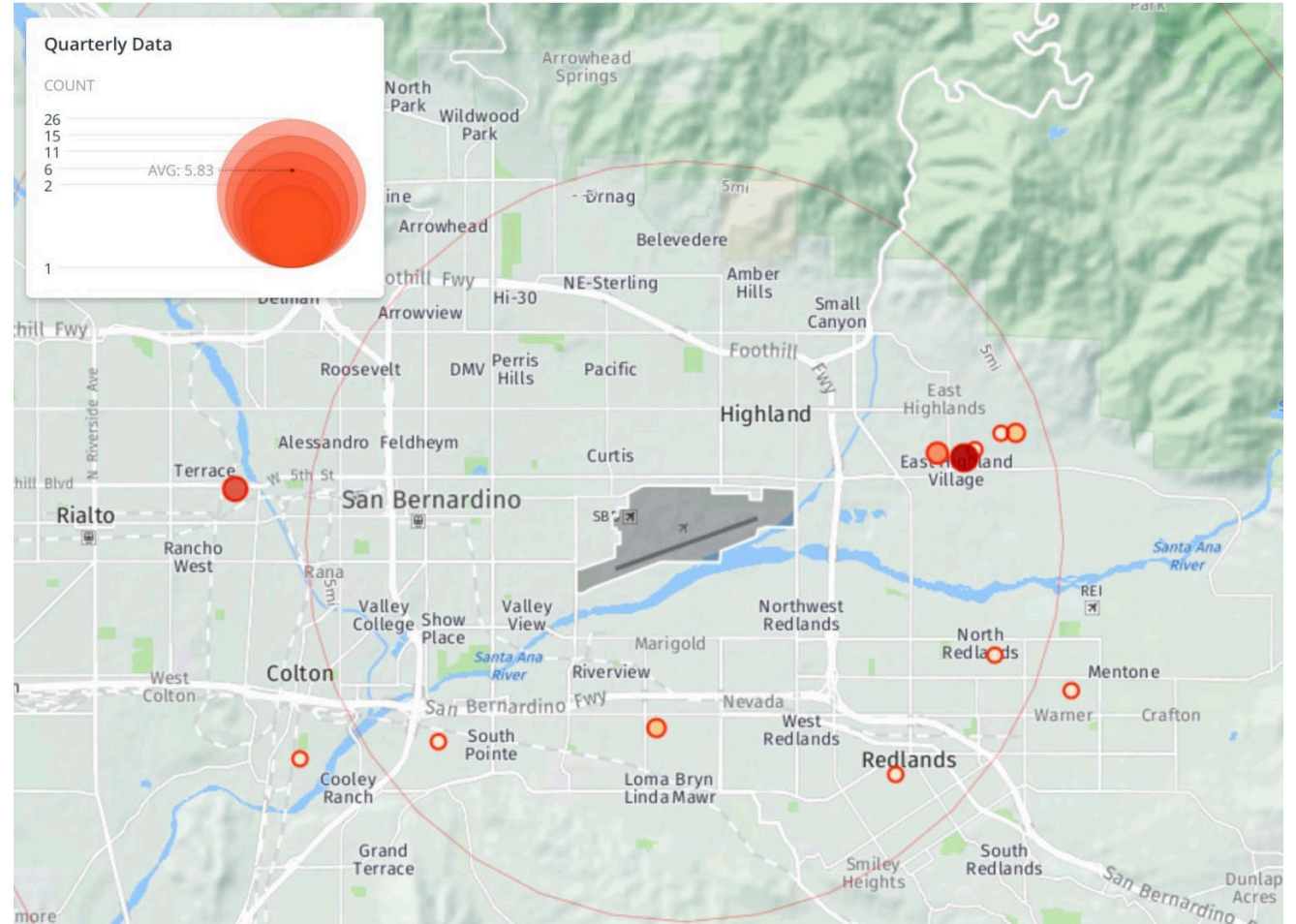
April – June 2024

12

Distinct households
filed aircraft noise
comments this
quarter.

70

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

2Q24 vs. 1Q24 (QoQ):

Noise comments increased.
Number of households filing was equal.

2Q24 vs. 2Q23 (YoY):

Noise comments increased.
Number of households filing decreased.

YoY noise comments increase attributed to:

- Continued jet aircraft operations at SBD
- 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.





TO: San Bernardino International Airport Authority Commission

DATE: July 24, 2024

ITEM NO: 13

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 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 December 31, 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:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	SBIAA Commission

BACKGROUND INFORMATION

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

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

For review and discussion.

Attachments:

1. SBIAA Action Plan

July, 2024 – Airport Focal Areas



Ensure Operational &
Financial Stability

Stabilize Revenue Streams &
Sources

Good Neighbor Program

Airport Outreach:
Business Retention & Expansion

Green Energy Element

AOA Access Road Project

Airport Terminal Updates

Grant Programs &
Initiatives

International Trade

U.S. Customs



San Bernardino International Airport Authority

Draft Action Plan for SBIAA (12/31/24)

Month	Key Initiative	Key Resources	Completion Date
July, 2024	Airport Terminal Enhancements; SBD Good Neighbor Program	SBIAA Commission, CEO., General Counsel, Director of Aviation, Director of Finance	July 30, 2024
August, 2024	AOA Access Road Project; FBO Ground Support Equipment; Airport Terminal Enhancements	SBIAA Commission, CEO., General Counsel, Director of Aviation, Director of Finance	August 31, 2024
September, 2024	AOA Access Road Project; Airfield Canopies/Service Pit	SBIAA Commission & Committee, CEO., Director of Aviation, Director of Finance	September 30, 2024
October, 2024	International Trade Initiatives; Quarterly Financials	SBIAA Commission & Committee, Director of Finance, Director of Aviation, Asst. Secretary of Commission	October 31, 2024
November, 2024	Legislative Initiatives; Quarterly Budget Adjustments	SBIAA Commission & Committee, CEO., Director of Finance, Exec Staff	November 30, 2024
December, 2024	Business Plan Update; Finalize Annual Audit	SBIAA Commission & Committee, CEO, Director of Aviation, Director of Finance, Exec Staff	December 31, 2024

SBIAA Near-Term Action Plan – Implementation



July, 2024

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure

Update Operational Plans

Airport Improvements

Implement New Accounting
Software

AOA Access Road Project

SBIAA Infrastructure & Equipment
Assessments

International Trade

U.S. Customs