

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 22, 2025

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

Penny Lilburn, Vice President

Mayor, City of Highland

Rhodes Rigsby, Secretary

Councilmember, City of Loma Linda

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Kim Knaus

Councilmember, 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

Councilmember, City of Highland

Fred Shorett

Councilmember, City of San Bernardino

John Echevarria

Mayor Pro Tem, City of Colton

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

ORDER OF BUSINESS – CLOSED SESSION

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

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

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

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

C. CLOSED SESSION

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

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Portions of former Norton AFB Parcel A, Hangar No. 763 Bays 1 & 2, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and David Vollrath, Chief Operating Officer, Unical Aviation, Inc.
- 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. 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: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207
- d. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: three cases

D. REPORT ON CLOSED SESSION

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

ORDER OF BUSINESS – OPEN SESSION

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

E. ITEMS TO BE ADDED OR DELETED

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

F. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF JANUARY 22, 2025
[**PRESENTER:** Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 006**]

G. INFORMATIONAL ITEMS

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

2. Informational Items

- a. CHIEF EXECUTIVE OFFICER'S REPORT
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#: 013**]
- b. REPORT ON ANNUAL AIRPORT OPERATIONS FOR CALENDAR YEAR 2024
[**PRESENTER:** Mark Gibbs, Director of Aviation **PAGE#:014**]
- c. REPORT ON STATUS OF AUDIT
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#: 024**]
- d. REPORT ON POLICY AND PROCEDURES UPDATE
[**PRESENTER:** Catherine Pritchett, Director of Administration **PAGE#: 025**]
- e. 2025 SBIAA REGULAR MEETING DATES
[**PRESENTER:** Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 026**]

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 DECEMBER 2024
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 028**]
4. RECEIVE AND FILE TREASURER'S REPORT FOR NOVEMBER 30, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 036**]
5. APPROVE THE FILING OF A NOTICE OF COMPLETION WITH T&G CONSTRUCTION SERVICES, INC. FOR THE PEDESTRIAN CROSSWALK SYSTEM PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 039**]
6. APPROVE AN INCREASE OF \$25,500 FOR SYSCO RIVERSIDE, INC. PURCHASE ORDER FOR A TOTAL AMOUNT NOT TO EXCEED \$75,000
[PRESENTER: Wendy McConaughy, FBO Manager **PAGE#: 043**]
7. APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH NK DEMOLITION FOR THE BUILDING 56 HAZMAT REMOVAL PROJECT IN AN AMOUNT NOT TO EXCEED \$79,980
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 046**]
8. APPROVE MEETING MINUTES: DECEMBER 12, 2024
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 051**]

I. **COMMISSION ACTION ITEMS**

9. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM FOURTH QUARTER 2024 REPORT
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 059**]
10. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2025
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 087**]

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, February 26, 2025.

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</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 JANUARY 22, 2025

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:	Yajaira Maldonado
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>T&G Construction Services</u> Gloria Sanders, CEO Tracey Sanders, Vice President	None.
6.	<u>NK Demolition</u> Nicholas A. Martinez, CEO, CFO, Secretary	None.
9.	<u>Aviatrix Communications, LLC</u> Kathryn Franco Jones, Owner	None.

Attachments:

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

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

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

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

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

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

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

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

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

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

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

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

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

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

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

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

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

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

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

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

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

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

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

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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

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

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

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

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

5 Government Code.

6 HISTORY

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

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

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

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

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

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

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


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

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

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

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

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

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

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


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

BACKGROUND INFORMATION

None.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Mark Gibbs, Director of Aviation</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON ANNUAL AIRPORT OPERATIONS FOR CALENDAR YEAR 2024

SUMMARY

In January of each year, SBD International Airport provides annual airport operations data and information to the Federal Aviation Administration (FAA). A report and presentation is attached.

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

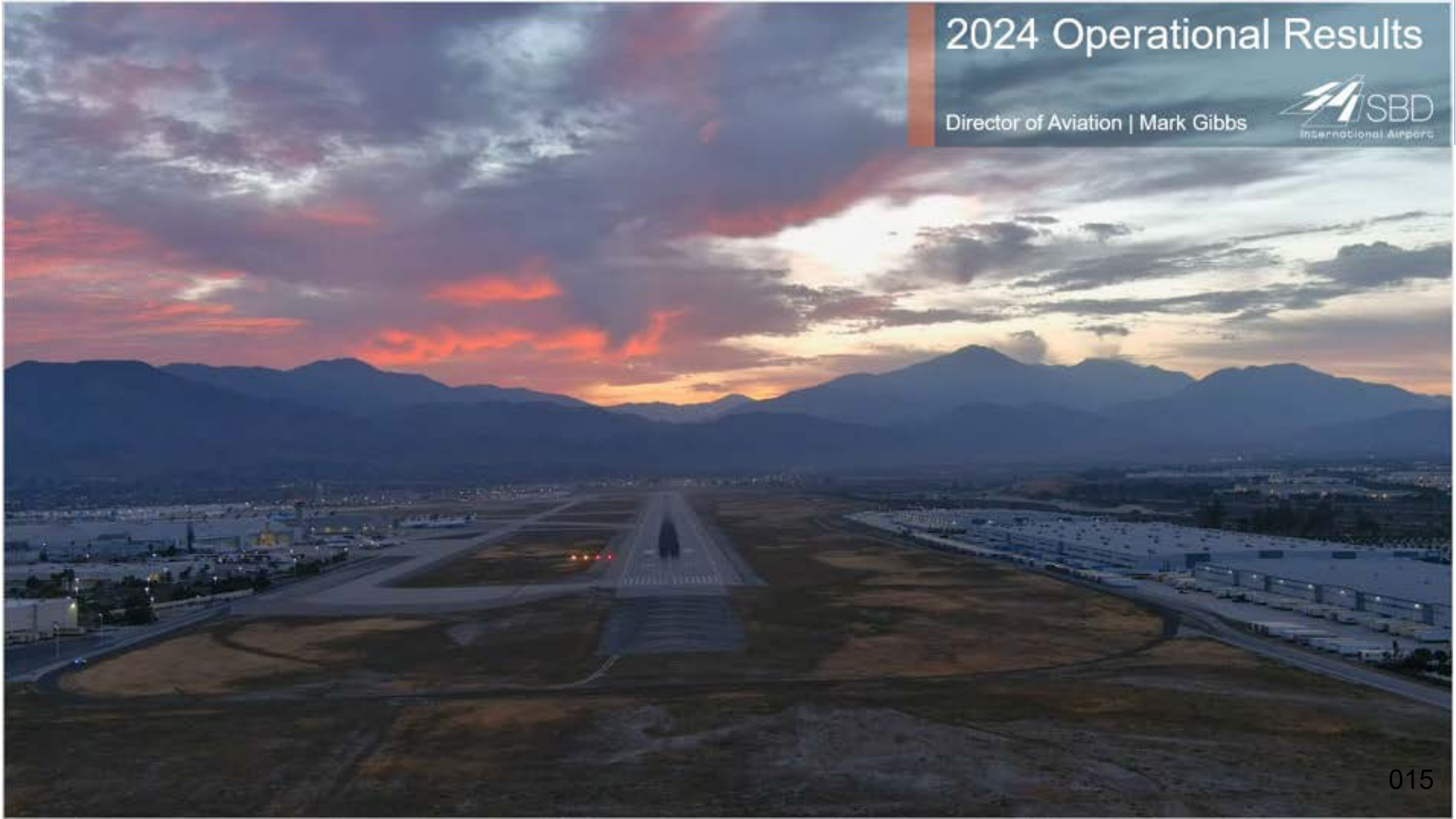
In January of each year, SBD International Airport provides annual airport operations data and information to the Federal Aviation Administration (FAA). A report and presentation is attached.

Attachments:

1. Powerpoint Presentation.

2024 Operational Results

Director of Aviation | Mark Gibbs



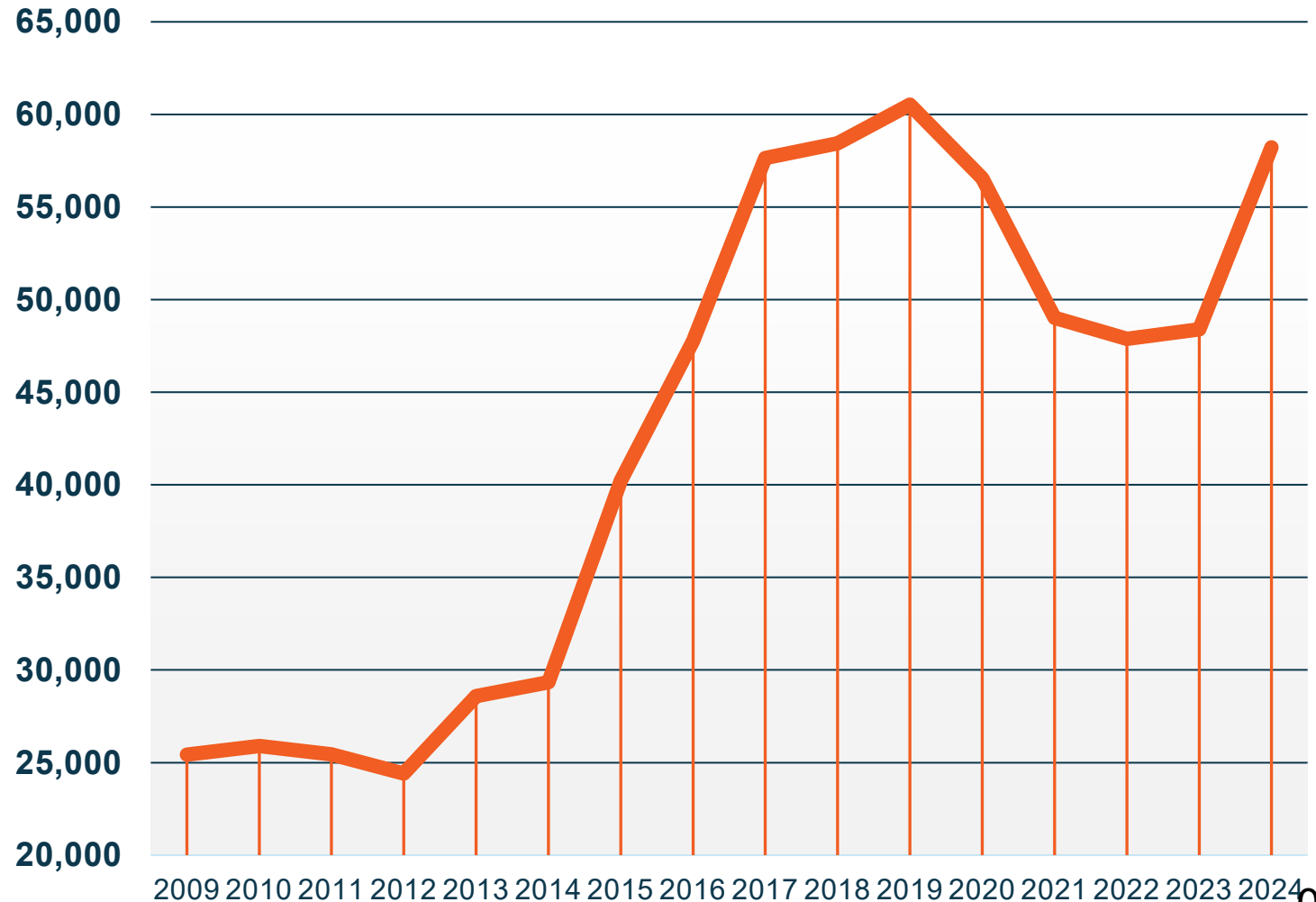
SBD – Total Annual Aircraft Activity

SBD Performance Trends

Total aircraft activity jumped 20% in 2024 to the highest level since 2019

2024: Total aircraft ops: **58,218**

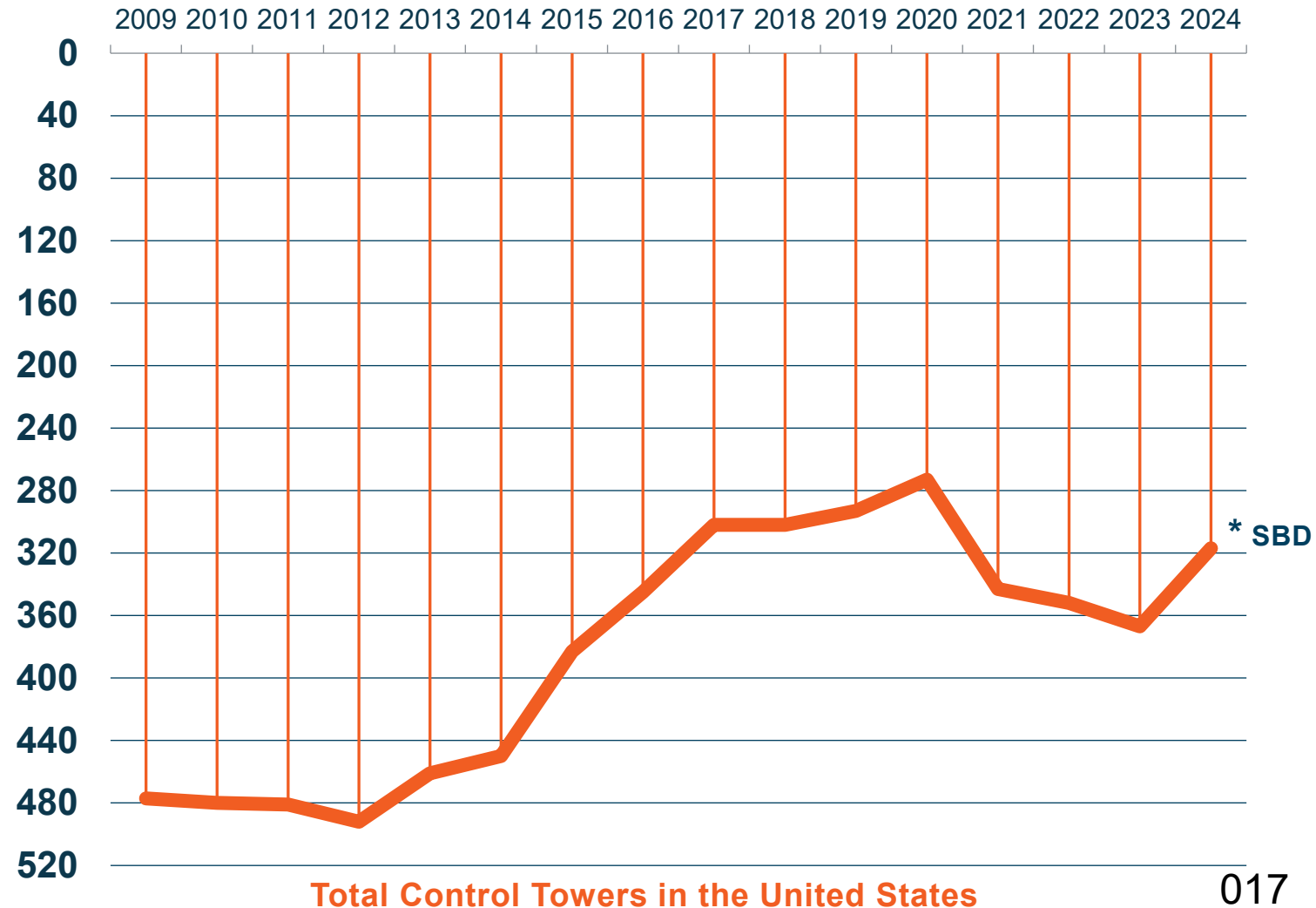
- 2023: 48,397
- 2022: 47,876



SBD Annual Aircraft Activity – National Comparison

SBD Comparison Trends

- **Total of 525** air traffic control towers throughout the United States
 - FAA operated towers: 264
 - FAA contract towers: 261
- SBD entered the FAA contract tower program in April 2021, shifting funding and operation of the tower to the FAA



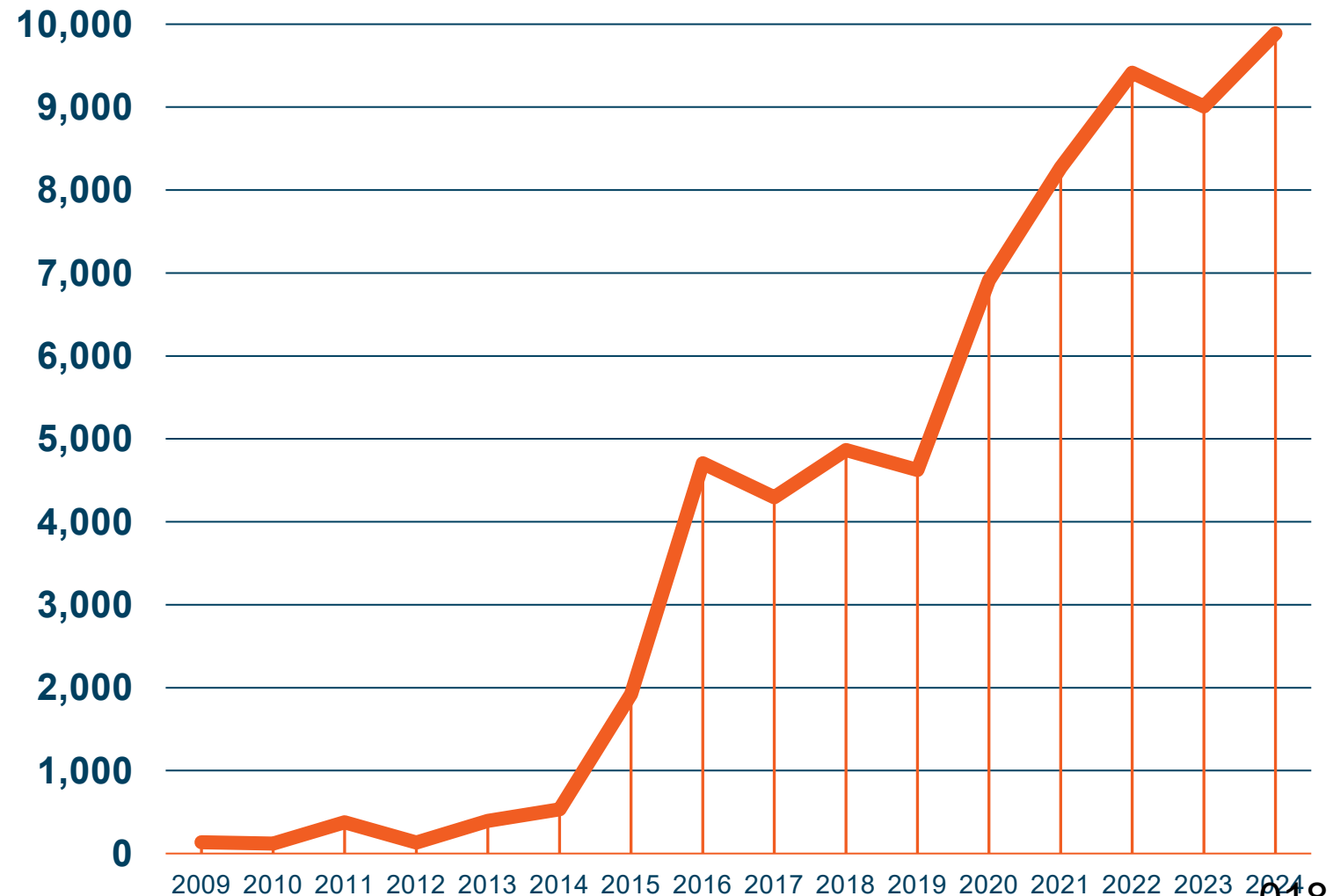
SBD – Annual Corporate Aircraft

SBD Performance Trends

Corporate aircraft (air taxi) flew to a new record of operations in 2024, increasing 10% from the previous year

2024: Air taxi aircraft ops: **9,890**

- 2023: 9,007
- 2022: 9,414



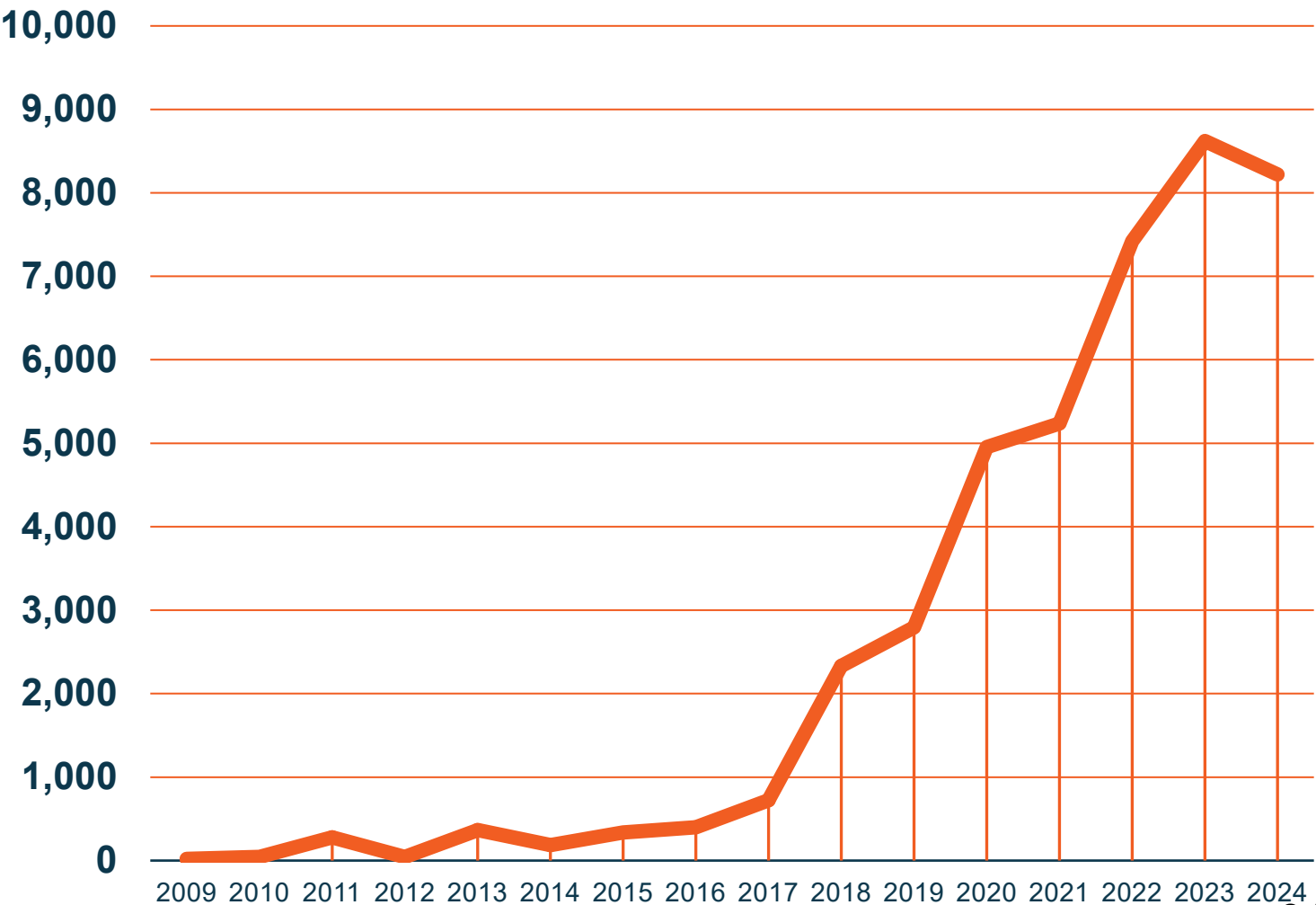
SBD – Annual Commercial Aircraft

SBD Performance Trends

Following nine consecutive years of annual growth, commercial aircraft activity declined by less than 5% in 2024

2024: Commercial aircraft ops: **8,221**

- 2023: 8,621
- 2022: 7,421



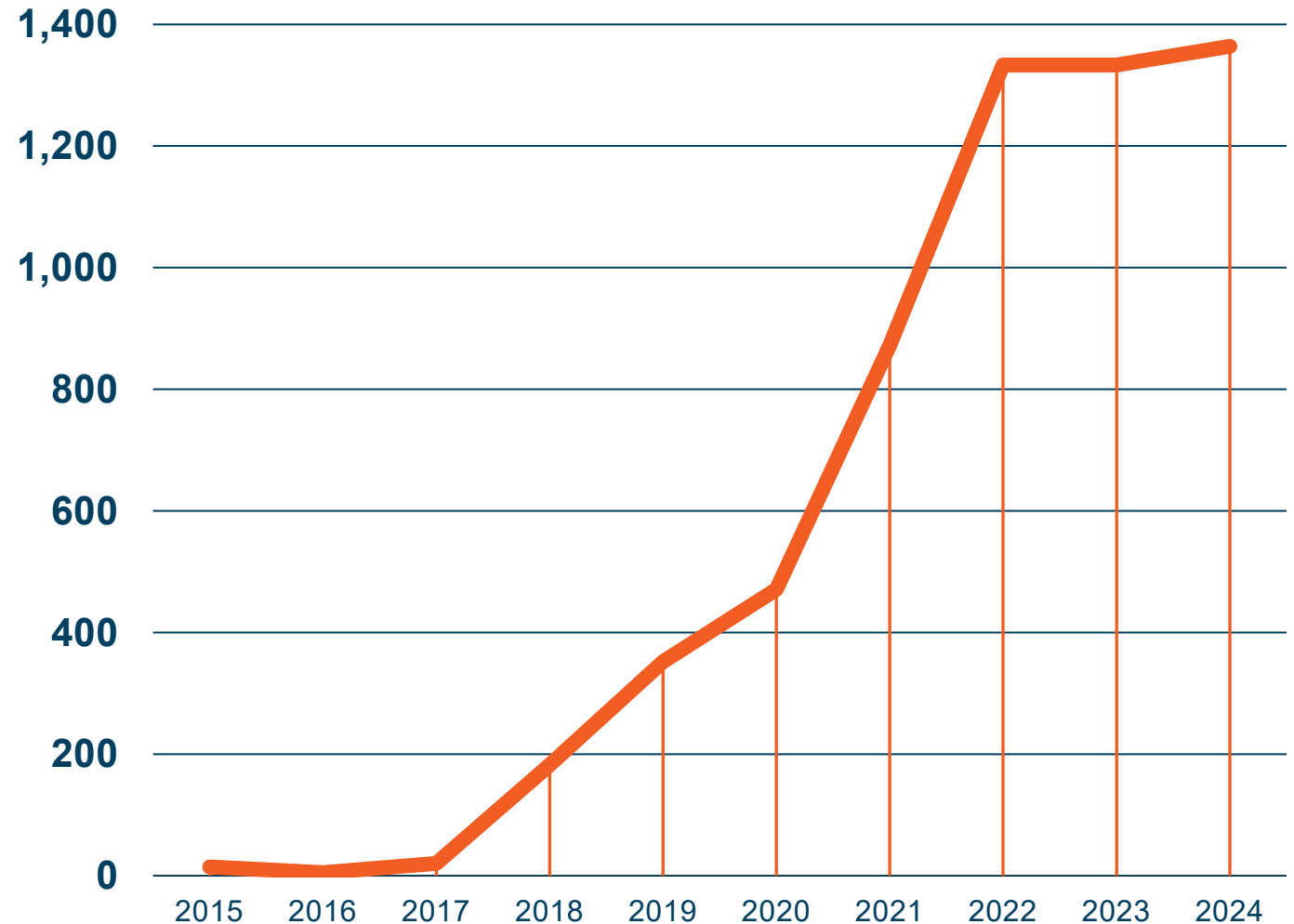
SBD – Annual Air Cargo

SBD Performance Trends

Steady strength in air cargo landed weight (millions)

2024: Air cargo landed weight: **1,364**

- 2023: 1,333.4
- 2022: 1,333.2

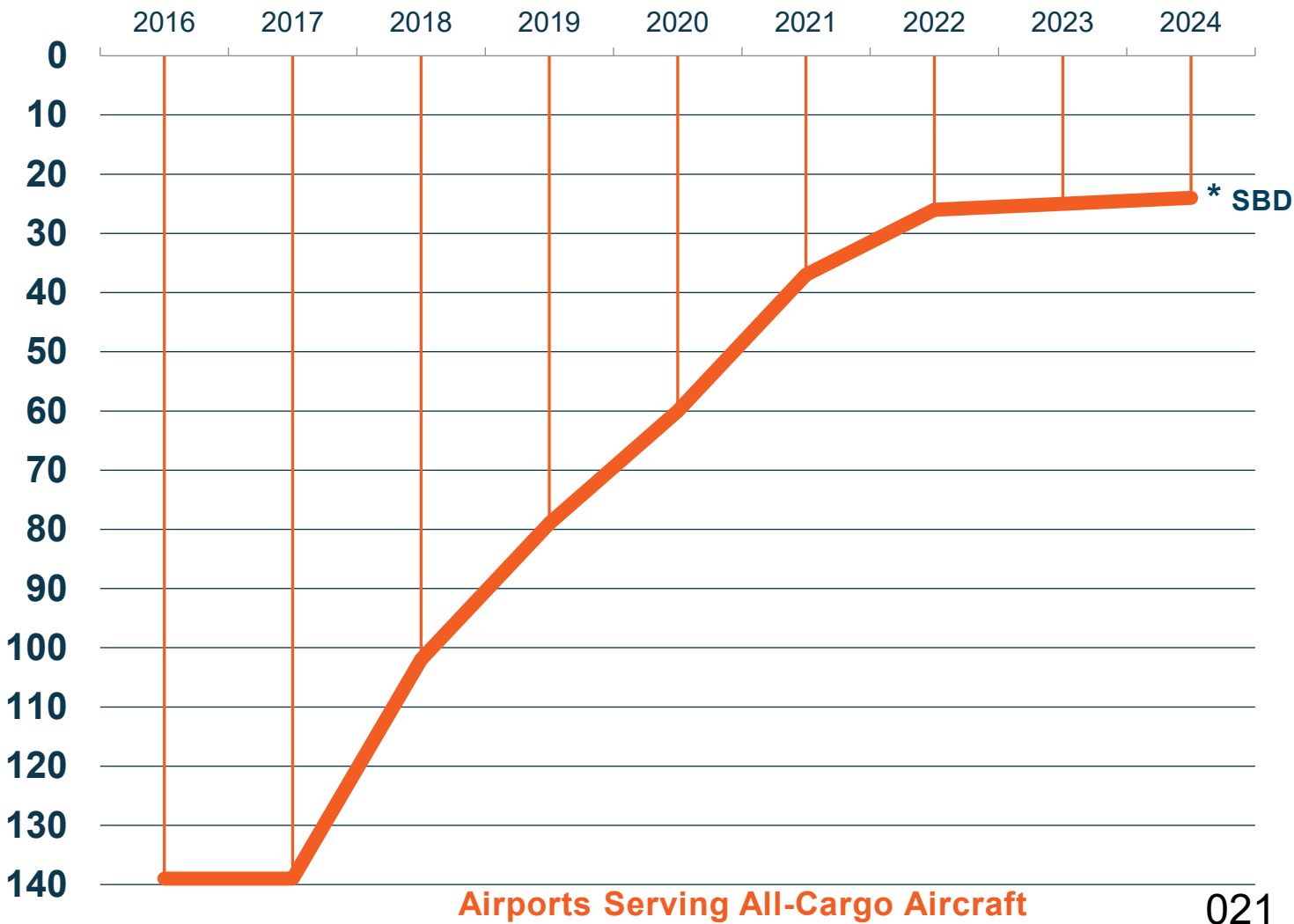


SBD Annual Air Cargo Activity – National Comparison

SBD Comparison Trends

- Typically 140 - 150 airports in the United States serve all-cargo aircraft
- SBD's growth in all-cargo aircraft activity continued in 2024 for an eighth consecutive year, despite continued negative growth in air cargo nationally

* SBD estimated national ranking based on previous year data

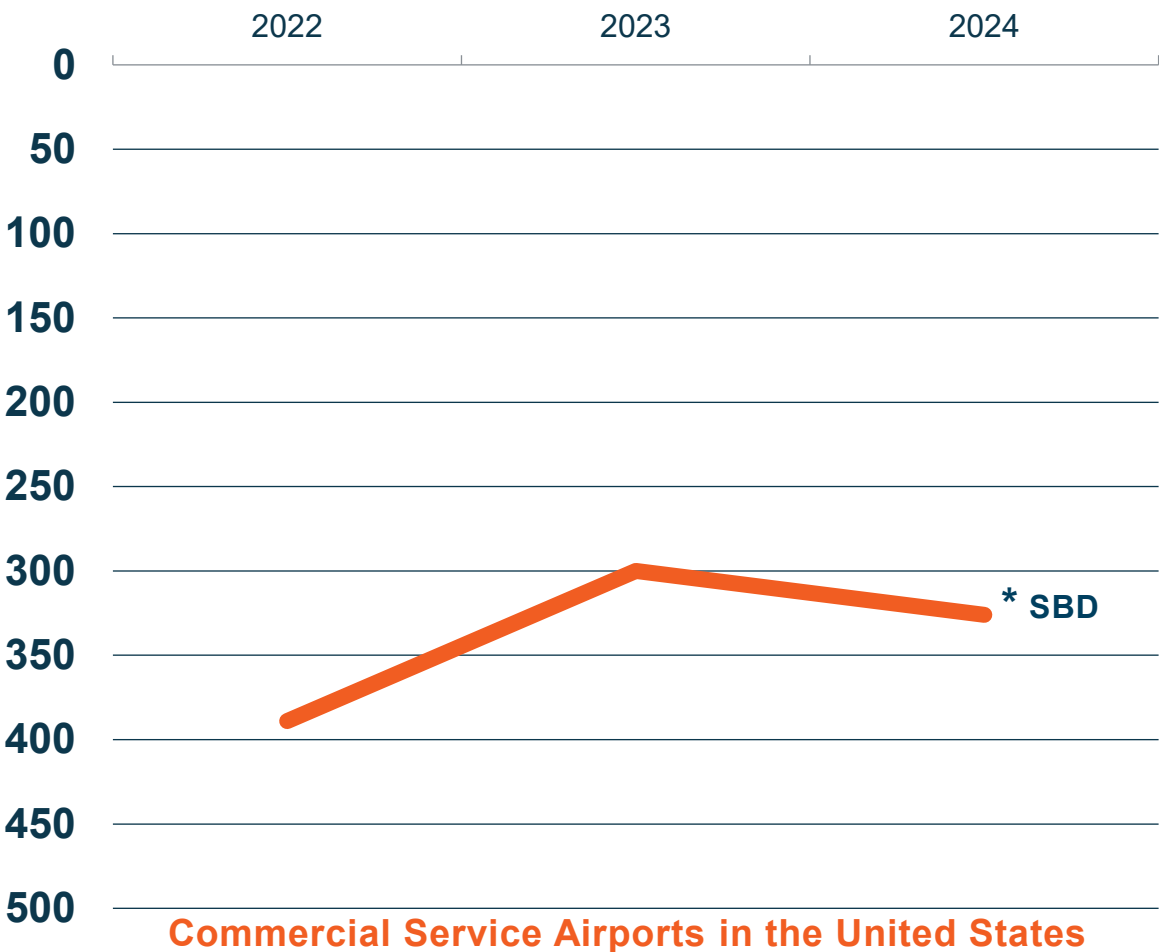


SBD Passenger Enplanements – National Comparison

SBD Comparison Trends

- Approximately 500 active commercial service airports in the United States provided airline service to the traveling public in 2024
- SBD served approx. 40,000 passengers in 2024, with approx. 20,000 originating at SBD, categorized as enplaned passengers by the FAA

* estimated national ranking based on latest available data



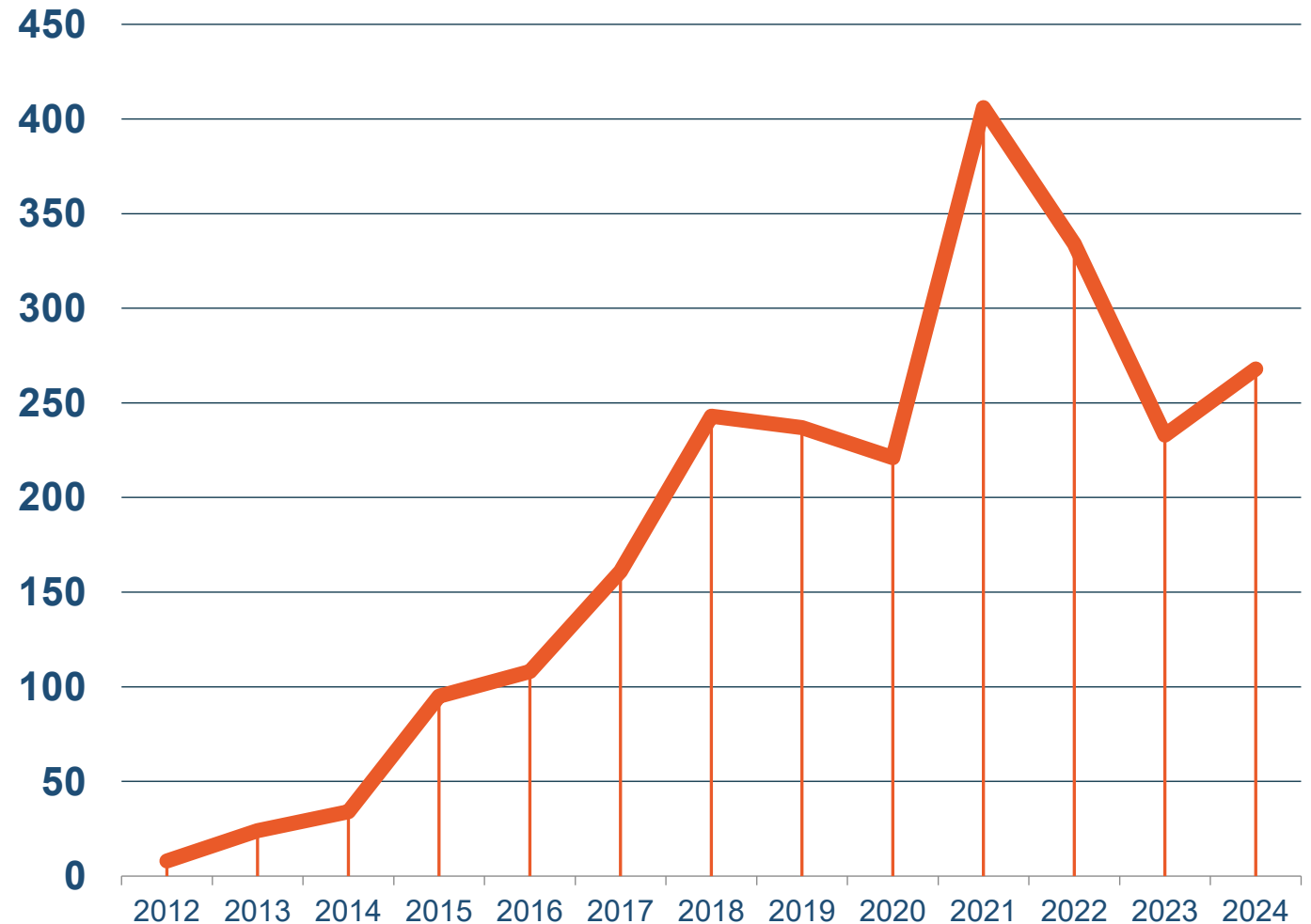
SBD International Airport – International Flights


SBD Performance Trends

International flight are off their record highs, but grew 15% from the previous year

2024: International aircraft ops: **268**

- 2023: 233
- 2022: 334



	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 2c</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON STATUS OF AUDIT

SUMMARY

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


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

BACKGROUND INFORMATION

None.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 2d</p> <p>PRESENTER: Catherine Pritchett, Director of Administration</p>
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON POLICY AND PROCEDURES UPDATE

SUMMARY

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


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

BACKGROUND INFORMATION

None.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 2e</p> <p>PRESENTER: Jillian Ubaldo, Clerk of the Board</p>
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SUBJECT: INFORMATIONAL ITEMS – 2025 SBIAA REGULAR MEETING DATES

SUMMARY

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

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. 2025 SBIAA Regular Meeting Schedule



2025 SCHEDULED REGULAR MEETINGS

Unless otherwise noticed, meetings shall be held at:

Norton Regional Event Center | 1601 East Third Street | San Bernardino, CA 92408

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

(4th Wednesday of each month)

Time: 5:00 p.m.

January 22, 2025
February 26, 2025
March 26, 2025
April 23, 2025
May 28, 2025
June 25, 2025
July 23, 2025
August 27, 2025
September 24, 2025
October 22, 2025
November 26, 2025
December 24, 2025

STANDING COMMITTEES:

SBIAA Finance & Budget Committee:


Date: Fourth (4th) Wednesday of the months of January, April, August, October

Time: 4:00 p.m.

January 22, 2025
April 23, 2025
August 27, 2025
October 22, 2025

These are the 2025 scheduled regular meetings for the SBIAA Commission and SBIAA Finance and Budget Committee. It is subject to change (due to cancellation, special meetings, or change of time or location) which will be posted in advance.

San Bernardino International Airport Authority
1601 E Third Street, San Bernardino, California 92408 | Phone: (909) 382-4100 ext. 122
Jillian Ubaldo, Assistant Secretary of the Commission, jubaldo@sbdairport.com

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: REGISTER OF DEMANDS FOR DECEMBER 2024

SUMMARY

SBIAA's Register of Demands for December 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 December 2024. The total of the register is \$5,643,439.66.

Fuel: Titan Aviation Fuels was paid \$4,438,923.37 for aviation fuel to resell at Luxivair-SBD. And Merit Oil Co. was paid \$19,028.28 to operate SBIAA vehicles and for resale at Luxivair-SBD.

Utilities: Burrtec Waste Industries Inc., City of San Bernardino Water Department, East Valley Water District, Frontier Communications Corporation, Granite Telecommunications, Edison, The Gas Co., Utility Telecom Group LLC, and Verizon were paid a total of \$162,098.83.

Capital Projects Cost: BlackHawk Construction Inc., Landmark Paving Inc., Matich Corporation and T&G Construction Services Inc. were paid a total of \$54,746.45.

Professional Services: Aecom Technical Services Inc.; Allawos & Company; Boston Fox Tigue International LLC; Coffman Associates Inc.; Coffman Engineers Inc.; Cole Huber LLP; David Turch and Associates; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mead & Hunt; Mirau, Edwards, Cannon, Lewin & Tooke LLP; Right Energy Group LLC; and Tom Dodson & Associates were paid a total of \$282,833.11.

Attachments:

1. Register of Demands for the January 22, 2025 Commission Meeting
2. VISA breakdown -December 2024

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/22/2025

Line	Company Name	Description	AP Register
1	3 Alarm Fire and Safety	Dry chemical Purple K for ARFF	593.75
2	A.O. Reed & Co., LLC	HVAC unplanned repairs and maintenance	8,765.00
3	Aecom Technical Services Inc.	Airfield engineering services	167,683.04
4	AirNav LLC	Advertising	4,720.00
5	Allawos & Company	Consulting fees for Green Energy Services	4,162.50
6	Am-Tec Total Security Inc.	Unplanned alarm monitoring service /repairs-professional alarm monitoring	825.00
7	Amazon Capital Services Inc.	Purchases of supplies and goods	9,159.43
8	Amtech Elevator Services	Unplanned maintenance and repairs for elevators/escalators-Customs	1,481.25
9	Audacy Operations Inc.	Fuel additive	11,018.75
10	Ava Peterson	Social Media Summit Conference 12/2024 Ontario Ca-mileage	95.27
11	Aviatrix Communications LLC	Professional services passenger service marketing-advertising and "Good Neighbor Program"	41,244.64
12	B&H Photo & Electronics Corp	IT supplies-workstation footage viewing-terminal	918.13
13	BlackHawk Construction Inc.	Drone site concrete pad project	1,250.00
14	Blueglobes LLC	Papi and guidance sign lamps	1,283.01
15	Board Members	Director fees	900.00
16	Boston Fox Tigue International LLC	Marketing services	26,218.13
17	BrightView Landscape Services Inc.	Landscaping maintenance-FBO	1,390.50
18	Burrtec Waste Industries Inc.	Trash removal services	12,771.36
19	C & A Janitorial Services	Janitorial services	40,000.00
20	Cardio Partners Inc.	Adult CPR Electrode pads & accessory kits	1,715.18
21	Cintas Uniforms	Uniform and rug services	3,998.02
22	City of San Bernardino Police Department	Airport police servcies	120,271.73
23	City of San Bernardino Water Department	Water and sewer services	36,836.89
24	Climatec LLC	Security maintenance and installation of electrified door hardware, materials and programming badge reader	5,615.73
25	Clinical Laboratory of San Bernardino Inc.	Drinking water analysis	215.00
26	Coffman Associates Inc.	Engineering and support services for potential clean energy facilities	4,000.00
27	Coffman Engineers Inc.	Engineering and technical support services for potential clean energy facilities	10,302.00
28	Cole Huber LLP	Legal and litigation services	30,612.72
29	Competitive Asphalt Coatings Inc.	Asphalt repairs	5,310.11
30	CSUSB	Platinum sponsorship 2025 transportation leadership policy forum	10,000.00
31	Dans Lawnmower Center	Small equipment repairs and landscape supplies	293.05
32	David Turch and Associates	Professional lobbying services	10,000.00
33	DBT Transportation Services LLC	ILS/AWOS tower equipment service	7,376.00
34	Dib's Safe & Lock Service	Key duplication & locksmith services	21.75
35	Eagle Graphics LLC	Eagle account credit, employee gift boxes and special event credit	7,929.87
36	East Valley Water District	Water services	553.06
37	Easy Badges LLC	Class cards for badging department	3,904.13
38	Encore Lighting Inc.	Light bulb replacement	244.48
39	Ewing Irrigation Products Inc.	Commercial irrigation supplies and repairs parts	184.23
40	FedEx	Courier services	71.60

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/22/2025

Line	Company Name	Description	AP Register
41	Fleet Yards Inc.	Security deposit refund	153,332.00
42	Ford Credit Company	Lease payment for Luxivair-SBD courtesy vehicle	1,645.45
43	Frontier Communications Corporation	Telephone services	5,155.61
44	Gabriel Lopez	BSIS reimbursement	118.00
45	GMSTEK LLC	Subscription fee for point of sale system	2,888.02
46	Grainger	Parts and supplies for building repairs	525.76
47	Granite Telecommunications	Telephone services	6,693.27
48	H.F. Holt Electrical & Automation	Preventative maintenance -baggage handling system	4,333.33
49	Herc Rentals	Rental of generators for concert event	2,723.38
50	Imagine Systems Inc.	Professional information technology consulting services	850.00
51	Innovative Federal Strategies LLC	Professional federal legislative advocacy services	3,000.00
52	JCB Southern California LLC DBA	Front loader door glass	1,493.85
53	K&L Hardware and Plumbing Supply Inc	Maintenance tools and supplies	138.82
54	Keith Kahn	Food truck - annual holiday employee recognition event	1,630.43
55	Kenny Kiecolt	BSIS reimbursement	111.00
56	Landmark Paving Inc.	Landfill surface repair project	3,912.00
57	Legal Shield Services Inc.	Employee legal group benefits	1,666.80
58	Lumacurve	Airfield signs, replace light bulbs and parts	13,347.84
59	Mackinac Software LLC	Planned monthly service fees for AWOS weather system	89.00
60	Mark McDonald	Security deposit refund	3,613.30
61	Matich Corporation	AOA vehicle access road project	20,588.60
62	Mead & Hunt Inc.	Professional consulting services for air services and airport development	8,136.98
63	Merit Oil Company	Fuel inventory for fleet operations	19,028.28
64	Mirau Edwards Cannon Lewin & Tooke LLP	Professional legal services	5,217.74
65	Misael Lopez Arvizu	Reimbursement for qualified applicators pesticide permit renewal	410.00
66	NATA	Annual employee training software subscription	4,168.00
67	Ontario Chamber of Commerce	Corporate level membership-M. Burrows	3,000.00
68	Parkhouse Tire Inc.	Vehicle emergency repairs and maintenance-service calls	5,924.47
69	Parts Authority Metro LLC	Vehicle parts and service supplies-equipment, parts, service and batteries	903.18
70	Petty Cash - Reshma Rajan	Petty cash custodian reimbursement for miscellaneous supplies and employee reimbursements	745.74
71	PlaneNoise Inc.	Noise complaint program	1,316.13
72	Presidio Networked Solutions Grp LLC	Supplies and services networking equipment	1,055.51
73	Pristine Uniforms	Uniforms-Security	635.56
74	ProDIGIQ Inc.	Maintenance and service 04/2024 - 12/2024	25,200.00
75	QTpod Petroleum on Demand LLC	Base network access and support agreement self serve terminal	1,675.00
76	Red Star Fire Protection	Fire alarm monitoring	8,425.00
77	Right Energy Group LLC	Professional services for Green Energy Programs	6,500.00

San Bernardino International Airport Authority
Register of Demands for Commission Meeting
1/22/2025

Line	Company Name	Description	AP Register
78	SITA Information Networking Computing USA, Inc.	Monthly maintenance and support	1,404.28
79	SKIDATA Inc.	Service and support	941.50
80	Southern California Edison	Electric power	82,813.51
81	Staples Contract & Commercial LLC	Office supplies	41.49
82	Sunwest Printing Inc.	Custom printing to support the agency	97.88
83	SWRCB	Permit fees	1,873.00
84	Sysco Riverside Inc.	Hospitality bar supplies - Luxivair SBD	6,675.10
85	T&G Construction Services Inc.	Drywall and roof repairs-FBO	28,995.85
86	Tetra Tech AMT	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	13,809.20
87	The Converse Professional Group DBA Converse Consultants	Professional services-legal counsel	12,756.01
88	The Gas Company	Natural gas service	7,162.39
89	Thompson Industrial Supply	Belt replacement-terminal	524.45
90	Titan Aviation Fuels	Jet A and Avgas fuel inventory purchases	4,438,923.37
91	Tom Dodson & Associates	Professional services - environmental issues/projects	6,150.00
92	USDA	Wildlife Hazard Management services	3,535.66
93	Utility Telecom Group LLC	Data Ethernet & phone service-bandwidth & telephone services	7,262.82
94	Verdant Energy Services LLC	20 Ports rebate-domestic terminal	58,000.00
95	Verizon Wireless	Wireless phone services	2,849.92
96	VISA	Office supplies, airport supplies and services, and Luxivair SBD supplies, services, and incidentals	46,541.28
97	Western Exterminator Company	Pest control services	68.00
98	Wintrust Specialty Finance	Monthly refueler lease payment	6,613.09
99	XGraphix LLC	Two security fleet vehicles branding graphics	2,267.50
	Total		\$ 5,643,439.66

Visa Breakdown

DECEMBER 2024

SBIAA

Line	Description	Vendor	Dept.	
1	Porta Potty for UAS Trailer for concert event	So Cal Industries	Admin.	157.69
2	CO2 Refill for soda fountain	Airgas	Fuel Farm	166.90
3	Décor for FBO	Lowes	Fuel Farm	118.65
4	Replace broken tool-Thermohydrometer	US Fueling Solutions	Fuel Farm	387.77
5	Misc. fencing supplies-Bldg. 673	Frank's Fence & Supply	Maint.	420.86
6	Drill bits fencing supplies-Bldg. 673	Lowes	Maint.	32.20
7	Drill bits fencing supplies-Bldg. 673	Lowes	Maint.	50.60
8	Bolts fencing supplies-Bldg. 673	K&L Hardware	Maint.	50.53
9	Misc. fencing supplies-Bldg. 673	Frank's Fence & Supply	Maint.	66.34
10	Reseeding grass areas	Sunshine Growers	Maint.	563.53
11	Glue for delineators-fuel farm project	K & L Hardware	Maint.	465.09
12	Shop tools	The Home Depot	Maint.	166.77
13	Hanger for Bldg. 673	Lowes	Maint.	66.72
14	Plumbing supplies-flow control switch	Blackhawk Supply	Maint.	389.06
15	Smoke detector for Sheriff's Hangar	eBay	Maint.	66.23
16	Scroll compressor for Bldg. 673	Supply House	Maint.	6,539.94
17	Steel padlocks for AOA gates	Redlands Lock and Key	OPS	370.13
18	Steel padlocks for AOA gates	Redlands Lock and Key	Maint.	39.54
19	K-9 Grooming	SQ Bath N Buns	Maint.	75.00
20	Deposit for rental waste container for concert event	Burrtec	Admin.	(300.00)
21	Elevator permits	Department of Industrial Relations	Admin.	675.00
22	Elevator permits	Department of Industrial Relations	Admin.	675.00
23	Elevator permit service fee for credit card payment	Department of Industrial Relations	Admin.	15.53
24	Elevator permit service fee for credit card payment	Department of Industrial Relations	Admin.	15.53
25	Conveyor belt-terminal	Western Belting Innovations	Admin.	1,161.73
26	HVAC parts-capacitor and condenser fan for chiller	Allied Refrigeration	Maint.	384.01
27	Water for crew working on 737 plane in Victorville	Wal-Mart	Maint.	15.94
28	Holiday decorations for office	Dollar Tree	OPS	21.65
29	Going away cake for J. Padilla	Northgate	OPS	34.99
30	System for the jet fuel line & dig safe board	Digalert	OPS	21.10
31	Portable scale device for Breeze Airways	San Bernardino County	OPS	550.00
32	Hospitality-Halloween event	Stater Bros.	COB	88.36
33	Lease for Bldg. 48 postage machine	Pitney Bowes	COB	36.05
34	Lease for Bldg. 48 postage machine	Pitney Bowes	COB	232.47
35	Lease for Bldg. 48 postage machine	Pitney Bowes	COB	36.05
36	Pre-Employment drug screen service	Exam Pros	HR	50.00
37	Employment engagement - Halloween food and beverage	Stater Bros.	HR	32.04
38	Employment engagement - Halloween	Karen's Donuts	HR	63.86
39	Movie Streaming for FBO theatre	Netflix	FBO	22.99
40	NBAA raffle prize	Amazon	FBO	300.00
41	Self serve device repair	GMS Tek	FBO	352.50
42	Fuel for FBO Crew Car	Chevron	FBO	53.45
43	Cable for FBO theatre	Dish	FBO	155.35
44	Replace broken dishes for N722NK	Bloomingdales	FBO	52.79
45	Replace broken dishes for N722NK	Bloomingdales	FBO	757.49
46	Plumbing parts for men's restroom repairs	Supply Online	FBO	272.84
47	Uniforms for 7 CSR's	Cintas	FBO	2,789.96
48	Replace broken dishes for N722NK	Macys	FBO	56.02
49	Rental golf cart for VIP Mtg.	Prestige Golf Cars	FBO	440.44
50	Hospitality for Thanksgiving luncheon	Sams Club	FBO	320.18
51	Car wash for FBO Crew Car	Fast 5 San Bernardino	FBO	20.00
52	Fuel for FBO Crew Car	Arco	FBO	42.26
53	Water for hospitality bar	Sams Club	FBO	555.00
54	Delineators-Bldg.892	Seton	Maint.	1,475.99
55	Gloves & safety glass wipes	Uline	Maint.	842.14
56	Herbicide	Siteone	Maint.	916.46
57	Backflow materials-Fleet Yards repair	Ewing Irrigation	Maint.	137.49
58	Parking revenue transaction CC processing	Windcave	IT	305.00
59	Streaming service CBP TV content	Dish Network	IT	113.71
60	Agencies website usage charges, split between servers for each agency \$117.50 SBIAA	DigitalOcean	IT	58.75


Visa Breakdown

DECEMBER 2024

SBIAA

Line	Description	Vendor	Dept.	
61	Agencies website usage charges, split between servers for each agency \$117.50 IVDA (57331 D54000 E110)	DigitalOcean	IT	58.75
62	Website management software, split between servers for each agency. Total \$90.28 SBIAA	CPANEL	IT	45.14
63	Website management software, split between servers for each agency. Total \$90.28 IVDA (57331 D54000 E110)	CPANEL	IT	45.14
64	Route 53 DNS service for .gov domains	Amazon Web Services	IT	1.01
65	Streaming service TV content for concourse	Sling	IT	60.34
66	Monthly subscription-365	Microsoft	IT	642.00
67	Monthly subscription-teams audio	Microsoft	IT	2.68
68	Online storage	Apple.com	IT	0.99
69	Web domain name renewals	Network Solutions	IT	220.30
70	Hosted IT collaboration software	Slack	IT	43.75
71	Terminal background music streaming	Soundtrack Your Brand	IT	54.00
72	Web domain name renewals	GoDaddy	IT	140.84
73	Monthly subscription-teams audio	Microsoft	IT	2.68
74	Seasonal decorations	Dollar Tree	FBO	21.65
75	Halloween decorations	Walgreens	FBO	32.81
76	Pumpkins	Stater Bros.	FBO	23.11
77	Primer Valve for FBO restroom	Supply Online	FBO	77.91
78	Executive meeting with M. Burrows	Panera Bread	FBO	356.38
79	Air Cargo 2025 conference-registration	Air Freight Mgmt.	FBO	1,127.85
80	CSR Uniforms	Cintas	FBO	402.37
81	Lunch for interview panel (Line Service)	Baja King Fish	FBO	56.08
82	Airport Social Media Conference 12/2024-registration	American Association of Airport Executives	Mktg.	680.00
83	Cruising Altitude Conference	Eventbrite	Mktg.	54.69
84	For use in advertising, social media, and in-terminal messaging	Adobe Stock Images	Mktg.	49.99
85	Holiday Event Sponsorship	Los Angeles Air Cargo Association (LAACA)	Mktg.	680.00
86	Refund transaction	Los Angeles Air Cargo Association (LAACA)	Mktg.	(180.00)
87	Airport Social Media Conference 12/2024-registration	American Association of Airport Executives	Mktg.	730.00
88	Street marketing giveaways	4imprint	Mktg.	972.88
89	Street marketing giveaways	StickerApp.com	Mktg.	284.93
90	Staff anniversary service recognition awards	Fracture	Mktg.	252.09
91	PC board / control board for jet bridge repairs and parts	Radwell International LLC	OPS	604.11
92	Refund of shifter gate purchase	Chaparral Motorsports	IT	(20.10)
93	Shop tools for fleet shop	Parts Authority	IT	395.30
94	Hydraulic oil 55 gallon for fleet	Parts Authority	IT	634.78
95	Mower deck blades	RDO Riverside	IT	1,421.27
96	Mower deck hardware	RDO Riverside	Mktg.	315.47
97	ARFF truck 11 foam system parts	K&L Hardware	Mktg.	13.12
98	Rear window replacement grounds truck 28	Soto's Auto Glass	Mktg.	275.00
99	Tires for FBO golf cart (blue)	Pete's Road Service	Mktg.	499.55
100	Auto repairs / maintenance escape seat/headliner-terminal	Ernie's Auto Interiors	Mktg.	988.00
101	Used tire disposal	Pete's Road Service	Mktg.	264.50
102	FBO Scooby tug rear tires	Pete's Road Service	Mktg.	563.56
103	Grounds dump trailer tires	Pete's Road Service	Mktg.	389.80
104	Fleet shop tools	Parts Authority	Mktg.	135.85
105	Batteries for big blue	Parts Authority	Mktg.	667.77
106	Radiator leak repair glide slope generator	Bob's Radiator Shop	Mktg.	89.57
107	Credit for battery cores big blue	Parts Authority	Mktg.	(189.22)
108	Fleet shop tools	Home Depot	Mktg.	940.32
109	Batteries for big blue	Parts Authority	Mktg.	667.77
110	Fleet shop 5-30 engine oil bulk 55 gallon drum	Parts Authority	FBO	668.81
111	Water and snacks for Victorville airport aircraft salvage trip	S&R Mini Mart	Fleet	50.29
112	New starter for big blue	Quality Power	Fleet	887.31
113	Seat repair FBO Scooby tug	Ernie's Auto Interiors	Fleet	416.00
114	Travel Air Cargo Conference 03/2025 Arlington TX. W. McConaughey-flight	American Airlines	Admin.	312.96
115	Travel Conference Western Service Area Noise Forum San Diego CA. M-Gibbs-hospitality meals	Bottega Italian	Admin.	61.65
116	Travel Conference: Western Service Area Noise Forum San Diego CA. M-Gibbs-hospitality meals	Better Buzz Coffee	Admin.	33.80

Visa Breakdown DECEMBER 2024 SBIAA				
Line	Description	Vendor	Dept.	
117	Travel NBAA 10/2024 Las Vegas NV. M. Mendoza-transportation	Vegas Loop	FBO	15.00
118	Travel NBAA 10/2024 Las Vegas NV. M. Mendoza-transportation	Curb LV Taxi	FBO	38.51
119	Travel NBAA 10/2024 Las Vegas NV. M. Martinez-lodging	Hilton Las Vegas Resorts	FBO	889.12
120	Travel NBAA 10/2024 Las Vegas NV. M. Mendoza-lodging	Hilton Las Vegas Resorts	FBO	831.08
121	Travel NBAA 10/2024 Las Vegas NV. W. McConaughey-lodging	Hilton Las Vegas Resorts	FBO	831.08
122	Travel Air Cargo 03/2025 conference Arlington TX. W. McConaughey-lodging deposit	Loews Arlington Hotel	FBO	282.25
123	Travel ACI-NA Conference 10/2024 A. Casarez-parking fees	San Bernardino International Airport	Mktg.	40.00
124	Travel ACI-NA Conference 10/2024 A. Casarez-transportation to SFO	Uber	Mktg.	53.93
125	Travel ACI-NA Conference 10/2024 A. Casarez-lodging	Hyatt Regency	Mktg.	1,489.04
				46,541.28
	VISA Statement Balance			46,541.28
	Date Prepared: 12/19/2024			

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE TREASURER'S REPORT FOR NOVEMBER 30, 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 November 30, 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 November 30, 2024, for the San Bernardino International Airport Authority. The total book value of cash accounts is \$7,697,270.15 on November 30, 2024. Bank statements reflect \$7,994,908.59. The difference between the two numbers is related to the outstanding checks, the deposits in transit, and other items November 30, 2024.

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

Attachments:

1. Treasurer's Report for November 30, 2024

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY


Treasurer Report

November 30, 2024

<u>Cash</u>	Balance 10/31/24	Additions	Deletions	Activities	Balance 11/30/24
Checking Account - Wells Fargo Bank	\$ 4,132,809.38	\$ 7,235,910.19	\$ 7,445,510.67	\$ (209,600.48)	\$ 3,923,208.90
Deposits In Transit:					
Beginning	742.93	(742.93)		(742.93)	-
Ending		578.58		578.58	578.58
Outstanding Checks:					
Beginning	(639,668.63)		(639,668.63)	639,668.63	-
Ending			298,217.02	(298,217.02)	(298,217.02)
Premium Money Market Account - Wells Fargo Bank	1,973,861.46	267,653.55	-	267,653.55	2,241,515.01
Deposits In Transit:					
Beginning					
Ending					
Payroll Account - Wells Fargo Bank	6,323.00	564,470.06	565,982.79	(1,512.73)	4,810.27
Deposits In Transit:					
Beginning	-			-	-
Ending	-			-	-
Outstanding Checks:					
Beginning	-			-	-
Ending	-			-	-
Subtotal	5,474,068.14	8,067,669.45	7,670,041.85	397,827.60	5,871,895.74
<u>Investments</u>					
Local Agency Investment Funds	344,996.28	-	-	-	344,996.28
Deposits In Transit:					
Subtotal	344,996.28	-	-	-	344,996.28
<u>Investments Held With Fiscal Agent</u>					
Debt Service Fund-US Bank-2021A series	693,288.36	2,637.28	-	2,637.28	695,925.64
Reserve Fund- US Bank 2021A series	529,511.36	2,014.27	-	2,014.27	531,525.63
Debt Service Fund-US Bank-2021B series	184,995.71	703.73	-	703.73	185,699.44
Reserve Fund -US Bank-2021B series	66,972.65	254.77	-	254.77	67,227.42
Subtotal	1,474,768.08	5,610.05	-	5,610.05	1,480,378.13
Total Cash and Investments	\$ 7,293,832.50	\$ 8,073,479.50	\$ 7,670,041.85	403,437.65	\$ 7,697,270.15

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: January 22, 2025</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 T&G CONSTRUCTION SERVICES, INC. FOR THE PEDESTRIAN CROSSWALK SYSTEM PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS

SUMMARY

The Pedestrian Crosswalk System Project is complete in accordance with the plans and specifications.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion with T&G Construction Services Inc. for the Pedestrian Crosswalk System Project, authorize 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 August 28, 2024, the San Bernardino International Airport Authority (SBIAA) commission approved a construction contract with T&G Construction Services Inc. for the Pedestrian Crosswalk System Project. This project entailed the installation of four rectangular rapid-flashing beacon systems at each domestic terminal pedestrian crosswalk.

The construction consisted of detection devices, controllers, communication devices, warning systems, power sources, cabinets, mounting hardware, static signs, and all necessary equipment.

The completion of this project has enhanced both vehicular and pedestrian traffic flow. To further safeguard passengers, visitors, tenants, and airport staff, it was essential to implement these additional safety and traffic control measures.

Staff reached out to five (5) companies,

1. T & G Construction Services, Inc.	\$62,128.00
2. J. Peace Builders, Inc.	\$75,000.00
3. Leonida Builders	\$98,000.00
4. Jergensen Construction	\$125,224.66
5. Bogh Engineering, LLC	No Response


Staff recommends the Commission approve the above recommended action.

Attachments:

1. Photos
2. Site Map





	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 6</p> <p>PRESENTER: Wendy McConaughey, FBO Manager</p>
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SUBJECT: APPROVE AN INCREASE OF \$25,500 FOR SYSCO RIVERSIDE, INC. PURCHASE ORDER FOR A TOTAL AMOUNT NOT TO EXCEED \$75,000

SUMMARY

In July 2024, the San Bernardino International Airport Authority (SBIAA) competitively selected Sysco Riverside, Inc. to provide a wide range of food supply and beverage delivery services for Luxivair SBD in an amount of \$49,500. With increasing flight activity, an increase of \$25,500 is necessary to continue to provide services through the end of Fiscal Year 2024-2025 for a total contract amount not to exceed \$75,000.

RECOMMENDED ACTION(S)

Approve an increase to Sysco Riverside, Inc. purchase order for the provision of food supply, beverage and delivery services at Luxivair SBD in an amount not to exceed \$25,500; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for these purchases was included in the approved San Bernardino International Airport Authority (SBIAA) Fiscal Year 2024-2025 Budget, Luxivair-SBD, Budget Class 56 - Supplies, Materials, and Consumables in the amount of \$598,500 of which \$156,419 is available to fund the \$25,500 increase in purchases for the remainder of the fiscal year.

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

BACKGROUND INFORMATION

As Southern California's Premier Fixed-Base Operator (FBO), Luxivair SBD offers complimentary snacks and beverage amenities to its airport customers, consistent with FBO industry standards, as well as supporting various Airport community outreach meetings and events. Sysco Riverside, Inc. is Luxivair SBD's current supply vendor, offering a wide range of food, supply, beverage, and delivery service. To ensure consistency with San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures, staff solicited quotes from (3) vendors for (4) items similar in descriptions and sizes.

Combined total of 4 items:


- Sysco Riverside, Inc. - \$446.40
- Shamrock Foods - \$468.37
- Performance Food Group – Failed to respond

Staff determined that Sysco provided the most cost-effective quote. Along with competitive prices, they also offer a replacement convection oven at no additional cost which is used on a regular basis.

Staff requests SBIAA Commission approval to increase the purchase order with Sysco Riverside, Inc. to provide food supply, beverage and delivery services to Luxivair SBD in an amount not to exceed \$25,500 for a total amount not to exceed \$75,000.

Attachments:

1. Quote Summary

	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 7</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: APPROVE THE AWARD OF A CONSTRUCTION CONTRACT WITH NK DEMOLITION FOR THE BUILDING 56 HAZMAT REMOVAL PROJECT IN AN AMOUNT NOT TO EXCEED \$79,980

SUMMARY

The award of this construction contract would authorize NK Demolition to remove and dispose of all product and hazardous materials in Suite C of Building 56.

RECOMMENDED ACTION(S)

Approve the award of a contract with NK Demolition for the Building 56 Hazmat Removal Project in an amount not to exceed \$79,980; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this project is included in the approved San Bernardino International Airport Authority (SBIAA) Fiscal Year 2024-2025 Budget as a Capital Project, Project Number 25s073 – Building 56 Commissary, for \$200,000 of which \$ 79,980 is allocated for this project.

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

The lease for Suite C in Building 56, located at 115 N. Del Rosa Drive, San Bernardino, CA 92408, expired on June 15, 2023. After the lease's expiration and upon further analysis, hazardous materials were discovered within the suite having been abandoned by the previous tenant. While the Airport assumes responsibility for the safe and proper removal of these hazardous substances, Legal Counsel is continuing to exhaust all remedies to recover the associated costs from the previous tenant.

To prepare the building for new tenants, specialized contractors with expertise in hazardous materials removal have been engaged to ensure the complete removal of any hazardous or non-compliant substances. This process will involve safe disposal of hazardous materials in line with all regulations and codes, aligning with SBIAA's commitment to providing a safe, clean environment for all tenants.

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

1.	NK Demolition	\$79,980.00
2.	Environmental Management Technologies, Inc.	\$84,134.00
3.	Haz Mat Trans, Inc.	No Response
4.	Environmental Contractors Transportation, Inc.	Declined To Bid

SBIAA's standard construction contract form will be used for this project.

Staff recommends the Commission approve the above recommended actions.

Attachments:

1. Contractor's Proposal
2. Site Map
3. Photos



Bid # 25-18

1381 W. Rialto Ave. San Bernardino, CA 92410
Phone: 909 601-7160 Fax: 909 888-2440

January 15, 2025

Attention: Jeff Barrows
Project: 115 N. Del Rosa Building # 56
San Bernardino, CA

Proposal

Scope of Work: removal & disposal of all products and hazardous materials left by previous tenant.

- Provide documentation of safe disposal from approved recycling or disposal facilities.
- Scope considers Prevailing Wage rates
- Load Haul away all trash and debris.

Total Base Bid Price: \$79,980.00

Thank you for the opportunity to bid on this project. If you have any questions regarding this proposal, please see contact information below.

Submitted By:
Nicholas Martinez
NK Demolition
909-904-2686 nick@nkdemolition.com

ACCEPTANCE OF PROPOSAL 25-18

If this proposal is satisfactory, please complete the authorization statement below to indicate your approval of the scope of services and acceptance of our terms and conditions. A signed completed copy of this proposal returned to us will serve as NK's formal authorization to proceed. This proposal and any attachments will constitute a contractual agreement if another is not provided.

NK is authorized to proceed with the scope of services described herein.

Authorizing Signature

Date


Date

Title



Project Location



	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 8</p> <p>PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission</p>
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SUBJECT: APPROVE MEETING MINUTES: DECEMBER 12, 2024

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Commission: Meeting minutes of the special meeting held Thursday, December 12, 2024.

RECOMMENDED ACTION(S)

Approve meeting minutes of the special meeting held December 12, 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. December 12, 2024 meeting minutes

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SPECIAL MEETING COMMISSION ACTIONS

THURSDAY, DECEMBER 12, 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	Absent
Councilmember John Echevarria (alt)	Present

City of Loma Linda

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

County of San Bernardino

Supervisor Dawn Rowe	Absent
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	Jillian Ubaldo, Assistant Secretary of the Commission
Mark Gibbs, Director of Aviation	Nidia Rivera, Human Resources Manager
Jeff Barrow, Director of Development	Yajaira Maldonado, Deputy Clerk of the Board
Mark Cousineau, Director of Finance	Scott Huber, Legal Counsel, Cole Huber LLP
Jonathan Galvan, Airport Manager	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP

The Special Meeting of the San Bernardino International Airport Authority was called to order by Vice President Penny Lilburn at approximately 5:01 p.m. on Thursday, December 12, 2024.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember John Echevarria in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

Vice President Penny Lilburn 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. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Portions of former Norton AFB Parcel A, Hangar No. 763 Bays 1 & 2, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and David Vollrath, Chief Operating Officer, Unical Aviation, Inc.
- c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Former Norton AFB, Parcel B-1C East, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Justin Freeman, Vice President, Coffman & Associates, Inc.
- d. 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
- e. 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: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207

D. REPORT ON CLOSED SESSION

Vice President Penny Lilburn reconvened the meeting at 5:47 p.m. Vice President Lilburn asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber reported that there were none.

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

There were no items to be added or deleted.

F. **CONFLICT OF INTEREST DISCLOSURE**

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

There were no conflicts noted.

G. **INFORMATIONAL ITEMS**

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. Report on Aircraft Rescue and Fire Fighting (ARFF) Truck
 - c. Report on Airport Capital Improvement Program (ACIP) Updates
 - d. Report on Status of Annual Audit
- 2a. Mr. Michael Burrows, Chief Executive Officer, presented a brief promotional video highlighting the new Breeze Airways route from San Bernardino to Provo, Utah.
- 2b. Mr. Jon Galvan, Airport Manager, reported that the FAA mandates functional Aircraft Rescue and Fire Fighting (ARFF) equipment for emergency response on the airfield. Recently, the airport was offered a new Oshkosh T3000 ARFF vehicle from Ontario Airport, which will become a primary response vehicle in mid-January after receiving necessary updates, including the SBD logo. Funding for the acquisition was secured through a partnership with Ontario Airport, which provided training for ARFF personnel.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that the FAA Airport Capital Improvement Program (ACIP) grants funds for major infrastructure projects for airports in the National Plan of Integrated Airport Systems (NPIAS). As part of the program, grant recipients are required to provide ongoing reports on projected projects over the next 5-6 years, ensuring funding for larger initiatives.
- 2d. Mr. Mark Cousineau, Director of Finance, provided an update on the annual audit, noting that a draft for submission for continuing disclosure was expected by the end of December. Further updates will be provided.

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 October 2024
4. Register of Demands for November 2024
5. Receive and file Treasurer's Report for September 30, 2024, for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for October 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
7. Authorize Staff to advertise construction plans and specifications for the Reconstruct Portion of Taxiway "A" Project at the San Bernardino International Airport
8. Approve the purchase of a 2016 JLG 84-foot telescoping boom lift from United Rentals, Branch DM2, in an amount not to exceed \$52,363.13
9. Approve Meeting Minutes: October 23, 2024

ACTION: Approve Agenda Item Nos. 3–9

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

I. **COMMISSION ACTION ITEMS**

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

10. Consider and Adopt the Proposed Budget Adjustments for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, reported on revenue and expense adjustments totaling \$233,000. The adjustment includes a \$591,000 increase in lease and license revenues driven by higher demand for month-to-month parking, vacant land, buildings, and hangars. Expenses increased by \$210,000, including a \$73,000 estimated increase for reimbursement services to IVDA and a \$75,000 increase in budget class 63 for FBO improvements.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2024-2025.

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

11. Ratify the Procurement of a John Deere 61055E Tractor and Alamo Falcon-15 Hydraulic Mower Deck from RDO Equipment Co. in an Amount not to Exceed \$154,177.47

Mr. Jon Galvan, Airport Manager, reported that the airport has several acres of infield between the runway and taxiways requiring maintenance for wildlife management, safety, and FAA compliance. Staff, following procurement policy, researched equipment through an existing co-op agreement and identified RDO Equipment, a certified local dealer. Due to time constraints and to avoid price increases, the CEO contacted the commission president for approval to proceed with the purchase. The item is now presented to the commission for ratification.

ACTION: Ratify the Procurement of a John Deere 61055E Tractor, and Alamo Falcon-15 hydraulic mower deck from RDO Equipment Co. as authorized by the Chief Executive Officer and President of the Commission in an Amount not to Exceed \$154,177.47

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

12. Award a construction contract to GEO Paving and Seal Coating, Inc. in an Amount not Exceed \$77,500.00 for the General Aviation Ramp Project

Mr. Jeff Barrow, Director of Development, reported that the construction award for GEO Paving and Seal Coating, Inc. would authorize asphalt repairs at the general aviation aircraft ramp near Hangar 333. Funding for this project is included in the approved SBIAA Fiscal Year 2024-2025 Capital Budget, with \$77,500 allocated for the asphalt repairs.

ACTION: Award a construction contract to GEO Paving and Seal Coating, Inc. in an amount not to exceed \$77,500.00 for the General Aviation Ramp Project; and authorize the Chief Executive Officer to execute all related documents.

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

13. Consider and discuss a report on updated contracting and permitting requirements and procedures for the San Bernardino International Airport

Mr. Scot Huber, General Counsel, provided a summary on the increase in operational activity at San Bernardino Airport, which has led to its designation as a primary non-hub commercial airport by the FAA. This designation requires additional disclosures and monitoring of commercial leases, contracts, licenses, and permits to ensure compliance with the FAA's Title 6 and Title 2 provisions. (as contained on page 133 in the agenda packet).

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

ACTION: Consider and discuss a report on updated contracting and permitting requirements and procedures for the San Bernardino International Airport.

14. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2024

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "December, 2024 – Airport Focal Areas" (as contained on pages 138-140 in the agenda packet). He also extended holiday greetings to the Board Members on behalf of staff.

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

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

Mayor Helen Tran thanked staff for their assistance throughout the year and wished everyone happy holidays.

Councilmember Rigsby also expressed thanks to staff.

Councilmember Sanchez thanked staff and Mayor Lilburn for a smooth meeting.

Mayor Penny Lilburn thanked staff and commission members for their hard work and extended holiday wishes to all.

M. **ADJOURNMENT**

There being no further business before the Commission, Vice President Penny Lilburn declared the meeting adjourned at 6:07 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 22, 2025.

Jillian Ubaldo
Assistant Secretary of the Commission



TO: San Bernardino International Airport Authority Commission

DATE: January 22, 2025

ITEM NO: 9

PRESENTER: Mark Gibbs, Director of Aviation

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

SUMMARY

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

The SBD Good Neighbor Program is designed to inform residents and business owners about what to expect from operational changes at the Airport, and how developments will benefit the community, while providing a two-way communication channel that facilitates information sharing with community members. By committing to ongoing dialogue, sharing up-to-date information, and increasing opportunities for well-paying jobs, this program will ensure the 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. SBD Good Neighbor Program 2024 Q4 Report

San Bernardino International Airport

Quarterly Report: January 2025



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 Dedicated noise hotline



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

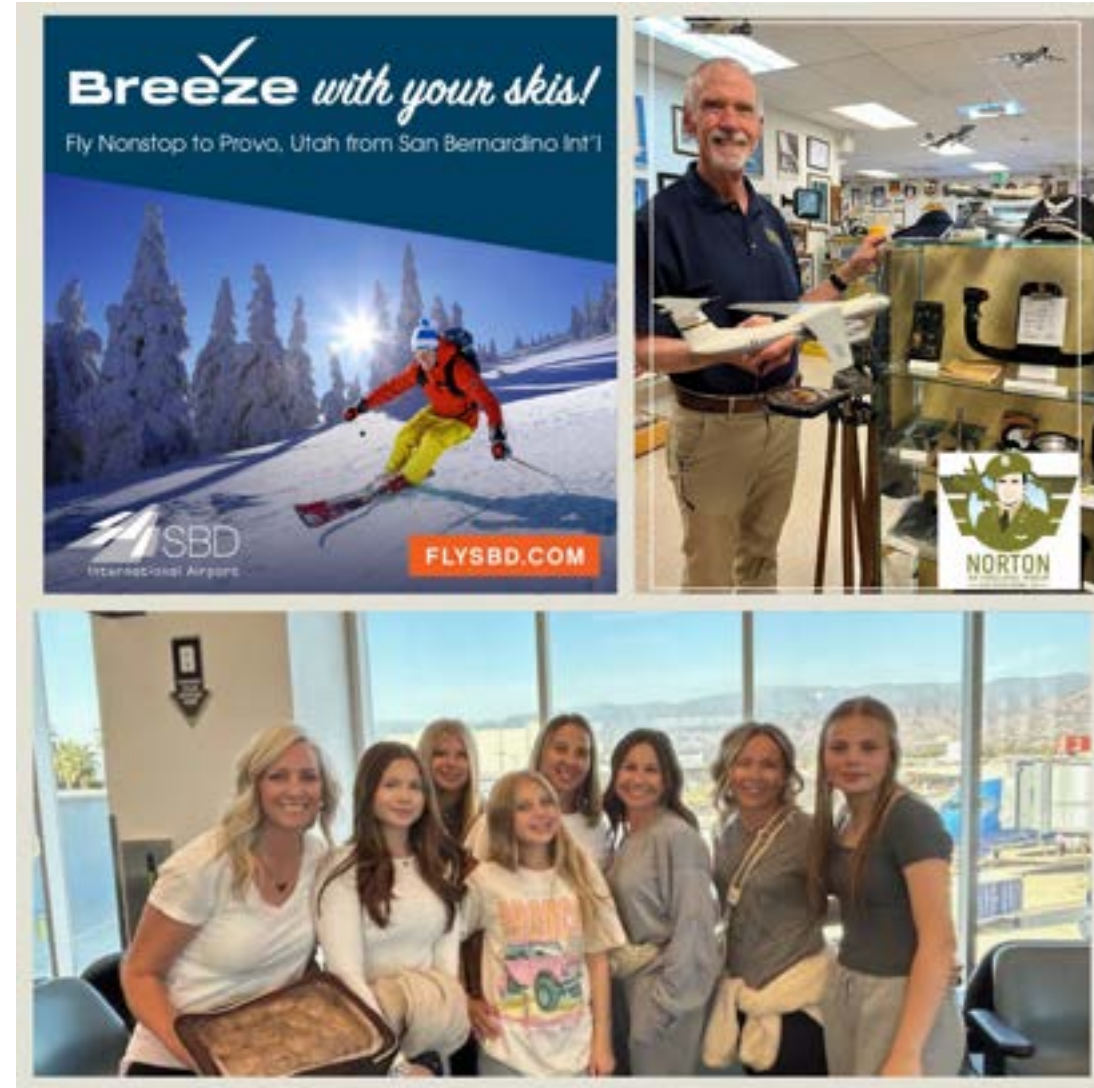


PROVIDE CONSISTENT REPORTING

San Bernardino International Airport Good Neighbor Program

Notable developments for 4Q24:

- Published *Good Neighbor News* Winter 2024 newsletter, shared individual articles, and promoted subscriptions
- Promoted Breeze Airways' low fares and service to Provo and San Francisco, and SBD's easy access, affordable parking, and traveler amenities, with a focus on holiday travel
- Shared highlights of the SBD team in the community, including:
 - San Bernardino Police Department's Coptoberfest
 - 10th Annual San Bernardino Turkey Trot at SBD
- Spotlighted SBD's roots as the former Norton Air Force Base
- Promoted the "Cruising at Altitude" free concert on the tarmac, celebrating two years of easy and affordable travel at SBD.



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



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 - January 2025



TOTALS & TRENDS



COMMENTS YEAR-TO-DATE



COMMENT BREAKDOWN



COMMENT MAP

October 2024

A first look at the first month of the quarter.

26 noise comments

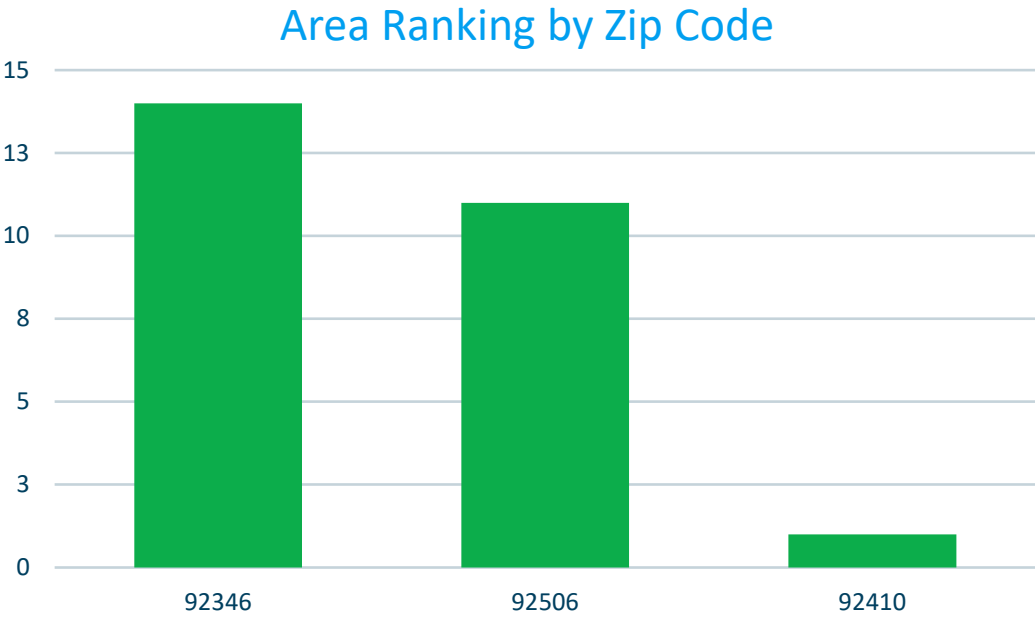
- Filed by 8 households



Comments in October

SBD International Airport
October 2024

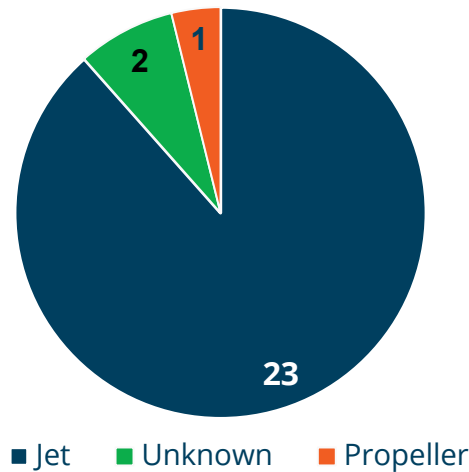
ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	14	3	4.7
92506	Riverside	11	4	2.8
92410	San Bernardino	1	1	1.0
TOTALS		26	8	3.3



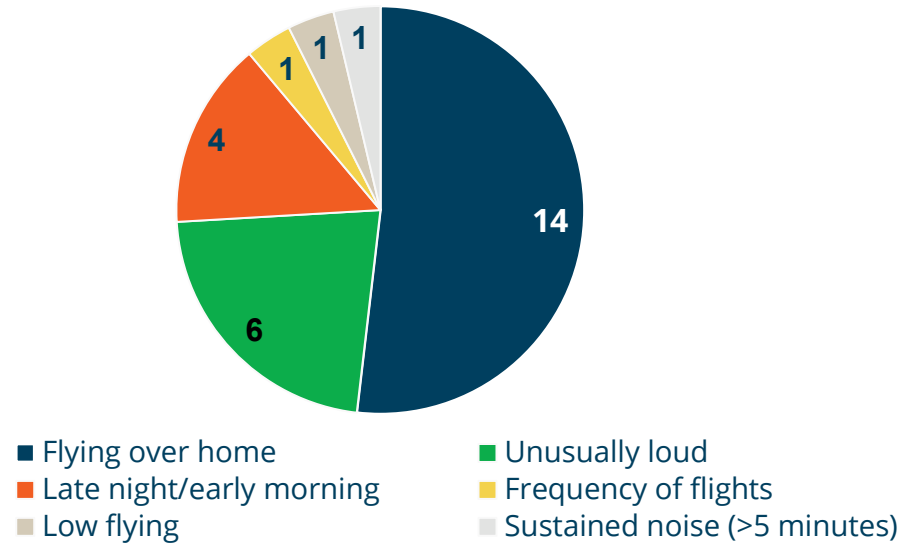
Comment Breakdown

SBD International Airport
October 2024

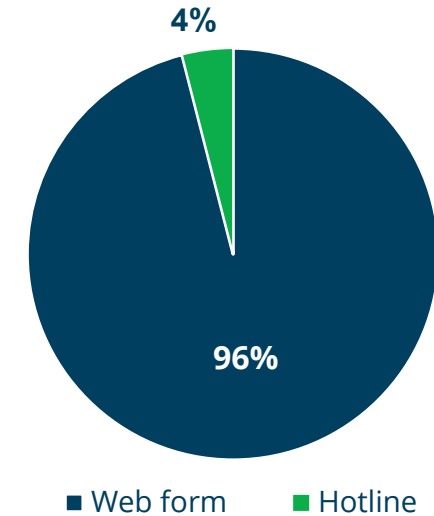
Comments by Aircraft Category



Comments by Concern



Filing Method



November 2024

A first look at the second month of the quarter.

21 noise comments

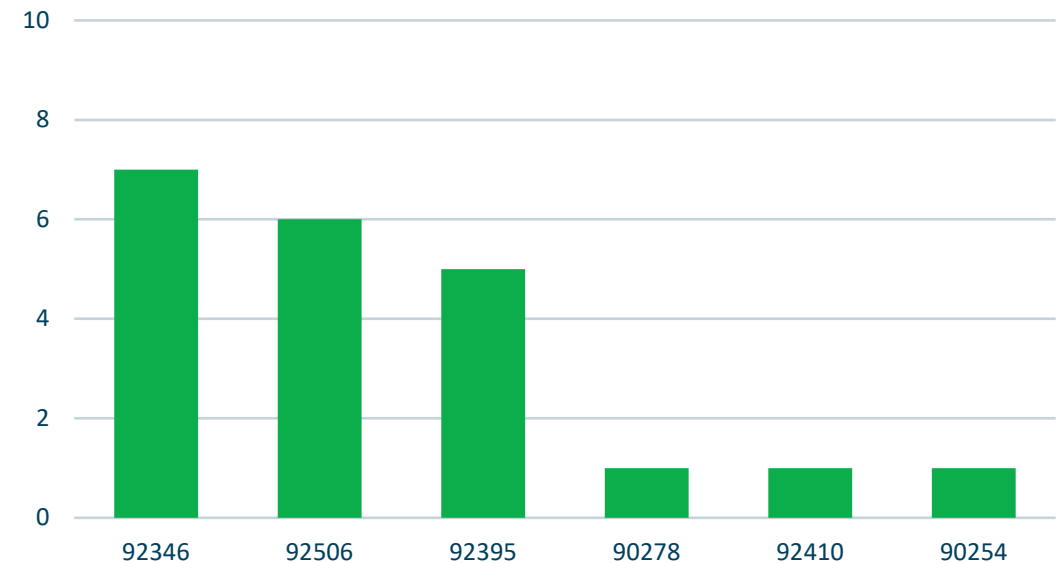
- Filed by 10 households

Comments in November

SBD International Airport
November 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	7	3	2.3
92506	Riverside	6	3	2.0
92395	Victorville	5	1	5.0
90278	Redondo Beach	1	1	1.0
92410	San Bernardino	1	1	1.0
90254	Hermosa Beach	1	1	1.0
TOTALS		21	10	2.1

Area Ranking by Zip Code

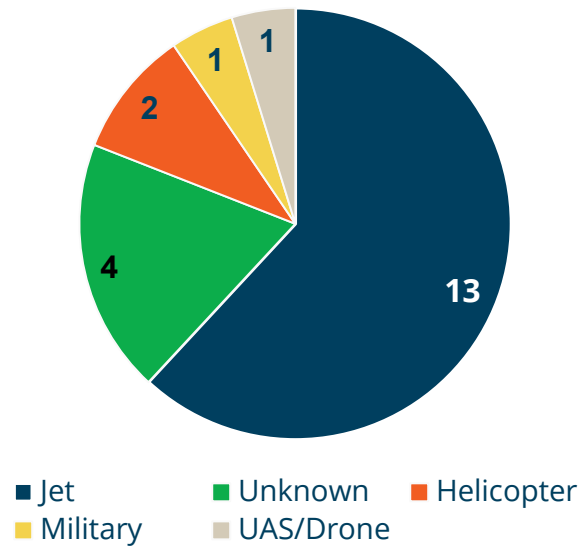


Comment Breakdown

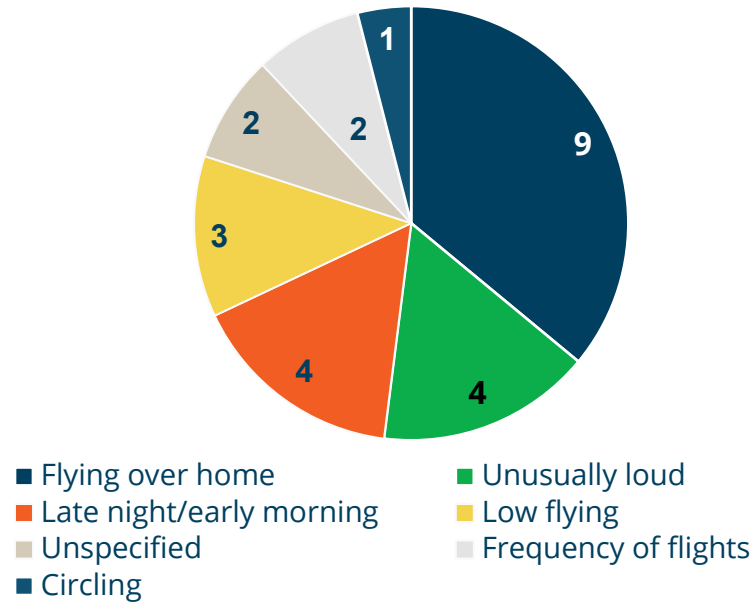
SBD International Airport

November 2024

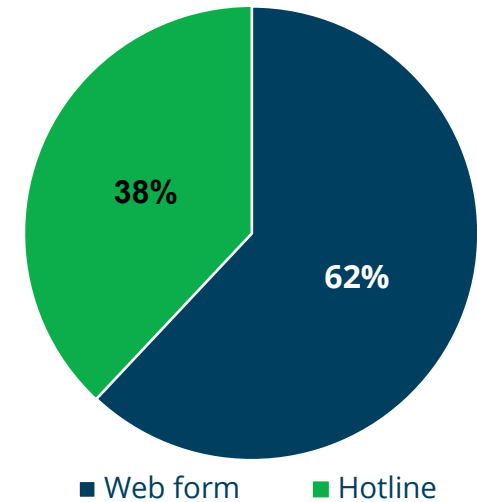
Comments by Aircraft Category



Comments by Concern



Filing Method



December 2024

A first look at the last month of the quarter.

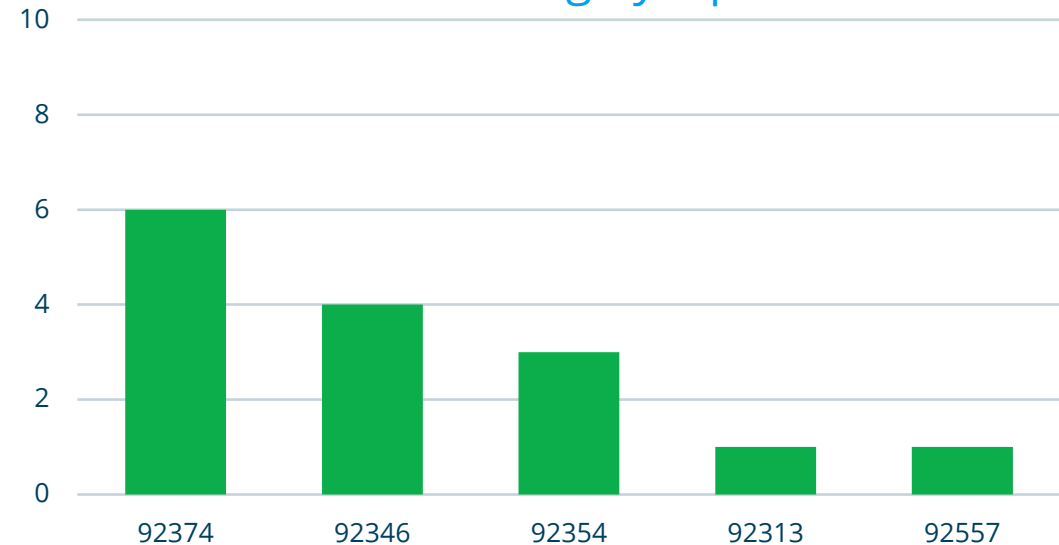
15 noise comments
- Filed by 9 households

Comments in December

SBD International Airport
December 2024

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92374	Redlands	6	4	1.5
92346	Highland	4	2	2.0
92354	Loma Linda	3	1	3.0
92313	Grand Terrace	1	1	1.0
92557	Moreno Valley	1	1	1.0
TOTALS		15	9	1.7

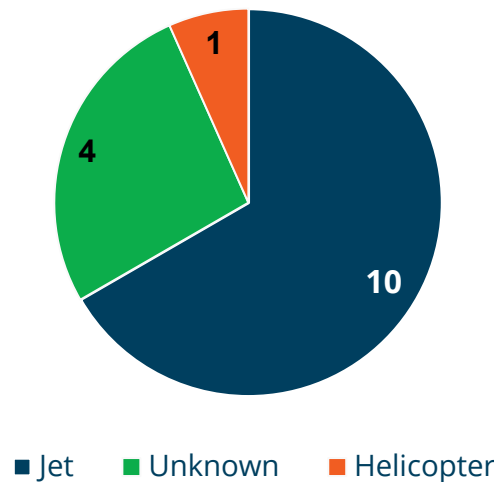
Area Ranking by Zip Code



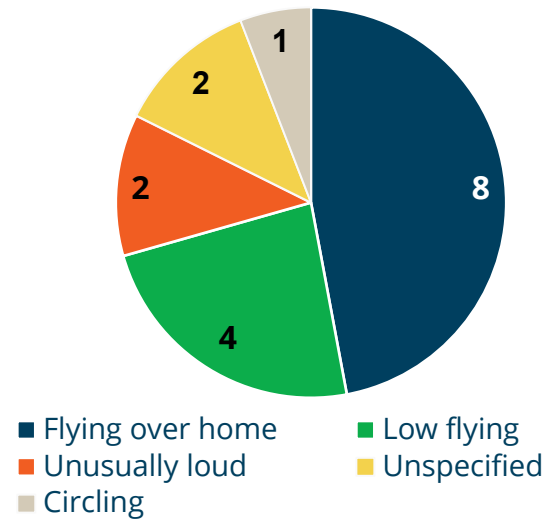
Comment Breakdown

SBD International Airport
December 2024

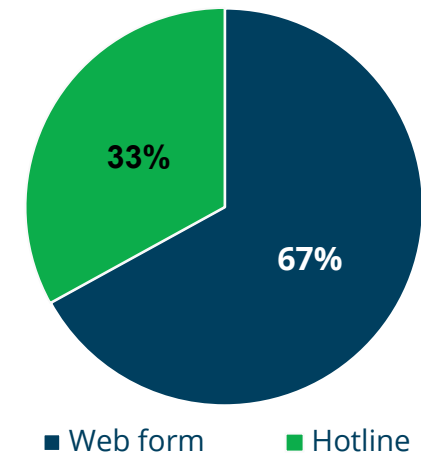
Comments by Aircraft Category



Comments by Concern



Filing Method



TOTALS & TRENDS

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

Noise comments for San Bernardino International Airport increased in 4Q24, YoY, attributed 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

October – December 2024

20

Distinct households
filed aircraft noise
comments this
quarter.

62

Noise comments
received from those
households.

ZIP CODE	CITY	COMMENTS	HOUSEHOLDS	COMMENTS/ HOUSEHOLD
92346	Highland	25	4	6.3
92506	Riverside	17	5	3.4
92374	Redlands	6	4	1.5
92395	Victorville	5	1	5.0
92354	Loma Linda	3	1	3.0
92410	San Bernardino	2	1	2.0
90278	Redondo Beach	1	1	1.0
90254	Hermosa Beach	1	1	1.0
92557	Moreno Valley	1	1	1.0
92313	Grand Terrace	1	1	1.0
TOTALS		62	20	3.1

Totals & Trends

SBD International Airport

October – December 2024

Top 5 Commenters - 4Q24

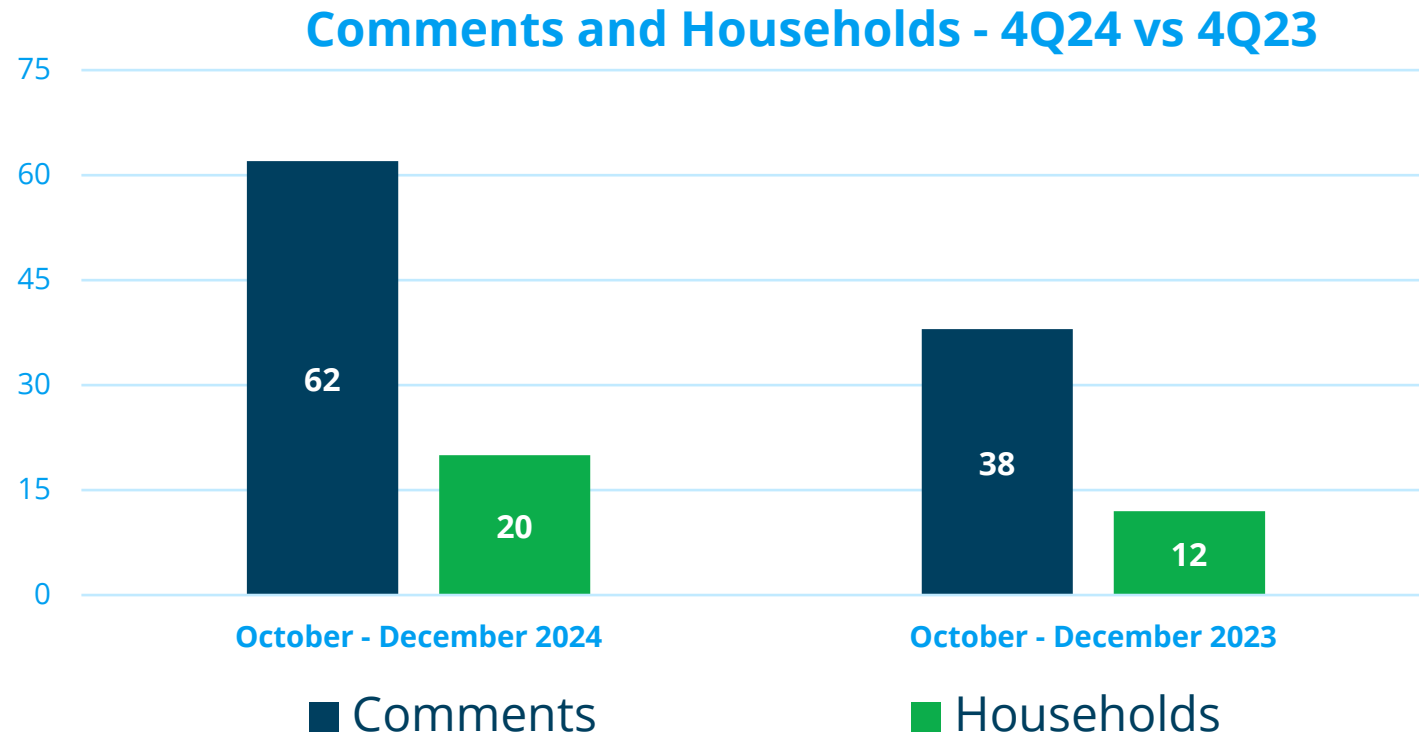
RANK	HOUSEHOLD ID	CITY	NUMBER OF COMMENTS
1	G183	Highland	10
2	M271	Riverside	9
3	K139	Highland	7
4	B56	Highland	5
5	H275	Victorville	5

TOTALS

36

Totals & Trends

SBD International Airport
4Q YoY Trends



COMMENT BREAKDOWN

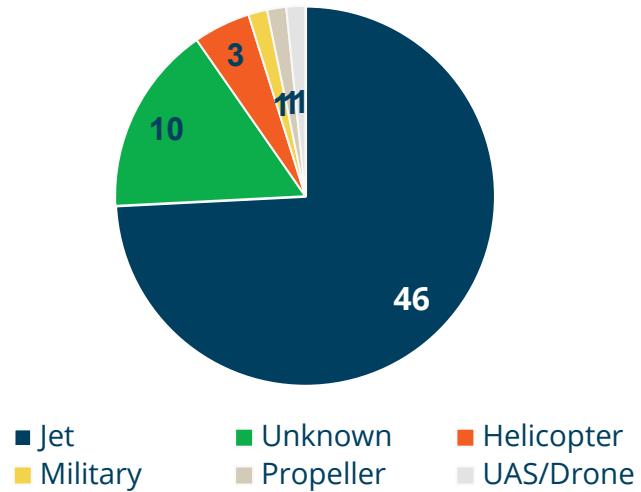
What people are saying about activities at San Bernardino International Airport.

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

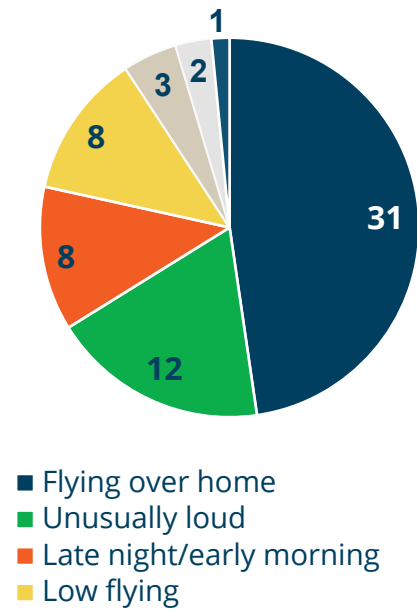
Comment Breakdown

SBD International Airport
October – December
2024

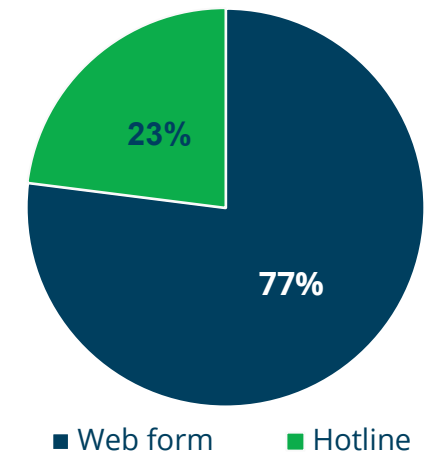
Comments by Aircraft Category



Comments by Concern



Filing Method



Comment Breakdown

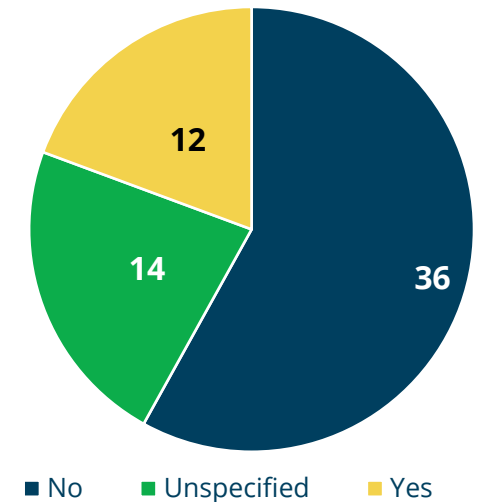
SBD International Airport

October – December 2024

COMMENT BY CONCERN	MENTIONS
Flying over home	31
Unusually loud	12
Late night/early morning	8
Low flying	8
Frequency of flights	3
Circling	2
Sustained noise (>5 minutes)	1

AIRCRAFT CATEGORY	MENTIONS
Jet	46
Unknown	10
Helicopter	3
Propeller	1
Military	1
UAS/Drone	1

Response Requested



COMMENT MAP

A look at where the comments originate.

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

Comment Map: October – December 2024

Comment Map

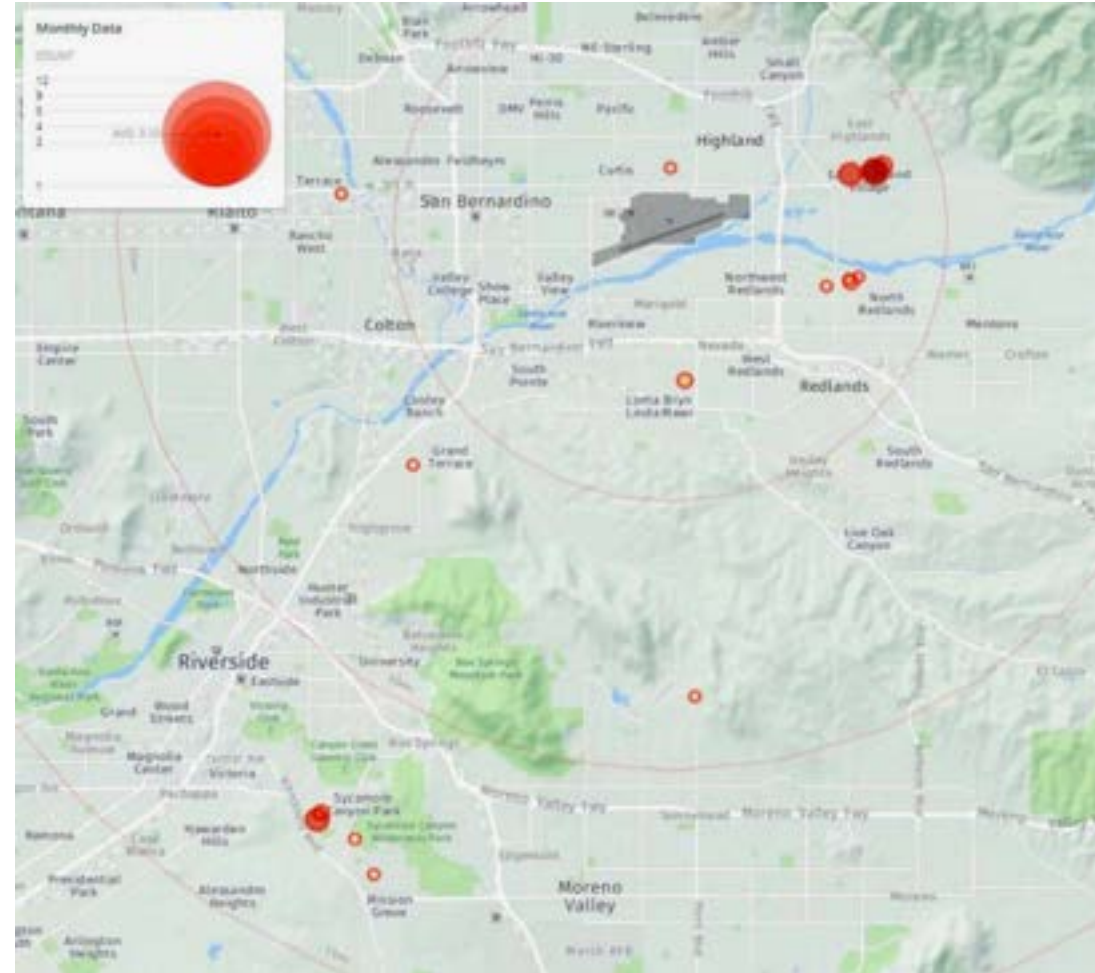
SBD International Airport
October – December 2024

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

Final Thoughts

4Q24 vs. 3Q24 (QoQ):

Noise comments decreased.
Number of households filing decreased.

4Q24 vs. 4Q23 (YoY):

Noise comments increased.
Number of households filing increased.


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, offering:

- Outlet for neighbors
- Pilot education about neighborhood noise sensitivity, and
- Community education and awareness about airport operations, activities, developments, and SBD's support to the region it serves.



	<p>TO: San Bernardino International Airport Authority Commission</p> <p>DATE: January 22, 2025</p> <p>ITEM NO: 10</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2025

SUMMARY

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

RECOMMENDED ACTION(S)

Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2025.

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 2024/25.

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

June 30, 2025 – Airport Focal Areas



Ensure Operational & Financial Stability

Stabilize Revenue Streams & Sources

Good Neighbor Program

Airport Outreach:

Business Retention & Expansion

EV & Solar Projects

FAA Taxiway Project

Grant Programs & Initiatives

International Trade

San Manuel Development



San Bernardino International Airport Authority

Action Plan for SBIAA (6/30/25)

Month	Key Initiative	Key Resources	Completion Date
January, 2025	Airport Operations Update; FAA Reporting; Good Neighbor Report	SBIAA Commission, CEO, Director of Aviation, Airport Manager, Director of Finance	January, 2025
February , 2025	Mid-Year Budget Adjustments; FAA Emergency Exercise	Director of Aviation, Airport Manager, Director of Finance, Director of Administration	February, 2025
March, 2025	Legislative Updates; Provo Direct Service, Operational Updates	CEO, Director of Administration, Director of Aviation, Director of Finance	March, 2025
April, 2025	Grant Program & Initiatives	Director of Finance, Director of Aviation, Project Manager	April, 2025
May, 2025	International Trade Initiatives; Draft Annual Budget Preparation and Review	SBIAA Commission & Committee, CEO, Director of Finance, Exec Staff	May, 2025
June, 2025	Adopt Annual Budget	SBIAA Commission & Committee, CEO., Aviation Director, Director of Finance, Exec Staff	June, 2025

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

SBIAA Near-Term Action Plan – Implementation



January, 2025

Sub-Initiative Status:



Incomplete

In Process

Completed

Stabilize Tenants & Infrastructure



Review Operational Plans



FAA Taxiway Project



Implement New Operational Software



Complete 2024/25 Airport Marketing Efforts & Initiatives



Air Passenger Service (PVU)



International Trade
Legislative Program

