

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

FINANCE & BUDGET COMMITTEE

(also performing auditing functions consistent with the Government Finance Officers Association (GFOA) Best Practices and Advisories)

REGULAR MEETING AGENDA

WEDNESDAY, OCTOBER 22, 2025 - 4:00 PM

Norton Regional Event Center, Conference Room 177

1601 East Third Street, San Bernardino, CA, 92408



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

STANDING COMMITTEE MEMBERS:

Penny Lilburn, Mayor, City of Highland

Joe Baca, Jr., Supervisor, County of San Bernardino

Theodore Sanchez, Councilmember, City of San Bernardino

- 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.
- 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.

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

B. **CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the SBIAA Finance & Budget Committee meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. An additional three minutes will be allotted to those who require translation services. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

C. **CLOSED SESSION**

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

D. **REPORT ON CLOSED SESSION**

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

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 SBIAA Finance & Budget Committee 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) FINANCE AND BUDGET COMMITTEE MEETING OF OCTOBER 22, 2025
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 004**]

G. **COMMITTEE DISCUSSION ITEMS**

Anyone who wishes to speak on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board. Public comments for agenda items that are not public hearings will be limited to three minutes.

2. STATUS OF ANNUAL AUDIT
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 011**]
3. RECEIVE QUARTERLY BUDGET TO ACTUAL REPORTS
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 013**]

H. **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.

I. **OPEN SESSION PUBLIC COMMENT**

SBIAA Finance and Budget Committee

Regular Meeting Agenda

October 22, 2025

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.

J. ADJOURNMENT

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the SBIAA Finance & Budget Committee, Wednesday, January 28, 2026.

Copies of the reports or other written documentation relating to each agenda item described in the Committee Discussion Items section above, if any, will be provided at the meeting and on file in the office of the Clerk of the Board, Norton Regional Event Center, 1601 East 3rd Street, San Bernardino, California. They are available for public inspection during regular office hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday. This agenda was posted in accordance with applicable State law. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Bernardino International Airport Authority office at (909) 382-4100. Notification as soon as possible prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.

	TO: SBIAA Finance and Budget Committee <i>(also performing auditing functions consistent with the Government Finance Officers Association (GFOA) Best Practices and Advisories)</i> DATE: October 22, 2025 ITEM NO: 1 PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FINANCE AND BUDGET COMMITTEE MEETING OF OCTOBER 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:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The potential conflicts information provided in this report and on the following pages 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 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 he or she knows, 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</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
<u>Item No.</u>		

THERE WILL BE NO ITEMS PRESENTED AT THIS MEETING RELATING TO CONTRACTORS, TENANTS, SUBCONTRACTORS, SUBTENANTS, ETC.

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5

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).

	TO: SBIAA Finance and Budget Committee <i>(also performing auditing functions consistent with the Government Finance Officers Association (GFOA) Best Practices and Advisories)</i> DATE: October 22, 2025 ITEM NO: 2 PRESENTER: Mark Cousineau, Director of Finance
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SUBJECT: STATUS OF ANNUAL AUDIT

SUMMARY

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

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

None at this time.

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

BACKGROUND INFORMATION

A report on the status of the audit will be provided at the time of the meeting.

Attachments:

1. None.



TO: SBIAA Finance and Budget Committee

(also performing auditing functions consistent with the Government Finance Officers Association (GFOA) Best Practices and Advisories)

DATE: October 22, 2025

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE QUARTERLY BUDGET TO ACTUAL REPORTS

SUMMARY

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

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

None at this time.

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

BACKGROUND INFORMATION

Fiscal Year 2025-26, quarter ended September 30, 2025. Budget to Actual Reports are attached and will be discussed at the time of the meeting.

Attachments:

1. SBIAA Budget to Actual for the Quarter ended September 30, 2025

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Budget to Actual Report

For the Quarter Ended September 30, 2025

	Budget Class	Year Ending	Year To Date		
		06/30/2026	09/30/2025		
		Annual Budget	Actual	Remaining budget	% of Budget
Revenues & Expenses					
Revenues					
Operating Revenues					
Aeronautical Airline Revenue					
Landing Fees	421	\$ 1,700,000	\$ 255,231	\$ 1,444,769	15.01 %
Airfield Parking	422	152,000	51,654	100,346	33.98 %
FBO Revenue	423				
Gross Profit - Aviation Fuel Sales					
Aviation Fuel Sales		71,720,000	12,945,810	58,774,190	18.05 %
COGS - Fuel		(70,620,000)	(12,368,281)	(58,251,719)	17.51 %
Gross Profit - Aviation Fuel Sales		1,100,000	577,529	522,471	52.50 %
Third Party Into-Plane Fees		5,300,000	1,148,937	4,151,063	21.68 %
Other FBO Services		517,000	98,483	418,517	19.05 %
Total FBO Revenue		6,917,000	1,824,948	5,092,052	26.38 %
Total Aeronautical Revenue		8,769,000	2,131,833	6,637,167	24.31 %
Non-Aeronautical Revenues					
Other Airport Revenue					
42701 - Fuel Flowage Fees	427	3,100,000	620,208	2,479,792	20.01 %
42398 - COGS - Food for Resale	423	-	(1,065)	1,065	0.00 %
43101 - Terminal Food and Beverage	431	18,200	2,889	15,311	15.87 %
43103 - Terminal Services and Other		50,000	-	50,000	0.00 %
43104 - Advertising Revenue		50,000	-	50,000	0.00 %
43105 - Marketing Reimbursement		50,000	-	50,000	0.00 %
43106 - Rental Car Revenue		20,000	5,164	14,836	25.82 %
43107 - Ground Transportation Revenue		8,000	1,539	6,461	19.24 %
43108 - Parking Revenue		150,000	30,911	119,089	20.61 %
43109 - NOV Revenue		5,000	-	5,000	0.00 %
43110 - Filming Revenue		150,000	17,463	132,538	11.64 %
43111 - Special Events Revenue		150,000	113,500	36,500	75.67 %
43112 - Badging Revenue		30,000	10,586	19,414	35.29 %
43201 - COGS - Terminal Food and Beverage	432	(15,000)	-	(15,000)	0.00 %
Total Other Airport Revenue		3,766,200	801,194	2,965,006	21.27 %
Land and Non-Terminal Facility Leases and Licenses					
44101 - Lease/License Revenue	441	14,556,501	3,340,812	11,215,689	22.95 %
44102 - Electric Usage Charges		256,000	35,994	220,006	14.06 %
44103 - Network Services		95,000	20,790	74,210	21.88 %
44104 - Security Services		160,000	6,900	153,100	4.31 %
44105 - Permit fees		445,000	84,413	360,587	18.97 %
44106 - Tenant Utility Usage and Other Charges		41,050	-	41,050	0.00 %
Total Land and Non-Terminal Facility Leases and Licenses		15,553,551	3,488,909	12,064,642	22.43 %
Other Services	451	250,000	-	250,000	0.00 %
Other Income	481	910,383	115,168	795,215	12.65 %
Total Non-Aeronautical Revenues		20,480,134	4,405,270	16,074,864	21.51 %
Total Operating Revenues		29,249,134	6,537,104	22,712,030	22.35 %
Non-Operating Revenues					
Interest Income	491	80,000	7,712	72,288	9.64 %
Contributions	492	650,000	-	650,000	0.00 %
Grant Revenues	492	10,878,030	-	10,878,030	0.00 %
Total Non-Operating Revenues		11,608,030	7,712	11,600,318	0.07 %
Total Revenues		40,857,164	6,544,816	34,312,349	16.02 %

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

Budget to Actual Report

For the Quarter Ended September 30, 2025

		Year Ending 06/30/2026	Year To Date 09/30/2025		
	Budget Class	Annual Budget	Actual	Remaining budget	% of Budget
Expenses					
Operating Expenses					
Personnel Costs	51	13,763,454	2,558,576	11,204,878	18.59 %
Insurance	52	802,000	793,569	8,431	98.95 %
Professional Services	52	1,432,718	208,824	1,223,894	14.58 %
Utilities	53	1,808,077	353,402	1,454,675	19.55 %
Telecommunication	54	242,500	62,024	180,476	25.58 %
Repairs and Maintenance	55	1,936,325	164,480	1,771,845	8.49 %
Parts and Supplies	56	978,750	142,124	836,626	14.52 %
Other Expenses	57	6,832,110	768,685	6,063,425	11.25 %
Total Operating Expenses		27,795,934	5,051,684	22,744,250	18.17 %
Capital Outlay		63			
63100 - Roadway Construction Capital Outlay		785,000	500,238	284,762	63.72 %
63101 - Road Expense - Preliminary Engineering		2,167,437	-	2,167,437	0.00 %
63201 - Real Property - Infrastructure - Capitalized		5,522,320	2,213	5,520,108	0.04 %
63204 - NAVAIDS/ATCT/RADAR		250,000	-	250,000	0.00 %
63212 - Real Property - Land Improvements - Capitalized		3,110,000	-	3,110,000	0.00 %
63222 - Real Property - Building Improvements - Capitalized		7,200,000	186,749	7,013,251	2.59 %
63223 - Real Property - Facilities and Other Improvements - Capitalized		137,000	-	137,000	0.00 %
63310 - Personal Property - Capitalized		1,100,000	-	1,100,000	0.00 %
63321 - Personal Property - Computer Equipment - Capitalized		-	29,542	(29,542)	0.00 %
63331 - Personal Property - Passenger Cars - Capitalized		84,000	-	84,000	0.00 %
63332 - Personal Property - Other Motor Vehicles - Capitalized		273,300	108,801	164,499	39.81 %
63341 - Personal Property - Furnishings and Equipment - Capitalized		235,000	17,940	217,060	7.63 %
63420 - Capital Outlay - Right to Use Leases		470,000	70,019	399,981	14.90 %
63620 - Intangible - Computer Software - Purchased/ - Capitalized		154,619	-	154,619	0.00 %
Total Capital Outlay		21,488,676	915,502	20,573,174	4.26 %
Other Sources and Uses		71			
71101 - OFU - Transfer To General		1,000,000	-	1,000,000	0.00 %
Total Other Sources and Uses		1,000,000	-	1,000,000	0.00 %
Total Expenses, Capital Outlay, and Transfers		50,284,610	5,967,185	44,317,425	11.87 %
Total Revenues Over (Under) Expenses		\$ (9,427,446)	\$ 577,630	\$ (10,005,076)	(6.13) %