

**SAN BERNARDINO INTERNATIONAL
AIRPORT AUTHORITY
ACTION MEETING MINUTES
January 11, 2012**

A Regular Meeting of the San Bernardino International Airport Authority was called to order by President Patrick J. Morris at approximately 3:03 p.m. on Wednesday, January 11, 2012, at Norton Regional Events Center, Main Auditorium, 1601 East Third Street, San Bernardino, California.

COMMISSION MEMBERS PRESENT:

City of Colton	Mayor Sarah S. Zamora Councilmember Vincent Yzaguirre (alt.) (in audience non-voting)
City of Loma Linda	Vice-President/Mayor pro tempore Ovidiu Popescu Councilmember Ronald Dailey (alt.) (in audience non-voting)
County of San Bernardino	Supervisor Josie Gonzales (3:09 p.m.)
City of Highland	Secretary/Councilmember Sam J. Racadio Councilmember Jody Scott (alt.) (in audience non-voting)
City of San Bernardino	President/Mayor Patrick J. Morris Councilmember Rikke Van Johnson

OTHERS PRESENT:

A. J. Wilson, Interim Executive Director
Michael Burrows, Assistant Director
Bill Ingraham, Aviation Director
Gary Silvius, Interim Director of Finance
Timothy J. Sabo, Lewis Brisbois Bisgaard & Smith, LLP
Kelly Berry, Director of Information Services | Clerk of the Board

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded.

B. ITEMS TO BE ADDED OR DELETED

President Patrick J. Morris suggested staff bring forward, for consideration by the Commission at a future meeting, a resolution or proclamation expressing appreciation to the City of Loma Linda for graciously allowing the use of their facilities for public meetings of the San Bernardino International Airport Authority Commission and the Inland Valley Development Agency Board since 1994.

There were no items to be added or deleted.

C. CONFLICT OF INTEREST DISCLOSURE

Item #1 - Conflict of Interest Disclosure Items

President Patrick J. Morris stated Commission members should note the item(s) listed which might require member abstentions. There were no conflicts noted.

D. INFORMATIONAL ITEMS

Item #2 - Informational Items

Mr. A.J. Wilson, Interim Executive Director, presented the following informational items:

a. Executive Director's Report

Mr. Wilson provided information relating to the management of the airport, noting the San Bernardino International Airport Authority has assumed the role of managing the airport.

b. Report on Status of Certain Airport Agreements

Mr. Wilson provided a brief status report on certain airport agreements, noting payments due contractors on the customs facility, belly cargo facility, and food facility had been brought current and work was scheduled to commence in the near future.

E. COMMISSION CONSENT ITEMS

Item #3 – Receive Register of Demands

Item #4 – Receive and File Treasurer's Report for November 30, 2011, for the San Bernardino International Airport Authority (SBIAA)

Item #5 – Approve Meeting Minutes: December 14, 2011

A discussion ensued regarding the accuracy and content of the Register of Demands report. Staff was directed to provide sufficient, accurate information when future Register of Demand reports are brought forward for consideration by the Commission. Supervisor Gonzales directed staff to include a line item in the future for Visa/credit card charges, as well as provide information relative to the \$716 Cal Disposal charge, the description for which was identified by staff to be inaccurate.

ACTION: Approve the Consent Calendar.

Motion was made by Popescu, seconded by Johnson, and passed.
Nay: Gonzales (Agenda Item No. 3)

F. COMMISSION ACTION ITEMS

Item #6 – Consider and Adopt Resolution No. 2012-01 of the San Bernardino International Airport Authority (SBIAA) Changing the Location of the Regular Meetings of the SBIAA Commission and Amending Resolution No. 94-4

ACTION: Consider and adopt Resolution No. 2012-01 of the San Bernardino International Airport Authority (SBIAA) changing the location of the regular meetings of the SBIAA Commission and amending Resolution No. 94-4.

Motion was made by Gonzales, seconded by Racadio, and passed unanimously.

Item #7 – Receive and File the Annual Independent Financial Audit Report of the San Bernardino International Airport Authority (SBIAA) for Fiscal Year Ending June 30, 2011

Mr. Gary Silvius, Interim Director of Finance, introduced Mr. Kirk Franks, CPA and Partner, and Mr. Brad Welebir, CPA, Rogers, Anderson, Malody and Scott, LLP, provided a brief overview of the audit report and findings.

A discussion ensued as to the audit report and findings, at which time staff was directed to provide details relative to two instances in which payments appear to have been made without a contract (as noted in the in the first finding of the audit report), as well as how this was remedied.

The audit report also contained a recommendation that the SBIAA transfer to a double entry government accounting system, as well noting instances when some signatory authorizations for cash disbursements were missing. Staff was directed to provide information to the Commission relative to those cash disbursements.

ACTION: Receive and file the annual audit report of the San Bernardino International Airport Authority (SBIAA) for the fiscal year ending June 30, 2011.

Motion was made by Racadio, seconded by Zamora, and passed unanimously

Item #8 – Approve Submission of the 2013-2017 Airport Capital Improvement Plan to the U.S. Department of Transportation, Federal Aviation Administration

Mr. Bill Ingraham, Aviation Director, gave a background on the Airport Capital Improvement Plan (ACIP). A brief discussion ensued regarding new legislation which affects redevelopment in the State of California and the effects the new legislation would have on this ACIP.

Supervisor Josie Gonzales, recommended staff change the wording of the document to “proposed” in instances where approval has yet to be given and “approved” in instances where approval has been given.

ACTION: Approve submission of the 2013-2017 Airport Capital Improvement Plan (ACIP) to the U.S. Department of Transportation, Federal Aviation Administration (FAA); and Authorize the Interim Executive Director or Aviation Director to execute all related documents.

Motion was made by Racadio, seconded by Gonzales, and passed unanimously.

G. ADDED AND DEFERRED ITEMS

There were no added or deferred items.

H. PUBLIC COMMENT

Mr. Michael Harding provided a brief public comment.

Councilmember Sam J. Racadio noted the year 2012 marks the 20th anniversary of the creation of the San Bernardino International Airport Authority. Councilmember Racadio suggested a celebration or open house. Mayor Patrick J. Morris suggested any celebration be modest.

I. CLOSED SESSION

There was no closed session.

J. ADJOURN MEETING

There being no further business before the Commission at this session, President Patrick J. Morris declared the meeting adjourned at 4:24 p.m.

Minutes approved at a Regular Meeting on January 25, 2012.

/s/

Kelly Berry
Assistant Secretary of the Commission