

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SPECIAL MEETING AGENDA

THURSDAY, OCTOBER 28, 2021

2:00 P.M. (Closed Session, immediately followed by Open Session)

International Arrivals Facility – 2nd Floor – 275 N. Leland Norton Way, San Bernardino, CA



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

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

John Valdivia

Mayor, City of San Bernardino

Juan Figueroa

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Phillip Dupper

Mayor, City of Loma Linda

Joe Baca, Jr.

Supervisor, County of San Bernardino

Larry McCallon

Mayor Pro Tem, City of Highland

Fred Shorett

Councilmember, City of San Bernardino

Dr. Luis S. González

Councilmember, City of Colton

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at www.sbiaa.org. Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m., 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 Commission 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. 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.

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 subsequent to the posting of the agenda.

F. CONFLICT OF INTEREST DISCLOSURE

1. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest.

[PRESENTER: Jennifer Farris; PAGE#: 006]

G. INFORMATIONAL ITEMS

It is intended that the following subject matters and their attachments are submitted to the Commission 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; PAGE#: 014]**
 - b. Report on SBD International Airport Turkey Trot **[PRESENTER: Michael Burrows; PAGE#: 015]**
 - c. Report on Finance & Budget Committee Meeting **[PRESENTER: Mark Cousineau; PAGE#: 017]**
 - d. Report on Commission Meeting Format **[PRESENTER: Scott Huber; PAGE#: 018]**

H. **COMMISSION CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time under unless the Commission directs that an item be held for further discussion.

3. Register of Demands – October 28, 2021
[PRESENTER: Mark Cousineau; PAGE#: 019]
4. Receive and file Treasurer's Report for August 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 027]
5. Award a Construction Contract to AEC Moreno Corporation for the Landfill Entry Gate Project in an amount not to exceed \$63,850.00
[PRESENTER: Jeff Barrow; PAGE#: 030]
6. Approve Change Order No. 1 with AEC Moreno Corporation for \$19,775.00 for additional work related to the Gate 2 Relocation Project
[PRESENTER: Jeff Barrow; PAGE#: 043]
7. Award a Construction Contract to Jergensen Construction Inc. in an amount not to exceed \$64,444.41 for the Sheriff's Aviation Facility Gate Widening Project
[PRESENTER: Jeff Barrow; PAGE#: 049]
8. Approve Meeting Minutes: September 22, 2021
[PRESENTER: Jennifer Farris; PAGE#: 053]

I. **COMMISSION ACTION 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. An additional three minutes will be allotted to those who require translation services.

9. Status of Policies and Procedures update for the San Bernardino International Airport Authority (SBIAA) consistent with previously approved agency policies
[PRESENTER: Catherine Pritchett; PAGE#: 061]
10. Consider and adopt proposed budget adjustments for Fiscal Year 2021-2022
[PRESENTER: Mark Cousineau; PAGE#: 063]

11. Approve Change Order No. 1 to the contract with Bodell Construction Company for an additional amount not to exceed \$306,467.00 for the Fuel Farm Expansion Project
[PRESENTER: Jeff Barrow; PAGE#: 065]
12. Ratify a 12-month Lease of one (1) EAM Rampstar 10,000-gallon Jet-A Refueler Truck with National Equipment Leasing, LLC in the amount of \$92,706.25
[PRESENTER: Mark Cousineau; PAGE#: 069]
13. Status of Business Plan Update
[PRESENTER: Michael Burrows; PAGE#: 072]
14. Consider and discuss the SBD Good Neighbor Program quarterly report
[PRESENTER: Mark Gibbs; PAGE#: 083]
15. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2021
[PRESENTER: Michael Burrows; PAGE#: 110]

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 meeting of the San Bernardino International Airport Authority Commission on Wednesday, November 24, 2021.