

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA
WEDNESDAY, JANUARY 26, 2022

Zoom Information:

<https://us02web.zoom.us/j/82482569897?pwd=VIArVDNSL3c4WkdnYlYvMIY3aTQ4Zz09>

Meeting ID: 824 8256 9897 | Passcode: 193858

Dial by your location | +1 669 900 6833 US (San Jose)

3:00 P.M. (Closed Session, immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center – 1601 East Third Street, San Bernardino, CA



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

Frank J. Navarro, President

Mayor, City of Colton

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

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.

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the San Bernardino International Airport Authority has since returned to holding meetings at the Commission Room, with in-person attendance.

Due to the recent increase in the transmission of the Omicron variant of the Coronavirus, and as a result of the directives issued by the State of California and the San Bernardino County Public Health Officer intended to prevent the transmission of the coronavirus, the SBIAA Commission may utilize the procedures outlined in AB 361 to utilize alternative measures related to the conduct of remote meetings and remote comments by members of the public.

Should the Commission implement the measures outlined in AB 361, members of the public may participate in the meeting via Zoom video conference. Please visit <https://us02web.zoom.us/j/82482569897?pwd=VlArVDNSL3c4WkdnYlYvMIY3aTQ4Zz09> and enter the following Meeting ID: **824 8256 9897** and Passcode: **193858**. If you do not have access to the internet, you may also participate telephonically by calling **+1 669 900 6833** and entering the same Meeting ID and Passcode. Members of the public who wish to provide comment on an item on the agenda may do so during the meeting prior to the item being considered by the Commission, as outlined below.

REMOTE PUBLIC COMMENTS: To make a public comment, the following options are available:

1. Before the Meeting via Email: Written comments can be emailed to clerkoftheboard@sbdairport.com. Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments should be received by 8:00 AM on the day of the meeting. All submitted comments will be provided to the Commission for consideration and will be compiled as part of the record.
2. During the Meeting via Oral Comments: When the President calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Assistant Secretary to the Commission will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your oral comments, pursuant to Commission Policy. 3 additional minutes will be allotted to those needing translation services.

Public comments may also be made in person. Members of the public may attend the Commission Meeting in person and request to speak to the Commission when the President calls for public comment.

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#: 009]

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#: 017]**
 - b. Findings to hold virtual Commission meetings, and other committee and legislative body meetings pursuant to AB 361 **[PRESENTER: Scott Huber; PAGE#: 018]**
 - c. Report on annual Airport Operations for Calendar Year 2021 **[PRESENTER: Mark Gibbs; PAGE#: 021]**
 - d. Report on Finance & Budget Committee **[PRESENTER: Mark Cousineau; PAGE#: 030]**

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 unless the Commission directs that an item be held for further discussion.

3. Register of Demands – December 22, 2021
[PRESENTER: Mark Cousineau; PAGE#: 031]
4. Register of Demands – January 26, 2022
[PRESENTER: Mark Cousineau; PAGE#: 038]
5. Receive and file Treasurer's Report for October 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 046]
6. Receive and file Treasurer's Report for November 30, 2021 for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 049]
7. Approve Amendment No. 1 for Professional Services Agreement with CJMC Holdings, LLC in an amount not to exceed \$30,000 for Project and Consulting Management Services for San Bernardino International Airport Authority (SBIAA) Capital Projects
[PRESENTER: Michael Burrows; PAGE#: 052]
8. Approve Amendment No. 1 to the Professional Services Agreement with Wilson & Company Inc., Engineers & Architects to provide additional engineering services related to the design of the LRP2 Landfill Surface Repairs for an additional amount not to exceed \$20,000.00
[PRESENTER: Jeff Barrow; PAGE#: 056]
9. Approve Change Order No. 1 with AEC Moreno Corporation for \$3,950.00 for additional work related to the UAS Center Administration Building Project
[PRESENTER: Jeff Barrow; PAGE#: 062]
10. Closeout the construction contract with AEC Moreno Corporation to manufacture and install the security fencing at the UAS Center; authorize the release of retained funds and authorize staff to prepare closeout documentation
[PRESENTER: Jeff Barrow; PAGE#: 068]

11. Closeout the construction contract with AEC Moreno Corporation for the Gate 2 Relocation Project; authorize the release of retained funds and authorize staff to prepare closeout documentation
[PRESENTER: Jeff Barrow; PAGE#: 071]
12. Authorize staff to advertise requests for proposals from Aviation Fuel Suppliers
[PRESENTER: Mark Gibbs; PAGE#: 074]
13. Approve Meeting Minutes: November 24, 2021
[PRESENTER: Jennifer Farris; PAGE#: 076]

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| I. <u>COMMISSION ACTION ITEMS</u> |
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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.

14. Consider and adopt proposed budget adjustments for Fiscal Year 2021-2022
[PRESENTER: Mark Cousineau; PAGE#: 084]
15. Receive and file an update to the San Bernardino International Airport Authority (SBIAA) Personnel Policy
[PRESENTER: Catherine Pritchett; PAGE#: 087]
16. Receive and file the annual independent financial audit report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2021
[PRESENTER: Mark Cousineau; PAGE#: 091]
17. Approve Amendment No. 1 to Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$50,000 for professional engineering services
[PRESENTER: Michael Burrows; PAGE#: 143]

18. Approve Change Order No. 1 with Los Angeles Engineering for the City Creek Bypass Channel Repair Project for an additional \$265,992.94; accept the construction as complete; authorize the release of retention and authorize the submission of all closeout documents
[PRESENTER: Jeff Barrow; PAGE#: 147]
19. Approve Amendment No.1 to the Professional Services Agreement with LSA Associates, Inc. in an amount not to exceed \$53,155 to conduct a Wildlife Hazard Assessment
[PRESENTER: Nikolas Persson; PAGE#: 151]
20. Award a contract to Presidio Networked Solutions Group, LLC in the amount of \$88,071.44 with a 10% contingency in the amount of \$8,807.00 to replace network core switches
[PRESENTER: Mark Dennis; PAGE#: 156]
21. Consider and discuss the SBD Good Neighbor Program Quarterly Report October – December 2021
[PRESENTER: Mark Gibbs; PAGE#: 174]
22. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2022
[PRESENTER: Michael Burrows; PAGE#: 202]

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, February 23, 2022.