

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JANUARY 26, 2022

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

MAIN AUDITORIUM – Norton Regional Event Center (Via Teleconference)

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	Present
Councilmember Dr. Luis S. González (alt)	Present (via Zoom)

#### City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Absent

#### County of San Bernardino

Supervisor Dawn Rowe	Present (via Zoom)
Supervisor Joe Baca, Jr. (alt)	Absent

#### City of San Bernardino

Mayor John Valdivia	Present
Councilmember Juan Figueroa	Absent
Councilmember Fred Shorett (alt)	Present (arrived 3:03PM)

#### City of Highland

Mayor Pro Tem Penny Lilburn	Present
Mayor Larry McCallon (alt)	Present (in audience)

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Counsel, Cole Huber, LLP
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jeff Barrow, Director of Development
Nikolas Persson, Airport Manager	Jennifer Farris, Assistant Secretary of the Commission
Mark Dennis, IT Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:02 p.m. on Wednesday, January 26, 2022.

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

Roll call was duly noted and recorded by voice.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

There were no closed session items.

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report.

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. Findings to hold virtual Commission meetings, and other committee and legislative body meetings pursuant to AB 361
  - c. Report on annual Airport Operations for Calendar Year 2021
  - d. Report on Finance & Budget Committee
- 2b. Mr. Scott Huber, legal counsel, Cole Huber LLP, provided an update on AB 361 and the alternative procedure to hold Commission meetings via teleconference. Mr. Huber explained that during the state of emergency which currently exists in California, the Commission would be required to make an initial finding in the interest of public health and safety that meetings in person are hazardous and can elect to utilize the alternate procedures outlined in AB 361. Additionally, he explained that this finding would need to be made every 30 days. Mr. Huber specifically referenced Government Code § 54953 (e)(1)(C): The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Mr. Huber also advised Supervisor Dawn Rowe, who was present via Zoom, that those who were physically in attendance at today's meeting were able to cast their votes on this particular item.

**ACTION:** Hold Commission meetings via teleconference per Government Code § 54953 (e)(1)(C): The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOTION/SECOND:</b>	Valdivia / Lilburn
<b>AYES:</b>	Lilburn, Navarro, Rigsby, Shorett, and Valdivia.
<b>NAYS:</b>	None.
<b>ABSTENTIONS:</b>	None.
<b>ABSENT:</b>	None.

- 2c. Mr. Mark Gibbs, Director of Aviation, referenced an overhead entitled "2021 Operational Results" (as contained on pages 022-029 in the Agenda Packet) and provided a brief report on Airport Operations for Calendar Year 2021.

- 2d. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2d.

H. **COMMISSION CONSENT ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice in compliance with teleconference protocols.

3. Register of Demands – December 22, 2021
4. Register of Demands – January 26, 2022
5. Receive and file Treasurer's Report for October 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for November 30, 2021 for the San Bernardino International Airport Authority (SBIAA)
7. Approve the 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
8. Approve the Amendment No. 1 for Professional Services Agreement with Wilson & Company Inc., Engineers and 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
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
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
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
12. Authorize staff to advertise requests for proposals from Aviation Fuel Suppliers
13. Approve Meeting Minutes: November 24, 2021

**ACTION:** Approve Agenda Item Nos. 3-13

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Valdivia / Rigsby  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

I. **COMMISSION ACTION ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice in compliance with teleconference protocols.

14. Consider and adopt proposed budget adjustments for Fiscal Year 2021-2022

Mr. Mark Cousineau, Director of Finance, referenced the "Proposed Budget Adjustments Table" found on page 086 of the Agenda Packet and provided a bried report.

**ACTION:** Consider and adopt budget adjustments in the "Proposed Budget Adjustments Table" for Fiscal Year 2021-2022.

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Valdivia / Rigsby  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

15. Receive and file an update to the San Bernardino International Airport Authority (SBIAA) Personnel Policy

Ms. Catherine Pritchett, Director of Administration, referenced a PowerPoint presentation entitled "Overview of Updated Personnel Policy" (as contained on pages 089-090 in the Agenda Packet) and provided a brief report.

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

**ACTION:** Receive and file an update on the Personnel Policy for the San Bernardino International Airport Authority (SBIAA), consistent with previously approved Agency policies.

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

Mr. Mark Cousineau, Director of Finance, introduced Mr. Brad Welebir and Ms. Veronica Hernandez of Rogers, Anderson, Malody & Scott, LLP. Ms. Hernandez referenced a PowerPoint presentation entitled "San Bernardino International Airport Authority – Annual Audit" and provided a brief summary of the annual audit report. Ms. Hernandez explained that the audit report resulted in an unmodified opinion, meaning the agency's financial statements are in conformity with accounting principles generally accepted in the United States.

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

**ACTION:** Receive and file the Annual Independent Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2021; and authorize the Director of Finance to submit these reports to the appropriate agencies.

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

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 17.

**ACTION:** Approve Amendment No. 1 to the Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$50,000; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Rigsby / Shorett
AYES:	Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	None.

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

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 18.

**ACTION:** 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.

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Rigsby / Lilburn  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

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

Mr. Nikolas Persson, Airport Manager, provided a brief report on Agenda Item No. 19.

**ACTION:** Approve a \$53,155 Amendment No. 1 to the Professional Services Agreement with LSA Associates, Inc. for a total not-to-exceed amended contract amount of \$103,155, and authorize the Chief Executive Officer execute all related documents.

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Rigsby / Valdivia  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

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

Mr. Mark Dennis, IT Manager, provided a brief report on Agenda Item No. 20.

**ACTION:** Award a contract to Presidio Networked Solutions Group, LLC to furnish, install, and configure Cisco networking equipment in the amount of \$88,071.44, with a \$8,807.00 contingency amount; and authorize the Chief Executive Officer to execute all related documents.

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Valdivia / Rigsby  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

21. Consider and discuss the SBD Good Neighbor Program Quarterly Report October - December 2021

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, Aviatrix Communications. Ms. Barnes referenced a PowerPoint presentation entitled "SBD International Airport – Quarterly Report: January 2022" (as contained on pages 176-201 in the Agenda Packet) and provided a brief report.

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

**ACTION:** Consider and discuss the SBD Good Neighbor Program quarterly report.

22. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2022

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2022 –Airport Focal Areas" (as contained on pages 204-206 in the Agenda Packet) and provided a brief report on Agenda Item No. 22.

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 June 30, 2022.

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 Pro Tem Penny Lilburn suggested that staff coordinate a community outreach forum.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:54 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, February 23, 2022.**

  
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Jennifer Farris  
Assistant Secretary of the Commission