

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, APRIL 27, 2022

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

Commission Members

City of Colton

Mayor Frank J. Navarro, President	Present
Councilmember Dr. Luis S. González (alt)	Present (in audience)

City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Present (in audience)

County of San Bernardino

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

City of San Bernardino

Mayor John Valdivia	Present (arrived 3:08PM)
Councilmember Juan Figueroa	Absent
Councilmember Fred Shorett (alt)	Present

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	Wendy Bechtel, FBO Manager
Mark Dennis, IT Manager	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	Jennifer Farris, Assistant Secretary of the Commission

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:04 p.m. on Wednesday, April 27, 2022.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Dawn Rowe in the Pledge of Allegiance.

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. Report on Finance and Budget Committee Meeting
- 2a. Mr. Michael Burrows, Chief Executive Officer, informed the Commission that Amazon Air Hub at SBD celebrated its one-year anniversary and the General Manager extended his thanks to the Commission.

Ms. Catherine Pritchett, Director of Administration, informed the Commission that Mr. Nikolas Persson, Airport Manager, accepted a position out-of-state. Ms. Pritchett added that Mr. Jonathan Galvan, Airport Operations Manager, will be assuming the position of Interim Airport Manager.
- 2b. 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.

3. Register of Demands – April 27, 2022
4. Receive and file Treasurer's Report for February 28, 2022 for the San Bernardino International Airport Authority (SBIAA)
5. Closeout the construction contract with AEC Moreno Corporation for the Landfill Entry Gates Project; authorize the release of retained funds and staff to prepare closeout documentation
6. Approve a service agreement with ProDIGIQ, Inc. in an amount not to exceed \$65,300 over a five-year term for a Flight Information Display System (FIDS) at the Domestic Terminal
7. Approve a 24 month service agreement with an option for an additional 12 months with Amtech Elevator Services in an amount not to exceed \$115,560 for the preventative maintenance of all San Bernardino International Airport Authority (SBIAA) owned elevators and escalators and establish labor and parts rates for repairs

8. Authorize staff to solicit Statements of Qualifications for construction support services for the Runway 6/24 Joint & Spall Repair Project; and the Taxiway Shoulder Improvement Project
9. Approve Meeting Minutes: March 23, 2022

ACTION: Approve Agenda Item Nos. 3-9

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Rowe
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.

10. Conduct a San Bernardino International Airport Authority (SBIAA) Budget Workshop

Mr. Michael Burrows, Chief Executive Officer, and Mr. Mark Gibbs, Director of Aviation, referenced a PowerPoint presentation entitled "San Bernardino International Airport Authority (SBIAA) – Airport Business Plan Status" (as contained on pages 078-084 in the Agenda Packet) and provided a brief report.

President Frank Navarro directed Staff to schedule a Budget Workshop meeting.

ACTION: Direct Staff to schedule a San Bernardino International Airport Authority (SBIAA) Commission Budget Workshop meeting.

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

11. 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 094 of the Agenda Packet and provided a brief report.

ACTION: Consider and adopt budget adjustment reflected in the “Proposed Budget Adjustments Table” for Fiscal Year 2021-2022.

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

12. Approve the form of a Service Agreement with the City of San Bernardino for the provision of law enforcement services to support scheduled air passenger service in an amount not to exceed \$50,000

Ms. Catherine Pritchett, Director of Administration, provided a report on Agenda Item No. 12.

Secretary Penny Lilburn requested clarification on Sections 9 and 10 (as contained on page 101 in the Agenda Packet). Ms. Pritchett clarified that Section 10. Training, is a current budgeted line item and will not be included in the funds. She further stated that SBPD officers will not be assigned to Special Events.

Councilmember Fred Shorett commented on the term “not to exceed” found in the contract language and asked for clarification if the San Bernardino Police Department (“SBPD”) services would be covered for the entirety of the term. Ms. Pritchett clarified that the \$50,000 was an anticipated amount through the end of fiscal year and expenses are not expected to exceed that amount. Councilmember Shorett requested the term “not to exceed” be omitted from the contract.

Staff clarified that the final version of the contract can be provided to the Commission for review.

A discussion ensued regarding the terms of the agreement. Questions were also posed regarding the overall process and timeline associated with training and preparing law enforcement services prior to the beginning of passenger service at SBD.

Legal counsel verbally clarified agreement terms for the Commission.

Mayor Phill Dupper, City of Loma Linda, was acknowledged and provided public comments at the podium. Mayor Dupper expressed his concerns on law enforcement availability for the SBD Airport due to shortages in the State of California.

The Commission then voted on Item No. 12.

For the record, the Action was expanded upon to include striking out Section 9 – “Special Events” and striking out the “Not to Exceed” language within the agreement.

AMENDED ACTION: Approve the form of a Service Agreement with the City of San Bernardino for the provision of law enforcement services striking out Section 9 – “Special Events” and striking out the “Not to Exceed” language within the agreement; and authorize the Chief Executive Officer to execute all related documents, subject to standard and conforming changes as approved by the San Bernardino International Airport Authority (SBIAA) legal counsel.

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

13. Approve an agreement with Cal-Stripe, Inc. in an amount not to exceed \$100,000 for painting services necessary to maintain airfield striping and markings

ACTION: Approve an agreement with Cal-Stripe, Inc. in an amount not to exceed \$100,000 for painting services necessary to maintain airfield striping and markings; and authorize the Chief Executive Officer to execute all related documents.

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

14. Approve an agreement with American Security Group in an amount not to exceed \$85,002.36 for the installation of an emergency intercom system in the domestic terminal parking lot

ACTION: Approve the purchase, installation, and configuration of a Command Emergency Intercom System from American Security Group in an amount not to exceed \$85,002.36; and authorize the Chief Executive Officer to execute all related documents.

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

15. Approve an agreement with Airwave Communications in an amount not to exceed \$159,347.43 for the installation and configuration of an AVTEC Console System

ACTION: Approve the purchase, installation, and configuration of the Motorola Avtec Console System from Airwave Communications in an amount not to exceed \$159,347.43; and authorize the Chief Executive Officer to execute all related documents.

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

16. Approve an Agreement with SITA Information Networking Computing USA, Inc. (SITA) in an amount not to exceed \$213,735.83 over a five year term for the domestic terminal common use equipment system

ACTION: Approve a five year agreement with SITA Information Networking Computing USA, Inc. to provide an updated Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) system in the domestic terminal in an amount not to exceed \$213,735.83 over the term of the agreement; and authorize the Chief Executive Officer to execute all related documents.

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

17. Award a construction contract to T&G Construction Services, Inc. for the Leland Norton Way Speed Bump Project in an amount not to exceed \$45,061.00

ACTION: Award a construction contract to T&G Construction Services, Inc. for the Leland Norton Way Speed Bump Project in an amount not to exceed \$45,061.00; and authorize the Chief Executive Officer to execute all related documents.

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

18. Approve Change Order No. 2 to the contract with Bodell Construction Company for an additional amount not to exceed \$45,649.00 for the Fuel Farm Expansion Project; accept the construction as complete; and authorize the release of retained funds and staff to prepare and file closeout documentation

ACTION: Award a construction contract to T&G Construction Services, Inc. for the Leland Norton Way Speed Bump Project in an amount not to exceed \$45,061.00; and authorize the Chief Executive Officer to execute all related documents.

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

19. Approve a contract with Sign Industries, Inc. for replacement and installation of new airport wayfinding and signage improvements related to initiation of scheduled air passenger service in an amount not to exceed \$262,299.46

ACTION: Approve a contract with Sign Industries, Inc. for the replacement and installation of new airport wayfinding and signage improvements related to the initiation of scheduled air passenger service in an amount not to exceed \$262,299.46; 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.

20. Approve services agreement with Titan Aviation Fuels for procurement of aviation fuels and related support services

Ms. Wendy Bechtel, FBO Manager, provided a brief report on Agenda Item No. 20 and introduced Mr. Kyle Voorhees, Southwestern Sales Representative, Titan Aviation Fuels. Mr. Voorhees provided a brief report on the history of Titan and thanked the Commission for their time and consideration.

Supervisor Dawn Rowe requested clarification on the Request for Proposal (RFP) and the selection process. Mr. Mark Gibbs, Director of Aviation, explained the evaluation requirements included past performance, reliability, company history, specialized services and also fuel cost effectiveness. Mr. Gibbs further noted that the RFP clarified that the agency had discretion in choosing one fuel supplier or multiple fuel suppliers for reliability purposes.

Mr. Justin Vadurro, EPIC Fuels Regional Sales Manager, was acknowledged and provided comments. Mr. Vadurro expressed his concerns on the Request for Proposals (RFP) selection process.

ACTION: Approve a services agreement with Titan Aviation Fuels for the procurement of aviation fuels, and related support services for a three (3)-year term, with two (2), one (1)-year extension options; and authorize the Chief Executive Officer to execute all related documents.

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

21. Approve Ground Lease Agreement with Unical Aviation Inc. (Unical) for 23.9 acre aircraft ramp expansion

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 21.

ACTION: Approve a ground lease agreement with Unical Aviation Inc. for a 23.9 acre aircraft ramp expansion to be funded and constructed by Unical; and authorize the Chief Executive Officer to execute all related documents; subject to technical and conforming changes as approved by legal counsel.

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

Let the record reflect, Mayor John Valdivia left the meeting at 4:23 p.m.

- 22. Consider and discuss the SBD Good Neighbor Program quarterly report January-March 2022

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, Aviatrix Communications. Ms. Barnes referenced a PowerPoint presentation entitled "SBD International Airport – Quarterly Report: April 2022" (as contained on pages 218-243 in the Agenda packet) and provided a brief report.

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

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

- 23. 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 246-248 in the Agenda Packet) and provided a brief report on Agenda Item No. 23.

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

Refer to Agenda Item Nos. 12 & 20 for public comments. There were no additional public comments.

L. COMMISSION MEMBER COMMENT

There were no Commission Member comments.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:36 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, May 25, 2022.



Jennifer Farris
Assistant Secretary of the Commission