

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 25, 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 (arrived 3:04 PM)
Mayor Phillip Dupper (alt)	Present

County of San Bernardino

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

City of San Bernardino

Mayor John Valdivia	Absent
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	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jennifer Farris, Assistant Secretary of the Commission
Jeff Barrow, Director of Development	Jonathan Galvan, Interim Airport Manager
Mark Dennis, IT Manager	Wendy Bechtel, FBO Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:01 p.m. on Wednesday, May 25, 2022.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Fred Shorett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

President Frank Navarro recessed to closed session at 3:02 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Frank Navarro and Vice President Rhodes Rigsby

Position Title: Chief Executive Officer

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:12 p.m. President Navarro asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber reported that there were none.

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. Breeze Airways new service to Provo, Utah
 - c. Report on grants
- 2a. Mr. Michael Burrows, Chief Executive Officer, thanked the Commission for their support of the Inland Empire World Trade Conference that took place at the DoubleTree by Hilton in San Bernardino on May 25, 2022.
- 2b. Mr. Mark Gibbs, Director of Aviation, referenced a PowerPoint presentation entitled "Breeze Airways". Mr. Gibbs informed the Commission that on May 8, 2022, Breeze Airways added a pass-through flight to Provo, Utah.
- 2c. Mr. Mark Gibbs, Director of Aviation, informed the Commission that the San Bernardino International Airport Authority (SBIAA) has submitted a request for funding for the Runway 6/24 Joint and Spall Repair Project and the Taxiway Shoulder Improvement Project. He further noted that funding has been requested for the control tower improvements and additional air service markets.

Mr. Michael Burrows, Chief Executive Officer, informed the Commission that an Energy Summit will be taking place on June 9, 2022, at the Bear Springs Hotel.

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.

Supervisor Dawn Rowe pulled Agenda Items No. 7 and 8 and requested them be considered separately from the remainder of the Consent Calendar.

The Commission first considered items 3-6 and 9-11.

3. Register of Demands – May 25, 2022
4. Receive and file Treasurer's Report for March 31, 2022 for the San Bernardino International Airport Authority (SBIAA)
5. Approve an agreement with Climatec, LLC in an amount not to exceed \$33,730.14 for the replacement of security cameras in the Domestic Passenger Terminal
6. Approve a construction agreement with Jergensen Construction Inc. for Terminal Improvements in compliance with the Americans with Disabilities Act (ADA) in an amount not to exceed \$85,000
9. Approve Amendment No. 1 to agreement with Allison Mechanical, Inc. for additional Heating Ventilation and Air Conditioning (HVAC) repairs in the amount of \$15,000
10. Approve Meeting Minutes: April 27, 2022
11. Approve Meeting Minutes: May 16, 2022 (Special)

ACTION: Approve Agenda Item Nos. 3-6 and 9-11.

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

The Commission next considered Agenda Item Nos. 7 & 8.

Supervisor Dawn Rowe inquired as to why Agenda Item Nos. 7 & 8 were placed on the Consent Calendar rather than on Action Items. Mr. Michael Burrows, Chief Executive Officer, clarified that the ratification nature of the San Bernardino International Airport Authority's (SBIAA) policy was the overriding factor for placing the items on the Consent portion of the agenda. Mr. Burrows further indicated that given the materiality of the dollar amounts associated with the items, it would be prudent for the Commission to have discussion on the items.

Furthermore, Mr. Mark Cousineau, Director of Finance, noted Agenda Item Nos. 7 and 8 did not affect SBIAA's cash disbursements, as there were no disbursements issued without an invoice. Mr. Cousineau noted that an issue arose when management was receiving late invoices by 6-8 weeks and the Authority did not recognize the threat to receiving late invoices by adjusting internal and external controls. Additionally, Mr. Cousineau explained that the annual budget amount is a reflection of what is currently occurring in the petroleum market, where fuel is now 3x the price of what it was last year. Lastly, it was highlighted that Finance has implemented tracking worksheets for the FBO and an additional position will be staffed to help with these reconciliations in the future.

- 7. Ratify the purchase of up to 4,000,000 gallons of aviation fuel from EPIC Aviation, LLC (EPIC)

ACTION: Ratify the purchase of up to 4,000,000 gallons of aviation fuel from EPIC Aviation, LLC (EPIC).

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

- 8. Ratify the purchase of up to 70,000 gallons of aviation fuel from Titan Aviation Fuels, Inc. (Titan)

ACTION: Ratify the purchase of up to 70,000 gallons of aviation fuel from Titan Aviation Fuels, Inc.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rowe / Shorett
AYES: Lilburn, Navarro, Rigsby, Rowe, and Shorett.
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.

12. 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 082 of the Agenda Packet and provided a brief report.

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

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

13. Approve Amendment No. 3 to the Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$20,000 for Professional Engineering Services

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Item No. 13.

ACTION: Approve Amendment No. 3 to the Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$20,000; and authorize the Chief Executive Officer to execute all related documents.

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

14. Approve a service agreement with ProDIGIQ, Inc. for claims management and Certificate of Insurance (COI) tracking software modules at an amount not to exceed \$108,000 over a five-year term

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 14.

ACTION: Approve a five-year service agreement with ProDIGIQ, Inc. to provide a Claims Management Module and Certificate of Insurance Module (COI), for a total amount not to exceed \$108,000.00 over the term of the agreement; and authorize the Chief Executive Officer to execute all related documents.

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

15. Approve a contract with Eide Bailly, LLP for auditing and accounting services of the fiscal years ending June 30, 2022 through June 30, 2024 with two options for the fiscal years ending June 30, 2025 and June 30, 2026 in an amount not to exceed \$266,337

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No.15.

ACTION: Approve a contract with Eide Bailly, LLP for independent financial audit services and related services of fiscal years 2021-22, 2022-23, 2023-24, and options for the 2024-25 and 2025-26 fiscal years in an amount not to exceed \$266,337; and authorize the Chief Executive Officer to execute all related documents.

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

16. Approve the award of a construction contract to Goss Construction Company, Inc. in the amount of \$3,834,388.40 for the Runway 6/24 Joint and Spall Repair Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map (as contained on page 187 in the Agenda Packet) and provided a brief report on Agenda Item No. 16.

ACTION: Approve the award of a construction contract to Goss Construction Company, Inc. for the Runway 6/24 Joint and Spall Repair Project in an amount not to exceed \$3,834,388.40, subject to final grant award from the Federal Aviation Administration (FAA); and authorize the Chief Executive Officer to execute all related documents.

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

17. Approve the award of a construction contract to Griffith Company in the amount of \$3,983,650 for the Taxiway Shoulder Improvement Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map (as contained on page 190 of the Agenda Packet) and provided a brief report on Agenda Item No. 17.

ACTION: Approve the award of a construction contract to Griffith Company in an amount not to exceed \$3,983,650 subject to final grant award from the Federal Aviation Administration (FAA); and authorize the Chief Executive Officer to execute all related documents.

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

18. 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 193-195 in the Agenda Packet) and provided a brief report on Agenda Item No. 18.

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**

There were no Commission member comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:52 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 22, 2022.



Jennifer Farris
Assistant Secretary of the Commission