

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 22, 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)	Absent

City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

Mayor John Valdivia	Present
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
Myriam Beltran, Manager of Planning and Programs	Jonathan Galvan, Interim Airport Manager
Jeff Barrow, Director of Development	Mark Dennis, IT Manager
Jennifer Rodriguez, Deputy Clerk of the Board	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:06 p.m. on Wednesday, June 22, 2022.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor John Valdivia 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 3:07 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 3:31 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. Report on airport terminal launch event
 - c. Report on Fuel Farm Ribbon Cutting Event
- 2b. Mr. Mark Gibbs, Director of Aviation, informed the Commission of the community event taking place on July 23, 2022, at the SBD Domestic Terminal to celebrate the inaugural Breeze Airways passenger service flight.
- 2c. Mr. Gibbs then introduced Ms. Amber Casarez, Marketing Manager, who presented a framed photograph in commemoration of the Fuel Farm Ribbon Cutting Event.
President Frank Navarro and Mayor John Valdivia commended Staff for their diligent work on the project.

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 Item No. 5 and requested the item be considered separately from the remainder of the Consent Calendar.

The Commission first considered items 3-4 and 6-13.

3. Register of Demands – June 22, 2022
4. Receive and file Treasurer's Report for April 30, 2022 for the San Bernardino International Airport Authority (SBIAA)
6. Ratify the award of a construction contract with AEC Moreno Corporation for Americans with Disabilities Act (ADA) interior improvements in the Domestic Terminal in an amount not to exceed \$79,700.00
7. Ratify the award of a design contract with Aaron Lengyel Architecture, PLLC for the final plans for installation of Transportation Security Administration (TSA) Security Checkpoint Equipment in the amount of \$41,409.19
8. Approve a construction agreement with AEC Moreno Corporation for the car rental modular in an amount not to exceed \$35,000.00
9. Approve a construction agreement with Leonida Builders, Inc. for the modifications of the Domestic Terminal check-in counters at the SBD International Airport Terminal in an amount of \$52,845.00
10. Approve an agreement with Climatec, LLC in an amount not to exceed \$41,887.85 for the installation of security cameras on the Airport Security Identification Display Area (SIDA)
11. Approve an agreement with Bogh Engineering, Inc. in an amount not to exceed \$44,981.60 for the installation of underground conduit and wiring to support new Domestic Passenger Terminal Parking System
12. Approve a construction agreement with Black Coffee Sign Fabricators for the improvements of the Rental Carport Awning in an amount of \$38,649.82
13. Approve Meeting Minutes: May 25, 2022

ACTION: Approve Agenda Item Nos. 3-4 and 6-13.

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

The Commission next considered Agenda Item No. 5.

5. Ratify the award of a media contract with Wasserman Media for live music entertainment for the July 23, 2022, air service launch event at the SBD International Airport in the amount of \$50,000

Supervisor Dawn Rowe expressed concerns about the cost and the timing in which the Commission was informed about the contract. Supervisor Rowe requested all Commissioners be notified in advance, in the future.

Mr. Michael Burrows, Chief Executive Officer, extended an apology and noted that the costs of the event would be offset by sponsorships and that the Fiscal Year 2022-2023 Budget includes a revenue line item which exceeds \$50,000.00.

ACTION: Ratify the award of a media contract with Wasserman Media for live music entertainment for the July 23, 2022, air service launch event at the SBD International Airport in the amount of \$50,000

RESULT: **ADOPTED**
MOTION/SECOND: Valdivia / Rigsby
AYES: Lilburn, Navarro, Rigsby, Shorett, and Valdivia.
NAYS: Rowe.
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.

- 14. Consider and discuss a report on annual business plan progress

Mr. Michael Burrows, Chief Executive Officer, introduced Ms. Jennifer Rodriguez, Deputy Clerk of the Board, who presented an ESRI ArcGIS Story Map of the Agency’s 2020 Business Plan Update; available at <https://arcg.is/10ib4v0>.

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

ACTION: Consider and discuss a Report on Annual Business Plan progress.

- 15. Approve the form of an employment agreement with Michael Burrows to serve in the capacity of Chief Executive Officer

Mr. Scott Huber, Legal Counsel, provided a brief report on Agenda Item No. 15 and noted that Mr. Burrows contract is cost allocated 50 percent between both IVDA and SBIAA.

ACTION: Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer; and authorize the President to execute the agreement on behalf of the San Bernardino International Airport Authority (SBIAA).

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

- 16. Approve a construction agreement with AEC Moreno Corporation for terminal parking lot trees and curb removal in an amount not to exceed \$122,500.00

Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 16.

ACTION: Approve a Construction Agreement with AEC Moreno Corporation for Terminal Parking Lot Trees and Curb Removal in an amount not to exceed \$122,500.00; and authorize the Chief Executive Officer to 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.

17. Approve an agreement with Southern California Edison for Electric Vehicle Charging Infrastructure, (Charging Infrastructure and Rebate Participation Agreement)

Ms. Myriam Beltran, Manager of Planning and Programs, introduced Mr. Michael Allawos, President of Allawos & Company, LLC. Mr. Allawos referenced a presentation titled "Green Energy Element: Electric Vehicle Charging Element" (as contained on pages 201-220 in the Agenda Packet) and provided a brief report on Agenda Item No. 17 and noted that the presentation would also provide information for Agenda Item No. 18.

Mayor John Valdivia inquired as to when the charging stations would be installed. Mr. Allawos informed the Commission that the installation of the charging stations would commence at the end of 2022.

Mayor John Valdivia asked for clarification regarding if the motion included items 17 and 18, to which President Frank J. Navarro affirmed as correct.

ACTION: Approve the Southern California Edison "Charge Ready Charging Infrastructure and Rebate Participation Agreement"; and authorize the Chief Executive Officer to execute all related documents.

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

18. Approve an agreement with Verdant Energy Services, LLC for Electric Vehicle Charging Stations

ACTION: Approve an agreement with Verdant for electric vehicle charging equipment; and authorize the Chief Executive Officer to execute all related documents.

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

19. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2022-2023

Mr. Mark Cousineau, Director of Finance, referenced an overhead entitled "Proposed FY 2022/2023 Annual Budget Overview June 22, 2022" (found on pages 251-256 of the Agenda Packet) and provided a detailed report on Agenda Item No. 19.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2022-2023 consisting of: (a) Fiscal Year 2021-2022 Budget to Actual with Fiscal Year 2022-2023 Proposed Budget; (b) Fiscal Year 2022-2023 SBIAA Proposed Budget; (c) Airport Fee Schedule; and (d) Luxivair SBD Pricing Policy.

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

Mayor John Valdivia left the meeting at 4:39 PM.

20. Approve certain professional services contracts for Fiscal Year 2022-2023

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 20

ACTION: Approve Certain Professional Services Contracts for Fiscal Year 2022-2023; and authorize the Chief Executive Officer to execute all related documents.

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

After the discussion of Agenda Item No. 20, Mr. Scott Huber, Legal Counsel, read into the record the salary and contract term of the Chief Executive Officer's employment agreement discussed during Item No. 15.

- 21. 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 307-309 in the Agenda Packet) and provided a brief report on Agenda Item No. 21.

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**

Supervisor Dawn Rowe extended her gratitude to the Finance Department for the FY 22/23 budget and budget presentation.

Further, President Frank Navarro requested to maintain any future Executive Ad Hoc meetings prior to the SBIAA Commission meetings.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:44 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, July 27, 2022.



Jennifer Farris
Assistant Secretary of the Commission

