

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JULY 27, 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

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

City of Loma Linda

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|-----------------------------|---------|
| Councilmember Rhodes Rigsby | Present |
| Mayor Phillip Dupper (alt) | Absent |

County of San Bernardino

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

City of San Bernardino

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| Mayor John Valdivia | Present |
| Councilmember Juan Figueroa | Absent |
| Councilmember Fred Shorett (alt) | Present |

City of Highland

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

Staff Members and Others Present

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| Michael Burrows, Chief Executive Officer | Karen Feld, Counsel, Cole Huber, LLP |
| Mark Gibbs, Director of Aviation | Catherine Pritchett, Director of Administration |
| Mark Cousineau, Director of Finance | Jeff Barrow, Director of Development |
| Jonathan Galvan, Airport Manager | 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, July 27, 2022.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Secretary Penny Lilburn 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 airport terminal event
 - c. Report on Federal Aviation Administration (FAA) Grants
- 2b. Mr. Burrows offered remarks of gratitude to Commission Members and Staff who attended the July 23, 2022 SBD International Airport concert in celebration of daily non-stop flights to San Francisco. He further reminded Commission Members of the Breeze Airways inaugural flight taking place on August 4, 2022.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported the recent receipt of a Federal Aviation Administration (FAA) grant of \$6,469,234 to fund two large infrastructure projects.
President Frank Navarro thanked SBIAA Staff for their efforts to secure the grant.

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 – July 27, 2022
4. Receive and file Treasurer's Report for May 31, 2022 for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change Order No. 1 with Hallett Electric, Inc. for \$19,897.50 due to an increase in material pricing for the UAS Training Center Electrical Project
6. Approve Meeting Minutes: June 22, 2022
7. Approve Meeting Minutes: June 29, 2022 (Special)

ACTION: Approve Agenda Item Nos. 3-7

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

8. Conduct elections of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 27, 2022 through June 30, 2023

Mayor Frank Navarro initially called for nominations for the office of Secretary. Mayor Frank Navarro nominated Mayor Pro Tem Penny Lilburn. Supervisor Dawn Rowe seconded the nomination. The motion failed due to the lack of a roll-call vote.

Councilmember Fred Shorett made an alternate motion to keep current officers in their current positions; Mayor Frank Navarro as President, Councilmember Rhodes Rigsby as Vice-President, and Mayor Pro Tem Penny Lilburn as Secretary. Mayor Pro Tem Penny Lilburn seconded the alternate motion. It was the consensus of the Commission that current officers remain the same.

There being no further nominations forthcoming, Mayor Frank Navarro called for a vote by the Commission members.

ACTION: Elect Mayor Frank Navarro to the office of President for the term commencing July 27, 2022 through June 30, 2023.

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

ACTION: Elect Councilmember Rhodes Rigsby to the office of Vice-President for the term commencing July 27, 2022 through June 30, 2023.

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

ACTION: Elect Mayor Pro Tem Penny Lilburn to the office of Secretary for the term commencing July 27, 2022 through June 30, 2023.

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

9. Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$530,243 for the Runway 6/24 Joint & Spall Repair and Taxiway Shoulder Improvement Projects

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 9.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for construction management services for the Runway 6/24 Joint & Spall Repair and Taxiway Shoulder Improvement Projects (Projects) in an amount not to exceed \$630,243; 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.

10. Approve a construction contract with Bogh Engineering, Inc. for the Transportation Security Administration (TSA) Checkpoint Project in the Domestic Terminal in an amount not to exceed \$209,473.15

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 10.

ACTION: Approve a Construction Contract with Bogh Engineering, Inc. for the Transportation Security Administration (TSA) Checkpoint Project in the Domestic Terminal in an amount not to exceed \$209,473.15; 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.

11. Consider and discuss the SBD Good Neighbor Program Quarterly Report

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, Aviatrix Communications. Ms. Barnes referenced a PowerPoint presentation entitled "SBD International Airport – Quarterly Report: July 2022" (as contained on pages 140-165 in the Agenda Packet) and provided a brief report.

President Frank Navarro requested a report be provided of identified repeat callers.

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

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

12. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2022

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "July, 2022 –Airport Focal Areas" (as contained on pages 168-170 in the Agenda Packet) and provided a brief report on Agenda Item No. 12.

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 December 31, 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**

Commission members thanked Staff for their community outreach and for the success of the July 23, 2022 SBD International Airport concert celebrating daily non-stop flights to San Francisco.

President Frank Navarro extended his gratitude to Staff and Commission for all their hard work and stated that he looks forward to continuing to work with SBIAA Staff and the Commission and lead as President of the Commission.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:39 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, September 28, 2022.



Jennifer Farris
Assistant Secretary of the Commission

