

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, September 28, 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 & Las Vegas Marriott, 325 Convention Center Dr, Las Vegas, NV 89109 (Lake Mead Ballroom)



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 (via Zoom)
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	Jeff Barrow, Director of Development
Myriam Beltran, Manager of Planning and Programs	Robert Curtis, Interim Airport Security Manager
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 3:06 p.m. on Wednesday, September 28, 2022.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Rhodes Rigsby 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 insurable losses
 - c. Report on Federal Aviation Administration (FAA) Runway and Taxiway Projects
 - d. Report on use of canine for airfield wildlife mitigation

- 2a. Mr. Michael Burrows, Chief Executive Officer (CEO), provided a brief report on Agenda Item No. 2a.
- 2b. Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 2b.
- 2c. Mr. Mark Gibbs, Director of Aviation, referenced an overhead and provided a brief report.
- 2d. Mr. Jonathan Galvan, Airport Manager, introduced Mr. Terrell Bowie, Airport Security Coordinator (ASC), who provided remarks of gratitude regarding his recent recruitment. Mr. Galvan then introduced Ms. Rebecca Gibson, Director of Flyaway Farm and Kennel, introduced Greg, the wildlife mitigation training dog. Ms. Gibson then proceeded to provide 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 – August 24, 2022
- 4. Register of Demands – September 28, 2022
- 5. Receive and file Treasurer's Report for June 30, 2022 for the San Bernardino International Airport Authority (SBIAA)
- 6. Receive and file Treasurer's Report for July 31, 2022 for the San Bernardino International Airport Authority (SBIAA)
- 7. Consider and adopt Resolution No. 2022-03 of the San Bernardino International Airport Authority (SBIAA) amending its Conflict of Interest Code and authorizing submission of the amended conflict of interest code and 2022 local agency biennial notice to the County of San Bernardino
- 8. Approve the filing of a notice of completion for the construction contract with AEC Moreno Corporation for the Terminal Interior Improvements Project in compliance with the Americans with Disabilities Act (ADA), and authorize the release of retained funds
- 9. Approve the filing of a notice of completion for the construction contract with AEC Moreno Corporation for the Car Rental Modular Project, and authorize the release of retained funds
- 10. Approve the filing of a notice of completion for the construction contract with AEC Moreno Corporation for the Parking Lot Trees and Curb Removal Project, and authorize the release of retained funds

11. Approve the filing of a notice of completion for the construction contract with Jergensen Construction, Inc. for the Terminal Exterior Improvements Project in compliance with the Americans with Disabilities Act (ADA), and authorize the release of retained funds
12. Approve the filing of a notice of completion for the construction contract with Leonida Builders, Inc. for the modifications of the Domestic Terminal Check-in Counters Project, and authorize the release of retained funds

Ms. Jennifer Farris, Assistant Secretary to the Commission, informed the Commission that one public comment was submitted via email prior to the meeting regarding Agenda Item No. 13. A copy of the public comment was distributed to members of the Commission, staff, and members of the public.

13. Approve the filing of a notice of completion for the construction contract with Leonida Builders, Inc. for the 2nd Floor Concessions Project, and authorize the release of retained funds
14. Approve a professional services agreement with DBT Transportation Services, LLC (DBT) in an amount not to exceed \$41,715 for a one (1)-year term, and a one (1)-year extension option not to exceed \$42,967 for specialized technical services of the Instrument Landing System (ILS) and Automated Weather Observation System (AWOS)
15. Approve a service agreement with Sysco Riverside, Inc., in an amount not to exceed \$70,000
16. Approve Meeting Minutes: July 27, 2022

ACTION: Approve Agenda Item Nos. 3-16

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

17. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023

Mr. Mark Cousineau, Director of Finance, referenced the "Proposed Budget Adjustments Table" found on page 092 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 2022-2023.

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

18. Approve an adjustment to the agreement with Cal-Stripe, Inc. in the amount of \$7,100.74 for additional airfield painting services

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 18.

ACTION: Approve an adjustment to the agreement with Cal-Stripe, Inc. in the amount of \$7,100.74 for additional airfield painting services rendered; 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.

19. Ratify the purchase of two (2) replacement ford explorer police interceptors in an amount not to exceed \$96,791.96

Mr. Robert Curtis, Interim Airport Security Manager, provided a brief report on Agenda Item No. 19.

ACTION: Ratify the purchase contract with Fairview Ford for two (2) new Security Police Interceptors vehicles for \$96,791.96; 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.

20. Authorize the purchase of two (2) 2023 Ford Lightning Trucks with Fairview Ford in an amount not to exceed \$126,328

Ms. Myriam Beltran, Manager of Planning and Programs, provided a brief report on Agenda Item No 20.

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

ACTION: Authorize the purchase of two (2) 2023 Ford Lightning trucks with Fairview Ford for an amount not to exceed \$126,328; and authorize the Chief Executive Officer to execute all related documents.

21. 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 "September, 2022 –Airport Focal Areas" (as contained on pages 129-131 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 December 31, 2022.

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

Ms. Jennifer Farris, Assistant Secretary to the Commission, informed the Commission that one public comment was submitted via email prior to the meeting regarding Agenda Item No. 13. A copy of the public comment was distributed to members of the Commission, staff, and members of the public.

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 3:32 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, October 26, 2022.



Jennifer Farris
Assistant Secretary of the Commission