

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA  
WEDNESDAY, OCTOBER 26, 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

**Frank J. Navarro, President**

*Mayor, City of Colton*

**Rhodes Rigsby, Vice President**

*Councilmember, City of Loma Linda*

**Penny Lilburn, Secretary**

*Mayor Pro Tem, City of Highland*

**COMMISSION MEMBERS:**

**Dawn Rowe**

*Supervisor, County of San Bernardino*

**John Valdivia**

*Mayor, City of San Bernardino*

**Juan Figueroa**

*Mayor Pro Tem, City of San Bernardino*

**ALTERNATE COMMISSION MEMBERS:**

**Phillip Dupper**

*Mayor, City of Loma Linda*

**Joe Baca, Jr.**

*Supervisor, County of San Bernardino*

**Larry McCallon**

*Mayor, City of Highland*

**Fred Shorett**

*Councilmember, City of San Bernardino*

**Dr. Luis S. González**

*Councilmember, City of Colton*

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org). Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday.
- Recordings of the SBIAA Commission meetings are available in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org).
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

**ORDER OF BUSINESS – CLOSED SESSION**

This meeting of the governing Commission of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS**
- **RECESS TO CLOSED SESSION**

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

B. **CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. An additional three minutes will be allotted to those who require translation services. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

C. **CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

- a. Conference with Legal Counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation – Center for Community Action, et al v. FAA, et al. Court of Appeals Docket # 20-70272 (consolidated with No. 20-70464); and State of California, et al v. FAA, et al Court of Appeals Docket # 20-70464

D. **REPORT ON CLOSED SESSION**

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

**ORDER OF BUSINESS – OPEN SESSION**

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

**E. ITEMS TO BE ADDED OR DELETED**

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority subsequent to the posting of the agenda.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest.

**[PRESENTER: Jennifer Farris; PAGE#: 008]**

**G. INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Commission members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items
  - a. Chief Executive Officer's Report; **[PRESENTER: Michael Burrows; PAGE#: 016]**
  - b. Report on Breeze Airways **[PRESENTER: Mark Gibbs; PAGE#: 017]**
  - c. Report on San Bernardino International Airport Authority (SBIAA) Finance & Budget Committee meeting **[PRESENTER: Mark Cousineau; PAGE#: 018]**
  - d. Report on San Bernardino International Airport, Inc. (SBIA) doing business as SBD Cares **[PRESENTER: Mark Cousineau; PAGE#: 019]**
  - e. Policies and Procedures update **[PRESENTER: Catherine Pritchett; PAGE#: 021]**

H. **COMMISSION CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless the Commission directs that an item be held for further discussion.

3. Register of Demands – October 26, 2022  
**[PRESENTER: Mark Cousineau; PAGE#: 022]**
4. Receive and file Treasurer's Report for August 31, 2022 for the San Bernardino International Airport Authority (SBIAA)  
**[PRESENTER: Mark Cousineau; PAGE#: 031]**
5. Approve the filing of a Notice of Completion for the construction contract with Sign Industries, Inc. for the Airport Wayfinding and Signage Improvement Project  
**[PRESENTER: Jeff Barrow; PAGE#: 034]**
6. Approve the filing of a Notice of Completion for the construction contract with Bogh Engineering, Inc. for the Transportation Security Administration (TSA) Checkpoint Project  
**[PRESENTER: Jeff Barrow; PAGE#: 037]**
7. Approve the filing of a Notice of Completion for the construction contract with Bogh Engineering, Inc. for the Domestic Passenger Terminal Parking System Project  
**[PRESENTER: Mark Dennis; PAGE#: 039]**
8. Approve the filing of a Notice of Completion for the construction contract with Hallett Electric, Inc. for the UAS Training Center Underground Electrical Project  
**[PRESENTER: Jeff Barrow; PAGE#: 043]**
9. Approve a Construction Agreement with Tri-Valley Industries, Inc. for the West Annex Roof Repair Project in an amount not to exceed \$57,700  
**[PRESENTER: Jeff Barrow; PAGE#: 045]**
10. Approve Amendment No. 2 to the agreement with Allison Mechanical, Inc. for additional Heating, Ventilation, and Air Conditioning (HVAC) repairs in an amount not to exceed \$51,000  
**[PRESENTER: Wendy Bechtel; PAGE#: 051]**

11. Authorize staff to solicit Statements of Qualifications (SOQ) for Airport Design Engineering Services for the Runway Overrun and Airfield Service Road Projects  
**[PRESENTER: Mark Gibbs; PAGE#: 065]**
12. Approve Meeting Minutes: September 28, 2022  
**[PRESENTER: Jennifer Farris; PAGE#: 067]**

I. <b><u>COMMISSION ACTION ITEMS</u></b>
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Anyone who wishes to speak on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board. Public comments for agenda items that are not public hearings will be limited to three minutes. An additional three minutes will be allotted to those who require translation services.

13. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 075]**
14. Ratify expenditures totaling \$172,704.20 for repair and transport costs associated with insurable loss number CN-SBIAA-220328 that occurred at the FBO Fuel Farm Loading Rack  
**[PRESENTER: Catherine Pritchett; PAGE#: 079]**
15. Ratify expenditures totaling \$164,752.43 for emergency sewer cleanout, excavation and repair costs associated with insurable loss number CN-SBIAA-220804-2-17 that occurred at Hangar 763  
**[PRESENTER: Catherine Pritchett; PAGE#: 087]**
16. Approve Amendment No. 2 to the Professional Services Agreement with Wilson & Company, Inc., Engineers & Architects to provide additional engineering services related to the design of the IRP2 Landfill Surface Repairs for an additional amount not to exceed \$12,500.00  
**[PRESENTER: Jeff Barrow; PAGE#: 134]**
17. Approve the purchase of one (1) 2022 Ford Super Duty F-350 Vehicle to be used as an Airport fleet support vehicle, with Ken Grody Redlands, LLC in an amount not to exceed \$81,085.14  
**[PRESENTER: Jonathan Galvan; PAGE#: 142]**

18. Approve the form of a Service Agreement with the City of San Bernardino and authorize annual funding in an amount not to exceed \$300,000 for the provision of law enforcement services and terminate the current 2018 service agreement  
**[PRESENTER: Catherine Pritchett; PAGE#: 146]**
19. Approve Amendment No. 1 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$200,000 for marketing and outreach initiatives supporting commercial passenger service for SBD  
**[PRESENTER: Mark Gibbs; PAGE#: 176]**
20. Consider and discuss the SBD Good Neighbor Program Quarterly Report  
**[PRESENTER: Mark Gibbs; PAGE#: 185]**
21. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2022  
**[PRESENTER: Michael Burrows; PAGE#: 213]**

**J. ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

**K. OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

**L. COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. ADJOURNMENT

Unless otherwise noted, this meeting will be adjourned to the next meeting of the San Bernardino International Airport Authority Commission on Wednesday, November 23, 2022.