

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

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

Commission Members

City of Colton

Mayor Frank J. Navarro, President	Present
Councilmember Dr. Luis S. González (alt)	Present (in audience, arrived at 3:45PM)

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 (arrived at 3:07PM)

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
Wendy Bechtel, FBO Manager	Jennifer Farris, Assistant Secretary of the Commission
Jonathan Galvan, Airport Manager	Mark Dennis, IT Manager

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, October 26, 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 3:07 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- 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

President Frank Navarro reconvened the meeting at 3:19 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 Breeze Airways
 - c. Report on San Bernardino International Airport Authority (SBIAA) Finance & Budget Committee meeting
 - d. Policies and Procedures update
- 2a. Mr. Michael Burrows, Chief Executive Officer (CEO), reported that Staff is working on a new grant application for funds from the Department of Energy.
- 2b. Mr. Mark Gibbs, Director of Aviation, reported that on October 19, 2022, Breeze Airways announced new routes to Las Vegas, Nevada and Hartford, Connecticut, beginning February 16, 2023.
- 2c. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2c.
- 2d. Ms. Catherine Pritchett, Director of Administration, provided a brief report to defer policy and procedures update to January 2023 to align with the implementation of potential new State regulations.

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 – October 26, 2022
4. Receive and file Treasurer's Report for August 31, 2022 for the San Bernardino International Airport Authority (SBIAA)
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
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
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

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
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
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
11. Authorize staff to solicit Statements of Qualifications (SOQ) for Airport Design Engineering Services for the Runway Overrun and Airfield Service Road Projects
12. Approve Meeting Minutes: September 28, 2022

ACTION: Approve Agenda Item Nos. 3-12

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.

A Revised Staff Report for Agenda Item No. 13 was provided to staff, Board Members, and members of the public.

13. 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 077 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: Valdivia / Rigsby
AYES: Lilburn, Navarro, Rigsby, Rowe, Shorett, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

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

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

ACTION: Ratify expenditures totaling \$172,704.20 for repair and transport costs associated with San Bernardino International Airport Authority (SBIAA) insurable loss number CN-SBIAA-220328 that occurred at the Fixed-Base Operator (FBO) Fuel Farm loading rack; 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.

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

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 15.

ACTION: 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; 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.

Councilmember Dr. Luis S. González arrived to the meeting and joined the audience at 3:45PM.

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

ACTION: 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; 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.

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

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 17.

Vice-President Rhodes Rigsby referenced the background information in regard to the Fleet Maintenance Department needing a ¾ ton truck and asked for clarification. Mr. Galvan clarified that it was a typo, and it is a 1 ton truck.

ACTION: Approve the purchase of one (1) 2022 Ford Super Duty F-350 vehicle in the amount not to exceed \$81,085.14 with Ken Grody Redlands, LLC; 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.

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

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No 18.

ACTION: Approve the form of a Service Agreement with the City of San Bernardino and authorize annual finding in an amount not to exceed \$300,000 for the provision of law enforcement services and terminate the 2018 Service Agreement; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by the San Bernardino International Airport Authority (SBIAA) legal counsel.

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

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 services for SBD

ACTION: Approve Amendment No. 1 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$200,000 for a total contract amount not to exceed \$500,00; and authorize the Chief Executive Officer to execute all related documents.

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

Let the record reflect, Mayor John Valdivia left the meeting at this time.

20. 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 "San Bernardino International Airport – Quarterly Report: October 2022" (as contained on pages 187-212 in the Agenda packet) and provided a brief report. This item was for discussion purposes only; no formal action was taken.

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

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 "October, 2022 –Airport Focal Areas" (as contained on pages 215-217 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**

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 4:06 p.m.

Approved at a Special Meeting of the San Bernardino International Airport Authority on Thursday, November 17, 2022.



Jennifer Farris

Assistant Secretary of the Commission