

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA
WEDNESDAY, JANUARY 25, 2023

3:00 P.M. (Closed Session (if any), 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

Helen Tran

Mayor, City of San Bernardino

Theodore Sanchez

Councilmember, 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

Mayor Pro Tem, City of San Bernardino

John Echevarria

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. 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.
- 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.

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. Policies and Procedures Update **[PRESENTER: Catherine Pritchett; PAGE#: 017]**
 - c. Report on Audit **[PRESENTER: Mark Cousineau; PAGE#: 018]**
 - d. Report on appointment of ad hoc members for SBIAA, Inc. **[PRESENTER: Michael Burrows; PAGE#: 019]**
 - e. Report on annual airport operations for calendar year 2022 **[PRESENTER: Mark Gibbs; PAGE#: 020]**

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 – December 28, 2022
[PRESENTER: Mark Cousineau; PAGE#: 030]
4. Register of Demands – January 25, 2023
[PRESENTER: Mark Cousineau; PAGE#: 037]
5. Receive and file Treasurer's Report for October 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 045]
6. Receive and file Treasurer's Report for November 30, 2022, for the San Bernardino International Airport Authority (SBIAA)
[PRESENTER: Mark Cousineau; PAGE#: 048]
7. Approve the filing of a Notice of Completion for the construction contract with Black Coffee Sign Fabricators, Inc. for the Rental Carport Awning Project, and authorize the release of retained funds
[PRESENTER: Jeff Barrow; PAGE#: 051]
8. Approve the filing of a Notice of Completion for the construction contract with Tri-Valley Industries, Inc. for the West Annex Roof Repair Project
[PRESENTER: Jeff Barrow; PAGE#: 054]
9. Approve Meeting Minutes: November 17, 2022 (Special)
[PRESENTER: Jennifer Farris; PAGE#: 057]

I. **COMMISSION ACTION ITEMS**

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.

10. Adopt Resolution No. 2023-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of a temporary emergency due to extensive damage to SBIAA storm drain channels for the purpose of temporarily suspending bidding requirements; and delegating the authority for related actions to the Chief Executive Officer
[PRESENTER: Catherine Pritchett; PAGE#: 065]
11. Adopt Resolution No. 2023-02 of the San Bernardino International Airport Authority (SBIAA) authorizing submission of Form 130 - Designation of Applicant's Agent Resolution to the State of California's Emergency Management Agency; and delegate the authority for emergency related actions to the Chief Executive Officer
[PRESENTER: Catherine Pritchett; PAGE#: 071]
12. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023
[PRESENTER: Mark Cousineau; PAGE#: 078]
13. Approve Change Order No. 2 with Goss Construction Company, Incorporated which carries a cost impact of \$91,478.41 for the Runway 6/24 Joint and Spall Repair Project
[PRESENTER: Mark Gibbs; PAGE#: 082]
14. Approve Change Order No. 1 with Griffith Company with a project cost savings of \$317,477.26 for the Taxiway Shoulder Improvement Project
[PRESENTER: Mark Gibbs; PAGE#: 086]
15. Approve an agreement with DBT Transportation Services, LLC (DBT) for the installation of a Thales ILS 420 Glideslope in an amount of \$232,780.58 with a 10% contingency not to exceed \$23,278
[PRESENTER: Mark Gibbs; PAGE#: 090]

16. Approve Amendment No. 2 to the professional services agreement with Aviatix Communications, LLC in an amount not to exceed \$220,000 for marketing and outreach initiatives supporting passenger service at the SBD International Airport
[PRESENTER: Amber Casarez; PAGE#: 094]
17. Approve the purchase of three (3) 2022 Chevrolet Colorado Vehicles to be used as airport maintenance support vehicles, from Mark Christopher Chevrolet in an amount not to exceed a combined total of \$110,000.00
[PRESENTER: Jonathan Galvan; PAGE#: 103]
18. Approve Amendment No. 2 to the service agreement with SITA Information Networking Computing USA, Inc. (SITA) for upgrades to passenger processing equipment at Airline Gate #2 in the Domestic Terminal in an amount not to exceed \$12,494.83
[PRESENTER: Mark Dennis; PAGE#: 110]
19. Consider and discuss the SBD Good Neighbor Program quarterly report
[PRESENTER: Mark Gibbs; PAGE#: 113]
20. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023
[PRESENTER: Michael Burrows; PAGE#: 141]

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, February 22, 2023.