

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SPECIAL MEETING COMMISSION ACTIONS

THURSDAY, NOVEMBER 17, 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)

City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

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

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
Jennifer Farris, Assistant Secretary of the Commission	Jonathan Galvan, Airport Manager
Mitch Dattilo, Security Manager	

The Special Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:07 p.m. on Thursday, November 17, 2022.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor John Valdivia 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 legislative initiatives
 - c. Report on SBD International Airport Turkey Trot
- 2a. Mr. Mark Gibbs, Director of Aviation, introduced and welcomed Mr. Mitch Dattilo, as SBD's new Airport Security Manager.
- 2b. Mr. Michael Burrows, Chief Executive Officer (CEO), provided a brief report on Agenda Item No. 2b.
- 2c. Mr. Burrows provided a brief report for the 8th Annual Turkey Trot taking place November 24, 2022.

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 2022
4. Receive and file Treasurer's Report for September 30, 2022 for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion for the construction contract with T&G Construction Services, Inc. for the Leland Norton Way Speed Bump Project
6. Approve Change Order No. 1 with Goss Construction Company, Incorporated with a project cost savings of \$5,500.95 for the Runway 6/24 Joint and Spall Repair Project
7. Approve Meeting Minutes: October 26, 2022

ACTION: Approve Agenda Item Nos. 3-7

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Rigsby / Valdivia
AYES:	Lilburn, Navarro, Rigsby, 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. Adopt Resolution of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the City of San Bernardino Representative

On behalf of the SBIAA Commission, President Frank Navarro, proudly presented a resolution in recognition of services to Mayor John Valdivia.

Mayor John Valdivia thanked Chief Executive Officer, Michael Burrows, and Staff for their dedicated service to the San Bernardino International Airport Authority (SBIAA) Commission. Mayor Valdivia further noted it has been an honor to see the growth that has taken place in the past few years.

ACTION: Adopt Resolution of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the City of San Bernardino representative: Mayor John Valdivia.

9. Approve the award of a contract with JBT AeroTech Corporation in an amount not to exceed \$96,500.84 to provide additional maintenance services on three (3) Passenger Boarding Bridges (PBB's) at the Domestic Terminal

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 9.

ACTION: Approve award of contract with JBT AeroTech Corporation in an amount not to exceed \$96,500.84 for twelve (12) months effective December 1, 2022; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve the form of a Lease Agreement with the United States of America, General Services Administration (GSA) for approximately 1,010 square feet of office and related space within the Domestic Terminal Building

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 10.

ACTION: Approve the form of a lease agreement with the United States of America, General Services Administration (GSA) for approximately 1,010 square feet of office and related space within the domestic terminal building for a ten (10)-year term; 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 / Lilburn
AYES: Lilburn, Navarro, Rigsby, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

11. Approve the form of a Reimbursement Agreement with the San Manuel Band of Mission Indians for Traffic Signal Improvements at the Intersection of Victoria Avenue and "W" Street

ACTION: Approve the form of a Reimbursement Agreement with the San Manuel Band of Mission Indians for traffic signal improvements at Victoria Avenue and "W" Street; 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 / Rigsby
AYES: Lilburn, Navarro, Rigsby, and Valdivia.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

12. Approve Amendment No. 1 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 \$12,494.80

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 12.

ACTION: Approve Amendment No. 1 to the service agreement with SITA Information Networking Computing USA, Inc. to upgrade passenger processing equipment at airline Gate #2 in the domestic terminal in an amount not to exceed \$12,494.80; and authorize the Chief Executive Officer to execute all related documents.

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

13. 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 "December, 2022 –Airport Focal Areas" (as contained on pages 128-130 in the Agenda Packet) and provided a brief report on Agenda Item No. 13.

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

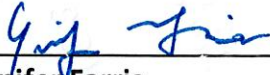
L. **COMMISSION MEMBER COMMENT**

President Frank Navarro and Secretary Penny Lilburn wished everyone a Happy Thanksgiving.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:23 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 25, 2023.



Jennifer Farris

Assistant Secretary of the Commission