

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JANUARY 25, 2023

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 John Echevarria (alt)	Present (in audience)

#### 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 Helen Tran	Absent
Councilmember Theodore Sanchez	Present
Mayor Pro Tem 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
Jennifer Farris, Assistant Secretary of the Commission	Amber Casarez, Marketing Manager
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, January 25, 2023.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Theodore Sanchez 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. Policies and Procedures Update
  - c. Report on Audit
  - d. Report on appointment of ad hoc members for SBIAA, Inc.
  - e. Report on annual airport operations for calendar year 2022
- 2a. President Frank Navarro acknowledged Councilmember John Echevarria who was present in the audience and welcomed him as a newly appointed alternate SBIAA Commission Member.
- 2b. Ms. Catherine Pritchett, Director of Administration, provided a brief update on Agenda Item No. 2b.
- 2c. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2c.
- 2d. Mr. Michael Burrows, Chief Executive Officer provided a brief report on Agenda Item No. 2d. It was the consensus of the Commission for Secretary Penny Lilburn, Supervisor Dawn Rowe, and Mayor Pro Tem Fred Shorett to be appointed to the Ad Hoc Committee for SBIAA, Inc.
- 2e. Mr. Mark Gibbs, Director of Aviation, referenced an overhead entitled "2022 Operational Results" (as contained on pages 021-029 in the Agenda Packet) and provided a brief report on Airport Operations for Calendar Year 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 – December 28, 2022
4. Register of Demands – January 25, 2023
5. Receive and file Treasurer's Report for October 31, 2022 for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for November 30, 2022 for the San Bernardino International Airport Authority (SBIAA)
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
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
9. Approve Meeting Minutes: November 17, 2022 (Special)

**ACTION:** Approve Agenda Item Nos. 3-9

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Rigsby / Rowe
AYES:	Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Shorett.
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.

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

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 10.

**ACTION:** Adopt Resolution No. 2023-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of a temporary emergency for the purpose of temporarily suspending bidding requirements; and delegating the authority for related actions to the Chief Executive Officer.

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

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 authority for emergency related actions to the Chief Executive Officer

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 11.

**ACTION:** Adopt Resolution No. 2023-02 authorizing submission of Form 130 – Designation of Applicant’s Agent Resolution to the State of California’s Emergency Management Agent; and delegate authority for emergency related actions to the Chief Executive Officer.

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

12. 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 080 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:** Rigsby / Sanchez  
**AYES:** Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Shorett.  
**NAYS:** None.  
**ABSTENTIONS:** None.  
**ABSENT:** None.

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

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map and provided a brief report on Agenda Item No. 13.

**ACTION:** Approve Change Order No. 2 with Goss Construction Company, Incorporated with a cost impact of \$91,478.41 for the Runway 6/24 Joint and Spall Repair Project; and authorize the Chief Executive Officer to execute all related documents.

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

14. Approve Change Order No. 1 with Griffith Company with a project cost savings of \$317,477.26 for the Taxiway Shoulder Improvement Project

Mr. Mark Gibbs, Director of Aviation, referenced an overhead map and provided a brief report on Agenda Item No. 14.

**ACTION:** Approve Change Order No. 1 with Griffith Company with a project cost savings of \$317,477.26 for the Taxiway Shoulder Improvement Project; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 15.

**ACTION:** Approve an agreement with DBT Transportation Services, LLC (DBT) for installation, calibration, and certification of a new ILS 420 Glideslope in an amount of \$232,780.58 with a 10% contingency not to exceed \$23,278; and authorize the Chief Executive Officer to execute all related documents.

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

16. Approve Amendment No. 2 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$220,000 for marketing and outreach initiatives supporting passenger service at SBD International Airport

Ms. Amber Casarez, Marketing Manager, provided a brief report on Agenda Item No. 16.

Commissioners requested that Aviatrix Communications, LLC provide a presentation at a later meeting specifying marketing campaign metrics and results for the SBD Airport.

**ACTION:** Approve Amendment No. 2 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$220,000 in a total not to exceed contract amount of \$720,000; and authorize the Chief Executive Officer to execute all related documents.

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

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

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

**ACTION:** Approve the purchase of three (3) new 2022 Chevrolet Colorado Trucks for Grounds Maintenance in an amount inclusive of taxes, titles, and DMV fees totaling \$109,561.15, plus an allowance for any unforeseen ancillary costs in the amount of \$438.85 with Mark Christopher Chevrolet for a total not to exceed amount of \$110,000; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Mark Dennis, IT Manager, provided a brief report on Agenda Item No 18.

**ACTION:** Approve Amendment No. 2 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 \$12,494.83; and authorize the Chief Executive Officer to execute all related documents.

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



19. 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: January 2023" (as contained on pages 115-140 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.

20. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2023

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June, 2023 –Airport Focal Areas" (as contained on pages 143-145 in the Agenda Packet) and provided a brief report on Agenda Item No. 20.

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 June 30, 2023.

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 Regular Meeting of the San Bernardino International Airport Authority on Wednesday, February 22, 2023.**

  
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Jennifer Farris  
Assistant Secretary of the Commission