

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 22, 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)	Present (in audience)

County of San Bernardino

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

City of San Bernardino

Mayor Helen Tran	Present
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience)

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	Andres Zapata, Airport Operations Manager
Stephen McIntyre, Maintenance Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:03 p.m. on Wednesday, February 22, 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. Breeze Airways Las Vegas Launch
 - d. Report on Federal Aviation Administration (FAA) Emergency Exercise
- 2b. Ms. Catherine Pritchett, Director of Administration, gave a brief report on Agenda Item No. 2b. and referenced a PowerPoint presentation as contained on pages 047-048 of the agenda packet.
- 2c. Mr. Mark Gibbs, Director of Aviation, referenced overhead photos and provided a brief report on the new Breeze Airways routes to Las Vegas, NV and Hartford, CT.
- 2d. Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 2d. Mr. Gibbs thanked Mr. Andres Zapata, Airport Operations Manager, for leading the exercise.

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 – February 22, 2023.
4. Receive and file Treasurer's Report for December 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change Order No.1 in the amount of \$18,550.00 with AEC Moreno Corporation for a total contract amount not to exceed \$68,050.00 for the 1st Floor Concession Stand Improvements Project
6. Approve Change Order No. 1 in the amount of \$33,800 with AEC Moreno Corporation for a total contract amount not to exceed \$83,799.98 for the 2nd Floor Concession Stand Improvements Project
7. Authorize staff to advertise a Request for Proposals (RFP) for Heating, Ventilation, and Air Conditioning (HVAC) Contractors
8. Approve Meeting Minutes: January 25, 2023

ACTION: Approve Agenda Item Nos. 3-8

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rigsby / Lilburn
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran.
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.

9. 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 131 of the Agenda Packet and provided a brief report.

ACTION: Consider and adopt budget adjustment reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2022-2023.

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

10. Approve a construction contract with Jergensen Construction for the City Creek Bypass Channel Maintenance and Repair Phase 1 Project in an amount not to exceed \$96,335.20

Mr. Jeff Barrow, Director of Development, referenced two overheads and provided a brief report on Agenda Item No. 10.

ACTION: Approve a construction contract with Jergensen Construction for the City Creek Bypass Channel Maintenance and Repair Phase 1 Project in an amount not to exceed \$96,335.20; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve Amendment No. 1 to the Professional Services Agreement with JBT Aerotech Corporation in the amount of \$53,499.16 for a total not to exceed contract amount of \$150,000.00 to perform Terminal Passenger Boarding Bridge (PBB) repairs

Mr. Stephen McIntyre, Maintenance Manager, provided a brief report on agenda Item No. 11.

ACTION: Approve Amendment No. 1 to the Professional Services Agreement with JBT Aerotech Corporation in the amount of \$53,499.16 for a total not to exceed contract amount of \$150,000; 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 Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

12. Approve Amendment No. 1 to the Professional Services Agreement with LSA Associates, Inc. in the amount of \$47,000 for a total not to exceed contract amount of \$97,000

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

ACTION: Approve Amendment No. 1 with LSA Associates, Inc. in the amount of \$47,000 for a total not to exceed contract amount of \$97,000; and authorize the Chief Executive Officer to execute all related documents.

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

13. Approve Change Order No. 3 with Goss Construction Company, Incorporated which carries a cost impact of \$153,876.63 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. 3 with Goss Construction Company, Incorporated with a cost impact of \$153,876.63 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 / Sanchez
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

14. Approve award of a Professional Services Agreement with Aecom Technical Services, Inc. in an amount not to exceed \$132,723 for Engineering Design Services for the AOA Vehicle Access Road Project

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 14.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for engineering design services for the AOA Vehicle Access Road Project in an amount not to exceed \$132,723; and authorize the Chief Executive Officer to execute all related documents subject to technical and conforming change as approved by legal counsel.

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

15. Approve Change Order No. 2 with Griffith Company which carries a cost impact of \$344,358.76 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. 15.

ACTION: Approve Change Order No. 2 with Griffith Company with a cost impact of \$344,358.76 for the Taxiway Shoulder Improvement Project; 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 Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

16. 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 207-209 in the Agenda Packet) and provided a brief report on Agenda Item No. 16.

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

Councilmember Theodore Sanchez requested the SBD canine for airfield wildlife mitigation be presented at a future Commission meeting.

Secretary Penny Lilburn extended her gratitude to members of the SBIAA, Inc. Ad Hoc Committee.

Mayor Helen Tran thanked Staff and Breeze Airways for a successful launch and is looking forward to the future.

Lastly, Mr. Michael Burrows, Chief Executive Officer, introduced Mr. Stephen McIntyre, the new Maintenance Manager.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:41 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 22, 2023.



Jennifer Farris
Assistant Secretary of the Commission