

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 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, arrived at 3:20 PM)

#### 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	Present
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience, arrived at 3:12 PM)

#### City of Highland

Mayor Pro Tem Penny Lilburn	Present
Mayor Larry McCallon (alt)	Absent

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Counsel, Cole Huber, LLP
Jeff Barrow, Director of Development	Jennifer Farris, Assistant Secretary of the Commission
Catherine Pritchett, Director of Administration	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:05 p.m. on Wednesday, March 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 Helen Tran 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 3:06 p.m. Mr. Scott Huber, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: 255 S. Leland Norton Way, Hangar Bay 3

Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Scott Huber, SBIAA Legal Counsel, and other parties to be determined.

Under negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price.

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 3:31 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 Losses
  - c. Report on Audit
- 2a. Mr. Eduardo Estrada and Mr. Richard Gonzalez, Airport Operations, introduced Norton, the Airport's new environmental mitigation canine. Mr. Estrada provided a brief report of Norton's duties.
- 2b. Ms. Catherine Pritchett, Director of Administration, introduced Ms. Melissa Sutton, the new Records Specialist. Ms. Pritchett further provided a brief report on losses due to the recent storm.
- 2c. Mr. Michael Burrows, Chief Executive Officer, provided a brief report.

**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 – March 22, 2023.
4. Receive and file Treasurer's Report for January 31, 2022, for the San Bernardino International Airport Authority (SBIAA)
5. Consider and adopt Resolution No. 2023-03 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and authorizing destruction of certain Authority records
6. Approve Meeting Minutes: February 22, 2023

**ACTION:** Approve Agenda Item Nos. 3-6

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Rigsby / Rowe
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.

7. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023

Mr. Michael Burrows, Chief Executive Officer, referenced the "Proposed Budget Adjustments Table" on page 096 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 / Rowe  
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran.  
NAYS: None.  
ABSTENTIONS: None.  
ABSENT: None.

8. Award a construction contract with Brightview Landscape Services, Inc. in an amount of \$88,489.00 for the Luxivair Landscaping Project

Mr. Jeff Barrow, Director of Development, referenced an overhead and provided a brief report on Agenda Item No. 8.

**ACTION:** Award a Construction Contract to Brightview Landscape Services, Inc. in an amount of \$88,489.00 for the Luxivair Landscaping Project; and authorize Chief Executive Officer to execute all related documents.

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

9. Approve Amendment No. 1 for Professional Services Agreement with Right Energy Group, LLC in an amount not to exceed \$20,000 for Green Energy Consulting Services for the San Bernardino International Airport Authority (SBIAA)

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on agenda Item No. 9.

**ACTION:** Approve Amendment No. 1 to the Professional Services Agreement with Right Energy Group, LLC to provide green energy consulting services for San Bernardino International Airport Authority (SBIAA) for an additional amount not to exceed \$20,000.

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

10. 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 30, 2023 – Airport Focal Areas" (as contained on pages 108-110 in the Agenda Packet) and provided a brief report on Agenda Item No. 10.

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

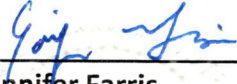
L. **COMMISSION MEMBER COMMENT**

There were no Commission Member comments.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:48 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 26, 2023.



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Jennifer Farris

Assistant Secretary of the Commission