

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, APRIL 26, 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	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)	Absent

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jeff Barrow, Director of Development
Jonathan Galvan, Airport Manager	Jennifer Farris, Assistant Secretary of Commission
Andres Zapata, Airport Operations 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, April 26, 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**

President Frank Navarro recessed to closed session at 3:07 p.m. Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, 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 3:51 p.m. President Navarro asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, if there were any reportable items. Mr. Lewin 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 Grant Programs
 - c. Report on Annual Audit
- 2b. Mr. Michael Burrows, Chief Executive Officer, provided a brief report on current grant funding opportunities being pursued.
- 2c. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2c. Mr. Michael Burrows thanked the Finance and Budget Committee Members for their time.

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 – April 26, 2023
4. Receive and file Treasurer's Report for February 28, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion for the construction contract with Griffith Company and authorize the release of retained funds.
6. Approve Meeting Minutes: March 22, 2023

ACTION: Approve Agenda Item Nos. 3-6

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Lilburn / Tran
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. Mark Cousineau, Director of Finance, referenced the "Proposed Budget Adjustments Table" found on page 040 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: Rowe / Lilburn
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

8. Approve a Professional Services Agreement with Tetra Tech AMT (Tetra Tech) in an amount not to exceed \$205,568.51 for development and implementation of a Safety Management System (SMS) as required by the Federal Aviation Administration (FAA)

Mr. Andres Zapata, Airport Operations Manager, provided a brief report on Agenda Item No. 8.

ACTION: Approve a professional services agreement with Tetra Tech AMT for development and implementation of an airport Safety Management System (SMS) as required by the Federal Aviation Administration (FAA), in an amount not to exceed \$205,568.51 beginning July 1, 2023; and authorize the Chief Executive Officer to execute all related documents.

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

9. Approve Change Order No. 4 with Goss Construction Company, Inc. in an amount not to exceed \$36,124.39 for the Runway 6/24 Joint and Spall Repair Project; approve the filing of a Notice of Completion for this contract and authorize the release of retained funds

Mr. Jeff Barrow, Director of Development, referenced an overhead map and provided a brief report on Agenda Item No. 9.

ACTION: Approve Change Order No. 4 with Goss Construction Company, Inc. in an amount not to exceed \$36,124.39 for the Runway 6/24 Joint and Spall Repair Project; and approve the filing of a Notice of Completion and release of retained funds for this contract; and authorize the Chief Executive Officer to execute all related documents.

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

10. Consider and discuss the SBD Good Neighbor Program First Quarter 2023 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: April 2023" (as contained on pages 060-085 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: Consider and discuss the SBD Good Neighbor Program quarterly report.

11. 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 088-090 in the Agenda Packet) and provided a brief report on Agenda Item No. 11.

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**

A City of Highland resident expressed their concerns to the Commission regarding aircraft noise levels and thanked staff for making SBIAA meetings available on the Authority website, via live stream.

L. **COMMISSION MEMBER COMMENT**

Secretary Penny Lilburn thanked Mr. Mark Gibbs, Director of Aviation, for presenting an update of the Airport at the Highland Senior Center.

Councilmember Theodore Sanchez requested a marketing update presentation from Aviatrix Communications. Mr. Burrows, Chief Executive Officer, relayed that Staff will work with counsel and the firm on a future presentation.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:18 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, May 24, 2023.



Jennifer Farris
Assistant Secretary of the Commission

