

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, MAY 24, 2023

3:00 P.M. (Closed Session (if any), 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

**Frank J. Navarro, President**

*Mayor, City of Colton*

**Rhodes Rigsby, Vice President**

*Councilmember, City of Loma Linda*

**Penny Lilburn, Secretary**

*Mayor Pro Tem, City of Highland*

**COMMISSION MEMBERS:**

**Dawn Rowe**

*Supervisor, County of San Bernardino*

**Helen Tran**

*Mayor, City of San Bernardino*

**Theodore Sanchez**

*Councilmember, City of San Bernardino*

**ALTERNATE COMMISSION MEMBERS:**

**Phillip Dupper**

*Mayor, City of Loma Linda*

**Joe Baca, Jr.**

*Supervisor, County of San Bernardino*

**Larry McCallon**

*Mayor, City of Highland*

**Fred Shorett**

*Mayor Pro Tem, City of San Bernardino*

**John Echevarria**

*Councilmember, City of Colton*

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org). Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday.
- Recordings of the SBIAA Commission meetings are available in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org).
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

**ORDER OF BUSINESS – CLOSED SESSION**

This meeting of the governing Commission of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS**
- **RECESS TO CLOSED SESSION**

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

**B. CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. An additional three minutes will be allotted to those who require translation services. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

**C. CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

- a. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Frank Navarro

Position Title: Chief Executive Officer

**D. REPORT ON CLOSED SESSION**

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

**ORDER OF BUSINESS – OPEN SESSION**

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

**E. ITEMS TO BE ADDED OR DELETED**

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority subsequent to the posting of the agenda.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest.

**[PRESENTER: Jennifer Farris; PAGE#: 007]**

**G. INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Commission members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items
  - a. Chief Executive Officer's Report; **[PRESENTER: Michael Burrows; PAGE#: 020]**
  - b. Report on International Trade Initiatives **[PRESENTER: Michael Burrows; PAGE#: 021]**
  - c. Report on annual Technical Advisory Committee meeting **[PRESENTER: Michael Burrows; PAGE#: 022]**
  - d. Report on Airport marketing efforts **[PRESENTER: Mark Gibbs; PAGE#: 023]**

H. **COMMISSION CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless the Commission directs that an item be held for further discussion.

3. Register of Demands – May 24, 2023  
**[PRESENTER: Mark Cousineau; PAGE#: 024]**
4. Receive and file Treasurer's Report for March 31, 2023 for the San Bernardino International Airport Authority (SBIAA)  
**[PRESENTER: Mark Cousineau; PAGE#: 033]**
5. Approve the filing of a Notice of Completion for the construction contract with Jergensen Construction, Inc. and authorize the release of retained funds  
**[PRESENTER: Jeff Barrow; PAGE#: 036]**
6. Approve Amendment No. 3 to the agreement with Allison Mechanical, Inc. for additional Heating, Ventilation, and Air Conditioning (HVAC) repairs in the amount of \$5,000 for a total contract amount not to exceed \$56,000  
**[PRESENTER: Wendy McConaughey; PAGE#: 042]**
7. Approve the purchase of two (2) 48V Electric Drive Cushman Haulers from Prestige Golf Carts in an amount not to exceed \$36,101.52  
**[PRESENTER: Wendy McConaughey; PAGE#: 044]**
8. Authorize staff to advertise construction plans and specifications for the AOA Vehicle Access Road Project at the SBD International Airport  
**[PRESENTER: Mark Gibbs; PAGE#: 047]**
9. Approve Meeting Minutes: April 26, 2023  
**[PRESENTER: Jennifer Farris; PAGE#: 050]**

I. **COMMISSION ACTION ITEMS**

Anyone who wishes to speak on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board. Public comments for agenda items that are not public hearings will be limited to three minutes. An additional three minutes will be allotted to those who require translation services.

10. Receive and file the annual independent financial audit report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2022  
**[PRESENTER: Mark Cousineau; PAGE#: 057]**
11. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 110]**
12. Approve Amendment No. 1 to the service agreement with Sysco Riverside, Inc., in an amount not to exceed \$25,000 for a total contract amount not to exceed \$95,000  
**[PRESENTER: Wendy McConaughey; PAGE#:113]**
13. Approve Amendment No. 4 to the professional services agreement with LSA Associates, Inc. in an amount not to exceed \$30,000, for a total not to exceed contract amount of \$230,000 for Airport Wildlife Biologist Services  
**[PRESENTER: Jonathan Galvan; PAGE#: 115]**
14. Approve a professional services agreement with the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) and Wildlife Services (WS) for Wildlife Biologist Services during Fiscal Year 2023-24 in an amount not to exceed \$77,712.21  
**[PRESENTER: Jonathan Galvan; PAGE#: 117]**
15. Approve Change Order No. 1 with Brightview Landscape Services, Inc. in an amount not to exceed \$2,122.97 for the Luxivair SBD Landscaping Project; approve the filing of a Notice of Completion and authorize the release of retained funds  
**[PRESENTER: Jeff Barrow; PAGE#: 128]**
16. Award a construction contract to Bodell Construction Company in an amount not to exceed \$485,300.00 for the Fuel Farm Internal Floating Roof Project  
**[PRESENTER: Jeff Barrow; PAGE#: 133]**

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

[PRESENTER: Michael Burrows; PAGE#: 167]

J. **ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. **OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next meeting of the San Bernardino International Airport Authority Commission on Wednesday, June 28, 2023.