

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 24, 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 3:08 PM)

City of Loma Linda

Councilmember Rhodes Rigsby	Absent
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

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

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
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
Wendy McConaughy, FBO Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:02 p.m. on Wednesday, May 24, 2023.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Secretary Penny Lilburn 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 3:04 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- 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

President Frank Navarro reconvened the meeting at 3:14 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

A request was made to add Item No. 18 - "Consider and discuss a report on a potential change of the regularly scheduled Commission meeting time" to the agenda. The item failed.

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 International Trade Initiatives
 - c. Report on annual Technical Advisory Committee meeting
 - d. Report on Airport marketing efforts
- 2b. Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 2b.
- 2c. Mr. Burrows provided a brief report on the annual Technical Advisory Committee meeting.
- 2d. Mr. Mark Gibbs, Director of Aviation, introduced Ms. Katie Franco, Owner, Aviatrix Communications, LLC. Ms. Franco referenced a PowerPoint presentation entitled "SBD International Airport Digital Media Report: Executive Summary", located on the Agency's website at, <https://www.sbiaa.org/sbiaa-agenda/>, and provided a brief report on Agenda Item No. 2d.

Mayor Helen Tran extended her gratitude to Staff and Aviatrix Communications, LLC for their hard work advertising for the Airport.

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 – May 24, 2023
4. Receive and file Treasurer's Report for March 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion for the construction contract with Jergensen Construction, Inc. and authorize the release of retained funds
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

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
8. Authorize staff to advertise construction plans and specifications for the AOA Vehicle Access Road Project at the SBD International Airport
9. Approve Meeting Minutes: April 26, 2023

ACTION: Approve Agenda Item Nos. 3-8

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

ACTION: Approve Agenda Item No. 9

RESULT: **ADOPTED**
MOTION/SECOND: Shorett / Lilburn
AYES: Lilburn, Navarro, Shorett, and Tran.
NAYS: None.
ABSTENTIONS: Baca.
ABSENT: None.

I. <u>COMMISSION ACTION ITEMS</u>
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Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice.

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

Mr. Mark Cousineau, Director of Finance, introduced Mr. David Showalter, Partner, of Eide Bailly, LLP. Mr. Showalter explained that the audit report resulted in an unmodified opinion, meaning the agency's financial statements are in conformity with accounting principles generally accepted in the United States.

Secretary Penny Lilburn expressed her gratitude of being a part of the SBIAA Finance and Budget Committee.

This item was for discussion purposes only; no formal action was taken.

ACTION: Receive and file the Annual Independent Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2022; and approve the submission of these reports to the appropriate agencies.

11. 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 111 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: Tran / Shorett
AYES: Baca, Lilburn, Navarro, Shorett, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

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

Ms. Wendy McConaughy, FBO Manager, provided a brief report on Agenda Item No. 12.

ACTION: Approve Amendment No. 1 to the Service Agreement with Sysco Riverside, Inc. to provide food, supply, beverage and delivery services for Luxivair SBD in an amount not to exceed \$25,000; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 13.

ACTION: Approve Amendment No. 4 with LSA Associates, Inc. in the amount of \$30,000 for a total not to exceed contract amount of \$230,000 for airport wildlife biologist services; restate previous San Bernardino International Airport Authority (SBIAA) Commission action taken February 22, 2023 as approval of LSA contract "Amendment No. 3"; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 14.

ACTION: 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 a total not to exceed contract amount of \$77,712.21; and authorize the Chief Executive Officer to execute all related documents; subject to technical and conforming changes as approved by legal counsel.

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

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

ACTION: 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 for this contract; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 16.

ACTION: 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; and authorize the Chief Executive Officer to execute all related documents; subject to technical and conforming changes as approved by legal counsel.

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

17. 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 169-171 in the Agenda Packet) and provided a brief report on Agenda Item No. 17.

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

Refer to Section E. above.

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 4:00 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 28, 2023.



Jennifer Farris
Assistant Secretary of the Commission

