

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, June 28, 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	Absent
Mayor Phillip Dupper (alt)	Present

County of San Bernardino

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

City of San Bernardino

Mayor Helen Tran	Absent
Councilmember Theodore Sanchez	Present (arrived at 3:04PM)
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	Mike 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	Mitch Dattilo, Security Manager
Mark Dennis, IT Manager	Jennifer Farris, Assistant Secretary of Commission
Amber Casarez, Marketing 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, June 28, 2023.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Dawn Rowe 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. Mike Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, 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 4:07 p.m. President Navarro asked Mr. Mike Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP if there were any reportable items. Mr. Lewin reported that there were none. Mr. Lewin stated that the Chief Executive Officer's review was complete.

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.

Supervisor Dawn Rowe noted conflicts on Agenda Item Nos. 10 and 14.

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 technical clarification for the Taxiway Shoulder Improvements Project
- 2b. Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 2b. Mr. Barrow reported a discrepancy of \$318.15 on the closeout for the Taxiway Shoulder Improvement Project. Mr. Michael Burrows noted the change will be recorded on the final Notice of Completion.

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 – June 28, 2023
4. Receive and file Treasurer's Report for April 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Security Department Use of Force Policy regarding use of intermediate force options available to SBIAA Security Officers
6. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Advertising Policy
7. Approve the filing of a Notice of Completion for the construction contract with AEC Moreno Corporation for the 1st Floor Concession Stand Improvement Project
8. Approve the filing of a Notice of Completion for the construction contract with AEC Moreno Corporation for the 2nd Floor Concession Stand Improvement Project
9. Approve Amendment No. 1 for Coffman Engineers in the amount of \$4,000 for the Hydrogen Grant Application Program
11. Approve Meeting Minutes: May 24, 2023.

Councilmember Theodore Sanchez requested further information on Agenda Item Nos. 7 and 8.
Councilmember Sanchez requested a brief description of the change orders.
Mr. Jeff Barrow, Director of Development provided clarification of what the change orders involved.

ACTION: Approve Agenda Item Nos. 3- 9 & 11

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

10. Approve Amendment No. 1 to the professional services agreement with AECOM Technical Services, Inc. in an amount not to exceed \$6,000.00 for professional engineering services

ACTION: Approve Agenda Item No. 10

RESULT: **ADOPTED**
MOTION/SECOND: Shorett / Sanchez
AYES: Dupper, Lilburn, Navarro, Sanchez, and Shorett
NAYS: None.
ABSTENTIONS: Rowe.
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.

12. Consider and discuss a report on annual business plan progress

Mr. Michael Burrows, Chief Executive Officer, introduced Ms. Jennifer Rodriguez, Deputy Clerk of the Board, who presented an ESRI ArcGIS Story Map of the Authority's 2022 Business Plan Update; available at <https://storymaps.arcgis.com/stories>

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

ACTION: Consider and discuss a report on annual business plan progress.

13. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, presented a PowerPoint presentation "Proposed FY 2023/24 Annual Budget Overview" found on pages 163-168 of the Agenda Packet.

Councilmember Theodore Sanchez requested further information on marketing expenditures.

In response to Councilmember Sanchez's inquiry, Mark Gibbs, Director of Aviation and Marketing Manager, Amber Casarez, provided a summary of marketing expenditures.

Councilmember Sanchez suggested looking into cost savings for fleet management.

Due to another commitment, President Frank Navarro excused himself at 4:45PM and appointed Secretary Lilburn to chair the remainder of the meeting.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2023-2024 consisting of: (a) Fiscal Year 2022-2023 Budget to Actual with Fiscal Year 2023-2024 Proposed Budget; (b) Fiscal Year 2023-2024 SBIAA Proposed Budget; (c) Airport Fee Schedule; (d) Luxivair SBD Pricing Policy; and (e) Notice of Violation Program.

RESULT:	ADOPTED
MOTION/SECOND:	Lilburn / Dupper
AYES:	Dupper, Lilburn, Rowe, Sanchez, and Shorett.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro.

Councilmember John Echevarria proceeded to take a seat at the dais to represent the City of Colton.

14. Approve certain Professional Services Agreements for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 14.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2023-2024; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	ADOPTED
MOTION/SECOND:	Shorett / Dupper
AYES:	Dupper, Echevarria, Lilburn, Sanchez, and Shorett
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	Navarro and Rowe.

15. Approve the purchase of three (3) 2023 Ford Hybrid Maverick vehicles to be used as Airport Operations and Maintenance support vehicles from Ken Grody Ford in an amount not to exceed a combined total of \$86,630.43

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 15.

ACTION: Approve the purchase of three (3) 2023 Ford Hybrid Mavericks for Airport Operations and Airport Maintenance in an amount inclusive of Taxes, Titling, and DMV Fees totaling \$86,630.43 with Ken Grody Ford; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Sanchez
AYES: Dupper, Echevarria, Lilburn, Sanchez, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: Navarro.

16. Approve an award award for a multi-year contract with Therma, LLC in an amount not to exceed \$510,887.00 for preventative maintenance of Heating Ventilation and Air Conditioning (HVAC) systems for certain San Bernardino International Airport Authority (SBAA) owned buildings

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 16.

ACTION: Approve a two (2)-year contact with two (2)-each, one (1)-year extension options with Therma, LLC in an amount not to exceed \$510,887.00 over a four (4)-year period for preventative maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems on certain San Bernardino International Airport Authority (SBIAA) owned buildings; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Sanchez
AYES: Dupper, Echevarria, Lilburn, Rowe, Sanchez, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: Navarro.

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

ACTION: Review the Action Plan for the San Bernardino International Airport Authority 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 280-280 in the Agenda Packet) and provided a brief report on Agenda Item No. 17.

Mr. Michael Burrows recognized and thanked the Commissioners, staff, Mr. Mark Cousineau and Alka Chudasama, Deputy Director of Finance, and the Finance team for their budget preparation work.

Ms. Catherine Pritchett announced Deputy Clerk of the Board, Jennifer Rodriguez will be departing from the Authority to pursue another opportunity.

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, Secretary Penny Lilburn declared the meeting adjourned at 4:55 p.m.

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



Jennifer Harris
Assistant Secretary of the Commission