

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JULY 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	Absent
Mayor Phillip Dupper (alt)	Present

County of San Bernardino

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

City of San Bernardino

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

City of Highland

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

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal 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, July 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 3:03 p.m. Mr. Scott Huber, Legal Counsel, 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: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
- b. Conference with legal counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation – one case.

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 3:27 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**

Mr. Scott Huber, Legal Counsel, Scott Huber, LLP, noted that pursuant to Government Code Section 54954.2 staff is requesting to add two additional items which each came to the attention of the San Bernardino International Airport Authority Staff subsequent to the posting of the agenda.

Councilmember Theodore Sanchez inquired as to the necessity to add these items to the current agenda.

Supervisor Joe Baca Jr., inquired as to the implications if these items are not added to this agenda.

Mr. Burrows and Legal Counsel detailed reasoning for presenting the items at today's meeting.

Councilmember Sanchez suggested that a Special Meeting be held at a later date to consider Agenda Item Nos. 14 and No. 15. Discussion ensued as to a potential future date.

Councilmembers Dupper and Baca retracted their initial motions to add Agenda Item Nos. 14 and No. 15 to the agenda.

A vote was taken by the Commission for staff to schedule a Special Meeting on July 28, 2023 at 10:00 a.m.

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

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
 - 2a. Mr. Michael Burrows, Chief Executive Officer, expressed gratitude to the Maintenance Division for their efforts in maintaining the Airport's HVAC systems.

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 – July 26, 2023
4. Receive and file Treasurer's Report for May 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Meeting Minutes: June 28, 2023

ACTION: Approve Agenda Item Nos. 3- 5

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Dupper / Shorett
AYES: Baca, Dupper, Navarro, Sanchez, and Shorett
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.

6. Conduct elections of President, Vice President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 26, 2023 through June 30, 2024.

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, called for nominations for the office of President, Vice President, and Secretary.

Mayor Dupper nominated Mayor Pro Tem Penny Lilburn for the office of Secretary. Supervisor Baca seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission.

ACTION: Elect Mayor Pro Tem Penny Lilburn to the office of Secretary for the term commencing July 26, 2023 through June 30, 2024.

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

President Navarro called for nominations for the office of Vice President. President Navarro nominated Councilmember Rhodes Rigsby. Mayor Dupper seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission.

ACTION: Elect Councilmember Rhodes Rigsby to the office of Vice President for the term commencing July 26, 2023 through June 30, 2024.

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

President Navarro called for nominations for the office of President. Mayor Dupper nominated Mayor Navarro. Supervisor Baca seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission.

ACTION: Elect Mayor Frank Navarro to the office of President for the term commencing July 26, 2023 through June 30, 2024.

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

7. Consider and discuss a potential change of the regular scheduled Commission meeting time

Mr. Scott Huber, Legal Counsel, provided a brief report on Agenda Item No. 7.

Mayor Dupper recognized Councilmember Rigsby for his wealth of knowledge and emphasized the importance of him remaining engaged.

The Commission unanimously directed staff to present a Resolution for adoption changing the time of regular SBIAA Commission meetings from 3:00 P.M. to 5:00 P.M. at a future meeting.

8. Consider and adopt proposed budget adjustments for Fiscal Year 2023-2024.

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 8.

ACTION: Consider and adopt budget adjustments reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2023-2024.

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

9. Approve award of a multi-year contract with ADT LLC in an amount not to exceed \$81,792.00 for fire alarm and burglar alarm monitoring services.

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 9.

Mayor Dupper expressed his personal concerns on conducting business with ADT LLC.

ACTION: Approve a one (1)-year contract with two (2)-each, one (1)-year extension options with ADT LLC in an amount not to exceed \$81,792.00 over a three-year period for both fire and burglar alarm monitoring services for specific SBIAA buildings; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve Nuckles Oil Company, inc. dba Merit Oil Company as the service provider of gasoline and red-dye diesel fuels in an amount not to exceed \$500,000.00 during Fiscal Year 2023-2024

Mr. Jonathan Galvan, Airport Manager, provided a brief report on Agenda Item No. 10.

ACTION: Approve Nuckles Oil Company. Inc. dba Merit Oil Company as the service provider of gasoline and red-dye diesel fuels (non-aviation fuel) during FY 2023-2024 in an amount not to exceed \$500,000.00; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve a service agreement with Sysco Riverside, Inc. in an amount not to exceed \$75,000 for food, supply, beverage, and delivery services.

Mrs. Wendy McConaughey, FBO Manager, gave a brief report on Agenda Item No. 11.

ACTION: Authorize the award of a service agreement with Sysco Riverside, Inc. in an amount not to exceed \$75,000 food, supply, beverage, and delivery services; and authorize the Chief Executive Officer to execute all related documents.

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

12. Consider and discuss the SBD Good Neighbor Program Second Quarter 2023 Report

Ms. Rosemary Barnes, Aviatrix Communications, LLC, provided a presentation of the SBD Good Neighbor Program quarterly report (as contained on pages 082-107 of the agenda packet).

This item was for discussion purposes only, no action was taken.

13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2023

ACTION: Review the Action Plan for the San Bernardino International Airport Authority through December 31, 2023.

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 13.

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**

President Navarro acknowledged staff's ongoing efforts to advance SBD International Airport.

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, August 23, 2023.



Jennifer Farris
Assistant Secretary of the Commission

