

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, AUGUST 23, 2023

5:00 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, Vice President	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, Secretary	Present
Mayor Larry McCallon (alt)	Present (in audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Carr Lewin, & Tooke, LLP
Scott Huber, Legal Counsel, Cole Huber LLP (via Zoom)	Jennifer Farris, Assistant Secretary of Commission
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jeff Barrow, Director of Development
Jonathan Galvan, Airport Manager	Darrell Hale, Property Manager
Mark Dennis, IT Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:00 p.m. on Wednesday, August 23, 2023.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Rhodes Rigsby 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 5:01 p.m. Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, read the closed session items as posted on the Agenda. For the record, Scott Huber, Legal Counsel, Cole Huber LLP was present in closed session via Zoom.

- 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 5:12 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. Airport Activity Update
- 2a. Mr. Michael Burrows recognized the Operations and Maintenance staff for all their hard work.
- 2b. Mr. Jonathan Galvan, Airport Manager, gave a brief report on the annual Federal Aviation Administration (FAA) Inspection.

Mr. Mark Gibbs, Director of Aviation, provided a report on airport operational updates and described how SBD International ranked nationally at number 26, the highest rate of growth in the country for cargo airports.

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 – August 23, 2023
4. Receive and file Treasurer's Report for June 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize purchase of network switches by Presidio Networked Solutions Group, LLC in an amount not to exceed \$62,600
6. Approve award of a service agreement with Certapro Painters of Corona & Temecula Valley in an amount not to exceed \$88,500.00 to paint three Passenger Boarding Bridges (PBB's) at the Domestic Terminal
7. Approve award of a multi-year agreement with H.F. Holt Electrical & Automation in an amount not to exceed \$104,000 for Terminal Baggage Handling System (BHS) preventative maintenance
8. Approve Meeting Minutes: July 26, 2023
9. Approve Meeting Minutes: July 28, 2023 (Special)

ACTION: Approve Agenda Item Nos. 3- 9

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Tran/ Rigsby
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.

10. Consider and adopt Resolution No. 2023-05 of the San Bernardino International Airport Authority (SBIAA) changing the time of the regular meetings of the SBIAA Finance & Budget Committee and amending Resolution No. 2020-02

Mr. Michael Burrows, Chief Executive Officer, gave a brief report on changing the time of the SBIAA Finance & Budget Committee meetings in order to better align with the new SBIAA Commission meeting time of 5:00 P.M.

ACTION: Consider and adopt Resolution No. 2023-05 of the San Bernardino International Airport Authority (SBIAA) changing the time of the regular meetings of the SBIAA Finance & Budget Committee and amending Resolution No. 2020-02.

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

11. Approve a five-year lease agreement with Executive Jet Maintenance (EJM) for Hangar No. 674

Mr. Darrell Hale, Property Manager, provided a brief report on item No. 11 and referenced an overhead on page 086 of the agenda packet.

ACTION: Approve a five-year lease agreement with Executive Jet Maintenance (EJM) for Hangar No. 674; 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: Rowe/Tran
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

12. Approve a revised lease agreement with UPS for Hangar No. 695

Mr. Darrell Hale, Property Manager, provided a brief report on Agenda Item No. 12 and referenced a site map found on page 118 of the agenda packet.

ACTION: Approve a revised lease agreement with UPS for Hangar No. 695 premises; 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: Tran/Sanchez
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Tran
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

13. Approve Amendment No. 4 to the Lease and Fire Services Agreement with the San Bernardino County Fire Protection District (SBCFPD) for portions of Building 680 (Airport Fire Station)

Mr. Mark Gibbs, Director of Aviation, provided a brief report on agenda item No. 13 and referenced a layout and site map of Building 680 found on pages 185-186 of the agenda packet.

Supervisor Dawn Rowe asked legal counsel if she should abstain from voting due to her being a Chairperson for the San Bernardino County Fire Protection District.

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, advised that she should abstain from the item.

Mayor Penny Lilburn inquired about fire personnel and paramedics on site.

ACTION: Approve Amendment No. 4 to the Lease and Fire Services Agreement with the San Bernardino County Fire Protection District (SBCFPD) for Building 680 (Airport Fire Station); and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

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

14. Approve and agreement with Climatec LLC in an amount of \$158,326.97 for the replacement of security cameras in the Domestic Passenger Terminal with a 5% contingency in an amount of \$7,916.35 – Phase 2

Mr. Mark Dennis, IT Manager, gave a brief report on agenda item No. 14.

ACTION: Approve an agreement with Climatec LLC in an amount of \$158,326.97 for the replacement of security cameras in the Domestic Passenger Terminal with a 5% contingency in the amount of \$7,916.35 – Phase 2.

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

15. 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, thanked airport staff for their diligence during the FAA audit. and announced the kickoff to the new FAA Project, the Airport Access Road. Mr. Burrows also thanked the SBIAA Finance and Budget Committee for their time earlier in the afternoon.

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 December 31, 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**

Mayor Penny Lilburn requested the Breeze Anniversary event flyer be emailed to Commissioners.
Mr. Michael Burrows, expressed his excitement for the upcoming celebration event to be held on September 16, 2023.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:33 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, October 25, 2023.



Jennifer Farris
Assistant Secretary of the Commission