

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, OCTOBER 25, 2023

5:00 P.M.

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	Absent
Councilmember John Echevarria (alt)	Present

#### 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)	Absent

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Gibbs, Director of Aviation	Jennifer Farris, Assistant Secretary of Commission
Mark Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by Vice President Rhodes Rigsby at approximately 5:01 p.m. on Wednesday, October 25, 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**

Vice President Rhodes Rigsby recessed to closed session at 5:03 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: 255 S. Leland Norton Way, Hangar Bay 3 and 4  
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Joe Ermalovich, AeroPro LLC.  
Under negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price.
- b. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) - significant exposure to litigation: two cases

**D. REPORT ON CLOSED SESSION**

Vice President Rhodes Rigsby reconvened the meeting at 5:25 p.m. Vice President Rigsby 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**

There were no items to be added or deleted.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. Vice President Rhodes Rigsby 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 Cruising at Altitude Event
  - c. Report on Fuel Farm Project
  - d. Fiscal Year 2022-23 Financial and Single Audit Update
  - e. Accounting Information System Selection and Implementation
- 2a. Catherine Pritchett, Director of Administration, gave a brief report on Staff updates.
- 2b. Mark Gibbs, Director of Aviation, gave a brief report on the Cruising at Altitude Event held on September 16, 2023 and spoke of its success.
- 2d. Mark Cousineau, Director of Finance, gave a brief report on the Fiscal Year 2022-23 Financial and Single Audits, and provided an update on payment reports and financial summaries.
- 2e. Mark Cousineau, Director of Finance, gave a brief report on the selection of Sage Intacct as the service provider for the accounting information system for the Inland Valley Development Agency (IVDA) and San Bernardino International Airport Authority (SBIAA).

**H. COMMISSION CONSENT ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioners' name and vote stated by voice.

3. Register of Demands for August 2023
4. Register of Demands for September 2023
5. Receive and file Treasurer's Report for July 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for August 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
7. Adopt Resolution No. 2023-06 of the San Bernardino International Airport Authority (SBIAA) updating authorized signers for SBIAA's Local Agency Investment Fund Account
8. Approve the declaration of one (1) out of service, decommission airport vehicle as surplus property for the purpose of disposal

9. Approve Meeting Minutes: August 23, 2023

**ACTION:** Approve Agenda Item Nos. 3- 9

**RESULT:** **ADOPTED [UNANIMOUSLY]**  
**MOTION/SECOND:** Lilburn/Tran  
**AYES:** Echevarria, Lilburn, 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 Commissioners' name and vote stated by voice.

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

Mark Cousineau, Director of Finance, provided a brief report on the proposed budget adjustments for Fiscal Year 2023-2024.

Secretary Penny Lilburn inquired about the receipt of invoices from the City of San Bernardino for their law enforcement services.

Supervisor Dawn Rowe asked a clarifying question regarding the collecting bargaining agreements with the City of San Bernardino.

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

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

11. Approve the award of a construction contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project in an amount not to exceed \$120,000.00

Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 11.

**ACTION:** Approve the award of a construction contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project in an amount not to exceed \$118,169.00; and authorize the Chief Executive Office to execute all related documents.

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

12. Approve a multi-year cooperative agreement with Cintas Corporation for uniform and linen rental services in an amount not to exceed \$145,000.00

Mark Gibbs, Director of Aviation, provided a brief report on the multi-year cooperative agreement with Cintas Corporation.

**ACTION:** Approve a three-year cooperative agreement with two (2), one (1)-year options to extend the agreement with Cintas Corporation for maintenance uniform rentals, floor mats, towels, and related services, in an amount not to exceed \$145,000.00; and authorize the Chief Executive Officer to execute all related documents.

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

13. Consider and discuss the SBD Good Neighbor Program Third Quarter 2023 Report

Mark Gibbs, Director of Aviation, introduced Rosemary Barnes, Aviatrix Communications, who gave a brief overview of the presentation found on pages 101-126 of the agenda packet.

Secretary Penny Lilburn inquired about public comments related to airport operations.

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

**ACTION:** Consider and discuss the SBD Good Neighbor Program quarterly report.

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

Michael Burrows, Chief Executive Officer, commented on international trade initiatives and quarterly budget adjustments.

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**


Secretary Penny Lilburn and Mayor Helen Tran congratulated staff on the great and well-organized Cruising at Altitude event.

Councilmember John Echevarria expressed gratitude to Amber Casarez, Marketing Manager, for her ongoing outreach and public engagement with the San Bernardino Police Department.

**M. ADJOURNMENT**

There being no further business before the Commission, Vice President Rhodes Rigsby declared the meeting adjourned at 5:50 p.m.

**Approved at a Special Meeting of the San Bernardino International Airport Authority on Wednesday, December 21, 2023.**

  
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Jennifer Farris  
Assistant Secretary of the Commission