

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

SPECIAL MEETING COMMISSION ACTIONS

THURSDAY, DECEMBER 21, 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	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	Absent
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present

City of Highland

Mayor Penny Lilburn, Secretary	Present
Mayor Pro Tem 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	Darrell Hale, Property Manager

The Special Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:04 p.m. on Thursday, December 21, 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 5:05 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber LLP, read the closed session items as posted on the Agenda.

- a. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) - significant exposure to litigation: one case
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Portion of APN: 028-010-127
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Dan Otting, President, Fleet Services, Inc.
Under negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price.

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:11 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**

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. 13 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 Breeze Airways
 - c. Report on Fuel Farm Project
 - d. Report on Audit
- 2a. Amber Casarez, Marketing Manager, gave a brief report and presented a PowerPoint presentation as well as a short video on the most recent social media campaign, the airplane piggy bank named Piggy.
- 2b. Mark Gibbs, Director of Aviation, gave a brief report on Breeze Airways' latest flight route to Phoenix, Arizona scheduled to begin service on February 14, 2024.
- 2c. Jeff Barrow, Director of Development, gave a brief report on the completed Fuel Farm Project and spoke of its success. Photographs of the completed project were shown overhead.
- 2d. Mark Cousineau, Director of Finance, gave a brief report on the annual audit and informed the Commission that a draft audit report is expected in January 2024.

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 November 2023
4. Register of Demands for December 2023
5. Receive and file Treasurer's Report for September 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for October 31, 2023, for the San Bernardino International Airport Authority (SBIAA)

7. Approve the filing of a Notice of Completion with Bodell Construction Company for the Fuel Farm Internal Floating Roof Project and authorize the release of retained funds
8. Ratify the Solicitation of a Request for Proposals for Alarm Monitoring Services
9. Approve the purchase of a Solar Thermal System with RG Resource Technologies, Inc. for the Airport Fire Station (Building No. 680) in an amount not to exceed \$70,716.00
10. Approve Meeting Minutes: October 25, 2023

ACTION: Approve Agenda Item Nos. 3 - 10

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

11. 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.

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

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

12. Approve Lease Amendment No. 1 with Thunder International Group, Inc. (Thunder) for Building No. 56

Darrell Hale, Property Manager, provided a brief report on Agenda Item No. 12.

ACTION: Approve Lease Amendment No. 1 with Thunder International Group, Inc. for Building 56; 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: Sanchez/Shorett
AYES: Lilburn, Navarro, Rigsby, Rowe, Sanchez, and Shorett
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

13. Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$408,126 for the AOA Access Road Project

Mark Gibbs, Director of Aviation, provided a brief report on the Professional Services Agreement with AECOM Technical Services, Inc.

Let the record reflect that Supervisor Dawn Rowe abstained from voting on Agenda Item No. 13.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for construction management services for the AOA Access Road Project in an amount not to exceed \$408,126; 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: Lilburn/Rigsby
AYES: Lilburn, Navarro, Rigsby, Sanchez, and Shorett
NAYS: None.
ABSTENTIONS: Rowe.
ABSENT: None.

14. Approve the Award of a Construction Contract with Match Corporation in the amount of \$1,341,626 for the AOA Vehicle Access Road Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 14.

Let the record reflect that Supervisor Dawn Rowe abstained from voting on Agenda Item No. 14.

ACTION: Approve the award of a construction contract with Match Corporation in an amount not to exceed \$1,341,626 subject to final grant award from the FAA; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Michael Burrows, Chief Executive Officer, commented on conferences attended and the annual audit. 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 Pro Tem Shorett wished everyone a Merry Christmas.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:26 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 24, 2024.



Jennifer Farris
Assistant Secretary of the Commission