

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## SPECIAL MEETING AGENDA

THURSDAY, DECEMBER 12, 2024

5:00 PM

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

### **Frank J. Navarro, President**

*Mayor, City of Colton*

### **Penny Lilburn, Vice President**

*Mayor, City of Highland*

### **Rhodes Rigsby, Secretary**

*Councilmember, City of Loma Linda*

### **COMMISSION MEMBERS:**

#### **Dawn Rowe**

*Supervisor, County of San Bernardino*

#### **Helen Tran**

*Mayor, City of San Bernardino*

#### **Theodore Sanchez**

*Councilmember, City of San Bernardino*

### **ALTERNATE COMMISSION MEMBERS:**

#### **Phillip Dupper**

*Mayor, City of Loma Linda*

#### **Joe Baca, Jr.**

*Supervisor, County of San Bernardino*

#### **Larry McCallon**

*Mayor Pro Tem, City of Highland*

#### **Fred Shorett**

*Mayor Pro Tem, City of San Bernardino*

#### **John Echevarria**

*Mayor Pro Tem, City of Colton*

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org). Office hours are 8:00 a.m. to 5:00 p.m., Monday–Friday.
- Recordings of the SBIAA Commission meetings are available in the Public Meetings/Agenda section of our website at [www.sbiaa.org](http://www.sbiaa.org).
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382–4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three–minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

**ORDER OF BUSINESS – CLOSED SESSION**

This meeting of the governing Commissions of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS**
- **RECESS TO CLOSED SESSION**

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

**B. CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services

**C. CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session

- 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 Real Property Negotiator Pursuant to Government Code Section 54956.8  
Property: Portions of former Norton AFB Parcel A, Hangar No. 763 Bays 1 & 2, San Bernardino CA 92408  
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and David Vollrath, Chief Operating Officer, Unical Aviations, Inc.
- c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Property: Former Norton AFB, Parcel B-1C East, San Bernardino CA 92408  
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Justin Freeman, Vice President, Coffman & Associates, Inc.
- d. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Franco v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2322130

- e. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207

**D. REPORT ON CLOSED SESSION**

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

**ORDER OF BUSINESS – OPEN SESSION**

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

**E. ITEMS TO BE ADDED OR DELETED**

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority Commission subsequent to the posting of the agenda.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF DECEMBER 12, 2024  
**[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 007]**

**G. INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items

- a. CHIEF EXECUTIVE OFFICER'S REPORT  
**[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 023]**
- b. REPORT ON AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) TRUCK  
**[PRESENTER: Jon Galvan, Airport Manager PAGE#: 024]**
- c. REPORT ON AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) UPDATES  
**[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 025]**
- d. REPORT ON STATUS OF ANNUAL AUDIT  
**[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 026]**

**H. COMMISSION CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Committee at one time unless the Board directs that an item be held for further discussion.

3. REGISTER OF DEMANDS FOR OCTOBER 2024  
**[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 027]**

4. REGISTER OF DEMANDS FOR NOVEMBER 2024  
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 035]
5. RECEIVE AND FILE TREASURER'S REPORT FOR SEPTEMBER 30, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)  
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 043]
6. RECEIVE AND FILE TREASURER'S REPORT FOR OCTOBER 31, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)  
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 046]
7. AUTHORIZE STAFF TO ADVERTISE CONSTRUCTION PLANS AND SPECIFICATIONS FOR THE RECONSTRUCT PORTION OF TAXIWAY "A" PROJECT AT THE SAN BERNARDINO INTERNATIONAL AIRPORT  
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 049]
8. APPROVE THE PURCHASE OF A 2016 JLG 84-FOOT TELESCOPING BOOM LIFT FROM UNITED RENTALS, BRANCH DM2, IN AN AMOUNT NOT TO EXCEED \$52,363.13  
[PRESENTER: Jon Galvan, Airport Manager PAGE#: 052]
9. APPROVE MEETING MINUTES: OCTOBER 23, 2024  
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 060]

I. COMMISSION ACTION ITEMS

10. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024  
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 066]
11. RATIFY THE PROCUREMENT OF A JOHN DEERE 6105E TRACTOR AND ALAMO FALCON-15 HYDRAULIC MOWER DECK FROM RDO EQUIPMENT CO. IN AN AMOUNT NOT TO EXCEED \$154,177.47  
[PRESENTER: Jon Galvan, Airport Manager PAGE#: 069]
12. AWARD A CONSTRUCTION CONTRACT TO GEO PAVING AND SEAL COATING, INC. IN AN AMOUNT NOT TO EXCEED \$77,500.00 FOR THE GENERAL AVIATION RAMP PROJECT  
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 076]
13. CONSIDER AND DISCUSS A REPORT ON UPDATED CONTRACTING AND PERMITTING REQUIREMENTS AND PROCEDURES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT  
[PRESENTER: Scott Huber, General Counsel PAGE#: 126]
14. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 2024  
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 136]

**J. ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

**K. OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

**L. COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

**M. ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the San Bernardino International Airport Authority Commission, Wednesday, January 22, 2025.