

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 24, 2024

5:00 PM



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

Rhodes Rigsby, Vice President

Councilmember, City of Loma Linda

Penny Lilburn, Secretary

Mayor, City of Highland

COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Helen Tran

Mayor, City of San Bernardino

Theodore Sanchez

Councilmember, City of San Bernardino

Juan Figueroa

Mayor Pro Tem, 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

Councilmember, City of San Bernardino

John Echevarria

Councilmember, 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. 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.
- 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 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: 255 S. Leland Norton Way, Hangar Bay 3

Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Scott Huber, SBIAA Legal Counsel, and Joe Ermalovich, AeroPro, LLC.

Under negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price.

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 JANUARY 24, 2024 [**PRESENTER:** Jennifer Farris, Assistant Secretary of the Commission; **PAGE#:** 006]

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. INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT [**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 014]
- b. INFORMATIONAL ITEMS – REPORT ON ANNUAL AIRPORT OPERATIONS FOR CALENDAR YEAR 2023 [**PRESENTER:** Mark Gibbs, Director of Aviation **PAGE#:** 015]
- c. INFORMATIONAL ITEMS – REPORT ON LEGISLATIVE INITIATIVES [**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 025]
- d. INFORMATIONAL ITEMS – REPORT ON POLICIES AND PROCEDURES UPDATES [**PRESENTER:** Catherine Pritchett, Director of Administration **PAGE#:** 026]

- e. INFORMATIONAL ITEMS – REPORT ON ANNUAL AUDIT [**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 027]

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 DECEMBER 2023 [**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 028]
- 4. RECEIVE AND FILE CASH REPORT FOR NOVEMBER 30, 2023 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) [**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 035]
- 5. AUTHORIZE STAFF TO PREPARE AND ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR A MULTI-YEAR MAINTENANCE SERVICES AGREEMENT FOR THE PASSENGER BOARDING BRIDGES (PBB'S) AT THE DOMESTIC AND INTERNATIONAL TERMINALS [**PRESENTER:** Jonathan Galvan, Airport Manager **PAGE#:** 038]
- 6. APPROVE MEETING MINUTES: JANUARY 24, 2024 [**PRESENTER:** Jennifer Farris, Assistant Secretary of the Commission **PAGE#:** 040]

I. **COMMISSION ACTION ITEMS**

- 7. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024 [**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 049]
- 8. APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH HERNANDEZ, KROONE AND ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$50,000 FOR PROFESSIONAL ENGINEERING SERVICES [**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 052]
- 9. AWARD A CONSTRUCTION CONTRACT TO LEONIDA BUILDERS INC. IN AN AMOUNT NOT TO EXCEED \$98,000.00 FOR THE NORTH PARKING LOT PROJECT [**PRESENTER:** Jeff Barrow, Director of Development **PAGE#:** 056]
- 10. APPROVE AN AGREEMENT WITH SKIDATA, INC. IN AN AMOUNT NOT TO EXCEED \$184,286 WITH A 5% CONTINGENCY IN THE AMOUNT OF \$9,214 FOR A TOTAL AMOUNT NOT TO EXCEED \$193,500 FOR THE INSTALLATION OF ACCESS CONTROLS FOR THE NORTH PARKING LOT PROJECT [**PRESENTER:** Mark Dennis, IT Manager **PAGE#:** 060]
- 11. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM FOURTH QUARTER 2023 REPORT [**PRESENTER:** Mark Gibbs, Director of Aviation **PAGE#:** 095]

12. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2024 [**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 123]

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, February 28, 2024.