

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, January 24, 2024

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	Present
Councilmember Theodore Sanchez	Absent
Mayor Pro Tem Fred Shorett (alt)	Present

#### City of Highland

Mayor Penny Lilburn, Secretary	Present
Mayor Pro Tem Larry McCallon (alt)	Present (in audience)

#### 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	Mark Dennis, IT Manager
Wendy McConaughy, FBO Manager	Jonathan Galvan, Airport Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:01 p.m. on Wednesday, January 24, 2024.

**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 5:02 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: 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**

President Frank Navarro reconvened the meeting at 5:09 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.

Ms. Jennifer Farris, Assistant Secretary of the Commission clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes. The date of the minutes should read as December 12, 2023, and not January 24, 2024.

**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. Report on Annual Airport Operations for Calendar Year 2023
  - c. Report on Legislative Initiatives
  - d. Report on Policies and Procedures Updates
  - e. Report on annual audit
- 2b. Mr. Mark Gibbs, Director of Aviation, referenced a PowerPoint presentation on the Annual Airport Operations for Calendar Year 2023.
- 2c. Mr. Michael Burrows, provided a brief report on upcoming legislative Initiates.
- 2d. Ms. Catherine Pritchett, Director of Administration, provided a brief report on updates to Authority Policies and Procedures.
- 2e. Mark Cousineau, Director of Finance, provided a brief report on audit updates.



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 December 2023.
4. Receive and file Treasurer's Report for November 30, 2023, for the San Bernardino International Airport Authority (SBIAA)
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

Ms. Jennifer Farris, Assistant Secretary of the Commission clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes. The date of the minutes should read as December 12, 2023, and not January 24, 2024.

6. Approve Meeting Minutes: December 12, 2023

**ACTION:** Approve Agenda Item Nos. 3- 6

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Rigsby/Tran
AYES:	Lilburn, Navarro, Rigsby, Rowe, Shorett, 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.

7. 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 adjustments reflected in the "Proposed Budget Adjustments Table" for Fiscal Year 2023-2024.

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

8. Approve Amendment No. 1 to the professional services agreement with Hernandez, Kroone and Associates in an amount not to exceed \$50,000 for professional engineering services

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 8.

**ACTION:** Approve Amendment No. 1 to the Professional Services Agreement with Hernanadez, Kroone and Associates in an amount not to exceed \$50,000 for a total contract amount of \$50,000; and authorize the Chief Executive Officer to execute all related documents.

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

9. Award a construction contract to Leonida Builders Inc. in an amount not to exceed \$98,000 for the North Parking Lot Project

Mr. Jeff Barrow, Director of Development, provided a brief report on the North Parking Lot Project.

**ACTION:** Award a construction contract to Leonida Builders Inc. in an amount not to exceed \$98,000.00 for the North Parking Lot Project; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve and 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

Mr. Mark Dennis, IT Manager, provided a brief report on the North Parking Lot Project

**ACTION:** Approve an agreement with SKIDATA, Inc. in the amount of \$184,286 for the installation of revenue parking lot controls for the parking lot located north of Rialto Avenue, allocate a 5% contingency for any unforeseen conditions 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; and authorize the Chief Executive Officer to execute all related documents.

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Tran/Lilburn
AYES:	Lilburn, Navarro, Rigsby, Rowe, Shorett, and Tran
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	None.

11. Consider and discuss the SBD Good Neighbor Program Fourth Quarter 2023 Report

Mr. Mark Gibbs, Director of Aviation, introduced Rosemary Barnes, Aviatrix Communications, who gave a brief overview of the presentation found on pages 097-122 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.

12. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2024

Mr. Michael Burrows, Chief Executive Officer, provided an update of upcoming airport events, including the upcoming inaugural Breeze Airways flight to Phoenix, Arizona and the SBD Triennial full-scale emergency exercise.

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 June 30, 2024.

J. <b><u>ADDED AND DEFERRED ITEMS</u></b>
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There were no items to be added or deferred.



K. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

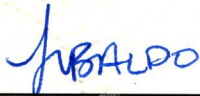
L. COMMISSION MEMBER COMMENT

There were no commission comments.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:39 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 27, 2024.



Jennifer Farris

Assistant Secretary of the Commission

SIGNED BY JULIAN VBAUDO,  
DEPUTY CLERK OF THE BOARD