

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 28, 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	Absent
Supervisor Joe Baca, Jr. (alt)	Present

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 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 Cousineau, Director of Finance	Jennifer Farris, Assistant Secretary of Commission
Jeff Barrow, Director of Development	Catherine Pritchett, Director of Administration
Wendy McConaughy, FBO Manager	Darrell Hale, Property 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 5:07 p.m. on Wednesday, February 28, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Council Member Theodore Sanchez in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

Mr. Scott Huber, Legal Counsel, Cole Huber LLP, advised the Board the closed session item can be removed from the Agenda.

- a. Conference with legal counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: one case

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report on.

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

There were no items to be added or deleted.

Mr. Michael Burrows, Chief Executive Officer, requested Agenda Item No. 11, Approve Award of Multi-Year Contract to Apple Valley Communications in an Amount not to Exceed \$98,580.00 for Fire and Burglar Alarm Monitoring Services, be deferred until a future meeting.

Ms. Jennifer Farris, Assistant Secretary of the Commission, clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes and the item will be brought back for approval at the next regular meeting.

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 SBD Triennial Full-Scale Emergency Exercise
 - c. Report on Breeze Service to Phoenix Airport
 - d. Report on Abandoned Aircraft
- 2a. Ms. Catherine Pritchett, Director of Administration, welcomed new Project Manager Griselda Lizarraga to the team.
- 2c. Mr. Jonathan Galvan, Airport Manager, provided a PowerPoint presentation on the SBD Triennial Full Scale Emergency Exercise and recognized Airport Operations Manager Andres Zapata and staff for the efforts and contribution in making the exercise a great success.

Mr. Jonathan Galvan also gave thanks to all the contributing partners; San Bernardino County Fire, San Bernardino Police Department, Air Methods, AMR, and all supporting agency staff and the over 100 volunteers.
- 2d. Mr. Michael Burrows provided an update on the new Breeze Flight to Phoenix.
- 2e. Mr. Scott Huber provided a brief report on five (5) abandoned airplanes located on the airfield and advised the Board of the actions that will be taken to auction aircrafts.

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 January 2024.
4. Receive and file Treasurer's Report for December 31, 2023, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize Staff to Solicit Statements of Qualifications (SOQ) for Airport Design Engineering Services for Capital Project Funded by the Federal Aviation Administration (FAA) through the Airport Improvement Program (AIP) over a Five-Year Period

Ms. Jennifer Farris, Assistant Secretary of the Commission, clarified for the record that there was a correction to Agenda Item No. 6, Meeting Minutes and the item will be brought back for approval at the next regular meeting.

6. Approve Meeting Minutes: December 12, 2023

ACTION: Approve Agenda Item Nos. 3–5

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

I. <u>COMMISSION ACTION ITEMS</u>
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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: Baca/Tran
AYES: Baca, Lilburn, Navarro, Rigsby, Sanchez, and Tran
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

8. Consider and Adopt Resolution No. 2024–01 of the San Bernardino International Airport Authority (SBIAA) Updating Governor's Office of Emergency Services Form 130 – Designation of Applicant's Agent Resolution

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 8.

ACTION: Consider and adopt Resolution No. 2024–01 of the San Bernardino International Airport Authority (SBIAA) updating Governor's Office of Emergency Services Form 130 – Designation of Applicant's Agent Resolution.

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

9. Approve a 48–Month Lease Agreement with South Bay Ford, Inc. for a 2024 Lincoln Navigator in an Amount not to Exceed \$83,983.52

Ms. Wendy McConaughey, FBO Manager, provided a brief report on the proposed lease agreement with South Bay Ford.

ACTION: Approve a 48–month lease agreement with South Bay Ford, Inc. for a 2024 Lincoln Navigator in an amount not to exceed \$88,983.52; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve Award of a Service Agreement with CertaPro Painters of Corona & Temecula Valley in an Amount not to Exceed \$89,145 for Drywall Repairs and Interior Painting of the Domestic Terminal

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on the proposed agreement with CertaPro Painters of Corona & Temecula Valley.

ACTION: Approve award of a service agreement with CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$89,145 for drywall repairs and painting at the Domestic Terminal; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve Award of Multi-Year Contract to Apple Valley Communications in an Amount Not to Exceed \$98,580.00 for Fire and Burglar Alarm Monitoring Services

Mr. Michael Burrows, Chief Executive Officer, advised that this item will be brought back to the SBIAA Commission at the next Regular Meeting.

ACTION: Deferred to the next Regular SBIAA Commission Meeting.

12. Acknowledge Early Termination of Lease with Guang Lin Café, LLC and Approve the Form of a Five-Year Lease Agreement with Baja King Fish Tacos, Inc. for Building No. 610

Mr. Darrell Hale, Property Manager, provided a brief report on the termination of lease with Guang Lin Café, LLC, and updated the Commission of the new proposed lease agreement with Baja King Tacos, Inc.

ACTION: Approve a five-year lease agreement with Baja King Fish Tacos, Inc. for Building No. 610; and authorize the Chief Executive Officer to execute all related documents.

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

13. 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 on the Audit and Mid-Year 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 June 30, 2024.

K. <u>OPEN SESSION PUBLIC COMMENT</u>
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There were no open session public comments.

L. **COMMISSION MEMBER COMMENT**

Mayor Helen Tran commended staff on the launch of flights to Phoenix.

Supervisor Joe Baca Jr. spoke in support of the lease agreement with Baja King Fish Tacos.

Secretary Penny Lilburn thanked Mr. Burrows and staff for their time with her at the UAS Drone Center.

President Navarro commended staff for their work.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:34 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 UBALDO,
DEPUTY CLERK OF THE BOARD