

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 27, 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	Absent
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	Jillian Ubaldo, Deputy Clerk of the Board
Catherine Pritchett, Director of Administration	Mitch Dattilo, Security Manager
Mark Cousineau, Director of Finance	Stephen McIntyre, Maintenance Manager
Jeff Barrow, Director of Development	Dave Graham, Airport Terminal Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:03 p.m. on Wednesday, March 27, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor Penny Lilburn 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: two cases

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:21 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.

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 RNAV Visual Approach Procedure to Runway 24
- 2a. Mr. Burrows spoke on an FAA Authorization extension, which will allow for current year grant projects and programs to move forward.

Ms. Catherine Pritchett, Director of Administration, spoke on the Airport hosting the Redlands Bicycle Classic on April 11, 2024, which will be starting from the San Bernardino International Airport.
- 2b. Mr. Mark Gibbs, Director of Aviation, provided an informational video on RNAV Visual Approach Procedure to Runway 24, which explained SBD flight procedures.

**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 February 2024.
4. Receive and file Treasurer's Report for January 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the Filing of a Notice of Completion for the Construction Contract with AEC Moreno Corporation for the Terminal Parking Lot Improvements Project and Authorize the Release of Retained Funds
6. Approve Revised Meeting Minutes: January 24, 2024
7. Approve Meeting Minutes: February 28, 2024

**ACTION:** Approve Agenda Item Nos. 3-7

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

8. Receive and File the Annual Independent Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year Ended June 30, 2023

Mr. Mark Cousineau, Director of Finance, provided a brief overview on Annual Independent Audit Report.

Mr. David Showalter, Partner at Eide Bailly, gave a presentation on the results of the audit

This item was for discussion purposes only; no formal action was taken.

**ACTION:** Receive and file the annual independent audit report of the SBIAA for Fiscal Year ended June 30, 2023; and approve the submittal of these reports to the appropriate agencies.

9. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2023-2024

Mr. Mark Cousineau, Director of Finance, provided a brief report on the proposed budget adjustments.

**ACTION:** Consider and approve budget adjustments reflected in the attached "Proposed Budget Adjustments Table" for Fiscal Year 2023-2024.

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

10. Award a Construction Contract to Landmark Paving, Inc. in an amount not to exceed \$78,240 for the IRP 2 Landfill Surface Repair Project

Mr. Jeff Barrow, Director of Development, provided a brief report on the proposed construction contract with Landmark Paving, Inc to clean and fill asphalt surface cracks and construct a new asphalt patch at the IRP Site 2 Landfill location.

**ACTION:** Award a construction contract to Landmark Paving, Inc. in an amount not to exceed \$78,240 for the IRP 2 Landfill Surface Repair Project; and authorize the Chief Executive Officer to execute all related documents.

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



ABSENT: None

11. Approve the Award of a Construction Contract with Matich Corporation for the UAS Office Center Parking Lot Paving Project in an amount not to exceed \$83,508

Mr. Jeff Barrow, Director of Development, provided a brief report on the proposed construction contract with Matich Corporation to address much-needed improvements at the UAS Office Center Parking Lot.

**ACTION:** Approve award of a construction contract with Matich Corporation for the UAS Office Center Parking Lot Paving Project in an amount not to exceed \$83,508; and authorize the Chief Executive Officer to execute all related documents.

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

12. Approve Award of a Service Agreement with PDSRNB Enterprises, Inc. doing business as (DBA) CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$69,544 for Exterior Painting of the Domestic Terminal

Mr. Dave Graham, Airport Terminal Manager, provided a brief report on the proposed service agreement with PDSRNB Enterprises, Inc. DBA as CertaPro Painters of Corona & Temecula Valley to perform painting of the exterior walls of the domestic terminal.

**ACTION:** Approve award of a service agreement with PDSRNB Enterprises, Inc. doing business as (DBA) CertaPro Painters of Corona & Temecula Valley in an amount not to exceed \$69,544 for Exterior Painting of the Domestic Terminal; and authorize the Chief Executive Officer to execute all related documents.

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

13. Approve Award of a Multi-Year Agreement with AM-TEC Total Security, Inc. in an amount not to exceed \$83,331 for Fire and Burglar Alarm Monitoring Services

Mr. Stephen McIntyre, Maintenance Manager, provided a brief report on the multi-year agreement with AM-TEC Total Security, Inc. for fire and burglar alarm monitoring of San Bernardino International Airport Authority owned buildings.

**ACTION:** Approve a one (1) year agreement with two (2), one (1) year extension options with AM-TEC Total Security, Inc. in an amount not to exceed \$83,331 over a three (3) year period for fire and burglar alarm monitoring of SBIAA owned buildings; and authorize the Chief Executive Officer to execute all related documents.

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

14. Consider and Adopt a U.S. Department of Transportation Title VI Civil Rights Plan and Community Participation Plan

Mr. Mark Gibbs, Director of Aviation, provided a brief overview the Title VI program that requires airports to develop and submit a Title VI plan and Community Participation Plan to the U.S. Office of Civil Rights for approval.

**ACTION:** Consider and adopt a Title VI Civil Rights Plan and Community Participation Plan for the San Bernardino International Airport Authority (SBIAA); subject to technical and conforming changes as approved by the U.S. Office of Civil Rights and SBIAA legal counsel.

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

15. Consider and Adopt the San Bernardino International Airport Authority (SBIAA) Landside Notice of Violation Program for Enforcement of Airport Rules and Regulations and Parking Violations on SBIAA Properties

Mr. Mitch Dattilo, Airport Security Manager, provided a brief report on the proposed Landside Notice of Violation Program that would authorize SBIAA Security Officers to enforce Airport Rules and Regulations for badged employees and tenants, as well as parking violations in accordance with California Vehicle Code on all SBIAA landside properties.

**ACTION:** Adopt the amended Operating Directive 24-001 that would implement the SBIAA LNOV Program and authorize SBIAA Security Officers to issue parking citations on SBIAA owned properties.

**RESULT:** **ADOPTED [UNANIMOUSLY]**



**Regular Meeting Commission Actions**  
**March 27, 2024**

**SBIAA**

MOTION/SECOND: Lilburn/Rowe  
AYES: Lilburn, Navarro, Rigsby, Rowe, Shorett  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

16. 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 budget and grant initiatives.

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. OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

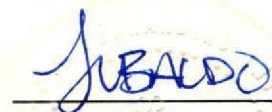
**L. COMMISSION MEMBER COMMENT**

There were no Commission Member comments.

**M. ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:57 p.m.

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



Jillian Ubaldo  
Assistant Secretary of the Commission