

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, APRIL 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	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience)

#### City of Highland

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

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP (via Zoom)
Mark Gibbs, Director of Aviation	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Catherine Pritchett, Director of Administration	Jonathan Galvan, Airport Manager
Mark Cousineau, Director of Finance	Jillian Ubaldo, Deputy Clerk of the Board
Jeff Barrow, Director of Development	

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, April 24, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Theodore Sanchez 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. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, read the closed session items as posted on the Agenda.

- a. 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: Hinojosa v. San Bernardino International Airport, Inc., et al., San Bernardino County Superior Court, Case No. CIVSB2025068
- b. 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

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:23 p.m. President Navarro asked Mr. Michael Lewin, Legal Counsel, Cole Huber LLP if there were any reportable items. Mr. Lewin 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 Grant Initiatives
- 2a. Mr. Mark Gibbs, Director of Aviation, gave a brief report on the Global Entry Interview Pop-Up event hosted by the U.S. Customs and Border Protection, and spoke on hosting events on a regular basis.
- 2b. Mr. Mark Gibbs, Director of Aviation, provided an update on Grant Initiatives for the AOA Access Road.

**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 March 2024
4. Receive and file Treasurer's Report for February 29, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to advertise a Request for Proposals for Preventative Maintenance Services of Terminal Passenger Boarding Bridges
6. Consider and adopt Resolution No. 2024-02 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and Authorizing destruction of certain authority records

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

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

7. Approve Meeting Minutes: March 27, 2024

**ACTION:** Approve Agenda Item No. 7

RESULT:	<b>ADOPTED</b>
MOTION/SECOND:	Tran/Lilburn

**Regular Meeting Commission Actions**  
**April 24, 2024**

**SBIAA**

AYES: Lilburn, Navarro, Rigsby, Rowe, Tran  
NAYS: None  
ABSTENTIONS: Sanchez  
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. Consider and Adopt proposed budget adjustmetns for Fiscal Year 2023-2024**

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

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

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

**9. Consider and discuss the SBD Good Neighbor Program First Quarter 2024 Report**

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, Aviatrix Communications. Ms. Barnes referenced a PowerPoint presentation entitled "San Bernardino International Airport, Quarterly Report: April 2024" (as contained on pages 046-071 in the Agenda Packet) and provided a brief report on Agenda Item No. 9.

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

**ACTION:** Consider and discuss the SBD Good Neighbor Program quarterly report.

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

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2023 – Airport Focal Areas" (as contained on pages 074-076 in the Agenda Packet) and provided a brief report on Agenda Item No. 10.

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. ADDED AND DEFERRED ITEMS**

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There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

David Gandolfi, City of Highland resident, expressed his concerns to the Commission regarding noise from airplanes and helicopters, and recommended updates to the SBIAA website and live stream video feed.

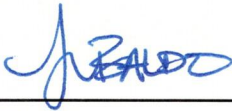
L. **COMMISSION MEMBER COMMENT**

Councilmember Sanchez suggested that staff consider presenting a long-term Action Plan at future meetings.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:48 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, May 22, 2024.**



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Jillian Ubaldo  
Assistant Secretary of the Commission