

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 22, 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	Absent
Mayor Pro Tem Larry McCallon (alt)	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Cousineau, Director of Finance	Wendy McConaughy, FBO Manager
Mark Dennis, Information Services Manager	Darrel Hale, Property Manager
Jeff Barrow, Director of Development	Jillian Ubaldo, Deputy Clerk of the Board

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, May 22, 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. 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 5:20 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 International Trade Initiatives
 - c. Report on Airport Technical Advisory Committee
- 2a. Mr. Michael Burrows, Chief Executive Officer, spoke on the FAA Reauthorization Bill pertaining to provisions for airports across the country and expressed great appreciation to Congressman Pete Aguilar.
- 2b. Mr. Michael Burrows, Chief Executive Officer, provided an overview of the 30th Annual Inland Empire World Trade Conference and expressed gratitude to Atif Elkadi, Chief Executive Officer of the Ontario International Airport, for speaking on airport activities during the event.
- 2c. Mr. Michael Burrows, Chief Executive Officer, provided an overview on the Airport Technical Advisory Committee and spoke on advisory procedures and the Good Neighbor Program.

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 April 2024
4. Receive and file Treasurer's Report for March 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 2 to the Professional Services Agreement with Three–2–One, Inc. DBA Imagine Systems, Inc. in an Amount not to Exceed \$9,500 for IT Preventative Maintenance Services for the San Bernardino International Airport Authority (SBIAA)
6. Approve the Filing of a Notice of Completion for the Construction Contract with Leonida Builders, Inc. for the North Parking Lot Kiosk Project and Authorize the Release of Retained Funds
7. Approve Meeting Minutes: April 27, 2024

ACTION: Approve Agenda Item Nos. 3–7

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Shorett / Tran
AYES: McCallon, 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.

8. Consider and Adopt proposed budget adjustments 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: Rigsby / Tran
AYES: McCallon, Navarro, Rigsby, Rowe, Shorett, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

9. Consider and discuss a report on the UAS Center at SBD

Mayor Frank Navarro introduced Ms. Kim Benson, UAS Center at SBD Administrator. Ms. Benson provided an overview of the UAS Center at SBD and discussed regional economic development.

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

ACTION: Consider and discuss a report on the UAS Center at SBD

10. Approve Procurement of AQMD Compliant JST–30–E Series Electronic Cargo and Baggage Tractor (Tug) Through Aero Specialties in an Amount not to Exceed \$90,873.72

Ms. Wendy McConaughy, FBO Manager, provided a brief report on the proposed procurement for the AQMD Compliant JST–30–E Series Electronic Cargo and Baggage Tractor.

ACTION: Authorize staff to procure a TLD Manufactured Electric Airport Cargo & Baggage Tractor (TUG) through Aero Specialties in an amount not to exceed \$90,873.72, consistent with the San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve an Amended and Restated Land Lease Agreement with Ashley Furniture Industries, Inc. for Approximately 11.98 Acres of Property

Mr. Darrel Hale, Property Manager, provided a brief report on the proposed lease agreement with Ashley Furniture Industries Inc.

Mayor Pro-Tem Larry McCallon asked questions on the estimated construction amount and costs the tenant will incur.

Mr. Michael Burrows clarified SBIAA costs, tenant responsibilities, and rent payment schedules.

ACTION: Approve an Amended and Restated Land Lease Agreement with Ashley Furniture Industries, Inc. for approximately eleven point nine eight (11.98) acres of property; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by counsel.

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

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, referenced a PowerPoint presentation entitled "June 30, 2024 and informed the Board that the proposed SBIAA budget will be presented at the next regular Board Meeting.

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**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

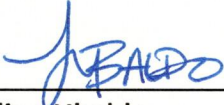
L. **COMMISSION MEMBER COMMENT**

There were no Commission comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:53 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 26, 2024.



Jillian Ubaldo
Assistant Secretary of the Commission