

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 26, 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	Absent
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)	Present (in audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Scott Huber, Legal Counsel, Cole Huber LLP
Catherine Pritchett, Director of Administration	Mark Gibbs, Director of Aviation
Mark Cousineau, Director of Finance	Jillian Ubaldo, Clerk of the Board
Jeff Barrow, Director of Development	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, June 26, 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 5:03 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
- c. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Frank Navarro
Position Title: Chief Executive Officer

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 5:38 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. Update on Accounting Software
- 2a. Mr. Michael Burrows, Chief Executive Officer, informed Commission Members and the community that the San Bernardino International Airport, formerly Norton Air Force Base, was honored as the winner of the Environmental Protection Agency's Seventh Annual Federal Facility Excellence in Site Reuse Awards for Base Realignment and Closure. The EPA will be holding a formal ceremony on site to present the award.
- 2b. Mr. Mark Cousineau, Director of Finance, provided an update on the Sage Intacct Accounting Software. Mr. Cousineau gave recognition to the Finance and Purchasing staff for their efforts during the software transition.

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 May 2024
4. Receive and file Treasurer's Report for April 30, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 1 to Professional Services Agreement with Mirau, Edwards, Cannon, Lewin & Tooke, LLP in an amount not to exceed \$15,000 for special legal counsel and litigation support services for the San Bernardino International Airport
6. Approve Amendment No. 2 to Professional Services Agreement with Hernandez, Kroone and Associates in an amount not to exceed \$18,000 for professional engineering services

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7. Approve Amendment No. 1 to the Professional Services Agreement with Mead & Hunt, Inc. for an amount not to exceed \$10,000 for specialized consultant services for air service development and technical data support for the San Bernardino International Airport
8. Approve the filing of a Notice of Completion with RG Resource Technologies, Inc. for the solar thermal power system for the Airport Fire Station and authorize the release of retained funds
9. Approve Meeting Minutes: May 22, 2024

ACTION: Approve Agenda Item Nos. 3–9

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Tran
AYES: Lilburn, Navarro, Rowe, 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.

10. 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**
MOTION/SECOND: Rowe / Tran
AYES: Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

11. Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer

Mr. Scott Huber, Legal Counsel, Cole Huber LLP, gave a brief report on the Employment Agreement for Mr. Michael Burrows to serve as the Chief Executive Officer. The report detailed the terms and compensation of Mr. Burrow's appointment.

Mayor Pro Tem Larry McCallon addressed Legal Counsel from the audience and requested the contract amount for employment agreement for Mr. Michael Burrows be announced for the record. Legal counsel Scott Huber announced the contract amount is \$319,300.

ACTION: Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer.

RESULT: **ADOPTED**
MOTION/SECOND: Tran / Sanchez
AYES: Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

12. Approve a multi-year Professional Services Agreement with the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) and Wildlife Services (WS) for Wildlife Biologist Services from July 1, 2024 to June 30, 2028 in an amount not to exceed \$344,110

Mr. Jonathan Galvan, Airport Manager, provided a brief report on the Professional Services Agreement with USDA APHIS and WS and spoke on the requirement of Wildlife Biologist Services for airports. The cost per year breakdown can be found on pages 69-71 of the agenda packet.

ACTION: Approve the multi-year professional services agreement with the USDA APHIS and WS for a total amount not to exceed \$344,110 over the term of the agreement; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Tran
AYES: Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

13. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, gave a PowerPoint presentation of the proposed SBIAA budget for Fiscal Year 2024-2025 (as contained on pages 073–106 of the agenda packet).

Commissioners inquired about the annual budget structure, the administrative and airfield operations salary, and expenditures.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2024-2025 consisting of: (a) Fiscal Year 2023-2024 Budget to Actual with Fiscal Year 2024-2025 Proposed Budget; (b) Fiscal Year 2024-2025 SBIAA Proposed Budget; (c) Airport Fee Schedule; and (d) Luxivair SBD Pricing Policy.

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SBIAA

RESULT: **ADOPTED**
MOTION/SECOND: Sanchez / Rowe
AYES: Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

14. Approve certain Professional Services Agreements for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, provided an overview of various Professional Services Agreements for Fiscal Year 2024-2025.

Supervisor Rowe and Councilmember requested a clear understanding of the organization's practices regarding competitive bids and contract extensions.

Mr. Mark Cousineau and Mr. Michael Burrows provided clarity on the competitive bid process and contract extension options, explaining that the contracts are only for a one-year term.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2024-2025; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED**
MOTION/SECOND: Rowe / Sanchez
AYES: Lilburn, Navarro, Rowe, Sanchez, and Tran
NAYS: None
ABSTENTIONS: None
ABSENT: None

15. 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.

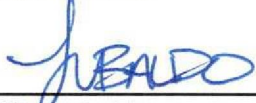
L. COMMISSION MEMBER COMMENT

Supervisor Dawn Rowe made a motion to add an item to a future agenda to discuss changing the start time of the SBIAA Regular Commission Meeting from 5:00 p.m. to 3:00 p.m. The motion was seconded by Mayor Helen Tran.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 6:21 p.m.

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



Jillian Ubaldo
Assistant Secretary of the Commission