

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JULY 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)	Absent

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 (Arrived 5:15 p.m.)
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 (via Zoom)
Catherine Pritchett, Director of Administration	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Mark Cousineau, Director of Finance	Mark Gibbs, Director of Aviation
Jeff Barrow, Director of Development	Jillian Ubaldo, Assistant Secretary of the Commission
Robert Curtis, Airport Security Officer	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:02 p.m. on Wednesday, July 24, 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 5:03 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
- c. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: one case

D. **REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 5:13 p.m. President Navarro asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin & Tooke, 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. Update on Accounting Software
- 2a. Mr. Michael Burrows, Chief Executive Officer, introduced Mr. Mark Cousineau, Director of Finance.
- 2b. Mr. Mark Cousineau, Director of Finance, shared an update on the implementation of the new accounting software, Sage Intacct. The team has successfully completed the initial setup and integration phases, which included migrating data from the old system and configuring the new software to meet the organization's specific needs.

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 June 2024
4. Receive and file Treasurer's Report for May 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion with Landmark Paving, Inc. for the IRP 2 Landfill Surface Repair Project and authorize the release of retained funds
6. Approve Meeting Minutes: June 26, 2024

ACTION: Approve Agenda Item Nos. 3–6

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

7. Conduct Elections of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 24, 2024 through June 30, 2025

Ms. Jillian Ubaldo, Assistant Secretary of the Commission, called for nominations for the office of President, Vice-President, and Secretary.

President Navarro called for nominations for the office of Secretary. Supervisor Rowe nominated Councilmember Rhodes Rigsby. Mayor Lilburn seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission.

ACTION: Elect Councilmember Rhodes Rigsby to the office of Secretary for the term commencing July 24, 2024 through June 30, 2025.

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

President Navarro called for nominations for the office of Vice-President. Councilmember Rigsby nominated Mayor Penny Lilburn. Supervisor Rowe seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission.

ACTION: Elect Mayor Penny Lilburn to the office of Vice-President for the term commencing July 24, 2024 through June 30, 2025.

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

President Navarro called for nominations for the office of President. Councilmember Rigsby nominated Mayor Navarro. Mayor Lilburn seconded the nomination. There being no further nominations forthcoming, President Navarro called for a vote by the Commission

ACTION: Elect Mayor Frank Navarro to the office of President for the term commencing July 24, 2024 through June 30, 2025.

RESULT: **ADOPTED [UNANIMOUSLY]**

Regular Meeting Commission Actions

SBIAA

July 24, 2024

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

8. Consider and discuss a potential change of the regularly scheduled Commission meeting time

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin & Tooke, LLP gave a brief overview of the request to change the meeting time of the regular meetings of the SBIAA Commission.

During the meeting, Commission members deliberated on the possibility of changing the start time for the regularly scheduled commission meetings. The discussion centered on finding a time that accommodates the schedules of all members and maximizes attendance and participation.

Several potential time slots were proposed, and members debated the pros and cons of each. Key considerations included the availability of members, potential conflicts with other commitments, and the impact on public participation.

The Commission proposed that the item be added to the agenda as a Resolution at the next regular meeting. Members agreed that this would allow for a thorough discussion and a formal vote to be conducted.

9. Approve the purchase contract with Fairview Ford for two (2) new Security Police Interceptors in an amount not to exceed \$106,588.16

Mr. Robert Curtis, Airport Security Officer, provided a brief overview on Agenda Item No. 9.

ACTION: Approve the purchase contract with Fairview Ford for two (2) new Security Police Interceptor vehicles for \$106,588.16; and authorize the Chief Executive officer to execute all related documents.

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

10. Review and adopt the State of California Mandated Workplace Violence Prevention Plan.

Ms. Catherine Pritchett, Director of Administration, delivered a PowerPoint presentation (pages 045-093 of the Agenda Packet) on the Workplace Violence Prevention Plan.

ACTION: Review and adopt the State of California Mandated Workplace Violence Prevention Plan.

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

July 24, 2024

ABSENT: None

11. Consider and discuss a report on Annual Business Plan progress.

Ms. Jillian Ubaldo, Assistant Secretary of the Commission, presented an ESRI ArcGIS Story Map of the Authority's 2023 Business Plan Update: available at <https://arcg.is/0OGTD5>.

Mayor Navarro extended his gratitude to Mr. Michael Burrows and staff, acknowledging their support and the accomplishments achieved in 2023. He expressed optimism and enthusiasm for 2024, anticipating continued success and further achievements.

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

ACTION: Consider and discuss a report on annual business plan progress

12. Consider and discuss the SBD Good Neighbor Program Second Quarter Report

Ms. Rosemary Barnes, Aviatrix Communications, LLC, provided a presentation of the SBD Good Neighbor Program quarterly report (as contained on pages 069-094 of the agenda packet).

Mayor Lilburn expressed concerns regarding the recent increase in drone activity within the community.

Mr. Burrows clarified that the drones being operated by private individuals in the community are used for either commercial or personal purposes. He emphasized that this increase in drone activity is not associated with the operations of the UAS Center.

Mr. Mark Gibbs, Director of Aviation, provided a detailed overview of the monitoring and regulations concerning drones operating within restricted airspace.

This item was for discussion purposes only, no action was taken.

13. Review status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2024

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "July 2024 – Airport Focal Areas" (as contained on pages 097-099 in the agenda packet) and provided a brief report on Agenda Item No. 13.

Mr. Burrows, informed the commission members and the community about the ongoing airport enhancements, highlighting the progress and improvements made. He took the opportunity to express gratitude to Mr. Gibbs, Director of Aviation, and Mr. Jeff Barrow, Director of Development, and the maintenance team for the continuous improvements and ensuring that the airport remains functional and up to date.

Mr. Burrows expressed his appreciation to Amber, Jillian, and Melissa for their successful use of the ESRI ArcGIS StoryMaps software. He highlighted that this was their first experience with the software, and he commended them for their effective utilization of the software.

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 December 31, 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.

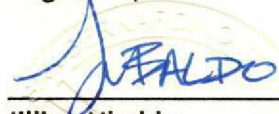
L. **COMMISSION MEMBER COMMENT**

Mayor Lilburn invited all staff, commissioners, and members of the community to the City of Highland's State of the City, being held on August 29th, 2024, and thanked Sterling Natural Resource Center for hosting the event.

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, August 28, 2024.



Jillian Ubaldo
Assistant Secretary of the Commission