

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, AUGUST 28, 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 (Arrived at 5:04 p.m.)
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 (via Zoom)	Wendy McConaughy, FBO Manager
Jeff Barrow, Director of Development	Darrell Hale, Property Manager
Jonathan Galvan, Airport Manager	Jillian Ubaldo, Assistant Secretary of the Commission

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, August 28, 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. 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: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 5:31 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. FAA Annual Inspection
 - c. Electric Ground Support Equipment
- 2a. Mr. Michael Burrows, Chief Executive Officer, introduced Mr. Mark Cousineau, Director of Finance.
- 2b. Mr. Jon Galvan, Airport Manager, provided an update on the annual inspection conducted by the FAA and the regulations that must be followed by the San Bernardino International Airport.
- 2c. Ms. Wendy McConaughey, FBO Manager, provided an update on the Electric Ground Support Equipment (TUG), sharing that staff has named the TUG "Mo-Mo".

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 July 2024
4. Receive and file Treasurer's Report for June 30, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion with PDSRNB Enterprises, Inc. doing business as (DBA) CertaPro Painters of Corona & Temecula Valley for the exterior painting of the domestic terminal and authorize the release of retained funds
6. Approve the filing of a Notice of Completion with Matich Corporation for the UAS Parking Lot Paving Project and Authorize the release of retained funds
7. Award a construction contract to T&G Construction Services, Inc. in an amount not to exceed \$62,128 for the Pedestrian Crosswalk System Project
8. Approve Meeting Minutes: July 24, 2024

ACTION: Approve Agenda Item Nos. 3–8

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rowe / Tran
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.

9. Consider and Adopt Resolution No. 2024-03 of the San Bernardino International Airport Authority (SBIAA) Changing the Time of the Regular Meetings of the SBIAA Commission and Amending Resolution No. 2023-04

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, provided an overview of the report, and requested the Commission to discuss the adoption of Resolution No. 2024-03 of the San Bernardino International Airport Authority changing the time of the regular meetings of the SBIAA Commission and amending Resolution No. 2023-04.

Councilmember Sanchez made a motion to table the item, seconded by Councilmember Rigsby.

ACTION: Table the discussion and adoption of Resolution No. 2024-03 of the San Bernardino International Airport Authority (SBIAA) changing the time of the regular meetings of the SBIAA Commission and amending Resolution No. 2023-04.

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

10. Approve Contract Amendment No. 3 to the Multi-Year Contract with C&A Janitorial, LLC in an amount not to exceed \$422,643 with a 10% contingency for unforeseen janitorial services to various San Bernardino International Airport Authority owned facilities

Mr. Jon Galvan, Airport Manager, informed the Commission that SBIAA currently has a contract with C&A Janitorial, LLC and it has been amended to accommodate the increased need of services at various facilities. A third amendment is requested to continue services.

ACTION: Approve contract amendment No. 3 to the existing multi-year contract with C&A Janitorial in the amount of \$422,643 with a 10% contingency for a total not to exceed \$464,907 and authorize staff to exercise the 1-year option per the existing agreement for continued janitorial services to various agency facilities; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve Nuckles Oil Company, Inc. dba Merit Oil Company as the service provider of Gasoline and red-dye diesel in an amount not to exceed \$310,000 during the 2024-2025 fiscal year

Ms. Wendy McConaughy, FBO Manager, provided an overview of fuel usage, and informed the Commission that Nuckles Oil Company is the lowest cost service provider for red-dye diesel and gasoline.

ACTION: Approve Nuckles Oil Company, Inc. dba Merit Oil Company as the service provider of gasoline and red-dye diesel during FY 2024-2025 in an amount not to exceed \$310,000; and authorize the Chief Executive Officer to execute all related documents

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

12. Approve a Lease Agreement with Aloft Aviation Services, LLC for Hangar 333

Mr. Darrell Hale, Property Manager, provided an overview of the proposed lease agreement with Aloft Aviation Services, LLC for the use of Hanger No. 333.

ACTION: Approve a lease agreement with Aloft Services, LLC for Hangar No. 333; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changed as approved by legal counsel

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

13. Approve a lease agreement with World Wide Wings, LLC for Building No. 339

Mr. Darrell Hale, Property Manager, provided an overview of the proposed lease agreement with World Wide Wings, LLC for the use of Building No. 339.

ACTION: Approve a lease agreement with World Wide Wings, LLC for Building No. 339; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel

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SBIAA

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

14. 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 "August, 2024 – Airport Focal Areas" (as contained on pages 341-343 in the agenda packet).

Mr. Burrows informed the commission members and the community that the AOA Access Road is anticipated to be completed early.

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.

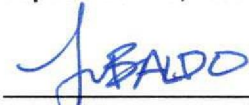
L. COMMISSION MEMBER COMMENT

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.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:51 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, September 25, 2024.



Jillian Ubaldo
Assistant Secretary of the Commission