

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, SEPTEMBER 25, 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	Absent
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present

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
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 (via Zoom)	Jillian Ubaldo, Assistant Secretary of the Commission
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 5:05 p.m. on Wednesday, September 25, 2024.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor Pro Tem Fred Shorett 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. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
- 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 5:48 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 AOA Access Road Project
- 2a. Ms. Catherine Pritchett, Director of Administration, welcomed new Human Resource Manager Nidia Rivera to the team. Ms. Jillian Ubaldo, Assistant Secretary of the Commission, welcomed new Deputy Clerk of the Board Yajaira Maldonado to the team.
- 2b. Mr. Jeffrey Barrow, Director of Development provided a brief report on updates to the FAA AOA Access Road Project.

Mr. Michael Burrows noted the importance of the FAA AOA Access Road Project completion to maintain TSA compliance.

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 August 2024
4. Receive and file Treasurer's Report for July 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to publicly advertise and solicit construction bids for the Canopies and Service Pit Project at the San Bernardino International Airport
6. Approve Meeting Minutes: August 28, 2024

ACTION: Approve Agenda Item Nos. 3–6

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Rigsby / Lilburn
AYES:	Navarro, Rigsby, Rowe, Lilburn, Sanchez, and Shorett
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. Consider and Adopt Resolution No. 2024-04 of the San Bernardino International Airport Authority (SBIAA) amending its Conflict of Interest Code and authorizing submission of the Amended Conflict of Interest Code and 2024 Local Agency Biennial Notice to the County of San Bernardino

Ms. Jillian Ubaldo, Assistant Secretary of the Commission, noted an amended submission to reflect two new positions and provided a brief report on Agenda Item No. 7.

ACTION: Consider and adopt Resolution No. 2024-04 of the San Bernardino International Airport Authority (SBIAA) amending its Conflict of Interest Code; and authorizing submission of the amended Conflict of Interest Code and 2024 Local Agency Biennial Notice to the County of San Bernardino.

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

8. Approve Award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$664,115.53 for Engineering Design Services of two Airfield Construction Projects: Reconstruct Portion of Taxiway "A" Project; and Slurry Seal & Airfield Painting Project

Mr. Mark Gibbs, Director of Aviation, spoke on the Federal Aviation Commission (FAA) reclassification of the San Bernardino International Airport as a primary airport, allowing for eligibility of additional funding. The proposed engineering design projects will be funded through the FAA Airport Improvement Program.

ACTION: Approve the award of a professional services agreement with AECOM Technical Services, Inc. for engineering design services for two airfield development projects: "Reconstruct Portion of Taxiway "A" Project," and "Slurry Seal & Airfield Painting Project" in a total combined amount not to exceed \$664,115.63; and authorize the Chief Executive Officer to execute all related documents subject to technical and conforming changes as approved by legal counsel.

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

September 25, 2024

ABSTENTIONS: None

ABSENT: None

9. 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 "September, 2024 – Airport Focal Areas" (as contained on pages 109-111 in the agenda packet).

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 suggested adding future San Bernardino International Airport events to the Action Plan to keep Commission Members updated.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:59 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, October 23, 2024.



Jillian Ubaldo

Assistant Secretary of the Commission