

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, OCTOBER 23, 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 (arrived at 5:03 p.m.)
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 (arrived at 5:03 p.m.)
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
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	Darrell Hale, Property Manager
Jeff Barrow, Director of Development	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 5:02 p.m. on Wednesday, October 23, 2024.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Airport Manager Jonathan Galvan 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. 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 5:13 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 2nd Annual Cruising at Altitude Event
 - c. Report on Airport Layout Plan (ALP) Update
 - d. Discussion regarding rescheduling November and December Regular Meeting Dates
- 2a. Mr. Mark Gibbs, Director of Aviation, provided an update using ESRI Site Scan on the completion of the FAA AOA Access Road Project.
- 2b. Mr. Mark Gibbs, Director of Aviation, provided an overview of the 2nd Annual Cruising at Altitude Event, highlighting the musical performances and registered attendees.
- 2c. Mr. Mark Gibbs, Director of Aviation, shared that the Airport Layout Plan (ALP) required by the FAA for grant funding has been approved and will be revised as needed.
- 2d. Ms. Jillian Ubaldo, Assistant Secretary of the Commission, informed the Commission of the November and December meeting conflicts due to the holidays.

The Commission asked if the holiday schedule could be shared earlier in the year and asked to revisit the date selection through email.

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 September 2024
4. Receive and file Treasurer's Report for August 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve change order No. 1 with Matich Corporation in an amount not to exceed \$48,939.68 for the AOA Vehicle Access Road Project and approve the filing of a Notice of Completion and Release of Retained Funds for this contract; and authorize the Chief Executive Officer to execute all related documents
6. Approve Meeting Minutes: September 25, 2024

ACTION: Approve Agenda Item Nos. 3–6

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rigsby / Rowe
AYES: Navarro, Rigsby, Rowe, Lilburn, Tran, and Sanchez
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. Receive and file the updated Procurement and Purchasing Procedures for the San Bernardino International Airport Authority (SBIAA)

Mr. Mark Cousineau, Director of Finance, provided an overview of the updated SBIAA Procurement and Purchasing Procedures Manual, September 2024 revision, and corrected a typographical error on page 4 of the document relating to CEO purchasing authority.

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

ACTION: Receive and file the updated SBIAA Procurement and Purchasing Procedures Manual, September 2024 revision.

8. Approve an Amended and Restated Lease Agreement with Thunder International Group, Inc. (Thunder) for Building No. 56

Mr. Darrell Hale, Property Manager, outlined the Amended and Restated Lease Agreement with Thunder International Group, Inc., which would allow them to expand into Suite C of Building No. 56, increasing their space to approximately 95,158 sq. ft.

ACTION: Approve an Amended and Restated Lease Agreement with Thunder International Group, Inc. for Building No. 56; 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 / Tran
AYES: Navarro, Rigsby, Rowe, Lilburn, Tran, and Sanchez
NAYS: None
ABSTENTIONS: None
ABSENT: None

9. Consider and discuss the SBD Good Neighbor Program Third Quarter 2024 Report

Mr. Mark Gibbs, Director of Aviation, noted the importance of the SBD Good Neighbor Program to keep Commission Members, the FAA, and residents informed.

October 23, 2024

Ms. Rosemary Barnes, Aviatrix Communications, provided a quarterly report of the SBD Good Neighbor Program.

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

ACTION: Consider and discuss the SBD Good Neighbor Program quarterly report.

10. 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 187-189 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.

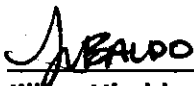
L. COMMISSION MEMBER COMMENT

Councilmember Theodore Sanchez, Mayor Frank Navarro, and Mayor Pro Tem Penny Lilburn thanked staff for the successful 2nd Annual Cruising at Altitude Event.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:41 p.m.

Approved at a Special Meeting of the San Bernardino International Airport Authority on Wednesday, December 12, 2024.



Jillian Ubaldo

Assistant Secretary of the Commission