SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, DECEMBER 16, 2015
3:00 P.M. (Closed Session, immediately followed by Open Session)

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

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<tr>
<th>Commission Members</th>
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<tr>
<td><strong>City of Colton</strong></td>
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<tr>
<td>Mayor Richard A. DeLaRosa</td>
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<td>Councilmember Summer Zamora Jorrin (alt)</td>
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<td><strong>City of Loma Linda</strong></td>
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<td>Councilmember Ovidiu Popescu, Secretary</td>
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<td>Mayor pro tempore Phill Dupper (alt)</td>
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<td><strong>County of San Bernardino</strong></td>
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<td>Supervisor James C. Ramos, Vice President</td>
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<td>Supervisor Josie Gonzales (alt)</td>
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<td><strong>City of San Bernardino</strong></td>
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<td>Mayor R. Carey Davis, President</td>
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<td>Councilmember Rikke Van Johnson</td>
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<td>Councilmember Fred Shorett (alt)</td>
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<td><strong>City of Highland</strong></td>
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<td>Councilmember Jody Scott</td>
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<td>Councilmember Sam Racadio (alt)</td>
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<td><strong>Staff Members and Others Present</strong></td>
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<td>Michael Burrows, Executive Director</td>
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<td>William Garay, Director of Finance</td>
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<td>Liliana Valle, Airport Manager</td>
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<td>Mark Gibbs, Director of Aviation</td>
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<td>Jennifer Farris, Assistant Secretary of the Commission</td>
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The Regular Meeting of the San Bernardino International Airport Authority was called to order by President R. Carey Davis at approximately 3:00 p.m. on Wednesday, December 16, 2015, in the Main Auditorium of the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded.

Members of the Commission and the public joined Councilmember Rikke Van Johnson in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

C. CLOSED SESSION

President R. Carey Davis recessed to closed session at 3:01 p.m. Mr. Scott Huber, Cota Cole, LLP, read the closed session items as posted on the Agenda.

1. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – East Valley Water District, a County Water District organized and operating pursuant to California Water Code § 30000, et seq., v. San Bernardino International Airport Authority, a California joint powers authority, and DOES 1-20, inclusive; and Inland Valley Development Agency, a California joint powers authority, and DOES 1-20 (Case No. CIVDS1313090)

2. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – San Bernardino International Airport Authority v. REW Investments, Inc., San Bernardino County Superior Court (Case No. CIVDS1501652).

3. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: NTS Technical Systems & Kelly Space & Technology – former Norton Air Force Base Parcel B-1C East

Negotiating Parties: Mike Gallo, President, Kelly Space & Technology
Doug Briskie, Senior Vice-President, NTS Technical Systems
Michael Burrows, Executive Director, on behalf of SBIAA

Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.
Regular Meeting Commission Actions

December 16, 2015

d. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: San Manuel Band of Mission Indians – portions of former Norton Air Force Base Parcel E-1

Negotiating Parties: Jerry Paresa, Chief Administrative Officer
Michael Burrows, Executive Director, on behalf of SBIAA

Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.


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 R. Carey Davis and Vice President James C. Ramos

Position Title: Executive Director

D. REPORT ON CLOSED SESSION

President R. Carey Davis reconvened the meeting at 3:33 p.m. President Davis asked Mr. Scott Huber, Cota Cole, LLP, if there were any reportable items. Mr. Huber stated that there were no reportable items.
E. ITEMS TO BE ADDED OR DELETED

There were no items to be added or deleted.

F. CONFLICT OF INTEREST DISCLOSURE

1. President R. Carey Davis 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, Executive Director, presented the following informational items:

2. Informational Items
   a. Executive Director's Report
   b. Report on status of Annual Audit
   c. Report on status of activities at Hangar No. 763

2b. Mr. William Garay, Director of Finance, informed the Commission that the Fiscal Year 2013/14 Annual Audit report, provided by Greg Fankhanel of Van Lant & Fankhanel, LLP, will be completed and presented at the next regularly scheduled SBIAA meeting in January.

2c. Mr. Michael Burrows referenced a PowerPoint Presentation entitled, “Hangar No. 763” and introduced Mr. Mike Allen, Chief Executive Officer of AeroPro LLC, to provide a brief report on the status of the forthcoming contract with Boeing Company.

Mr. Burrows continued with a brief report detailing various hangar complex and building photographs. Mr. Burrows next introduced Mr. Andrew Meyer, Airport Operations Officer, who provided a brief report on the airport’s effort in acquiring a bonded storage certification from U.S. Customs and Border Protection. Mr. Burrows confirmed the approval to hold international cargo with customs services and noted the critical advantage this has for the Airport.

Secretary. Ovidiu Popescu expressed his contentment for the acquisition of the bonded storage certification and noted the strong advantage the Airport holds by being one of three airport’s in the region with the ability to hold international cargo.
H. COMMISSION CONSENT ITEMS

4. Receive and file Treasurer's Report for October 31, 2015 for the San Bernardino International Airport Authority (SBIAA)
5. Authorize Staff to issue a Request for Proposals (RFP) for the provision of as-needed emergency restoration, remediation and reconstruction contract services to mitigate and repair damage to Agency property in the event of unexpected loss or damage
6. Approve Meeting Minutes: November 25, 2015

Regarding Consent Item No. 3, Councilmember Rikke Van Johnson requested information on a purchase made to ASIG. Mr. Michael Burrows, Executive Director, explained that the purchase included dollies for cargo loading equipment.

ACTION: Approve Agenda Item Nos. 3-6 of the Consent Calendar

RESULT: ADOPTED [UNANIMOUSLY]
MOTION/SECOND: Jorrin / Johnson
AYES: Davis, Johnson, Jorrin, Popescu, and Scott.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

I. COMMISSION ACTION ITEMS

7. Approve award of a contract to Lee & Stires, Inc., in an amount not to exceed $60,000.00, for the placement of crushed miscellaneous base material.

Mr. Mark Gibbs, Director of Aviation, referenced an overhead site map, as contained on page 046 of the Agenda Packet, and provided a brief report on Agenda Item No. 7. Councilmember Jody Scott inquired about the location of the designated areas in relation to the 3rd and Victoria Avenue Intersection. Mr. Michael Burrows, Executive Director, referenced the displayed overhead site map and indicated the various locations on the map.

ACTION: Approve award of a contract to Lee & Stires, Inc., in an amount not to exceed $60,000.00 for the placement of crushed miscellaneous base material

RESULT: ADOPTED [UNANIMOUSLY]
MOTION/SECOND: Johnson / Scott
AYES: Davis, Johnson, Jorrin, Popescu, and Scott.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.
8. Consider and adopt a Strategic Plan for the San Bernardino International Airport Authority (SBIAA).

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, “San Bernardino International Airport Authority (SBIAA), – Draft Strategic Plan; December 16, 2015,” (as contained on pages 049-106 of the Agenda Packet). The presentation was also made available as a handout for Commission Members, staff, and members of the public.

Mr. Burrows noted that a construction update will be provided in a report to the Commission at a future meeting.

Mr. Burrows further noted that proceeds from the Rialto Airport transaction has been received, as well as proceeds from the IVDA JPA obligations. Mr. Burrows indicated that these revenues, as well as the sales and services provided by Luxivair SBD, are critical components.

Mr. Burrows noted that Budget to Actuals will be discussed in detail at the regularly scheduled SBIAA Finance and Budget Committee meeting in January.

President R. Carey Davis questioned if the Capital Improvements Fund included cash on hand. Mr. Burrows confirmed yes and added that the fund includes grants and cash on hand. Mr. Burrows further noted that the next fiscal year will reflect a traditional general fund transfer.

Secretary Ovidiu Popescu questioned the number representation on page 077 of the Agenda Packet, in regards to FAR Part 135 Air Taxi Activity. Mr. Burrows clarified the representation displays the number of operations. Mr. Mark Gibbs, Director of Aviation, noted the numbers reflect traffic as reported by the traffic control tower.

Mr. Burrows continued to provide details on various components of the strategic plan.

Mr. William Garay, Director of Finance, provided brief details on Staff’s efforts in electronically recording jet fuel sales.

Councilmember Jody Scott questioned the drop in activity in February of 2013. Mr. Gibbs noted that February reflects an off-season in fuel sales when business is often slow.

Secretary Ovidiu Popescu referenced page 098 of the Agenda Packet and questioned the start date of task three, “Implement Luxivair SBD Business Development & Marketing Program”. Mr. Burrows stated that should the Strategic Plan be adopted today, it will be updated annually and the due date will reflect when the proposed initiative will be accomplished.

Secretary Ovidiu Popescu referenced page 099 of the Agenda Packet and questioned if task three, “Implement 2016 Marketing & Communications Programs/ Monthly Reports”, would begin in June of 2016 or sooner. Mr. Burrows noted that this initiative for the current year is ongoing and the update is expected to begin in April.

Secretary Ovidiu Popescu continued by stating that marketing reports should be provided on a consistent basis.

Mr. Burrows explained that the Marketing Plan follows the adoption of the Strategic Plan, which will be presented at a regularly scheduled meeting in January.

**ACTION:** Consider and adopt a strategic plan for the San Bernardino International Airport Authority (SBIAA)
J. ADDED AND DEFERRED ITEMS

There were no added or deferred items.

K. OPEN SESSION PUBLIC COMMENT

There was no open session public comment.

L. COMMISSION MEMBER COMMENT

President R. Carey Davis provided a brief statement on the prompt response of the City of San Bernardino’s public safety officials during the terrorist attack at the Inland Regional Center on December 2, 2015. President Davis further noted the establishment of a GoFundMe account by the City of San Bernardino to provide assistance for the victim’s families. President Davis thanked the Airport’s staff for all of their assistance. President Davis adjourned the meeting in the memory of the lives lost on December 2nd.

M. ADJOURNMENT

There being no further business before the Commission, President R. Carey Davis declared the meeting adjourned at 4:32 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 27, 2016.

Jennifer Farris
Assistant Secretary of the Commission