

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL MEETING COMMISSION ACTIONS
THURSDAY, MARCH 1, 2018

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

Commission Members

City of Colton

Mayor Richard A. DeLaRosa	Present
Mayor pro tempore Jack R. Woods (alt)	Present

City of Loma Linda

Councilmember Ovidiu Popescu, Secretary	Present
Mayor pro tempore Phillip Dupper (alt)	Absent

County of San Bernardino

Supervisor James C. Ramos, Vice President	Absent
Supervisor Curt Hagman (alt)	Absent

City of San Bernardino

Mayor R. Carey Davis, President	Present
Councilmember Fred Shorett	Present
Councilmember Virginia Marquez (alt)	Present (In audience and closed session)

City of Highland

Councilmember Penny Lilburn	Present
Mayor Larry McCallon (alt)	Present (In audience and closed session)

Staff Members and Others Present

Michael Burrows, Executive Director	Scott Huber, Legal Counsel, Cota Cole, LLP
William Garay, Director of Finance	Mark Gibbs, Director of Aviation
Jim Harris, Manager of Capital Projects	Jennifer Farris, Assistant Secretary of the Commission
Catherine Pritchett, Director of Administrative Services	

The Special Meeting of the San Bernardino International Airport Authority was called to order by President R. Carey Davis at approximately 3:02 p.m. on Thursday, March 1, 2018 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 Secretary Ovidiu Popescu 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 3:04 p.m. Mr. Scott Huber, Cota Cole, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – *Inland Valley Development Agency, the Successor Agency to the Inland Valley Development Agency, a joint powers authority/federal base reuse authority; San Bernardino International Airport Authority, a joint powers authority, v. Michael Cohen, in his official capacity as the Director of the State of California Department of Finance; DOES 1 through 50, inclusive, Sacramento County Superior Court Case No: 34-2016-80002374.*
- b. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – *Inland Valley Development Agency, a joint powers authority/federal base reuse authority, and Inland Valley Development Agency as a Successor Agency, v. Oscar Valdez, in his official capacity as the County of San Bernardino Auditor – Controller/Treasurer/Tax Collector; Michael Cohen, in his official capacity as the Director of State of California Department of Finance; and DOES 1 through 50, inclusive, Sacramento County Superior Court Case No. 34-2016-80002502.*
- c. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – *Inland Valley Development Agency, the Successor Agency to the Inland Valley Development Agency, a joint powers authority/federal base reuse authority; San Bernardino International Airport Authority, a joint powers authority, v. Michael Cohen, in his official capacity as the Director of the State of California Department of Finance; DOES 1 through 50, inclusive, Sacramento County Superior Court Case No. 34-2016-80002615.*

- d. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
- Property: Hangar 795, San Bernardino International Airport
- Negotiating Parties: David Graham, Director, on behalf of Unical Aviation, Inc.
David Reed, Principal, on behalf of Pulsar Aviation, Inc.
Michael Burrows, Executive Director, on behalf of SBIAA
- Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.
- e. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
- Property: Kelly Space & Technology– former Norton Air Force Base JRETS West/East
- Negotiating Parties: Mike Gallo, President, Kelly Space & Technology
Michael Burrows, Executive Director, on behalf of SBIAA
- Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.
- f. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
- Property: Former Norton Air Force Base Building 680
- Negotiating Parties: Michael Burrows, Executive Director, on behalf of SBIAA
Dan Munsey, Assistant Chief, Division 6, on behalf of the San Bernardino County Fire Department
- Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.
- g. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – *Southern California Edison Co., a California corporation, v. Prologis L.P., a Delaware limited partnership; San Bernardino International Airport Authority; and Does 1 to 200, inclusive; and all persons unknown claiming any title or interest in or to the property sought to be condemned herein; San Bernardino County Superior Court, Case No. CIVDS1724290*
- h. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) – *San Bernardino International Airport Authority, a regional joint powers authority v. Stratus Aircraft Services, Inc., a California corporation, San Bernardino County Superior Court, Case No. UDFS1700755*

D. REPORT ON CLOSED SESSION

President R. Carey Davis reconvened the meeting at 4:20 p.m. President Davis asked Mr. Scott Huber, Cota Cole, LLP, if there were any reportable items. Mr. Scott Huber, stated that there were no reportable items but should be noted that President R. Carey Davis was not present for the discussion on item C.d.

At this point in the meeting, Mayor pro tempore Jack Woods took Mayor Richard DeLaRosa's place on the dais as a representative of the City of Colton.

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.

President R. Carey Davis noted a conflict on closed session item C.d.

G. INFORMATIONAL ITEMS

Mr. Michael Burrows, Executive Director, presented the following informational items:

2. Informational Items
 - a. Executive Director's Report [PAGE#: 045]
 - b. Luxivair SBD 5th year anniversary [PAGE#: 046]
- 2a. Mr. Burrows, briefly reported to commission members of the Fixed Based Operator partnership with Jetex Flight Support, which launched its first co-branding partnership in the U.S. with Luxivair SBD on February 7, 2018. Mr. Burrows also informed members that on February 27, 2018, a Memorandum of Understanding was signed with Abu Dhabi Airports Company, linking Al Bateen Executive Airport with SBD.

Mr. Burrows introduced Mr. Mark Gibbs, Director of Aviation, who gave a brief report on the recent Full Scale Emergency Exercise. Mr. Gibbs informed commission members that due to SBD's recent status upgrade by the Federal Aviation Administration (FAA) to a Class 1 airport, SBD is now responsible for completing a full scale emergency exercise every three (3) years. The exercise took place on Wednesday, February 28, 2018 and was a very successful event, in which over 20 emergency agencies and approximately 300 participants were involved.

H. **COMMISSION CONSENT ITEMS**

3. Register of Demands – March 1, 2018
4. Receive and file Treasurer's Report for December 31, 2017, for the San Bernardino International Airport Authority (SBIAA)
5. Adopt Resolution 2018-01 of the San Bernardino International Airport Authority (SBIAA) declaring that governing body members and volunteers be deemed employees for the purpose of providing workers' compensation benefits
6. Authorize Staff to advertise the Notice Inviting Bids for the Construction of the Joint Seal Project, Economic Development Administration Grant No. 07-49-06454
7. Approve Amendment No. 1 to the agreement with Zenaida Global in an amount not to exceed \$25,000 for Professional Consulting Services for the San Bernardino International Airport Authority (SBIAA)
8. Approve Amendment No. 1 to the agreement with Image Builders and Developers, Inc. in an amount not to exceed \$75,000 for professional services
9. Approve Amendment No. 2 to the Professional Services Agreement with AECOM Technical Services, Inc. in the amount of \$36,664.03 for additional professional engineering and construction management services for the Blast Fence Ramp Repair Project
10. Approve procurement of an Aircraft Stair Truck in an amount not to exceed \$49,000
11. Approve the closeout of the Terminal Walkway Project; authorize the Executive Director to execute all closeout documents and submit the Notice of Completion
12. Ratify the procurement of specialized terminal equipment necessary to support charter activity at the San Bernardino International Airport in an amount not to exceed \$80,000
13. Approve Meeting Minutes: January 24, 2018

ACTION: Approve Agenda Item Nos. 3-13

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Shorett / Woods
AYES: Davis, Lilburn, Popescu, Shorett and Woods.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

I. COMMISSION ACTION ITEMS

14. Receive and file the Annual Independent Financial Audit Report of the San Bernardino International Airport Authority (SBIAA) for the fiscal year ending June 30, 2017.

Bound copies of the final audit report and attachments were handed out to members of the Commission.

Mr. William Garay, Director of Finance, introduced Mr. Bradferd A. Welebir, of Rogers, Anderson, Malody & Scott, LLP. Mr. Welebir referenced a PowerPoint presentation entitled, "San Bernardino International Airport Authority" and provided a brief report on the SBIAA annual independent financial audit for fiscal year ending June 30, 2017. Mr. Welebir explained that the audit report resulted in an unmodified opinion, meaning the financial statements presented are in accordance with accounting principles generally accepted in the United States.

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

ACTION: Receive and file the Annual Independent Audit Report of the San Bernardino International Airport Authority's (SBIAA) for Fiscal Year ending June 30, 2017; and authorize the Director of Finance to submit these reports to the appropriate agencies.

15. Consider and adopt proposed budget adjustments for Fiscal Year 2017-2018.

Mr. William Garay, Director of Finance, provided a brief report on various budget adjustments referencing the "Proposed Budget Adjustments Table" found on page 175 of the Agenda Packet.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustment Table for Fiscal Year 2017-2018.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Woods / Popescu
AYES: Davis, Lilburn, Popescu, Shorett and Woods.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

16. Award a Professional Services Agreement with Overland, Pacific & Cutler, LLC, providing Right of Way acquisition services in an amount not to exceed \$107, 130.00.

Mr. Jim Harris, Manager of Capital Projects, provided a brief report on the Mountain View Avenue Street Improvement Phase 2 project. Mr. Harris specifically discussed the upgrade of the roadway on Mountain View Avenue between the Santa Ana and Mission Creek bridges. Mr. Harris explained that SBIAA is in the process of obtaining Right-of-Way acquisition to gain temporary access to people's property to aid in the construction of this roadway. Overland, Pacific, & Cutler, LLC's services will supplement SBIAA's efforts in obtaining these acquisitions.

ACTION: Award a Professional Services Agreement with Overland, Pacific & Cutler, LLC, providing Right of Way acquisition services in an amount not to exceed \$107,130.00.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Woods / Popescu
AYES: Davis, Lilburn, Popescu, Shorett and Woods.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

17. Award a construction contract to Jergensen Construction for the IRP Site 2 Landfill Lot Repairs Project in an amount not to exceed \$194,401.50 and appropriate a construction contingency of \$19,440.00

Mr. Jim Harris, Manager of Capital Projects, referenced an overhead map entitled "Land Fill Project Location," (also included on page 190 of the agenda packet), and provided a brief report regarding repair of surface damage of the landfill parking area.

ACTION: Award a construction contract to Jergensen Construction for the IRP Site 2 Landfill Lot Repairs Project in an amount not to exceed \$194,401.50 and appropriate a construction contingency amount of \$19,440.00.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Shorett / Lilburn
AYES: Davis, Lilburn, Popescu, Shorett and Woods.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

18. Review status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2018.

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "June 2018 – Proposed Airport Focal Areas" (also included on pages 193-195 in the agenda packet) and provided a brief report on Agenda Item No. 18.

Mr. Burrows reported to the Commission the new Airport Manager is set to begin employment later this month.

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 June 30, 2018.

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

There were no Commission member comments.

M. ADJOURNMENT

There being no further business before the Commission, President R. Carey Davis declared the meeting adjourned at 4:54 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 28, 2018.



Jennifer Farris

Assistant Secretary of the Commission