

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL MEETING COMMISSION ACTIONS
THURSDAY, MAY 2, 2019

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

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| Mayor Frank J. Navarro | Absent |
| Councilmember Jack R. Woods (alt) | Present |

City of Loma Linda

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| Councilmember Ovidiu Popescu, Vice-President | Present |
| Councilmember Phillip Dupper (alt) | Absent |

County of San Bernardino

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| Supervisor Dawn Rowe | Present |
| Supervisor Curt Hagman (alt) | Absent |

City of San Bernardino

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| Mayor John Valdivia, President | Present (Arrived at 3:17 p.m.) |
| Councilmember Theodore Sanchez | Present |
| Councilmember Henry Nickel (alt) | Absent |

City of Highland

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| Mayor Penny Lilburn, Secretary | Present |
| Mayor Pro Tempore Larry McCallon (alt) | Absent |

Staff Members and Others Present

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| Michael Burrows, Executive Director | Michael Lewin, Special Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP |
| William Garay, Director of Finance | Catherine Pritchett, Director of Administrative Services |
| Mark Gibbs, Director of Aviation | Jennifer Farris, Assistant Secretary of the Commission |
| Nikolas Persson, Airport Manager | Jack Davidson, Security Manager |
| Mark Dennis, IT Manager | |

The Special Meeting of the San Bernardino International Airport Authority was called to order by Vice-President Ovidiu Popescu at approximately 3:08 p.m. on Thursday, May 2, 2019 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 Theodore Sanchez in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

Vice-President Ovidiu Popescu recessed to closed session at 3:09 p.m. Mr. Michael Lewin, Special Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, 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 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. Keely Bosler, in her official capacity as the Director of the State of California Department of Finance; Oscar Valdez, in his official capacity as the County of San Bernardino Auditor – Controller/Treasurer/Tax Collector; and DOES 1 through 50, inclusive, Sacramento County Superior Court Case No. 34-2018-80003028.*
- e. Conference with Legal Counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation – one case
- f. Conference with Legal Counsel pursuant to Government Code section 54957, regarding security of public buildings and public facilities.

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| D. <u>REPORT ON CLOSED SESSION</u> |
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At this point in the meeting President John Valdivia chaired. President Valdivia reconvened the meeting at 4:00 p.m. President Valdivia asked Mr. Michael Lewin, Special Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, if there were any reportable items. Mr. Lewin, 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 John Valdivia stated Commission members should note the item(s) listed which might require member abstentions.

Supervisor Dawn Rowe noted a conflict on Commission Consent Item Nos. 5 and 8.

G. INFORMATIONAL ITEMS

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

2. Informational Items
 - a. Executive Director's Report [PAGE#: 028]
 - b. Report on the Asian Business Aviation Conference and Exhibition (ABACE) [PAGE#: 029]
 - c. Report on recent insurance claims [PAGE#: 030]
 - d. Report on personnel initiatives [PAGE#: 031]
- 2b. Mr. Michael Burrows, Executive Director, introduced Vice-President Ovidiu Popescu, who referenced a PowerPoint presentation and gave a brief synopsis of a scheduled trip to Shanghai, China for the Asian Business Aviation Conference and Exhibition (ABACE) conference.
- 2c. Mr. Burrows next introduced Ms. Catherine Pritchett, Director of Administrative Services, who provided a brief report on the recent insurance claims for the International Arrivals Facility, which sustained significant water damage in January, 2019.
- 2d. Ms. Catherine Pritchett, Director of Administrative Services, provided a brief report on the recruitment of a new Airport Operations Officer and Airport Operations Specialist. Also, Ms. Pritchett informed the Commission that Ms. Sharon Leon, Property Manager, has announced her retirement. Ms. Pritchett informed the Commission that the Authority recruited for the position and will be holding interviews in the near future. Lastly, Ms. Pritchett announced other job opportunities available at the Airport.

H. COMMISSION CONSENT ITEMS

3. Register of Demands – May 2, 2019
4. Receive and file Treasurer's Report for February 28, 2019, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to advertise the Notice Inviting Bids for the construction of the Building 680 Pavement Replacement Project
6. Approve Amendment No. 1 to the agreement with Cintas Corporation in an amount not to exceed \$32,000 for uniform rental services for the San Bernardino International Airport Authority (SBIAA)
7. Approve Amendment No. 1 to the agreement with Image Builders and Developers, Inc. in an amount not to exceed \$20,000 for professional services
8. Approve Meeting Minutes: March 27, 2019

ACTION: Approve Agenda Item Nos. 3, 4, 6, and 7

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

ACTION: Approve Agenda Item No. 5

RESULT: **ADOPTED**
MOTION/SECOND: Lilburn / Popescu
AYES: Lilburn, Popescu Sanchez, Valdivia, and Woods.
NAYS: None.
ABSTENTIONS: Rowe.
ABSENT: None.

ACTION: Approve Agenda Item No. 8

RESULT: **ADOPTED**
MOTION/SECOND: Woods / Lilburn
AYES: Lilburn, Popescu, Sanchez, Valdivia, and Woods.
NAYS: None.
ABSTENTIONS: Rowe.
ABSENT: None.

I. COMMISSION ACTION ITEMS

9. Consider and discuss a report from Mead and Hunt regarding market opportunities

Mr. Mark Gibbs, Director of Aviation, introduced Mr. Jeff Hartz and Ron McNeill. Mr. Hartz, referenced a PowerPoint presentation entitled, "San Bernardino International Airport: Airline Industry Update", and provided a brief report.

ACTION: Consider and discuss a report from Mead and Hunt regarding market opportunities; and authorize the Executive Director to take all related actions, as applicable.

10. Consider and adopt proposed budget adjustments for fiscal year 2018-2019

Mr. William Garay, Director of Finance, provided a summary on budget adjustments referencing the "Proposed Budget Adjustments Table" found on page 068 of the Agenda Packet.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustment Table for Fiscal Year 2018-2019.

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

11. Approve a construction contract with AEC/Moreno Corporation for the roof replacement of Building 610 Project in an amount not to exceed \$93,810.00; and appropriate a construction contingency of 10% or \$9,381.00

Mr. Michael Burrows, Executive Director, provided a brief report on Agenda Item No. 11 and informed the Commission that the expected start date for replacement will begin Summer 2019.

ACTION: Approve a construction contract with AEC/Moreno Corporation for the Roof Replacement of Building 610 Project in an amount not to exceed \$93,810; and appropriate a construction contingency of 10% or \$9,381; and authorize the Executive Director to execute all related documents.

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

Let the record reflect that Supervisor Dawn Rowe recused herself at 5:08 p.m.

12. Consider and discuss a report on status of Development Director Position

Ms. Catherine Pritchett, Director of Administrative Services, provided a brief report on Agenda Item No. 12. Ms. Pritchett explained that staff anticipates completion of the recruitment and hiring process in the next nine to eleven weeks.

President John Valdivia commended the work of Staff and stated that he is supportive of the recruitment of a Development Director.

Vice-President Ovidiu Popescu commented that the Ad Hoc Committee will meet with the top three candidates selected.

Secretary Penny Lilburn requested that prior to final approval, the Commission review any materials relating to a job offer.

Direction was given by the Commission to move forward with hiring a new Development Director.

ACTION: Authorize Executive Director to move forward with recruitment and hiring of new Development Director.

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| RESULT: | ADOPTED |
| MOTION/SECOND: | Lilburn / Popescu |
| AYES: | Lilburn, Popescu, Sanchez, Valdivia, and Woods. |
| NAYS: | None. |
| ABSTENTIONS: | None. |
| ABSENT: | Rowe. |

13. Review status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2019

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "June, 2019 – Proposed Airport Focal Areas" (also included on pages 081-083 in the Agenda Packet) and provided a brief update on Agenda Item No. 11.

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, 2019.

Let the record reflect that Supervisor Dawn Rowe returned after discussion of the Agenda No. 13.

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 John Valdivia thanked Airport Staff for their efforts at the World Trade event on May 1, 2019. President Valdivia also noted his travel to South Korea with Mr. Burrows through the County of San Bernardino's trade delegation which also highlighted Unical Aviation.

M. **ADJOURNMENT**

There being no further business before the Commission, President John Valdivia declared the meeting adjourned at 5:17 p.m.

Approved at a Special Meeting of the San Bernardino International Airport Authority on Thursday, May 30, 2019.



Jennifer Farris
Assistant Secretary of the Commission

