

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL MEETING COMMISSION ACTIONS
THURSDAY, MAY 30, 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

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

City of Loma Linda

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

County of San Bernardino

Supervisor Dawn Rowe	Present
Supervisor Curt Hagman (alt)	Absent

City of San Bernardino

Mayor John Valdivia, President	Present
Councilmember Theodore Sanchez	Present
Councilmember Henry Nickel (alt)	Absent

City of Highland

Mayor Penny Lilburn, Secretary	Present
Mayor Pro Tempore Larry McCallon (alt)	Present (In audience and closed session)

Staff Members and Others Present

Michael Burrows, Executive Director	Scott Huber, Legal Counsel, Cole Huber, LLP
William Garay, Director of Finance	Catherine Pritchett, Director of Administrative Services
Mark Gibbs, Director of Aviation	Jennifer Farris, Assistant Secretary of the Commission
Jim Harris, Manager of Capital Projects	Jack Davidson, Security Manager
Jay Fitzgerald, Assistant Airport Manager - Maintenance	Amber Casarez, Marketing Coordinator
Wendy Bechtel, FBO Manager	

The Special Meeting of the San Bernardino International Airport Authority was called to order by President John Valdivia at approximately 3:05 p.m. on Thursday, May 30, 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 Secretary Penny Lilburn in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

President John Valdivia recessed to closed session at 3:06 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, 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 Labor Negotiators Pursuant to Government Code Section 54957.6.

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 John Valdivia and Vice President Ovidiu Popescu
Position Title: Executive Director

D. <u>REPORT ON CLOSED SESSION</u>

President John Valdivia reconvened the meeting at 3:36 p.m. President Valdivia asked Mr. Scott Huber, Legal Counsel, Cole Huber, 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 John Valdivia stated Commission members should note the item(s) listed which might require member abstentions.

Supervisor Dawn Rowe noted a conflict on Consent Item Nos. 6 and 7.

G. INFORMATIONAL ITEMS

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

2. Informational Items

- a. Executive Director's Report [PAGE#: 031]
- b. Report on Annual Budget Preparation [PAGE#: 032]
- c. Report on Internship Program [PAGE#: 033]

- 2a. Mr. Michael Burrows, Executive Director, reported that thanks to the negotiations of Ms. Monette Mendoza, Assistant FBO Manager, The History Channel will be televising live Nitro Circus, Evel Live 2, on Sunday July 7, 2019, as FMX stars Axell Hodges and Vicki Golden aim to break three world records. A handout containing event information was provided to the Commission members. Mr. Burrows then introduced Ms. Catherine Pritchett, Director of Administrative Services, who provided the Commission the recruitment profile for the Development Director position. With the consensus of the Commission, Staff was directed to post for the position of Development Director.
- 2b. Mr. William Garay, Director of Finance, provided a brief report on annual budget preparation. Mr. Burrows noted that the San Bernardino International Airport Authority (SBIAA) Budget will be presented at the next regularly scheduled meeting in June.
- 2c. Ms. Catherine Pritchett, provided a brief report on Generation GO, a new student internship program launched by the San Bernardino Unified School District and the County of San Bernardino Workforce Development Board. The program was a great success and on May 16, 2019, interns Brandon Prado and Lisette Acosta gave a presentation about their 16-week experience with the Authority. SBIAA staff plans to participate in the next session of Generation GO, scheduled to commence in August. Additionally, Ms. Pritchett thanked Ms. Tina Nguyen, Administrative Services Coordinator, for her efforts in spearheading the program.

H. COMMISSION CONSENT ITEMS

3. Register of Demands – May 30, 2019
4. Receive and file Treasurer's Report for March 31, 2019, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change Orders No. 1 - 4 to the repair and maintenance contract with Allison Mechanical, Inc. for the Luxivair SBD HVAC System Project in an amount not to exceed \$30,364.00
6. Approve Change Order No. 20 and No. 21 with Match Corporation for the 3rd Street Roadway and Infrastructure Project in an amount not to exceed \$77,496.62
7. Approve Revised Minutes: March 27, 2019
8. Approve Meeting Minutes (Special): May 2, 2019

ACTION: Approve Agenda Item Nos. 3, 4, 5, and 8

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

ACTION: Approve Agenda Item Nos. 6 and 7

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

I. COMMISSION ACTION ITEMS

9. Consider and discuss the FY 2019-2020 draft marketing budget

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "San Bernardino International Airport Authority (SBIAA) – Draft Airport Marketing Initiatives" (also included on pages 096-110 in the Agenda Packet) and provided a brief update on Agenda Item No. 9.

Supervisor Dawn Rowe, with the consensus of the Commission, gave direction to agendize a report to discuss potential updates to the policy for future conferences and meetings.

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

ACTION: Consider and discuss a report on Airport Marketing Initiatives.

10. Approve procurement of a wheeled front loader in an amount not to exceed \$130,000

Mr. Jay Fitzgerald, Assistant Airport Manager – Maintenance, provided a brief report on Agenda Item No. 10.

ACTION: Authorize procurement of a new wheeled front loader in an amount not to exceed \$130,000 with JCB Southern California, LLC consistent with the San Bernardino International Airport Authority's (SBIAA) purchasing policies and procedures; and authorize the Executive Director to execute all related documents.

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

11. Approve procurement of a SkyMark 10,000 gallon Jet-A Refueler in an amount not to exceed \$712,534.40

Ms. Wendy Bechtel, FBO Manager, provided a brief report on Agenda Item No. 11.

ACTION: Authorize the Executive Director to procure a new SkyMark 10,000 Jet-A Refueler in an amount not to exceed \$712,534.40 consistent with the San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures; and authorize the Executive Director to execute all related documents.

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

12. Consider and discuss a report on status of the 2020 Strategic Plan Update for the San Bernardino International Airport Authority (SBIAA)

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "San Bernardino International Airport Authority (SBIAA) – Strategic Plan (excerpts) December 16, 2015" (also included on pages 162-180 in the Agenda Packet) and provided a brief update on Agenda Item No. 12.

With the consensus of the Commission, President John Valdivia gave direction to agendize the 2020 Strategic Plan Update in June so that discussion can continue further at the next SBIAA meeting.

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

ACTION: Consider and Discuss a Report on the Status of the 2020 Strategic Plan Update for the San Bernardino International Airport Authority (SBIAA).

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 183-185 in the Agenda Packet) and provided a brief update on Agenda Item No. 13.

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.

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**

Vice-President Ovidiu Popescu highlighted a meeting with Jet Aviation and noted the company's interest in working at SBD Airport.

M. **ADJOURNMENT**

There being no further business before the Commission, President John Valdivia declared the meeting adjourned at 4:16 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 26, 2019.



Jennifer Farris

Assistant Secretary of the Commission