

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, JUNE 26, 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)	Present (In audience and closed session)

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 (Arrived at 3:08 p.m.)
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	Amber Casarez, Marketing Coordinator
Jim Harris, Manager of Capital Projects	Jennifer Rodriguez, Staff Analyst I
Nikolas Persson, Airport Manager	Jennifer Farris, Assistant Secretary of the Commission
Jack Davidson, Security Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President John Valdivia at approximately 3:00 p.m. on Wednesday, June 26, 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 Supervisor Dawn Rowe 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 3:41 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 4:44 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.

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 [PAGE#: 028]
- b. Report on Fiscal Year End Highlights [PAGE#: 029]
- c. Report on Personnel Initiatives [PAGE#: 054]
- d. Report on Active Insurance Claims [PAGE#: 055]

- 2b. Mr. Burrows introduced Mr. Mark Gibbs, Director of Aviation, who presented a PowerPoint presentation entitled "San Bernardino International Airport Authority – Fiscal Year End Highlight – June 26, 2019" (also included on pages 030-053 in the Agenda Packet) and provided a brief report on Agenda Item No. 2b.

Mr. Mark Gibbs then introduced Ms. Catherine Pritchett, Director of Administrative Services. Ms. Pritchett informed the Commission that Staff is actively planning SBD Fest 2019 and welcome any recommendations or suggestions moving forward.

- 2c. Ms. Catherine Pritchett, informed the Commission that Aviation Career Services recommended a change to the job title of the Development Director to Director of Business Development. The position will be reposted for an additional two weeks.

Additionally, the FBO has added a line service technician, Richard Fajardo. Ms. Pritchett informed the Commission that Ms. Sharon Leon, Property Manager has announced her retirement.

Mr. Burrows, presented Ms. Leon a diamond plaque memento as a thank you for her dedicated service to the Authority. President Valdivia thanked Ms. Leon and wished her a happy retirement.

H. COMMISSION CONSENT ITEMS

3. Register of Demands – June 26, 2019

Supervisor Dawn Rowe inquired as to the location of travel and clarification for line items 60, 69, and 75. President John Valdivia and Mr. Michael Burrows clarified that the register of demands reflected an error and should display reimbursement for Korea only.

Supervisor Rowe thanked them for their clarification.

4. Receive and file Treasurer's Report for April 30, 2019, for the San Bernardino International Airport Authority (SBIAA)

Councilmember Theodore Sanchez requested Agenda Item No. 5 be deferred to a future meeting for further discussion and provision of additional information.

It was the consensus of the Commission to defer Agenda Item No. 5. See Section J below.

5. Approve Amendment No. 5 to the professional services agreement with Cordoba Corporation in an amount not to exceed \$45,000.00 for the 3rd Street Roadway and Infrastructure Improvements Project
6. Approve Amendment No. 1 to the agreement with Cole Huber, LLP in an amount not to exceed \$55,000 for provision of general counsel services for the San Bernardino International Airport Authority (SBIAA)
7. Approve Amendment No. 1 to the agreement with Mirau, Edwards, Cannon, Lewin, & Tooke, LLP in an amount not to exceed \$10,000 for provision of general counsel services for the San Bernardino International Airport Authority (SBIAA)
8. Approve Minutes (Special): May 30, 2019

ACTION: Approve Agenda Item No. 3

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

ACTION: Approve Agenda Item Nos. 4, 6, 7 and 8

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

I. COMMISSION ACTION ITEMS

9. Consider and adopt the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2019-2020

Mr. William Garay, Director of Finance, referenced an overhead entitled, "Proposed FY 2019/20 Annual Budget Overview June 26, 2019" found on pages 087-092 of the agenda packet and provided a brief report. Mr. Garay then provided a detailed overview of the report titled, "San Bernardino International Airport Authority Proposed Budget Fiscal Year 2019-20", found on pages 145-191 of the agenda packet. Further, Ms. Amber Casarez, Marketing Coordinator, provided a brief report on the proposed marketing plan expenditures.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2019-2020 consisting of: (a) Fiscal Year 2019-2020 SBIAA Budget and a summary budget to actual for FY 2018-19; and (b) Airport Fee Schedule

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

10. Approve certain professional services contracts for Fiscal Year 2019-2020

Mr. William Garay, Director of Finance, provided a brief report on Agenda Item No. 10.

ACTION: Approve Certain Professional Services Contracts for Fiscal Year 2019-2020; and authorize the Executive Director to execute all related documents.

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

11. Consider and discuss a report on the Commission Policy

Supervisor Dawn Rowe requested Agenda Item No. 11 be deferred to a future meeting.

It was the consensus of the Commission to defer Agenda Item No. 11. See Section J below.

ACTION: Consider and discuss a report on the Commission Policy; and take appropriate action as to an updated Commission Policy.

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 242-260 in the Agenda Packet) and provided a brief update on Agenda Item No. 12.

With a consensus, the Commission gave direction to Staff to schedule Strategic Plan workshops on days of scheduled SBIAA meetings.

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. Consider and discuss a report on Strategic Plan Initiatives

Mr. Michael Burrows, Executive Director, introduced Ms. Jennifer Rodriguez, Staff Analyst I, who presented an Esri ArcGIS Story Map of the Agency’s 2018 Strategic Plan Update; available at <https://arcg.is/180Df4>.

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

ACTION: Consider and discuss a Report on Strategic Plan Initiatives.

14. Approve the form of an employment agreement with Michael Burrows to serve in the capacity of Executive Director

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, provided a brief report on Agenda Item No. 14.

Mayor Frank Navarro, extended his gratitude towards Mr. Michael Burrows and the leadership role he has taken resulting in the Airport’s success. As well, Mr. Navarro expressed his appreciation of Mr. Burrows’ diligence to continue to move the Airport forward.

Mr. Burrows thanked the Commission and noted his excitement to collaborate and continue to contribute to the success of the Airport.

President John Valdivia thanked Mr. Burrows for his leadership and extended his appreciation for Mr. Burrows' professional manner.

Secretary Penny Lilburn thanked Mr. Burrows for his leadership and surrounding himself with a great Staff.

ACTION: Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Executive Director; and authorize the Co-Chairpersons to execute the agreement on behalf of the SBIAA.

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

15. 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 271-273 in the Agenda Packet) and provided a brief update on Agenda Item No. 15.

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

Agenda Item Nos. 5 and 11 were deferred to a future meeting.

K. OPEN SESSION PUBLIC COMMENT

Various local residents, union members, and community representatives expressed their concerns to the Commission regarding the Eastgate Logistics Center Project. Commission members noted their concerns which pertained to potential air quality impacts, potential noise issues, the desire for local citizens to have access to better jobs created by the proposed project, as well as their request for a community benefits agreement.


L. COMMISSION MEMBER COMMENT

President John Valdivia commented that the Airport has been granted access for a meeting with the Chinese Consulate General in Los Angeles.

M. ADJOURNMENT

There being no further business before the Commission, President John Valdivia declared the meeting adjourned at 6:16 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, July 24, 2019.



Jennifer Farris
Assistant Secretary of the Commission