

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, OCTOBER 23, 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	Absent
Councilmember Henry Nickel (alt)	Present

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
Mark Gibbs, Director of Aviation	Jack Davidson, Security Manager
Alka Chudasama, Acting Director of Finance	Catherine Pritchett, Director of Administrative Services
Nikolas Persson, Airport Manager	Jennifer Farris, Assistant Secretary of the Commission
Jim Harris, Manager of Capital Projects	

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, October 23, 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 Henry Nickel 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 3:01 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 Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: International Arrivals Facility, 275 North Leland Norton Way, San Bernardino, 92408.

Negotiating Parties: Michael Burrows, SBIAA Executive Director, and Dawn Kusser LAX, Port Director, U.S. Customs and Border Protection.

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

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

President John Valdivia reconvened the meeting at 3:46 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
 - b. International Trade Initiatives
 - c. Personnel Update
 - d. SBD Fest Update
 - e. Discussion regarding rescheduling November and December meeting dates
- 2c. Mr. Michael Burrows introduced Ms. Catherine Pritchett, Director of Administrative Services. Ms. Pritchett reported that there are great candidates for both the position of Director of Finance and the Business Development Director, however no formal offers have been made thus far.
- 2d. Ms. Pritchett next referenced a PowerPoint presentation and provided a brief report on SBD Fest 2019, which will be held at the San Bernardino International Airport on November 2 and 3, 2019.
- 2e. Mr. Burrows asked Commission members to review the November and December meeting dates and to contact Ms. Jennifer Farris, Clerk of the Board, for any scheduling conflicts during the upcoming holiday season.

H. **COMMISSION CONSENT ITEMS**

3. Register of Demands – October 23, 2019
4. Receive and file Treasurer's Report for August 31, 2019 for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 4 to a professional services agreement with Overland, Pacific, & Cutler, LLC in an amount not to exceed \$12,025.00 to provide additional right of way acquisition services and extend the agreement through December 31, 2019
6. Approve the repairs to SBIAA owned ARFF Truck in an amount not to exceed \$25,351.43
7. Award a construction contract to AEC/Moreno Corporation for the Norton LF-2 Landfill Project in an amount not to exceed \$64,900.00; and appropriate a construction contingency of 10% or \$6,490.00
8. Approve Amendment No. 2 to the professional services agreement with Michael Allowos and Company in an amount not to exceed \$25,000.00 for International Trade Support Services

Let the record reflect that a revised staff report for Agenda Item No. 9 was provided as a handout to Commission Members, Staff, and members of the public.

9. Approve Amendment No. 3 to the professional services agreement with Luis Alvarado Public Affairs, LLC in an amount not to exceed \$25,000.00 for International Trade Support Services
10. Ratify the procurement of specialized services with Burrell Co. Enterprises, Inc. for site work at the San Bernardino International Airport
11. Approve Meeting Minutes: September 25, 2019

ACTION: Approve Agenda Item Nos. 3-11

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

I. **COMMISSION ACTION ITEMS**

12. Officer Elections

Mayor John Valdivia called for nominations for the office of President, Vice-President, and Secretary. Mayor Frank Navarro motioned for no change in current officer positions.

ACTION: Elect Mayor John Valdivia to the office of President, elect Councilmember Ovidiu Popescu to the office of Vice-President, and elect Mayor Penny Lilburn to the office of Secretary for the term commencing July 1, 2019 through June 30, 2020.

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

13. Receive and file an update on policies and procedures for the San Bernardino International Airport Authority (SBIAA) consistent with previously approved Authority policies

Ms. Catherine Pritchett, Director of Administrative Services, referenced a PowerPoint Presentation (as found on page 077-079 in the Agenda Packet) and provided a brief report on Agenda Item No. 13.

ACTION: Receive and file updated procedures and supporting documents for the San Bernardino International Airport Authority (SBIAA), consistent with previously approved Authority policies and adopt updates to supporting documentation.

14. Approve the form of agreement with United Parcel Service (UPS) for Hangar No. 695

Mr. Mark Gibbs, Director of Aviation, referenced an overhead and provided a brief report on Agenda Item No. 14 for a two-year agreement with UPS.

ACTION: Approve the form of Agreement with UPS for Hangar No. 695, graded airfield lot, guard booth, and supporting aircraft ramp; and authorize the Executive Director to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

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

15. Consider and discuss the updated action plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2019

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "October, 2019 – Airport Focal Areas" (also included on pages 096-098 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: Consider and Discuss the updated Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 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


Councilmember Henry Nickel requested that in future meetings, additional information be attached to Agenda Items on Commission Consent reports.

Secretary Penny Lilburn commended Staff for all their hard work in regards to the Trade Symposium with the Los Angeles Chinese Consulate on October 11, 2019. President John Valdivia echoed Secretary's Lilburn comment.

M. ADJOURNMENT

There being no further business before the Commission, President John Valdivia declared the meeting adjourned at 4:15 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, November 27, 2019.



Jennifer Farris
Assistant Secretary of the Commission