

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 25, 2020

3:00 P.M. (Closed Session, immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center (Via Teleconference)

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 (via Zoom)
Councilmember Jack R. Woods (alt)	Absent

City of Loma Linda

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

County of San Bernardino

Supervisor Dawn Rowe	Present (via Zoom)
Supervisor Curt Hagman (alt)	Absent

City of San Bernardino

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

City of Highland

Mayor Penny Lilburn, Secretary	Present (via Zoom)
Mayor Pro Tempore Larry McCallon (alt)	Closed session

Staff Members and Others Present

Michael Burrows, Executive Director	Scott Huber, Counsel, Cole Huber, LLP
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jennifer Farris, Assistant Secretary of the Commission
Wendy Bechtel, FBO 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, March 25, 2020 via web /teleconference. Members of the Commission joined via web /teleconference utilizing the Zoom Meeting platform, pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020 which allows elected officials to attend public meetings via teleconference. Staff Members and presenters attended in person in the Main Auditorium of the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California while enforcing social distancing protocols.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Dawn Rowe in the Pledge of Allegiance.

Prior to recessing to closed session, Ms. Jennifer Farris, Assistant Secretary to the Commission announced that the opportunity was given for members of the public to submit public comments via email by 1:00 p.m. prior to commencement of today's meeting and that none were received.

Additionally, there were no public comments submitted in person at the meeting.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

President John Valdivia recessed to closed session at 3:02 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

Commission Members participated in closed session via teleconference.

- 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: Former Norton Air Force Base Hangar 763 Bays 3 & 4, 255 S Leland Norton Way, San Bernardino, CA 92408

Negotiating Parties: Michael Burrows, SBIAA Executive Director and Joe Ermalovich, Principal, AeroPro LLC.

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 3:20 p.m. President Valdivia asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber stated that Closed Session Items A-D were not discussed and there were no reportable items regarding Items E-F.

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. Personnel Update
 - c. Airport Layout Plan Update
- 2b. Ms. Catherine Pritchett, Director of Administration, provided a personnel update and introduced the Authority's new Director of Finance, Mark Cousineau.
- 2c. Mr. Mark Gibbs, Director of Aviation, referenced an overhead map and provided an update on the Airport Layout Plan.

H. COMMISSION CONSENT ITEMS

Let the record reflect that all votes were done by roll call with each Commissioner's name and vote stated by voice in compliance with teleconference protocols.

3. Register of Demands – March 25, 2020
4. Receive and file Treasurer's Report for January 31, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 1 to the Professional Services Agreement with Mirau, Edwards, Cannon, Lewin & Tooke, LLP in an amount not to exceed \$20,000 for special counsel, real estate and litigation support services

6. Approve Amendment No. 1 to the Professional Services Agreement with Zenaida Global in an amount not to exceed \$25,000 for consulting services for the Aircraft Rescue and Fire Fighting Training Center (ARFF)
7. Approve Amendment No. 1 to the Professional Services Agreement with Aviatrix Communications, LLC in an amount not to exceed \$37,000.00 to provide public relations regarding noise education associated with aircraft noise and community outreach activities

Mayor Frank Navarro noted that in Section 2 of the Professional Services Agreement the word “extension” is used and inquired if this item is an “amendment” as indicated in the staff report. Mr. Michaels Burrows, Executive Director, noted the correction and stated that the wording will be updated to reflect an amendment prior to execution and Commission approval.

8. Approve Resolution 2020-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of an emergency condition due to impacts from COVID-19 (Coronavirus)

President John Valdivia requested that the Commission consider Agenda Item No. 8 as an action item along with Agenda Item No. 13. See Section I below

9. Approve Meeting Minutes: February 26, 2020

ACTION: Approve Agenda Item Nos. 3-7 and No. 9

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

I. <u>COMMISSION ACTION ITEMS</u>
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Let the record reflect that all votes were done by roll call with each Commissioner’s name and vote stated by voice in compliance with teleconference protocols.

10. Consider and adopt proposed budget adjustments for Fiscal Year 2019-2020

Mr. Michael Burrows, Executive Director, provided a summary on budget adjustments referenced in the “Proposed Budget Adjustments Table” found on page 057 of the Agenda Packet. Mr. Burrows noted the addition of Line Item A – COVID-19 to support the needs of the Authority, as well as Line Item B – Board Meeting Expenses, to help support the public live stream function for future Commission meetings.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustment Table for Fiscal Year 2019-2020.

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

11. Approve five year contract with Utility Telecom Group, LLC to provide telephone and data Ethernet services in an amount not to exceed \$255,000 over the contract term

Mr. Mark Dennis, IT Manager, provided a brief report on Agenda Item No. 11.

ACTION: Approve a five year contract with Utility Telecom Group, LLC in the amount of \$255,000 to provide 2Gbps of ethernet services to the Airport; and authorize the Executive Director to execute all related documents.

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

12. Approve procurement of a Skymark 7,000 gallon jet-a refueler equipped with manlift in an amount not to exceed \$523,315; and sell an existing 2008 Garsite 7000 gallon jet-a refueler without manlift to Cityservicevalcon, LLC in the amount of \$130,000

Ms. Wendy Bechtel, FBO Manager, provided a short summary of Agenda Item No. 12.

ACTION: Authorize the Executive Director to procure a new SkyMark 7,000 gallon Jet-A refueler equipped with manlift in an amount not to exceed \$523,315; and sell an existing 2008 Garsite 7,000 gallon Jet-A refueler without manlift in the amount of \$130,000 to CityServiceValcon, LLC consistent with SBIAA purchasing policies and procedures; and authorize the Executive Director to execute all related documents.

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

The Commission next considered Agenda Item No. 8, from the consent calendar. See Section H. above.

8. Approve Resolution 2020-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of an emergency condition due to impacts from COVID-19 (Coronavirus)

Mr. Michael Burrows, Executive Director, briefed the Commission on the need for this declaration as determined imminent and recommended by the airport industry and the Federal Aviation Administration (FAA). Mr. Burrows noted that efforts of the CARES Act introduced by White House staff, if passed, would provide federal relief for airports pertaining to staffing and emergency procedures.

Members of the Commission next considered Agenda Item No. 13.

ACTION: Adopt Resolution No. 2020-01 of the San Bernardino International Airport Authority (SBIAA) proclaiming the existence of an emergency condition due to impacts from COVID-19 (Coronavirus) and delegating decision authority to the Executive Director for appropriate actions.

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

13. Consider and discuss an update on COVID-19

President John Valdivia stated that he requested this item to be agendized for today's meeting to provide an update on the latest information regarding COVID-19 (Coronavirus).

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "COVID-19 (Coronavirus) Update – March 25, 2020," and provided a brief report on the Authority and the Airport's operational schedule continuing as an essential facility, open and available to the public. Mr. Burrows noted that our FBO, Maintenance, and Operations teams are working and providing services as needed. Mr. Burrows further noted that current construction projects are continuing as part of the critical infrastructure industries under guidance from FAA and as determined in Executive Order N-33-20 by Governor Gavin Newsom.

Mr. Burrows next introduced San Bernardino County Fire Protection District Chief Dan Munsey.

Chief Munsey thanked Mr. Burrows and Staff for allowing the Fire District to expand their Emergency Operations Center (EOC) at SBD International Airport to help foster safe social distancing for their employees. Chief Munsey next provided an update on the District's efforts regarding the coronavirus and provided safety measures for the public.

Mr. Burrows thanked Chief Munsey for the great partnership with the SB County Fire District and their safety efforts for the community.

Secretary Penny Lilburn notified the public of free meals for seniors at the Highland Senior Center located at 3102 E. Highland Ave. Secretary Lilburn stated that free hot lunches will be provided to-go each day between 11:30 a.m. and 12:30 p.m. until April 11, 2020.

Mayor Frank Navarro expressed his concern for members of the public who choose to hoard essential household items and suggested limitations to allow everyone to obtain necessary items.

Mr. Burrows provided a brief summary regarding the state of airport operations and noted that while the number of aircraft on the ramp has declined, cargo and other operations are remaining steady and fuel sales are holding strong. Mr. Burrows further noted that FedEx and UPS are continuing all efforts to remain operational.

Supervisor Dawn Rowe thanked Airport staff for their hard work and for quickly accommodating the County Fire District during this time.

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

ACTION: Consider and Discuss an Update on COVID-19.

14. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2020

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled, "June, 2020 – Proposed Airport Focal Areas" (also included on pages 096-098 in the Agenda Packet) and provided a brief update on Agenda Item No. 14.

Mr. Burrows stated that updates will continue to be relayed to Commissioners as information is received. Mr. Burrows further offered support to member agencies for any assistance the Airport may be able to lend to their respective jurisdictions.

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

ACTION: Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2020

J. ADDED AND DEFERRED ITEMS

There were no added or deferred items.

K. OPEN SESSION PUBLIC COMMENT

At the beginning of the meeting, Ms. Jennifer Farris, Assistant Secretary to the Commission, announced that the opportunity was given for members of the public to submit public comments via email by 1:00 p.m. prior to commencement of today's meeting and that none were received.

Additionally, there were no public comments submitted in person at the meeting.

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 John Valdivia declared the meeting adjourned at 4:18 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 22, 2020.



Jennifer Farris
Assistant Secretary of the Commission