

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 27, 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)	Present (via Zoom)

#### City of Loma Linda

Councilmember Rhodes Rigsby	Absent
Mayor Phillip Dupper (alt)	Present (via Zoom)

#### County of San Bernardino

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

#### City of San Bernardino

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

#### City of Highland

Mayor Pro Tem Penny Lilburn, Secretary	Present (via Zoom)
Mayor Larry McCallon (alt)	Present (via Zoom)

#### Staff Members and Others Present

Michael Burrows, Executive Director	Scott Huber, Counsel, Cole Huber, LLP (via Zoom)
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance	Jennifer Farris, Assistant Secretary of the Commission
Nikolas Persson, Airport Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President John Valdivia at approximately 3:03 p.m. on Wednesday, May 27, 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 Secretary Penny Lilburn 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 3:04 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, 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.*

- 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. 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.*
- d. Conference with Legal Counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation –
  - 1. Center for Community Action, et al v. FAA, et al. Court of Appeals Docket # 20-70272 (consolidated with No. 20-70464); and
  - 2. State of California, et al v. FAA, et al Court of Appeals Docket # 20-70464
- e. 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.
- f. Conference with Legal Counsel pursuant to Government Code section 54956.9(d)(2), regarding significant exposure to litigation – one case.
- g. 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  
Position Title: Executive Director

<b>D. <u>REPORT ON CLOSED SESSION</u></b>
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President John Valdivia reconvened the meeting at 3:58 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-C were not discussed and there were no reportable items regarding Items D-G.

**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. Update on Airline and Supply Chain Support Services
- 2b. Ms. Catherine Pritchett, Director of Administration, informed the Commission that Mr. Alex Cousins has accepted a position as Accounting Specialist. Ms. Pritchett added that Mr. Dustin Allinger has accepted the position of Airport Maintenance Manager, scheduled to begin in June, 2020. Ms. Pritchett further announced that the Authority is currently looking to fill Staff Analyst position.
- 2c. Mr. Mark Gibbs, Director of Aviation, provided an update on the current Airline and Supply Chain Logistics support services at SBD.

**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 – May 27, 2020
4. Receive and file Treasurer's Report for March 31, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Approve Amendment No. 2 to the agreement with Cintas Corporation authorizing an increase of \$6,000 for a total revised contract not to exceed \$38,000 for Uniform Rental Services for the San Bernardino International Airport Authority (SBIAA)
6. Approve Amendment No. 6 to a professional services agreement with Overland, Pacific, & Cutler, LLC in an amount not to exceed \$12,250.00 to provide additional Right of Way Acquisition Services for the mountain View Widening and Reconstruction Project
7. Approve Meeting Minutes: April 22, 2020

**ACTION:** Approve Agenda Item Nos. 3-7

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

**I. COMMISSION ACTION 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.

8. Status of the San Bernardino International Airport Authority (SBAA) financial and single audit for the fiscal year ending June 30, 2020

Mr. Mark Cousineau, Director of Finance, gave a brief report on Agenda Item No. 8.

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

**ACTION:** Ratify the acceptance of the engagement letter consistent with the terms RAMS CPAs contract for the financial statement and single audits for the Fiscal Year ending June 30, 2020.

9. Consider and discuss a report on the status of the annual budget preparation process

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 9. Mr. Cousineau informed the Commission that Staff is diligently working on the budget.

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

**ACTION:** Consider and discuss a report on the status of the Annual Budget Preparation Process for Fiscal Year 2020/21.

10. Consider and discuss a report on the status of International Trade Initiatives at SBD International Airport

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation and provided a brief report on Agenda Item No. 10. Mr. Burrows informed the Commission that a Memorandum of Understanding (MOU) agreement was executed between the San Bernardino International Airport Authority (SBAA) and The Holland International Distribution Council on May 27, 2020. He furthered thanked Staff for their hard work and dedication in preparing for the MOU signing.

President Valdivia thanked Staff and Mr. Burrows for his leadership.

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

**ACTION:** Consider and discuss a report on the status of International Trade Initiatives at SBD International Airport.

11. Ratify the submission of a cooperative grant application and related ground lease with StratosFuel, Inc.

Ms. Mark Gibbs, Director of Aviation, referenced an overhead map (also included on page 063 in the Agenda Packet) and provided a brief update on Agenda Item No. 11.

**ACTION:** Ratify the submission of a cooperative grant application and the form of a related ground lease with StratosFuel, Inc. for the construction of a hydrogen fuel station.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUSLY]</b>
<b>MOTION/SECOND:</b>	Sanchez / Navarro
<b>AYES:</b>	Dupper, Lilburn, Navarro, Sanchez, and Valdivia.
<b>NAYS:</b>	None.
<b>ABSTENTIONS:</b>	None.
<b>ABSENT:</b>	None.

12. 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 095-097 in the Agenda Packet) and provided a brief update on Agenda Item No. 12.

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 was no Commission member comment.

**M. ADJOURNMENT**

There being no further business before the Commission, President John Valdivia declared the meeting adjourned at 4:19 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 24, 2020.**

  
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**Jennifer Farris**  
**Assistant Secretary of the Commission**