

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, JUNE 24, 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 (in person)

City of Loma Linda

Councilmember Rhodes Rigsby	Present (in person)
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 (via Zoom)
Mayor Pro Tem Theodore Sanchez	Absent
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
Mark Gibbs, Director of Aviation	Jennifer Rodriguez, Deputy Clerk of the Board
Mark Cousineau Director of Finance	Jennifer Farris, Assistant Secretary of the Commission
Catherine Pritchett, Director of Administration	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President John Valdivia at approximately 3:01 p.m. on Wednesday, June 24, 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 Mayor Frank Navarro 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 3:03 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 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.

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

President John Valdivia reconvened the meeting at 3:30 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 Item B was not discussed and there were no reportable items regarding Items A, and C-E.

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
- 2a. Mr. Michael Burrows, thanked Mr. Nikolas Persson, Airport Manager, for his diligence in sourcing equipment for the Aircraft Rescue and Firefighting (ARFF).
- 2b. Ms. Catherine Pritchett, Director of Administration, informed the Commission that Mr. Dustin Allinger, Airport Maintenance Manager, joined the team on June 15, 2020. Ms. Pritchett further announced that Ms. Thy Merritt has accepted a position as Staff Analyst I. Further, Ms. Pritchett announced that the newest FBO Customer Service Associate is scheduled to start June 2020, and that interviews are being conducted for line service technician.

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 – June 24, 2020
4. Receive and file Treasurer's Report for April 30, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Ratify the procurement of a 1995 Oshkosh T-3000 ARFF Truck in the amount of \$22,500.00 from the Metropolitan Washington Airports Authority (MWAA) with Associated Transport Costs totaling an additional \$13,038.00
6. Authorize Staff to advertise for the Runway 6-24 Joint Seal and Spall Repair Project
7. Approve the declaration of eleven (11) out of service, decommissioned Airport vehicles as surplus property for the purpose of disposal
8. Consider and adopt proposed budget adjustments for Fiscal Year 2019-2020
9. Approve Meeting Minutes: May 27, 2020

ACTION: Approve Agenda Item Nos. 3-9

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Navarro / Rowe
AYES: Lilburn, Navarro, Rigsby, Rowe, 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.

10. Consider and discuss a report on annual business plan progress

Mr. Michael Burrows, Executive Director, introduced Ms. Jennifer Rodriguez, Deputy Clerk of the Board, who presented an ESRI ArcGIS Story Map of the Agency's 2019 Strategic Plan Update; available at <https://arcg.is/0KDS85>.

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

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

11. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related airport fee schedule, Luxivair SBD pricing policy, and operating directive for fiscal year 2020-2021

Mr. Mark Cousineau, Director of Finance, referenced an overhead titled "Proposed FY 2020/21 Annual Budget Overview June 24, 2020" found on pages 054-059 of the agenda packet and provided a brief report. Mr. Cousineau then provided a detailed overview of the report titled, "San Bernardino International Airport Authority 2020-2021 Proposed Budget," found on pages 072-080 of the agenda packet.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2020-2021 consisting of: (a) Fiscal Year 2020-2021 SBIAA Proposed Budget; (b) Airport Fee Schedule; (c) Luxivair SBD Pricing Policy; and Operating Directive 20-001: Notice of Violation Program.

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

President John Valdivia left the meeting at 4:17 p.m., after Item No. 11 passed. Secretary Penny Lilburn chaired the meeting at this point.

12. Approve certain Professional Services Agreements for Fiscal Year 2020-2021

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 12.

ACTION: Approve certain Professional Services contracts for Fiscal Year 2020-2021; and authorize the Executive Director to execute all related documents.

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

13. Approve a second Restated and Amended Loan Agreement by and between the San Bernardino International Airport Authority (SBIAA) and the Inland Valley Development Agency (IVDA)

Ms. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 13.

ACTION: Approve the agreement by and between the San Bernardino International Airport Authority (SBIAA) and the Inland Valley Development Agency (IVDA); and authorize the Executive Director to execute all related documents.

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

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 139-141 in the Agenda Packet) and provided a brief update on Agenda Item No. 14.

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**

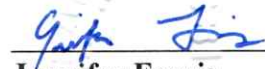
Mayor Frank Navarro thanked Mr. Michael Burrows, Executive Director and Staff for an excellent fiscal year and stated that he looks forward to a great fiscal year to come.

Supervisor Dawn Rowe thanked Mr. Burrows for his leadership.

M. **ADJOURNMENT**

There being no further business before the Commission, Secretary Penny Lilburn declared the meeting adjourned at 4:24 p.m.

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



Jennifer Farris
Assistant Secretary of the Commission