

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**  
**REGULAR MEETING COMMISSION ACTIONS**  
**WEDNESDAY, AUGUST 26, 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, President	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)	Absent (via Zoom)

**County of San Bernardino**

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

**City of San Bernardino**

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

**City of Highland**

Mayor Pro Tem Penny Lilburn	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	Mark Cousineau, Director of Finance
Catherine Pritchett, Director of Administration	Jennifer Farris, Assistant Secretary of the Commission
Mark Dennis, IT Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:05 p.m. on Wednesday, August 26, 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 Pro Tem Theodore Sanchez 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 Frank Navarro 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 Zoom meeting.

- 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 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. REPORT ON CLOSED SESSION**

President Frank Navarro reconvened the meeting at 3:47 p.m. President Navarro 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, there was no reportable action taken regarding items D-E, and that Item F was to be ratified as a Consent Item at the next regular Commission meeting.

E. **ITEMS TO BE ADDED OR DELETED**

There were no items to be added or deleted.

F. **CONFLICT OF INTEREST DISCLOSURE**

1. President Frank Navarro 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. Ontario ARFF Rig
  - c. San Manuel Development – Land Swap
- 2b. Mr. Nikolas Persson, Airport Manager, provided a brief report on the Ontario ARFF Rig.
- 2c. Mr. Michael Burrows provided a brief report on the San Manuel Development land swap.

**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 – August 26, 2020
4. Receive and file Treasurer's Report for June 30, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to file a Notice of Completion for construction closeout of the LF-2 Pavement Repair Project with AEC Moreno Corporation
6. Approve a contract with Converge One to upgrade Cisco Call Manager and Unity VOIP systems to latest versions and migrate to new Cisco servers in an amount not to exceed \$43,609
7. Approve a contract extension with Benson Systems for the Airport's Hangar Fire Suppression System Inspection and Maintenance Services
8. Approve Meeting Minutes: July 22, 2020

**ACTION:** Approve Agenda Item Nos. 3-8

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

9. Confirmation and ratification of elections of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 22, 2020 through June 30, 2021

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, informed Commission members that preceding the election, some members discussed the potential of serving in certain offices, with the intention of fully complying with the Brown Act and with SBIAA Commission policies. Unbeknownst to any of the members, it appeared that the discussion over several months may have included a quorum. To ensure compliance with the Brown Act and SBIAA Commission policies, Mr. Huber advised that it would be appropriate to confirm and ratify the elections.

**ACTION:** Confirm and Ratify the election of President (Navarro), Vice President (Valdivia), and Secretary (Rigsby) for the term commencing July 22, 2020 through June 30, 2021.

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

10. Approve an updated Fraud Prevention Policy for the San Bernardino International Airport Authority (SBIAA)

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, referenced a draft of the Fraud Prevention Policy (also included on pages 098-103 in the Agenda Packet) and provided a brief report on Agenda Item No. 10.

Vice-President John Valdivia and Mayor Pro Tem Penny Lilburn recommended corrections to specific sections of the policy be made. Mayor Pro Tem Lilburn also recommended Commission members take video training about the airport.

Mr. Burrows affirmed that an updated red-line would be emailed to Commission members.

**ACTION:** Approve an updated Fraud Prevention Policy for the San Bernardino International Airport Authority (SBIAA).

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

11. Consider and adopt Resolution No. 2020-02 of the San Bernardino International Airport Authority (SBIAA) changing one date of the regular meetings of the SBIAA Finance and Budget Committee

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda No. 11, and clarified that Resolution No. 2020-02 would change one meeting, from July to August.

**ACTION:** Consider and adopt Resolution No. 2020-02 of the San Bernardino International Airport Authority (SBIAA) changing one date of the regular meetings of the SBIAA Finance and Budget Committee.

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

12. Ratify the award of a contract with DBT Transportation Services, LLC, in an amount not to exceed \$163,907.79 for the Air Traffic Control Tower Equipment System Upgrade Project

Mr. Mark Dennis, IT Manager, provided a brief report on Agenda No. 12.

**ACTION:** Ratify the award of a contact with DBT Transportation Services, LLC, for the ATCT equipment system upgrade project in an amount not to exceed \$163,907.79.

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

13. Review status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2020

Mr. Michael Burrows, Executive Director, referenced a PowerPoint presentation entitled "August 31, 2020 –SBIAA Focal areas (as contained on pages 121-123 in the Agenda Packet) and provided a brief report on Agenda Item No. 13.

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 December 31, 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.

Ms. Farris informed the Commission that twelve (12) public comments were submitted via email prior to the meeting on items not on the agenda from: Olga Flores, Najayra Soto, Teresa Velasquez, Ellen Reese, Ralph Sistos, Ann Kaneko, Luz Roldan, Ada Trujillo, Athena Tan, Susan Carl, Arthur Medrano, and Shana Saters. Ms. Farris noted for the record that the public comments received were forwarded to Commission members.

President Frank Navarro reaffirmed the availability of the comments to the public.

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


L. COMMISSION MEMBER COMMENT

There was no Commission member comment.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:16 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, September 23, 2020.**

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Jennifer Farris  
Assistant Secretary of the Commission

