

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, OCTOBER 28, 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)	Absent

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	Present (in person)
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
Jim Harris, Capital Projects Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:00 p.m. on Wednesday, October 28, 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 3:01 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

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:25 p.m. President Navarro asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber reported that Items A-C have been resolved and the details are available upon request. Further, as to Item D, no reportable action was taken.

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. Report on International Trade Initiatives
 - c. Report on the Federal Aviation Administration (FAA) Contract Tower Program
- 2a. Mr. Burrows referenced an overhead and provided a brief report on the Fly-In Theater event hosted by Luxivair SBD on Saturday, October 17, 2020.
- 2b. Mr. Burrows referenced an overhead and provided a brief report on the 2020 Inland Empire World Trade Conference held virtually on Tuesday, October 13, 2020.
- 2c. Mr. Mark Gibbs, Director of Aviation, provided a brief report on the Federal Aviation Administration (FAA) Contract Tower Program.

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 – October 28, 2020
4. Receive and file Treasurer's Report for August 31, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Approve construction Change Order Number 1 with AEC Moreno, Corporation for the Air Cargo Monument Sign Project for an additional amount not to exceed \$22,438.20
6. Approve Amendment No. 1 to a Professional Services Agreement with Amtech Elevator Services in an amount not to exceed \$41,985.00 to provide inspections and preventative maintenance services to elevators and escalators owned by the San Bernardino International Airport Authority (SBIAA)
7. Receive Quarterly Financial Report
8. Update to SBIAA Commission Policy
9. Approve Meeting Minutes: September 23, 2020

ACTION: Approve Agenda Item Nos. 3-9

RESULT: **ADOPTED [UNANIMOUSLY]**

MOTION/SECOND: Rigsby / Sanchez

AYES: Lilburn, Navarro, Rigsby, 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.

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

Mrs. Catherine Pritchett, Director of Administration, referenced a PowerPoint presentation entitled "Overview of Updated Policies & Procedures – October 2020" (as contained on pages 222-225 in the Agenda Packet) and provided a brief report on Agenda Item No. 10.

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

ACTION: Receive and file an update on Policies and Procedures for the San Bernardino International Airport Authority (SBIAA), consistent with previously approved policies, and adopt updates to supporting documents.

11. Consider and discuss the SBD Good Neighbor Program Quarterly Report

Mr. Mark Gibbs, Director of Aviation, provided a brief report. He then presented Aviatrix Communications Public Relations Director Ms. Rosemary Barnes, whom virtually presented the Airport's quarterly noise report.

Ms. Barnes referenced a PowerPoint Presentation entitled, "SBD International Airport: Quarterly Report: October 2020" (also included on pages 228-256 in the Agenda Packet) and provided a brief update on the SBD Good Neighbor Program.

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

ACTION: Consider and discuss the SBD Good Neighbor Program quarterly report.

Let the record reflect that Vice-President John Valdivia left the meeting at 4:00 PM.

12. Approve a Professional Services Agreement with Currier & Company, Inc. to provide specialized engineering and construction management services for the Fuel Farm Expansion Project in an amount not to exceed \$681,114

Mr. Jim Harris, Capital Projects Manager, provided a brief report on Agenda Item No. 12.

ACTION: Approve a Professional Services Agreement with Currier & Company, Inc. in an amount not to exceed \$681,114 to provide specialized engineering services required to develop plans, specifications, bidding documents, and construction management services for the Fuel Farm Expansion Project; and authorize the Executive Director to execute all related documents.

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

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 "October, 2020 –Airport Focal Areas" (as contained on pages 276-278 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 and that none were received.

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

L. COMMISSION MEMBER COMMENT

President Frank Navarro and Supervisor Dawn Rowe thanked Staff for their creativity and hard work for the Fly-In Theater event.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:25 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, November 25, 2020.



Jennifer Farris
Assistant Secretary of the Commission

