

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, NOVEMBER 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, President	Present
Councilmember Jack R. Woods (alt)	Present

City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor 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	Present (via Zoom)
Mayor Pro Tem Theodore Sanchez	Present (via Zoom at 3:07PM)
Councilmember Henry Nickel (alt)	Absent

City of Highland

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

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	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

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, November 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 Councilmember Rhodes Rigsby 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 3:05 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)(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

State of California, et al v. FAA, et al Court of Appeals Docket # 20-70464
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Former Norton Air Force Base – Parcel B1C East
Negotiating Parties: Michael Burrows, Chief Executive Officer, on behalf Inland Valley Development Agency
Michael Lewin, Special Counsel, on behalf of SBIAA

Under negotiations: Instructions will be given to the SBIAA negotiator concerning terms and price.

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:28 p.m. President Navarro asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber reported that there were none.

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, Chief Executive Officer, presented the following informational items:

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. San Bernardino 6th Annual Turkey Trot
 - c. Report on Legislative Programs – Federal Aviation Administration (FAA) Contract Tower Program
- 2b. Mr. Michael Burrows, CEO, referenced an overhead and gave a brief report on the November 26, 2020, virtual Turkey Trot cohosted by IVDA and sponsored by the San Manuel Band of Mission Indians. For more information, visit www.sbturkeytrot.com.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that the Airport has received an analysis by the Federal Aviation Administration (FAA) that has made the Airport eligible to join the Federal 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 – November 25, 2020
4. Receive and file Treasurer's Report for September 30, 2020 for the San Bernardino International Airport Authority (SBIAA)
5. Approval a Professional Services Agreement with Public Financial Management (PFM) in the amount of \$37,500 contingent upon fulfilling all milestones and a successful closing
6. Approve Meeting Minutes: October 28, 2020

ACTION: Approve Agenda Item Nos. 3-6

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Valdivia / McCallon
AYES:	McCallon, 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.

7. Consider and adopt proposed budget adjustments for Fiscal Year 2020-2021

Mr. Mark Cousineau, Director of Finance, provided a summary on budget adjustments referenced in the "Proposed Budget Adjustments Table" found on page 058 of the Agenda Packet.

ACTION: Consider and adopt proposed budget adjustments reflected in the Proposed Budget Adjustment Table for Fiscal Year 2020-2021.

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

8. Adopt Resolutions of the San Bernardino International Airport Authority in recognition of the services of the San Bernardino County, Fifth District, City of Loma Linda, and City of Colton representatives

On behalf of the SBIAA Commission, President Frank J. Navarro, proudly presented resolutions in recognition of services to County Supervisor Josie Gonzales and Councilmember Jack R. Woods.

Councilmember Rhodes Rigsby presented a resolution to Mr. Ovidiu Popescu in recognition of his service to the SBIAA.

Mr. Popescu and Mr. Woods were present to receive their resolutions and offered remarks of appreciation.

ACTION: Adopt Resolutions of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the San Bernardino County, Fifth District, City of Loma Linda, and City of Colton representatives: County Supervisor Josie Gonzales, Councilmember Ovidiu Popescu, and Councilmember Jack R. Woods.

9. Approve a contract with Toofon, Inc. for an Unmanned Aircraft Systems (UAS) product software license and services agreement

Mr. Mike Burrows, Chief Executive Officer, referenced an overhead and provided a brief report on Agenda Item No. 9.

ACTION: Approve a contract with Toofon, Inc. for an Unmanned Aircraft Systems (UAS) product software license and services agreement; and authorize the Chief Executive Officer to execute all related documents.

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

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

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "November, 2020 – Airport Focal Areas" (as contained on pages 092-094 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: 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**

Supervisor Dawn Rowe, Mayor John Valdivia, Mr. Burrows, Chief Executive Officer, and President Frank Navarro offered remarks of appreciation for former Commission members' contributions.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:55 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 27, 2021.



Jennifer Farris
Assistant Secretary of the Commission