

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JANUARY 27, 2021

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 Dr. Luis S. Gonzalez (alt)	Present (via Zoom)

City of Loma Linda

Councilmember Rhodes Rigsby	Present (via Zoom at 3:30PM)
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
Councilmember Juan Figueroa	Present (via Zoom)
Councilmember Fred Shorett (alt)	Present (via Zoom)

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, Chief Executive Officer (via Zoom)	Scott Huber, Counsel, Cole Huber, LLP (via Zoom)
Mark Gibbs, Director of Aviation	Mark Cousineau, Director of Finance
Catherine Pritchett, Director of Administration	Jennifer Farris, Assistant Secretary of the Commission
Nik Persson, Airport 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, January 27, 2021 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 Fred Shorett 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)(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

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:18 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. CAL/OSHA COVID-19 Prevention Program
 - c. Incoming Commission Members
 - d. Report on annual Airport Operations for Calendar Year 2020
- 2b. Ms. Catherine Pritchett, Director of Administration, provided a brief report on the Cal/OSHA COVID-19 Prevention Program.
- 2c. Mr. Michael Burrows, Chief Executive Officer, welcomed City of Colton Councilmember Dr. Luis Gonzalez and City of San Bernardino Councilmembers Juan Figueroa and Fred Shorett to the SBIAA Commission.
- 2d. Mr. Mark Gibbs, Director of Aviation, referenced an overhead entitled "2020 Operational Results" (as contained on pages 021-029 in the Agenda Packet) and provided a brief report on Airport Operations for Calendar Year 2020.

Mayor John Valdivia commended SBIAA Staff's efforts at growing operations at the Airport.

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.

Mayor Pro Tempore Penny Lilburn pulled Agenda Item No. 7 and requested it be considered separately from the remainder of the Consent Calendar.

The Commission considered items 3-6 and 8-14 first.

3. Register of Demands – December, 2020
4. Register of Demands – January 27, 2021
5. Receive and file Treasurer's Report for October 31, 2020 for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for November 30, 2020 for the San Bernardino International Airport Authority (SBIAA)
8. Authorize staff to issue a Request for Qualifications (RFQ) for conceptual engineering of a new Airport Solar Project
9. Award a construction contract to Jergensen Construction for Storm Water Retention Basin Repairs in an amount not to exceed \$29,439.00, and appropriate a contingency amount of \$2,944.00
10. Approve Amendment No. 1 to the professional services agreement with Aviatrix Communications in an amount not to exceed \$30,000 for aircraft noise and outreach initiatives
11. Approve the declaration of two (2) out of service, decommissioned airport pieces of equipment as surplus property for the purpose of disposal
12. Approve award of a contract with Vector Airport Systems to provide automated billing and collection services of applicable landing fees at SBD International Airport
13. Report on Finance & Budget Committee
14. Approve Meeting Minutes: November 25, 2020

ACTION: Approve Agenda Item Nos. 3-6, 8-14

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

The Commission next considered Agenda Item No. 7.

7. Proposed Commissioner fee to ensure fees are commensurate and aligned with other local agencies

Mayor Pro Tempore Penny Lilburn commented on the importance of transparency in discussion of increased stipends for Commission Members. President Frank Navarro and Supervisor Dawn Rowe were not in favor of the increase in Commission Member stipends.

Mr. Michael Burrows, Chief Executive Officer, reiterated that an increase in stipend fees was at the discretion of the Commission.

ACTION: Approve an increase of \$25 to the board member meeting stipend from \$150 to \$175.

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

I. <u>COMMISSION ACTION ITEMS</u>
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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. Adopt Resolution of the San Bernardino International Airport Authority in recognition of the services of the City of San Bernardino

On behalf of the SBIAA Commission, Mayor John Valdivia, proudly presented a resolution in recognition of services to Councilmember Henry Nickel.

ACTION: Adopt Resolution of the San Bernardino International Airport Authority (SBIAA) in recognition of the service of the City of San Bernardino: Councilmember Henry Nickel.

9. Receive and file the Annual Independent Financial Audit Report of the San Bernardino International Airport Authority (SBIAA) Commission for the Fiscal Year ending June 30, 2020

Mr. Mark Cousineau, Director of Finance, introduced Brad Welebir and Veronica Hernandez of Rogers, Anderson, Malody, and Scott, LLP, who were in attendance via Zoom. Ms. Hernandez referenced an overhead entitled "Annual Audit Fiscal Year Ended June 30, 2020" and provided a brief summary of the annual audit report. Ms. Hernandez explained that the audit report resulted in an unmodified opinion, meaning the authority's financial statements are in conformity with accounting principles generally accepted in the United States.

This item was for receive and file and no action was taken.

ACTION: Receive and file the Annual Independent Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2020; and authorize the Director of Finance to submit these reports to the appropriate agencies.

10. 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 138 of the Agenda Packet.

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

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

11. Consider and Discuss the SBD Good Neighbor Program quarterly report

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes of Aviatrix Communications who was in attendance via Zoom. Ms. Barnes referenced a PowerPoint presentation entitled "SBD International Airport: Quarterly Report January 2021" (as contained on pages 141-165 in the Agenda Packet) and provided a brief report on Agenda Item No. 18.

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

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

12. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2021

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June, 2021 –Airport Focal Areas" (as contained on pages 168-170 in the Agenda Packet) and provided a brief report on Agenda Item No. 19.

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 June 30, 2021.

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**

There were no commission member comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:03 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, February 24, 2021.



Jennifer Farris
Assistant Secretary of the Commission