

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 24, 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
Councilmember Dr. Luis S. González (alt)	Present (via Zoom)

#### City of Loma Linda

Councilmember Rhodes Rigsby	Present (at 3:05 PM)
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 Penny Lilburn	Present (via Zoom)
Mayor Pro Tem 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	Catherine Pritchett, Director of Administration
Mark Cousineau, Director of Finance (via Zoom)	Jennifer Farris, Assistant Secretary of the Commission
Jeff Barrow, Director of Development	

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, March 24, 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 Mayor Penny Lilburn 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 3:15 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**

Mr. Scott Huber, Legal Counsel, noted that the following item came to the attention of the San Bernardino International Airport Authority Staff subsequent to the posting of the agenda for this March 24, 2021 meeting. Pursuant to Government Code Section 54954.2, staff is requesting the SBIAA Commission take action to add this item to the agenda.

**ACTION:** Add the following item as Agenda Item No. 11

11. Adopt Resolution No. 2021-02 of the San Bernardino International Airport Authority (SBIAA) making certain findings in support of the Airport Runway Repair Project ("Runway Rehabilitation Project")

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

**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. Legislative Update - \$1.9 Trillion American Rescue Plan Act
  - c. FAA Contract Tower Program
- 2a. Mr. Michael Burrows, Chief Executive Officer, welcomed Jeff Barrow, Director of Development to the San Bernardino International Airport Authority (SBIAA) staff.
- 2b. Mr. Burrows provided a brief report on Agenda Item No. 2b.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that effective April 1, 2021, the SBD tower was designated the 258<sup>th</sup> tower to be included in the 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 – March 24, 2021
- 4. Receive and file Treasurer's Report for January 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
- 5. Authorize Staff to advertise a Notice Inviting Bids for the Fuel Farm Expansion Project
- 6. Adopt Resolution No. 2021-01 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and Authorizing Destruction of Certain Authority Records
- 7. Approve Meeting Minutes: February 24, 2021

**ACTION:** Approve Agenda Item Nos. 3-7

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Valdivia / Rowe
AYES:	Figueroa, 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.

8. Approve the purchase of two (2) 2021 Airport Security Vehicles with Fairview Ford Sales, Inc. in an amount not to exceed \$74,100

Mr. Jack Davidson, Security Manager, gave a brief report on Agenda Item No. 8.

**ACTION:** Approve the purchase of two (2) 2021 Ford Hybrid Explorer vehicles in the amount not to exceed \$74,100 and authorize the Chief Executive Officer to execute all related documents.

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

9. Approve procurement of two (2) Skymark Refuelers 15,000 gallon Jet-A refueler trucks in amount not to exceed \$1,926,179

Ms. Wendy Bechtel, FBO Manager, gave a brief report on Agenda Item No. 9.

**ACTION:** Authorize the Chief Executive Officer to procure two (2) new SkyMark Refuelers 15,000 gallon Jet-A refueler trucks in an amount not to exceed \$1,926,179 consistent with the San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures; and authorize the Chief Executive Officer to execute all related documents.

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

- 10. 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 132-134 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 June 30, 2021.

**J. ADDED AND DEFERRED ITEMS**

Please refer to Section E. above.

- 11. Adopt Resolution No. 2021-02 of the San Bernardino International Airport Authority (SBIAA) making certain findings in support of the Airport Runway Repair Project ("Runway Rehabilitation Project")

A staff report regarding Agenda Item No. 11 was provided to Commission members, staff, and members of the public.

Mr. Michael Burrows, Chief Executive Officer, provided a brief overview of Agenda Item No. 11.

**ACTION:** Adopt Resolution No. 2021.02 of the San Bernardino International Airport Authority (SBIAA) making certain findings in support of the Airpor Runway Repair Project ("Runway Rehabilitation Project") as previously approved by the Commission; and authorize the Chief Executive Officer to execute all related documents.

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

**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

Mayor Pro Tem Larry McCallon thanked SBIAA staff for their role in the making of the video of the Full Scale Emergency Exercise.

Mr. Michael Burrows thanked Ms. Amber Casarez, Marketing Coordinator and Airport Operations teams for their diligent work.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:45 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 28, 2021.**



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Jennifer Farris

Assistant Secretary of the Commission