

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 26, 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. González (alt)	Present (via Zoom)

City of Loma Linda

Councilmember Rhodes Rigsby	Present (via Zoom)
Mayor Phillip Dupper (alt)	Present (via Zoom)

County of San Bernardino

Supervisor Dawn Rowe	Present (via Zoom)
Supervisor Joe Baca, Jr. (alt)	Absent

City of San Bernardino

Mayor John Valdivia	Present
Councilmember Juan Figueroa	Present (via Zoom at 3:07 PM)
Councilmember Fred Shorett (alt)	Present (joined via Zoom at 3:22PM)

City of Highland

Mayor Penny Lilburn	Present
Mayor Pro Tem Larry McCallon (alt)	Present

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	Jennifer Farris, Assistant Secretary of the Commission
Jeff Barrow, Director of Development	Wendy Bechtel, FBO Manager
Nikolas 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, May 26, 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 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 3:03 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 in a conference room separate from the public.

- 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 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.

Negotiating for SBIAA: President Frank Navarro and Vice President John Valdivia

Position Title: Chief Executive Officer

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:22 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. Report on Commission Meeting Protocol (COVID)
 - c. Report on World Trade Week Conference
- 2b. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, provided a brief update on Commission Meeting protocols regarding post-COVID in-person meetings.
- 2c. Mr. Burrows referenced a PowerPoint presentation (as contained on pages 031-035 in the agenda packet) and provided a brief report on the 2021 Inland Empire World Trade Conference held virtually on Tuesday, May 4, 2021.

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.

Supervisor Dawn Rowe pulled Agenda Item No. 3 for discussion.

4. Receive and file Treasurer's Report for March 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Approve the declaration of three (3) out of service, decommissioned airport pieces of equipment as surplus property for the purpose of disposal
6. Adopt Resolution No. 2021-03 of the San Bernardino International Airport Authority (SBIAA) authorizing establishment of a new payroll bank account with Wells Fargo Bank for the San Bernardino International Airport Authority (SBIAA)
7. Consider and adopt Proposed Budget Adjustments for Fiscal Year 2020-2021
8. Approve Meeting Minutes: April 28, 2021

ACTION: Approve Agenda Item Nos. 4-8

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

3. Register of Demands – May 26, 2021

ACTION: Approve Agenda Item No. 3 of the Consent Calendar.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rowe / Valdivia
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.

9. Adopt debt policy and Resolution No. 2021-04 of the San Bernardino International Airport Authority (SBIAA) authorizing the issuance of one or more series of general airport revenue bonds in the aggregate principal amount not-to-exceed \$15,000,000 and approve related documents

Mr. Mark Cousineau, Director of Finance, introduced Ms. Christine Choi, Director, PFM Financial Advisors, LLC and Mr. Kevin Hale, Of Counsel, Orrick, Herrington & Sutcliff, LLP who joined via Zoom. Mr. Cousineau then provided a brief report on Agenda Item No. 9.

ACTION: Staff recommends that the Commission: a. Adopt a Debt Policy as required by California Code section 8855(i); b. Adopt Resolution No. 2021-04 authorizing the issuance and sale of one or more series of General Airport Revenue Bonds in the aggregate principal amount not to exceed \$15,000,000; and c. Approve related documents, including a Placement Agent Agreement, Master Trust Indenture, and First Supplemental Indenture.

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

10. Approve procurement of AQMD Compliant Ground Service Equipment (GSE) through Aero Specialties in an amount not to exceed \$400,000

Ms. Wendy Bechtel, FBO Manager, provided a brief report on Agenda Item No. 10.

Vice President John Valdivia inquired if Staff researched potential grants to off-set costs. He then recommended that Staff send a letter to South Coast Air Quality Management District (AQMD) seeking reimbursement options. Mr. Michael Burrows, Chief Executive Officer, acknowledged this request.

ACTION: Authorize the Chief Executive Officer to procure TLD manufactured GSE equipment through Aero Specialties that includes: one electric-powered TLD ABS-580-E stair truck; one electric-powered TLD LSP-900-V-E lav vehicle; and one Tier-4 TLD 400 Hz 140 kVA GPU in an amount not to exceed \$400,000 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.

11. Approve award of contract to Bodell Construction Company in an amount not to exceed \$4,699,000 for the Fuel Farm Expansion Project

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 11.

ACTION: Approve award of contract to Bodell Construction Company, in an amount not to exceed \$4,699,000 for the Fuel Farm Expansion Project; and authorize the Chief Executive Officer to execute all related documents.

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

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 276-278 in the Agenda Packet) and provided a brief report on Agenda Item No. 12.

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 items to be added or deferred.

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**

Vice President John Valdivia directed Staff to convene a Marketing Committee in June.

President Frank Navarro directed Ms. Jennifer Farris, Assistant Secretary of the Commission, to send out an email soliciting Commission members interested in being a part of the Committee.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 4:01 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on
Wednesday, June 23, 2021.**



Jennifer Farris
Assistant Secretary of the Commission

