

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 23, 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 (via Zoom)
Councilmember Juan Figueroa	Absent
Councilmember Fred Shorett (alt)	Present (via Zoom)

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 Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	Jennifer Farris, Assistant Secretary of the Commission
Jennifer Rodriguez, Deputy Clerk of the Board	Jonathan Galvan, Airport Operations Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:01 p.m. on Wednesday, June 23, 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 3:02 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 3:15 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

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 Virtual Internship
 - c. Federal Aviation Administration (FAA) Annual Inspection Report
 - d. Aircraft Rescue and Firefighting (ARFF) Truck Update
- 2a. Ms. Catherine Pritchett, Director of Administration, announced Airport Security Manager Jack Davidson's resignation and thanked him for his years of service.
- 2b. Mr. Burrows referenced an overhead entitled "Generation Go! Virtual Intern – Rose Guadian" (as contained on page 019 of the Agenda Packet) and reported that Ms. Guadian was tasked to do research on voltaic solar and give a virtual presentation about her findings. Additionally, Mr. Burrows thanked Ms. Catherine Pritchett and Ms. Tina Nguyen, Administrative Analyst, for their efforts in spearheading this semester's internship.
- 2c. Mr. Jon Galvan, Airport Operations Manager, gave a brief report on the Federal Aviation Administration (FAA) Annual Inspection.

Mr. Galvan thanked Airport Operations, Maintenance Department, Fixed-Based Operator (FBO), and ARFF for their diligence and cooperation during the annual inspection.

- 2d. Mr. Galvan gave a brief report on the Aircraft Rescue and Firefighting (ARFF) Truck Update.

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.

3. Register of Demands – June 23, 2021
4. Receive and file Treasurer's Report for April 30, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Approve the purchase of one (1) 2021 Ford Hybrid Explorer to be used as an airport operations vehicle with Fairview Ford Sales, Inc. in an amount not to exceed \$37,306.74
6. Approve Meeting Minutes: May 26, 2021

ACTION: Approve Agenda Item Nos. 3-6

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Lilburn
AYES: Lilburn, Navarro, Rigsby, Rowe, Shorett, 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 discuss a report on annual business plan progress

Mr. Michael Burrows, Chief Executive Officer, introduced Ms. Jennifer Rodriguez, Deputy Clerk of the Board, who presented an ESRI ArcGIS Story Map of the Agency's 2020 Strategic Plan Update; available at <https://arcg.is/1880zC>.

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

ACTION: Consider and discuss a Report on Annual Business Plan progress.

8. Consider and adopt the San Bernardino International Airport Authority (SBIAA) budget and related airport fee schedule, and Luxivair SBD pricing policy for Fiscal Year 2021-2022

Mr. Mark Cousineau, Director of Finance, referenced an overhead entitled "Proposed FY 2021/22 Annual Budget Overview June 23, 2021" found on pages 059-064 of the agenda packet and provided a brief report.

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2021-2022 consisting of: (a) Fiscal Year 2020-2021 Budget to Actual with Fiscal Year 2021-2022 Proposed Budget; (b) Fiscal Year 2021-2022 SBIAA Proposed Budget; (c) Airport Fee Schedule; and (d) Luxivair SBD Pricing Policy.

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

9. Approve certain Professional Services Agreements for Fiscal Year 2021-2022

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 9.

ACTION: Approve Certain Professional Services Contracts for Fiscal Year 2021-2022; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Shorett
AYES: Lilburn, Navarro, Rigsby, Rowe, Shorett, 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 118-120 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

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

Commission members thanked staff for their efforts and hard work.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:57 p.m.

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



Jennifer Farris
Assistant Secretary of the Commission

