

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JULY 28, 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)	Absent

County of San Bernardino

Supervisor Dawn Rowe	Present
Supervisor Joe Baca, Jr. (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
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	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:02 p.m. on Wednesday, July 28, 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 Vice President John Valdivia 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 3:04 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 3:39 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 fire system at Sheriff's Aviation Complex
 - c. Report on San Bernardino International Airport Authority (SBIAA) Revenue Bonds
- 2a. Ms. Amber Casarez, Marketing Manager, referenced a YouTube video entitled "Nighttime Maintenance at SBD International Airport" and provided a brief report on the footage.
- 2b. Ms. Catherine Pritchett provided an update on Agenda Item No. 2b.
- 2c. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2c.

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 – July 28, 2021
4. Receive and file Treasurer's Report for May 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Approve service agreement with Sysco Riverside, Inc. in an amount not to exceed \$63,000
6. Award a construction contract to AEC Moreno Corporation for the manufacture and installation of security fencing at the UAS Center in an amount not to exceed \$72,600.00
7. Approve a professional services agreement to Kimley-Horn and Associates, Inc., in an amount not to exceed \$74,384.00 for the Airport Solar Farm Conceptual Design Project
8. Approve Meeting Minutes: June 23, 2021

ACTION: Approve Agenda Item Nos. 3-8

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Lilburn
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. Conduct elections of President, Vice-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing July 28, 2021 through June 30, 2022

Mayor Frank J. Navarro called for nominations for the office of President. Councilmember Rhodes Rigsby nominated Mayor Frank J. Navarro. Mayor John Valdivia seconded the nomination.

There being no further nominations forthcoming, Mayor Navarro called for a vote by the Commission members.

ACTION: Elect Mayor Frank J. Navarro to the office of President for the term commencing July 28, 2021 through June 30, 2022.

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

Mayor Frank J. Navarro called for nominations for the office of Vice-President. Councilmember Juan Figueroa nominated Councilmember Rhodes Rigsby. Mayor Navarro seconded the nomination.

There being no further nominations forthcoming, Mayor Navarro called for a vote by the Commission members.

ACTION: Elect Councilmember Rhodes Rigsby to the office of Vice-President for the term commencing July 28, 2021 through June 30, 2022.

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

Mayor Frank J. Navarro called for nominations for the office of secretary. Mayor Navarro nominated Mayor Penny Lilburn. Councilmember Juan Figueroa seconded the nomination.

There being no further nominations forthcoming, Mayor Navarro called for a vote by the Commission members.

ACTION: Elect Mayor Penny Lilburn to the office of secretary for the term commencing July 28, 2021 through June 30, 2022.

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

At this point, newly appointed members took over their positions and President Frank J. Navarro proceeded with the meeting.

10. Ratify the procurement of specialized services with Titan Aviation Fuels, Inc. for supplemental aviation fuel supply and delivery at the SBD International Airport

Mr. Mark Gibbs, Director of Aviation, provided a brief report on Agenda Item No. 10.

President Frank Navarro thanked staff for their hard work in acquiring fuel for the SBD International Airport customers.

ACTION: Ratify the emergency procurement of specialized services for supplemental aviation fuel supply and delivery at SBD International Airport as authorized by the Chief Executive Officer for the following vendor/amount continuing through February 2022: Titan Aviation Fuels, Inc./\$2,500,000.

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

11. Adopt Resolution No. 2021-05 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 \$5,000,000 and approve related documents

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 11.

ACTION: Staff recommends that the Commission: A. Adopt Resolution No. 2021-05 authorizing the issuance and sale of the Series 2021B General Airport Revenue Bonds in the aggregate principal amount not to exceed \$5,000,000; and B. Approve related documents, including a Second Supplemental Indenture and a Placement Agent Engagement Agreement.

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

Let the record reflect that Mayor John Valdivia left the meeting at 4:05 p.m. Alternate Fred Shorett joined the meeting as a voting member in the place of Mayor John Valdivia.

12. 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 July 2021" (as contained on pages 147-171 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: Consider and discuss the SBD Good Neighbor Program quarterly report.

13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2021

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "July, 2021 –Airport Focal Areas" (as contained on pages 174-176 in the Agenda Packet) and provided a brief report on Agenda Item No. 13.

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, 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**


Secretary Penny Lilburn thanked staff for their efforts and hard work during the Fly-In event.

President Frank J. Navarro expressed gratitude for continuing in his role as President and thanked Commission members for their support and staff for their hard work.

M. ADJOURNMENT

There being no further business before the Commission, President Frank J. Navarro declared the meeting adjourned at 4:28 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, August 25, 2021.



Jennifer Farris
Assistant Secretary of the Commission