

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, AUGUST 25, 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 (joined via Zoom at 3:20pm)
Councilmember Dr. Luis S. González (alt)	Present (via Zoom)

City of Loma Linda

Councilmember Rhodes Rigsby	Present
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 (joined via Zoom at 3:25pm)
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 (in audience)

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	Jonathan Galvan, Airport Operations Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by Vice President Rhodes Rigsby at approximately 3:02 p.m. on Wednesday, August 25, 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

Vice President Rhodes Rigsby 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

D. REPORT ON CLOSED SESSION

Vice President Rhodes Rigsby reconvened the meeting at 3:11 p.m. Vice President Rigsby 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. Vice President Rhodes Rigsby 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 Federal Aviation Administration (FAA) annual inspection
 - c. Report on San Bernardino International Airport Authority (SBIAA) Revenue Bonds
 - d. Update on San Bernardino International Airport staffing and risk management
- 2b. Mr. Jonathan Galvan, Airport Operations Manager, provided an update of the Federal Aviation Administration (FAA) inspection that was comprised of two phases: physical airfield inspection and a records audit. As of June 2021, the Airport passed the physical airfield inspection. In August 2021, the Airport received a closeout letter from the FAA with zero discrepancies on the records audit. Mr. Galvan extended his gratitude to Airport Maintenance, Airport Operations, Luxivair, and our partner, San Bernardino County Fire for a successful inspection.
- 2c. Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 2c.
- 2d. Ms. Catherine Pritchett, Director of Administration, provided an update on job opportunities within the SBIAA; open positions can be found on <http://sbiaa.org/>. She further noted the on-going progress at the Sheriff's Department Hangar.

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 – August 25, 2021
4. Receive and file Treasurer's Report for June 30, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Approve a month-to-month agreement with C&A Janitorial Services to provide janitorial services for four (4) buildings owned by the San Bernardino International Airport Authority (SBIAA)
6. Approve Meeting Minutes: July 28, 2021

ACTION: Approve Agenda Item Nos. 3-6

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Lilburn / Rowe
AYES: González, Lilburn, Rigsby, Rowe, and Shorett.
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.

Let the record reflect, President Frank J. Navarro joined the meeting at 3:20 p.m.

7. Consider and discuss a Facility Use Policy

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, provided a brief report on Agenda Item No. 7. Mr. Huber further clarified on Agenda Page 043, Paragraph 4, Item 3, political fund raising campaigns are prohibited except as permitted by Board Policy or special action of the Board. The Board Policy outlines that political fundraising campaigns are permitted, but they have to pay the full fee to utilize any facility room.

Councilmember Fred Shorett inquired as to whether the policy was a draft or a final version. Mr. Huber clarified that it is a draft and can be reviewed further, or the policy can be adopted as is. It was the consensus of the Commission to adopt the Facility Use Policy draft as a new policy effective immediately.

ACTION: Adopt a Facility Use Policy related to use of Airport owned properties and provide appropriate direction to Staff.

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

Let the record reflect, Mayor John Valdivia joined the meeting at 3:25 p.m.

8. Award a construction contract to AEC Moreno Corporation for the Gate 2 Relocation Project in an amount not to exceed \$243,730

Mr. Jeff Barrow, Director of Development, referenced an overhead entitled "Gate 2 Relocation Project" (as contained on page 065 in the Agenda Packet) and provided a brief report on Agenda Item No. 8.

ACTION: Award a construction contract to AEC Moreno Corporation for the Gate 2 Relocation Project in an amount not to exceed \$243,730; and authorize the Chief Executive Officer to execute all related documents.

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

9. Approve the form of an employment agreement with Michael Burrows to serve in the capacity of Chief Executive Officer

ACTION: Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer; and authorize the President to execute the agreement on behalf of the San Bernardino International Airport Authority (SBIAA).

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Navarro
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 December 31, 2021

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "August, 2021 –Airport Focal Areas" (as contained on pages 074-076 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 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**

There were no Commission Member comments.

M. **ADJOURNMENT**

There being no further business before the Commission, Vice President Rhodes Rigsby declared the meeting adjourned at 3:30 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, September 22, 2021.



Jennifer Farris
Assistant Secretary of the Commission