

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, SEPTEMBER 22, 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
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

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

City of San Bernardino

Mayor John Valdivia	Absent
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 (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	Nik Persson, Airport Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 3:03 p.m. on Wednesday, September 22, 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 Pro Tem Larry McCallon 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

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 3:16 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 annual Technical Advisory Committee meeting
- 2b. Mr. Burrows thanked the Technical Advisory Committee for their efforts and provided a brief report on Agenda Item 2b.

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 Joe Baca, Jr. noted his abstention on Agenda Item No. 9, as he was not present for the meeting on August 25, 2021.

3. Register of Demands – September 22, 2021
4. Receive and file Treasurer's Report for July 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Award a professional services agreement to Wilson & Company, Inc., Engineers & Architects to design the IRP 2 Landfill Surface Repairs for an amount not to exceed \$59,990.00
6. Ratify the procurement of a Human Resources Information System software platform with Paylocity for the San Bernardino International Airport Authority (SBIAA)
7. Authorize Staff to prepare and advertise a Request for Proposal (RFP) for the provision of janitorial services to sixteen (16) San Bernardino International Airport Authority (SBIAA) properties
8. Authorize Staff to prepare and advertise a Request for Proposal (RFP) for the maintenance and inspections of San Bernardino International Airport Authority (SBIAA) owned hangar fire suppression systems
9. Approve Meeting Minutes: August 25, 2021

ACTION: Approve Agenda Item Nos. 3-8

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

ACTION: Approve Agenda Item No. 9

RESULT: **ADOPTED**
MOTION/SECOND: Rigsby / Lilburn
AYES: Figueroa, Lilburn, Navarro, Rigsby, and Shorett.
NAYS: None.
ABSTENTIONS: Baca.
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.

10. Approve a FY 2021-22 budget adjustment and related actions for emergency response, recovery, and repairs to the San Bernardino County Sheriff's Department Hangar Facility in the amount of \$360,000

Ms. Catherine Pritchett, Director of Administration, provided a brief report on Agenda Item No. 10.

Vice President Rhodes Rigsby inquired as to whether or not an insurance reimbursement was received. Ms. Pritchett clarified that staff was currently in negotiations with the insurance company.

ACTION: Approve a FY 2021-22 budget increase of \$360,000.00 in appropriations for the Property Management Fund. Ratify contracts in the amounts of \$188,600.00 and \$37,975.25 for Leonida Builders Inc. and SERVPRO Yucaipa, respectively. Authorize the Chief Executive Officer to approve a contract for replacement of the fire suppression pumps in an amount not to exceed \$120,000.

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

11. Approve Amendment No. 1 to Lease Agreement with Federal Express (FedEx) Corporation

Mr. Mark Gibbs, Director of Aviation, referenced an overhead entitled "Exhibit A-2" (as contained on page 086 in the Agenda Packet) and provided a brief report on Agenda Item No. 11.

ACTION: Approve Amendment No. 1 to the Lease Agreement with FedEx for the addition of approximately 1.5 acres of structural aircraft ramp used for air cargo operations, aircraft parking, and ground support equipment staging; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by legal counsel.

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

12. 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 "September, 2021 –Airport Focal Areas" (as contained on pages 089-091 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 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

Mayor Penny Lilburn thanked staff for the refreshments provided earlier during the Ad Hoc committee meeting at the Fixed-Base Operator (FBO).

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:28 p.m.

Approved at a Special Meeting of the San Bernardino International Airport Authority on Thursday, October 28, 2021.



Jennifer Farris
Assistant Secretary of the Commission

