

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 23, 2022

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

City of San Bernardino

Mayor John Valdivia	Present (via Zoom)
Councilmember Juan Figueroa	Present (via Zoom)
Councilmember Fred Shorett (alt)	Present (via Zoom)

City of Highland

Mayor Pro Tem Penny Lilburn	Present
Mayor 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	Jeff Barrow, Director of Development
Jennifer Farris, Assistant Secretary of the Commission	Wendy Bechtel, FBO Manager
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 3:10 p.m. on Wednesday, February 23, 2022.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Vice-President Rhodes Rigsby in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

President Frank Navarro recessed to closed session at 3:10 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- 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 3:35 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. Findings to hold virtual Commission meetings, and other committee and legislative body meetings pursuant to AB 361
 - c. Report on Super Bowl flight activity at Luxivair SBD
 - d. Report on Federal Aviation Administration (FAA) Table Top Emergency Exercise
- 2a. Ms. Catherine Pritchett, Director of Administration, announced the retirement of Mr. Wayne Harp, Airport Security Officer. On behalf of Staff, Ms. Pritchett thanked Mr. Harp for his eleven years of service to the SBD Airport and wished him a happy retirement. President Frank Navarro and Councilmember Fred Shorett thanked Mr. Harp for his services and wished him the best.

Mr. Harp offered remarks of gratitude and thanked the San Bernardino International Airport Authority (SBIAA).
- 2b. Mr. Scott Huber, legal counsel, Cole Huber LLP, provided an update on AB 361 and the alternative procedure to hold Commission meetings via teleconference. Mr. Huber explained that the Authority must ensure there is ample opportunity to provide public comments for members of the public participating remotely. Mr. Huber also clarified that every Agenda Item requiring approval, requires a roll call vote.
- 2c. Ms. Wendy Bechtel, FBO Manager, provided a brief report on Agenda Item No. 2c.
- 2d. Mr. Jonathan Galvan, Airport Operations Manager, referenced an overhead entitled "2022 Emergency Table Top Exercise Update" and provided a brief report on Agenda Item No. 2d.

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 – February 23, 2022
4. Receive and file Treasurer's Report for December 31, 2021 for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change Order No. 2 with AEC Moreno Corporation for \$4,500.00 for additional work related to the UAS Center Administration Building Project
6. Approve Amendment No. 1 for Professional Services Agreement with Right Energy Group, LLC in an amount not to exceed \$25,000 for Green Energy Consulting Services for the San Bernardino International Airport Authority (SBIAA)
7. Approve issuance of a Request for Proposal (RFP) for Professional Financial Audit and Accounting Services of the Fiscal Years ending June 30, 2022 through June 30, 2027
8. Approve Meeting Minutes: January 26, 2022

ACTION: Approve Agenda Item Nos. 3-8

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Rigsby / 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. Consider and adopt proposed budget adjustments for Fiscal Year 2021-2022

Mr. Mark Cousineau, Director of Finance, referenced the "Proposed Budget Adjustments Table" found on page 054 of the Agenda Packet and provided a bried report.

ACTION: Consider and adopt budget adjustments in the "Proposed Budget Adjustments Table" for Fiscal Year 2021-2022.

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

10. Approve Change Order No. 1 with Jergensen Construction for \$7,925.94 for additional work related to the Sheriff's Aviation Facility Gate Widening Project

Mr. Jeff Barrow, Director of Development, referenced an overhead entitled "Sheriff's Aviation Facility Gate Widening Project" (as contained on page 057 in the Agenda Packet) and provided a brief report.

ACTION: Approve Change Order No. 1 with Jergensen Construction for an amount not to exceed \$7,925.94 for additional work related to Sheriff's Aviation Facility Widening Project; and authorize the Chief Executive Officer to execute all related documents.

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

11. Ratify the purchase of \$3,927,774 and approve the purchase of 1,000,000 gallons of aviation fuel from Titan Aviation Fuels, Inc. for supplemental aviation fuel supply at SBD International Airport

Ms. Wendy Bechtel, FBO Manager, provided a brief report on Agenda Item No. 11.

ACTION: Ratify the purchase of \$3,927,774 of supplemental aviation fuel supply from Titan for the purpose of maintaing SBD International Airport's certainty of aviation fuel supply. Approve the purchase of up to 1,000,000 gallons of aviation fuel from Titan through March 31, 2022.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Valdivia / Rigsby
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, 2022

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2022 –Airport Focal Areas" (as contained on pages 063-065 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, 2022.

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

L. **COMMISSION MEMBER COMMENT**

There were no Commission Member comments.

M. **ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 3:51 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 23, 2022.



Jennifer Farris
Assistant Secretary of the Commission