

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, MAY 28, 2025

5:00 PM

MAIN AUDITORIUM – Norton Regional Event Center, 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

Frank J. Navarro, President

Mayor, City of Colton

Penny Lilburn, Vice President

Mayor, City of Highland

Rhodes Rigsby, Secretary

Councilmember, City of Loma Linda

COMMISSION MEMBERS:

Joe Baca, Jr.

Supervisor, County of San Bernardino

Kim Knaus

Councilmember, City of San Bernardino

Theodore Sanchez

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Phillip Dupper

Mayor, City of Loma Linda

John Echevarria

Mayor Pro Tem, City of Colton

Larry McCallon

Councilmember, City of Highland

Fred Shorett

Councilmember, City of San Bernardino

- Full agenda packets are available at the SBIAA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Public Meetings/Agenda section of our website at www.sbiaa.org. Office hours are 8:00 a.m. to 5:00 p.m., Monday–Friday.
- Recordings of the SBIAA Commission meetings are available in the Public Meetings/Agenda section of our website at www.sbiaa.org.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382–4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three–minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

ORDER OF BUSINESS – CLOSED SESSION

This meeting of the governing Commissions of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services.

C. CLOSED SESSION

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

- a. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Franco v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2322130
- b. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207
- c. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: In re Thunder International Group, Inc., U.S. Bankruptcy Court for the District of New Jersey, Case No. 25-15229 (JKS)
- d. 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
Position Title: Chief Executive Officer

D. REPORT ON CLOSED SESSION

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

ORDER OF BUSINESS – OPEN SESSION

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

E. ITEMS TO BE ADDED OR DELETED

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority Commission subsequent to the posting of the agenda.

F. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF MAY 28, 2025
[**PRESENTER:** Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 006**]

G. INFORMATIONAL ITEMS

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items

- a. CHIEF EXECUTIVE OFFICER'S REPORT
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#: 022**]
- b. REPORT ON INTERNATIONAL TRADE INITIATIVES
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#: 023**]

H. COMMISSION CONSENT ITEMS

The following consent items are expected to be routine and non-controversial and will be acted upon by the Committee at one time unless the Board directs that an item be held for further discussion.

3. REGISTER OF DEMANDS FOR APRIL 2025
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#: 024**]
4. RECEIVE AND FILE TREASURER'S REPORT FOR MARCH 31, 2025 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#: 033**]

5. APPROVE UPDATES TO THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY COMMISSION POLICY
[PRESENTER: Scott Huber, General Counsel; PAGE#: 036]
6. APPROVE MEETING MINUTES: APRIL 23, 2025
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 057]

I. COMMISSION ACTION ITEMS

7. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2024-2025
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 066]
8. APPROVE AN INCREASE OF \$70,000 FOR TITAN AVIATION FUELS PURCHASE ORDER FOR A TOTAL AMOUNT NOT TO EXCEED \$440,000
[PRESENTER: Wendy McConaughy, FBO Manager PAGE#: 070]
9. AWARD A CONSTRUCTION CONTRACT TO LEONIDA BUILDERS IN AN AMOUNT NOT TO EXCEED \$91,000 FOR THE BADGING OFFICE REMODEL PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 072]
10. AWARD A CONSTRUCTION CONTRACT TO ESTATE DESIGN AND CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$111,870 FOR THE LUXIVAIR SBD KITCHEN AND SNACK BAR UPGRADE PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 131]
11. APPROVE AWARD OF A CONSTRUCTION CONTRACT WITH CR CONTRACTING, LLC IN AN AMOUNT NOT TO EXCEED \$2,427,059 FOR THE SLURRY SEAL AND AIRFIELD PAINTING PROJECT; SUBJECT TO FINAL GRANT AWARD BY THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION (FAA)
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 186]
12. APPROVE AWARD OF A PROFESSIONAL SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$478,551 FOR THE SLURRY SEAL AND AIRFIELD PAINTING PROJECT; SUBJECT TO FINAL GRANT AWARD BY THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION (FAA)
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 245]
13. APPROVE A FIVE-YEAR (60 MONTH) CONTRACT WITH UTILITY TELECOM GROUP, LLC IN AN AMOUNT NOT TO EXCEED \$163,449 OVER THE CONTRACT TERM
[PRESENTER: Mark Dennis, IT Manager PAGE#: 288]
14. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH JUNE 30, 2025
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 296]

J. **ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. **OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the San Bernardino International Airport Authority Commission, Wednesday, June 25, 2025.