

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, SEPTEMBER 24, 2025

Zoom Information:

<https://us02web.zoom.us/j/88524189145?pwd=QCePTkaJR3sGf2bq2aOsUtMXzk6P5N.1>

Meeting ID: 885 2418 9145 | Passcode: 732319

Dial by your location | +1 669 900 6833 US

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

Penny Lilburn, President

Mayor, City of Highland

Joe Baca, Jr., Vice President

Supervisor, County of San Bernardino

Theodore Sanchez, Secretary

Councilmember, City of San Bernardino

COMMISSION MEMBERS:

Frank J. Navarro

Mayor, City of Colton

Rhodes Rigsby

Councilmember, City of Loma Linda

Kim Knaus

Councilmember, City of San Bernardino

ALTERNATE COMMISSION MEMBERS:

Dawn Rowe

Supervisor, County of San Bernardino

Phillip Dupper

Mayor, City of Loma Linda

John Echevarria

Councilmember, City of Colton

Larry McCallon

Mayor Pro Tem, 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. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 275 N. Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Mike Allen, Executive Vice President, Bulk Fuel Sales, Titan Aviation Fuels

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 SEPTEMBER 24, 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#: 014**]
- b. REPORT ON FAA GRANTS
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 015**]
- c. REPORT ON SERVICE PIT PROJECT
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 016**]
- d. REPORT ON TITAN FUELS AMENDMENT
[PRESENTER: Mark Gibbs, Director of Aviation **PAGE#: 017**]

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 AUGUST 2025
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 029**]

4. RECEIVE AND FILE TREASURER'S REPORT FOR JULY 31, 2025 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 038]
5. AUTHORIZE STAFF TO ISSUE A REQUEST FOR QUALIFICATIONS FOR DESIGN/BUILD FIRMS FOR THE CONSTRUCTION OF THE SBD ABOVE AND BEYOND PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 041]
6. AUTHORIZE A CONTRACT WITH PAYCOM FOR IMPLEMENTATION OF A HUMAN CAPITAL MANAGEMENT SOLUTIONS SOFTWARE PLATFORM
[PRESENTER: Catherine Pritchett, Director of Administration PAGE#: 044]
7. APPROVE MEETING MINUTES: AUGUST 27, 2025
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 052]

I. COMMISSION ACTION ITEMS

8. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2025-2026
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 062]
9. APPROVE THE FORM OF A LEASE AGREEMENT WITH ALOFT AVIATION SERVICES, LLC (ALOFT) FOR HANGAR NO. 341
[PRESENTER: Darrell Hale, Property Manager PAGE#: 065]
10. RATIFY THE PROCUREMENT OF A FIRE PUMP AND ENGINE IN AN AMOUNT NOT TO EXCEED \$393,724
[PRESENTER: Catherine Pritchett, Director of Administration PAGE#: 130]
11. APPROVE AWARD OF A PROFESSIONAL SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. IN AN AMOUNT NOT TO EXCEED \$292,320 FOR DESIGN SERVICES FOR THE AIRPORT PAVEMENT MANAGEMENT PLAN UPDATE
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 135]
12. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH JR MILLER AND ASSOCIATES, INC. FOR THE SBD ABOVE AND BEYOND PROJECT IN AN AMOUNT NOT TO EXCEED \$407,455
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 184]
13. CONSIDER AND DISCUSS A REPORT ON ANNUAL BUSINESS PLAN PROGRESS
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 210]
14. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 2025
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 211]

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, October 22, 2025.