

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE

REGULAR MEETING AGENDA

WEDNESDAY, MAY 27, 2026 - 4:00 PM

Norton Regional Event Center, **Conference Room 177**

1601 East Third Street, San Bernardino, CA, 92408



A regional joint powers authority dedicated to the reuse of Norton Air Force Base
for the economic benefit of the East Valley

STANDING COMMITTEE MEMBERS:

Penny Lilburn, Mayor, City of Highland

Joe Baca, Jr., Supervisor, County of San Bernardino

Theodore Sanchez, 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.
- 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.

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the San Bernardino International Airport Authority (SBIAA) Executive Committee 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. An additional three minutes will be allotted to those who require translation services. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

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.

D. REPORT ON CLOSED SESSION

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

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 SBIAA Executive Committee 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) EXECUTIVE COMMITTEE MEETING OF MAY 27, 2026
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 004**]

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. LUXIVAIR WORLD CUP WATCH PARTY
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 011**]

H. COMMITTEE DISCUSSION ITEMS

Anyone who wishes to speak 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.

- 3. PROPOSED AMENDMENT TO COMMISSIONER STIPENDS FOR REGIONAL ALIGNMENT
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 012]
- 4. U.S. CUSTOMS UPDATE
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 014]
- 5. CONDUCT A FISCAL YEAR 2026/27 BUDGET WORKSHOP
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 015]
- 6. PROSPECTIVE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION AGENDA ITEMS (JUNE, 2026)
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 017]

I. 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.

J. 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.

K. ADJOURNMENT

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the SBIAA Executive Committee, Wednesday, June 24, 2026.

Copies of the reports or other written documentation relating to each agenda item described in the Committee Discussion Items section above, if any, will be provided at the meeting and on file in the office of the Clerk of the Board, Norton Regional Event Center, 1601 East 3rd Street, San Bernardino, California. They are available for public inspection during regular office hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday. This agenda was posted in accordance with applicable State law. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Bernardino International Airport Authority office at (909) 382-4100. Notification as soon as possible prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.



TO: San Bernardino International Airport Authority Executive Committee

DATE: May 27, 2026

ITEM NO: 1

PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission

SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) EXECUTIVE COMMITTEE MEETING OF MAY 27, 2026

SUMMARY

This agenda contains recommendations for action relative to certain contractors/principals and their respective subcontractors. Care should be taken by each Commission member to review and consider the information provided herein to ensure they are in compliance with applicable conflict of interest laws.

RECOMMENDED ACTION(S)

Receive for information and consideration in accordance with applicable conflict of interest laws.

FISCAL IMPACT

None.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The potential conflicts information provided in this report and on the following pages is intended to be used as a means for each voting member to verify campaign contributions from their individual campaign records. The following information is considered to be complete only to the best knowledge that has been disclosed to staff by the following listed contractors and in many instances may not be complete as of the date of publication of the agenda. Staff will endeavor to provide updates and supplements to the disclosure information to the extent additional contractor disclosure information becomes known to staff at or prior to each particular meeting time.

In addition to other provisions of law which prohibit San Bernardino International Airport Authority (SBIAA) Commission members from having financial interests in the contracts of public agencies, the provisions of California Government Code Section 84308 prohibit individual SBIAA Commission members from participating in any Commission proceeding involving a license, permit, or other entitlement for use pending before the Commission, if the individual member has received a contribution of more than two hundred fifty dollars (\$250.00) within the preceding twelve (12) months or for three (3) months following any such Commission proceeding, from any person, company or entity who is the subject of the proceeding or from any person who actively supports or opposes a particular decision in the proceeding and who has a financial interest in such decision, as defined in California Government Code Section 87103.

The restrictions of Government Code Section 84308 do not apply if the individual member returns the contribution within thirty (30) days from the time he or she knows, or should have known, about the contribution and the proceeding.

This agenda contains recommendations for action relative to the following contractors/principals and their respective subcontractors (as informed to SBIAA staff by the Principals):

Agenda
Item No.

Contractors/Tenants

Subcontractors/Subtenants

THERE WILL BE NO ITEMS PRESENTED AT THIS MEETING RELATING TO CONTRACTORS, TENANTS, SUBCONTRACTORS, SUBTENANTS, ETC.

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

84308. (a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of **government**, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his

or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

87103. A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

1 (Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of
2 Regulations.)

3 **§ 18438.5. Aggregated Contributions Under Section 84308.**

4 For purposes of Section 84308:

5 (a) Notwithstanding the provisions of Regulation 18215.1, to determine whether a
6 contribution of more than \$250 has been made by any party to a proceeding, contributions made
7 by a party's parent, subsidiary, or otherwise related business entity, (as those relationships are
8 defined in subdivision (b) below), shall be aggregated and treated as if received from the party
9 for purposes of the limitations and disclosure provisions of Section 84308.

10 (b) Parent, Subsidiary, Otherwise Related Business entity, defined.

11 (1) Parent-subsidiary. A parent-subsidiary relationship exists when one corporation has
12 more than 50 percent of the voting power of another corporation.

13 (2) Otherwise related business entity. Business entities, including corporations,
14 partnerships, joint ventures and any other organizations and enterprises operated for profit, which
15 do not have a parent-subsidiary relationship are otherwise related if any one of the following
16 three tests is met:

17 (A) One business entity has a controlling ownership interest in the other business entity.

18 (B) There is shared management and control between the entities. In determining whether
19 there is shared management and control, consideration should be given to the following factors:

20 (i) The same person or substantially the same person owns and manages the two entities;

21 (ii) There are common or commingled funds or assets;

22 (iii) The business entities share the use of the same offices or employees, or otherwise
23 share activities, resources or personnel on a regular basis;

1 (iv) There is otherwise a regular and close working relationship between the entities; or

2 (C) A controlling owner (50% or greater interest as a shareholder or as a general partner)

3 in one entity also is a controlling owner in the other entity.

4 Note: Authority cited: Section 83112, Government Code. Reference: Section 84308,

5 Government Code.

6 HISTORY

7 1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to

8 *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924,

9 California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992

10 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements

11 and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior

12 history of section 18438.5, see Register 85, No. 8.

13 2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of

14 the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair*

15 *Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California

16 Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC

17 regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not

18 subject to procedural or substantive review by OAL) (Register 2014, No. 33).

19

20

21

22

23



TO: San Bernardino International Airport Authority Commission

DATE: May 27, 2026

ITEM NO: 2a

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY

An oral report will be provided at the time of the meeting.


PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Executive Committee</p> <p>DATE: May 27, 2026</p> <p>ITEM NO: 3</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
---	--

SUBJECT: PROPOSED AMENDMENT TO COMMISSIONER STIPENDS FOR REGIONAL ALIGNMENT

SUMMARY

Members of the SBIAA Commission receive a meeting stipend for meetings attended, which has been set at \$150 since July 1, 2016. Based on recent Consumer Price Index (CPI) data and a survey of regional peer agencies, staff is bringing this item forward for Executive Committee review and discussion prior to presenting it to the full Commission.

RECOMMENDED ACTION(S)

Review the regional stipend data and provide direction to staff regarding a potential adjustment to the Board Member meeting stipend for the upcoming SBIAA Commission meeting.

FISCAL IMPACT

To be determined based on direction. Any approved adjustment would be incorporated into the proposed FY 2026-27 SBIAA Budget.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows


BACKGROUND INFORMATION

The current SBIAA Commission meeting stipend of \$150 was approved in 2015 and took effect on July 1, 2016. To evaluate whether an adjustment is appropriate to achieve regional alignment, staff conducted an analysis of local inflation and peer agency practices. Since the stipend was last adjusted, the cumulative increase in the local Consumer Price Index is approximately 38.4 percent, which represents a maximum CPI-based adjustment of \$57.60.

Additionally, staff surveyed seven local agencies, including Ontario International Airport, SBCTA, LAFCO, and regional water districts. Meeting stipends range from \$100 to \$290, with a regional median of \$150 and a regional average of \$170.79. When this item was previously reviewed, a meeting stipend of \$175 was discussed. In alignment with the Agency's compensation philosophy to remain competitive within the upper-middle of the local market, this item is presented to the Executive Committee for preliminary discussion.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Executive Committee</p> <p>DATE: May 27, 2026</p> <p>ITEM NO: 4</p> <p>PRESENTER: Michael Burrows, Chief Financial Officer</p>
---	--

SUBJECT: U.S. CUSTOMS UPDATE

SUMMARY

An oral report will be provided at the time of meeting.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

None.


PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

An update on U.S. Customs will be provided at the time of the meeting.

Attachments:

1. None

	<p>TO: SBIAA Executive Committee</p> <p>DATE: May 27, 2026</p> <p>ITEM NO: 5</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
---	---

SUBJECT: PROSPECTIVE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION AGENDA ITEMS (JUNE, 2026)

SUMMARY

An oral report will be provided at the time of the meeting to review potential agenda items for the June 2026 San Bernardino International Airport Authority (SBIAA) Commission meeting and to receive direction from the Executive Committee regarding upcoming business.

RECOMMENDED ACTION(S)

Receive for information and provide direction to staff regarding prospective agenda items for the June 2026 SBIAA Commission meeting.

FISCAL IMPACT

None at this time.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows


BACKGROUND INFORMATION

This standing item provides an opportunity for the Executive Committee to review anticipated business for the upcoming month and direct staff on agenda preparation.

At this time, staff will provide a brief oral update on upcoming items planned for the June 2026 SBIAA Commission meeting. Committee members may request specific reports, identify topics for inclusion, or provide direction to staff to ensure the June agenda aligns with the SBIAA Commission's priorities.

Attachments:

1. None

	<p>TO: San Bernardino International Airport Authority Executive Committee</p> <p>DATE: May 27, 2026</p> <p>ITEM NO: 6</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
---	--

SUBJECT: PROSPECTIVE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION AGENDA ITEMS (JUNE, 2026)

SUMMARY

An oral report will be provided at the time of the meeting to review potential agenda items for the June 2026 San Bernardino International Airport Authority (SBIAA) Commission meeting and to receive direction from the Executive Committee regarding upcoming business.

RECOMMENDED ACTION(S)

Receive for information and provide direction to staff regarding prospective agenda items for the June 2026 SBIAA Commission meeting.

FISCAL IMPACT

None at this time.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

This standing item provides an opportunity for the Executive Committee to review anticipated business for the upcoming month and direct staff on agenda preparation.

At this time, staff will provide a brief oral update on upcoming items planned for the June 2026 SBIAA Commission meeting. Committee members may request specific reports, identify topics for inclusion, or provide direction to staff to ensure the June agenda aligns with the SBIAA Commission's priorities.

Attachments:

1. None