

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE

REGULAR MEETING AGENDA
WEDNESDAY, JUNE 24, 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.

- 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 Lui, Transportation Security Administration (TSA)

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 JUNE 24, 2026
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 004**]

G. **COMMITTEE 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 Committee directs that an item be held for further discussion.

2. APPROVE MEETING MINUTES: MAY 27, 2026
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **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. **COMMISSION STIPENDS RECONCILIATION**

[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 016]**

4. **DISCUSSION REGARDING THE ORDER OF CLOSED SESSION ITEMS ON REGULAR MEETING AGENDAS**

[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 018]**

5. **U.S. CUSTOMS UPDATE**

[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 020]**

6. **ANNUAL BUDGET OVERVIEW**

[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 021]**

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. **COMMITTEE MEMBER COMMENT**

Committee 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.

L. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the San Bernardino International Airport Authority Executive Committee, on Wednesday, July 22, 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: June 24, 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 JUNE 24, 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):

<u>Agenda</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
<u>Item No.</u>		

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.

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

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

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

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

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

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

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

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

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

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

(iii) The business entities share the use of the same offices or employees, or otherwise 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).

	TO: San Bernardino International Airport Authority Executive Committee DATE: June 24, 2026 ITEM NO: 2 PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission
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SUBJECT: APPROVE MEETING MINUTES: MAY 27, 2026

SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Executive Committee: Meeting minutes of the regular meeting held Wednesday, May 27, 2026.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular SBIAA Executive Committee meeting held May 27, 2026.

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

None.

Attachments:

1. May 27, 2026 regular SBIAA Executive Committee meeting minutes

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
EXECUTIVE COMMITTEE MEETING COMMISSION ACTIONS
WEDNESDAY, MAY 27, 2026
4:01 P.M.

Conference Room 177 – 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

Standing Committee Members

City of Highland

Mayor Penny Lilburn, President	Present

County of San Bernardino

Supervisor Joe Baca, Jr., Vice-President	Present

City of San Bernardino

Councilmember Theodore Sanchez, Secretary	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Jillian Ubaldo, Assistant Secretary of the Commission
Mark Gibbs, Director of Aviation	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Cousineau, Director of Finance	

The Regular Meeting of the San Bernardino International Airport Authority Executive Committee was called to order by President Penny Lilburn at approximately 4:01 p.m. on Wednesday, May 27, 2026.

A. **CALL TO ORDER / ROLL CALL**

Roll call was duly noted and recorded by voice.

B. **CLOSED SESSION PUBLIC COMMENT**

There were no closed session public comments.

C. **CLOSED SESSION**

There were no closed session items.

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report.

E. **ITEMS TO BE ADDED OR DELETED**

There were no items to be added or deleted.

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

President Penny Lilburn stated Committee 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. LUXIVAIR WORLD CUP WATCH PARTY

- 2.a. Mr. Michael Burrows, Chief Executive Officer, announced that Commissioners are invited to attend a World Cup Watch Party hosted by the FBO on June 12th. Kickoff is scheduled for 6:00 p.m., and the event will feature Our Brew and local food trucks.

H. **COMMITTEE DISCUSSION ITEMS**

Let the record reflect that all votes were done by roll call with each Commissioners' name and vote stated by voice.

3. PROPOSED AMENDMENT TO COMMISSIONER STIPENDS FOR REGIONAL ALIGNMENT

Mr. Michael Burrows, Chief Executive Officer, presented a proposal to review a potential increase to the Commissioner meeting stipend for integration into the upcoming Fiscal Year 2026-27 budget. Following questions from President Penny Lilburn, Mr. Burrows clarified payroll processing procedures and noted that missed historical ad hoc committee payments would be addressed.

Vice-President Joe Baca, Jr. spoke in favor of deferring the proposed increase.

This item was for discussion purposes only; no formal action was taken.

ACTION: 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.

4. U.S. CUSTOMS UPDATE

Mr. Michael Burrows, Chief Executive Officer, provided an update on coordination with U.S. Customs and Border Protection to activate services at SBD International Airport, noting that staff is awaiting a response from the Port Director to schedule a site walk-through. Discussion ensued regarding the estimated annual staffing cost, current clearance volumes of flights per year, and letters of intent.

The Committee spoke on identifying steps to expedite the U.S. Customs process, scheduling a future meeting with Breeze Airways, and exploring promotional partnerships.

This item was for discussion purposes only; no formal action was taken.

ACTION: Receive for information.

5. CONDUCT A FISCAL YEAR 2026/27 BUDGET WORKSHOP

Mr. Mark Cousineau, Director of Finance, conducted a Fiscal Year 2026/27 Budget Workshop and provided an overview of the budget structure, congressionally directed funding, and a reevaluation of the investment policy.

This item was for discussion purposes only; no formal action was taken.

ACTION: Conduct a Fiscal Year 2026/27 Budget Workshop and provide feedback and direction to Staff as appropriate.

6. PROSPECTIVE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION AGENDA ITEMS (JUNE, 2026)

Mr. Michael Burrows, Chief Executive Officer, reviewed the prospective SBIAA Commission agenda items for June 2026, highlighting the proposed budget adoption and a stipend reconciliation. Discussion ensued regarding outstanding stipends owed to IVDA and SBIAA members, noting the three-year statute of limitations for stipend reimbursement.

This item was for discussion purposes only; no formal action was taken.

May 27, 2026

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

I. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

J. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

K. **ADJOURNMENT**

President Penny Lilburn initiated a discussion regarding rescheduling closed sessions to follow the regular open session for regular SBIAA meetings.

There being no further business before the Committee, President Penny Lilburn adjourned the meeting at 4:53 p.m.

Jillian Ubaldo
Assistant Secretary of the Commission



TO: San Bernardino International Airport Authority Executive Committee

DATE: June 24, 2026

ITEM NO: 3

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: COMMISSIONER STIPENDS RECONCILIATION

SUMMARY

Members of the SBIAA Commission receive a meeting stipend for meetings attended, which has been set at \$150 since July 1, 2016. This item provides an administrative reconciliation of past meetings to account for previously unpaid stipends.

RECOMMENDED ACTION(S)

Receive and file the informational stipend reconciliation report.

FISCAL IMPACT

None. Funds for Commissioner meeting stipends are already budgeted within the existing fiscal year allocations.

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. These stipends are processed based on verified meeting attendance rosters to compensate Commissioners for their public service.

Staff identified a variance involving certain past eligible meeting attendances that went unpaid. To rectify this oversight and ensure compliance with established policy, staff has reconciled historical attendance records against past ledger disbursements.

Attachments:

1. None



TO: San Bernardino International Airport Authority Executive Committee

DATE: June 24, 2026

ITEM NO: 4

PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission

SUBJECT: DISCUSSION REGARDING THE ORDER OF CLOSED SESSION ITEMS ON REGULAR MEETING AGENDAS

SUMMARY

At the May 27, 2026, SBIAA Commission meeting, the Commission Chair requested a formal discussion regarding the scheduling order of Closed Session items on the regular meeting agenda due to public feedback regarding wait times for the Open Session. This report provides an overview of the procedural parameters involved in modifying the agenda structure and is provided for informational purposes before it is presented for consideration to the full SBIAA Commission.

RECOMMENDED ACTION(S)

Discuss, and receive and file the informational report regarding the scheduling order of regular meeting agendas.

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 SBIAA Commission regular meeting agendas traditionally place Closed Session early in the proceedings. Members of the public interested in subsequent Open Session items must wait until the conclusion of Closed Session while the Commission leaves to the separate closed session room. To ensure the Committee and Commission are informed on the operational impacts of shifting the agenda order, staff evaluated the requirements of the Ralph M. Brown Act.

While the Brown Act does not dictate a strict agenda order, Government Code Section 54954.3(a) requires that public comment on closed session items be taken before the body enters closed doors. Additionally, the body must convene in open session to announce the closed session items and must reconvene in open session afterward to publicly report any official actions before adjournment. This legal framework requires maintaining a quorum until the end of the meeting. This report is provided for informational purposes before it is presented for consideration to the full SBIAA commission.

Attachments:

1. None



TO: San Bernardino International Airport Authority Executive Committee

DATE: June 24, 2026

ITEM NO: 5

PRESENTER: Michael Burrows, Chief Financial Officer

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



TO: San Bernardino International Airport Authority Executive Committee

DATE: June 24, 2026

ITEM NO: 6

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: ANNUAL BUDGET OVERVIEW

SUMMARY

An oral report will be provided at the time of meeting. Executive Committee feedback will be requested during the meeting.

RECOMMENDED ACTION(S)

Receive the annual budget overview and provide feedback and direction to Staff as appropriate.

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 purpose of the annual budget overview is to provide a high-level fiscal summary and outline key financial priorities for the upcoming fiscal year for the Executive Committee. Staff is bringing this item forward for Executive Committee review and discussion prior to presenting the proposed 2026-27 Annual Budget to the full Commission.

Attachments:

1. None