

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 26, 2026

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

Councilmember, City of Loma Linda

John Echevarria

Councilmember, City of Colton

Jimmy Saldana

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, and 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. Speaker slips should be turned in to the Clerk of the Board prior to the start of Public Comment.
- Public comments for both agenda and non-agenda items 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 – OPEN SESSION

This meeting of the governing Commission of the San Bernardino International Airport Authority will begin with Open Session and conclude with Closed Session Public Comment and Closed Session.

A. CALL TO ORDER

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

B. 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.

C. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF AUGUST 26, 2026
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 007**]

D. INFORMATIONAL ITEMS

The following subject matters and their attachments are submitted to the Commission members for informational purposes only. No formal action or motion is required. Commission 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.

2. Informational Items
 - a. CHIEF EXECUTIVE OFFICER'S REPORT
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 015**]
 - b. HYDROGEN PROJECT UPDATE
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE #: 016**]
 - c. GOVDEALS SURPLUS UPDATE OF SOLD ITEMS
[PRESENTER: Jonathan Galvan, Airport Manager **PAGE #: 017**]
 - d. AIRPORT GATEWAYS UPDATE
[PRESENTER: Catherine Pritchett, Director of Administration **PAGE #: 018**]

E. OPEN SESSION PUBLIC COMMENT

Anyone who wishes to speak during Open Session Public Comment is requested to fill out a speaker slip and submit it to the Clerk of the Board prior to the start of Public Comment. Public comments are limited to three minutes per speaker for both agenda and non-agenda items. 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. Pursuant

to the Brown Act, the Commission may not discuss or take action on non-agenda items raised during public comment but may briefly respond to statements or direct items to staff for future consideration.

F. COMMISSION CONSENT ITEMS

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

3. REGISTER OF DEMANDS FOR JUNE 2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 019**]
4. REGISTER OF DEMANDS FOR JULY 2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 028**]
5. RECEIVE AND FILE TREASURER'S REPORT FOR MAY 31, 2026 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 037**]
6. RECEIVE AND FILE TREASURER'S REPORT FOR JUNE 30, 2026 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 040**]
7. AUTHORIZE STAFF TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR MAINTENANCE AND INSPECTION SERVICES OF SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) OWNED HANGAR DELUGE FIRE SUPPRESSION SYSTEMS
[PRESENTER: Jonathan Galvan, Airport Manager **PAGE#: 043**]
8. AUTHORIZE STAFF TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF JANITORIAL SERVICES FOR FIFTEEN (15) SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) OWNED FACILITIES
[PRESENTER: Jonathan Galvan, Airport Manager **PAGE#: 046**]
9. APPROVE THE FILING OF A NOTICE OF COMPLETION WITH SULLY-MILLER CONTRACTING COMPANY FOR THE RECONSTRUCT PORTION OF TAXIWAY "A" PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 049**]
10. CONSIDER AND ADOPT RESOLUTION NO. 2026-03 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AMENDING ITS CONFLICT OF INTEREST CODE AND AUTHORIZING SUBMISSION OF THE AMENDED CONFLICT OF INTEREST CODE AND 2026 LOCAL AGENCY BIENNIAL NOTICE TO THE COUNTY OF SAN BERNARDINO
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 055**]
11. APPROVE MEETING MINUTES: JUNE 24, 2026
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 065**]

G. COMMISSION ACTION ITEMS

12. CONDUCT ELECTIONS OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) FOR THE TERM COMMENCING RETROACTIVELY JULY 1, 2026, THROUGH JUNE 30, 2027
[PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission PAGE#: 073]
13. APPROVE THE FORM OF AN EMPLOYMENT CONTRACT WITH MICHAEL BURROWS TO SERVE IN THE CAPACITY OF CHIEF EXECUTIVE OFFICER
[PRESENTER: Scott Huber, Legal Counsel PAGE #: 081]
14. APPROVE THE PURCHASE OF TWO (2) FORD EXPLORER POLICE INTERCEPTORS IN AN AMOUNT NOT TO EXCEED \$120,008.05
[PRESENTER: Mitch Dattilo, Airport Security Manager PAGE#: 087]
15. AWARD A CONSTRUCTION CONTRACT TO GEO PAVING AND SEALCOATING, INC. IN AN AMOUNT NOT TO EXCEED \$129,900 FOR THE IRP 2 LANDFILL SURFACE REPAIR (PHASE II) PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 091]
16. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH JR MILLER AND ASSOCIATES, INC. IN AN AMOUNT NOT TO EXCEED \$217,129 FOR THE PHASE II — SBD ABOVE AND BEYOND PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 151]
17. APPROVE NUCKLES OIL COMPANY, INC. DBA MERIT OIL COMPANY AS THE SERVICE PROVIDER OF GASOLINE AND RED-DYE DIESEL IN AN AMOUNT NOT TO EXCEED \$265,000 DURING FY 2026 - 27
[PRESENTER: Wendy McConaughy, FBO Manager PAGE#: 160]
18. APPROVE AN AGREEMENT WITH VISIBLE INTELLECT, LLC FOR A MOTOROLA UNITY ACCESS CONTROL SYSTEM FOR AN AMOUNT NOT-TO EXCEED \$65,402
[PRESENTER: Mark Dennis – IT Manager PAGE#: 167]
19. APPROVE THE FORM OF A LICENSE AGREEMENT WITH THE SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT FOR INTERIM USE OF THE FORMER SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER FACILITIES
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 172]
20. AUTHORIZE THE ACCEPTANCE OF A GRANT FROM THE COUNTY OF SAN BERNARDINO FOR CERTAIN AIRPORT IMPROVEMENTS
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 189]
21. AWARD A CONTRACT TO AEROPRO, MRO SBD TO TEARDOWN AND DISPOSE OF TWO (2) BOEING 727 AIRCRAFT IN AN AMOUNT NOT TO EXCEED \$130,000
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 193]

22. CONSIDER AND DISCUSS THE SBD GOOD NEIGHBOR PROGRAM SECOND QUARTER 2026 REPORT
[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 198]
23. REVIEW SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) BUSINESS PLAN PRIORITIES
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 227]
24. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) THROUGH DECEMBER 31, 2026
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 230]

H. **ADDED AND DEFERRED ITEMS**

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

ORDER OF BUSINESS – CLOSED SESSION

I. **CLOSED SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Closed Session Public Comment is requested to fill out a speaker slip and submit it to the Clerk of the Board prior to the start of Closed Session Public Comment. Public comments are limited to three minutes per speaker and must be limited strictly to matters appearing on the Closed Session portion of the agenda. 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.

J. **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS / RECESS TO CLOSED SESSION**

K. **CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for 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)
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 2235 East Perimeter Road, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Kevin Horan, SBRETC
- 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 Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 255 S. Leland Norton Way, Suite 1, San Bernardino CA 92408

Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Scott Huber, SBIAA Legal Counsel, and Joe Ermalovich, AeroPro MRO SBD, LLC

- e. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d) – significant exposure to litigation: two cases

L. REPORT ON CLOSED SESSION / RECONVENE TO OPEN SESSION

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

M. 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.

N. ADJOURNMENT

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the San Bernardino International Airport Authority Commission, on Wednesday, September 23, 2026.