# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## EXECUTIVE COMMITTEE

SPECIAL MEETING AGENDA

**THURSDAY, NOVEMBER 19, 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:**
**Joe Baca, Jr.,** *Supervisor, County of San Bernardino*
**Penny Lilburn,** *Mayor, City of Highland*
**Kim Knaus,** *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. 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.*

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

B. **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.

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. **ADDED AND DEFERRED ITEMS**
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 NOVEMBER 19, 2026
**[PRESENTER:** Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 004]**

G. **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.

H. **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: OCTOBER 28, 2026
**[PRESENTER:** Jillian Ubaldo, Assistant Secretary of the Commission **PAGE#: 011]**

I. **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. AIRPORT ROADWAY UPDATE
**[PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#: 025]**

4. U.S. CUSTOMS UPDATE
**[PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#: 026]**

J. **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.

K. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the special meeting of the San Bernardino International Airport Authority Executive Committee, on Thursday, December 17, 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.*

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| | **TO: San Bernardino International Airport Authority Executive Committee**<br><br>**DATE: November 19, 2026**<br><br>**ITEM NO: 1**<br><br>**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 NOVEMBER 19, 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.

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|---|---|
| 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

**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;

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

(C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

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

HISTORY

1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior history of section 18438.5, see Register 85, No. 8.

2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2014, No. 33).

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| | **TO: San Bernardino International Airport Authority Executive Committee**<br><br>**DATE: November 19, 2026**<br><br>**ITEM NO: 2**<br><br>**PRESENTER: Jillian Ubaldo, Assistant Secretary of the Commission** |

**SUBJECT: APPROVE MEETING MINUTES: JUNE 24, AUGUST 26, SEPTEMBER 23, AND OCTOBER 28, 2026**

## SUMMARY

Submitted for consideration and approval by the San Bernardino International Airport Authority (SBIAA) Executive Committee: Meeting minutes of the regular meetings held June 24, August 26, September 23, and October 28, 2026.

## RECOMMENDED ACTION(S)

Approve meeting minutes of the regular SBIAA Executive Committee meeting held June 24, August 26, September 23, and October 28, 2026.

## FISCAL IMPACT

None.

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| 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. June 24, August 26, September 23, and October 28, 2026, regular SBIAA Executive Committee meeting minutes

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE MEETING COMMISSION ACTIONS

**WEDNESDAY, JUNE 24, 2026**

**4:04 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 | |
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| | |
| **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 | Absent |
| | |
| **Staff Members and Others Present** | |
| Michael Burrows, Chief Executive Officer | Jillian Ubaldo, Assistant Secretary of the Commission |
| Mark Gibbs, Director of Aviation | 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 4:04 p.m. on Wednesday, June 24, 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

President Penny Lilburn recessed to closed session at 4:04 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

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

President Penny Lilburn reconvened the meeting at 4:51 p.m. President Penny Lilburn asked Mr. Scott Huber, legal Counsel, Cole Huber, LLP, if there were any reportable items Mr. Huber reported that there were none.

## 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 JUNE 24, 2026

   President Penny Lilburn stated Committee members should note the item(s) listed which might require member abstentions.

   There were no conflicts noted.

## G. COMMITTEE CONSENT ITEMS

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

2. Approve Meeting Minutes: May 27, 2026

President Penny Lilburn noted that these were the SBIAA Executive Committee's first official minutes and commended staff for their work.

**ACTION:** Approve Agenda Item No. 2

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| RESULT: | **ADOPTED** |
| MOTION/SECOND: | Baca / Lilburn |
| AYES: | Lilburn and Baca |
| NAYS: | None |
| ABSTENTIONS: | None |
| ABSENT: | Sanchez |

## 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. COMMISSION STIPENDS RECONCILIATION

Mr. Michael Burrows, Chief Executive Officer, reported that a reconciliation of Commission attendance records identified unpaid stipends, and confirmed that corrective payments will be issued to affected Commissioners.

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

**ACTION:** Receive and file the informational stipend reconciliation report.

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

Jillian Ubaldo, Assistant Secretary of the Commission, presented an informational report on potential adjustments to the agenda order for Closed Session items to address public wait times, outlining relevant Brown Act procedural requirements.

Mayor Penny Lilburn and Supervisor Joe Baca discussed the scheduling order of Closed Session items and concurred that the full SBIAA Commission should consider the item at its meeting later that day.

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

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

5. 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.

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

**ACTION:** Receive for information.

6. ANNUAL BUDGET OVERVIEW

Mr. Mark Cousineau, Director of Finance, provided a brief overview of budget performance, and Supervisor Joe Baca asked clarifying questions.

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

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

## 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. COMMITTEE MEMBER COMMENT

There were no Committee Member comments.

## L. ADJOURNMENT

There being no further business before the Committee, President Penny Lilburn adjourned the meeting at 4:58 p.m.

**Jillian Ubaldo**
**Assistant Secretary of the Commission**

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE MEETING ACTIONS

**WEDNESDAY, AUGUST 26, 2026**

**3:04 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 | Scott Huber, Legal Counsel, Cole Huber LLP |
| Jillian Ubaldo, Assistant Secretary of the Commission | |

The Regular Meeting of the San Bernardino International Airport Authority Executive Committee was called to order by President Penny Lilburn at approximately 3:04 p.m. on Wednesday, August 26, 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

President Penny Lilburn recessed to closed session at 3:04 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

a. Conference with Labor Negotiators and Public Employee Performance Evaluation Pursuant to Government Code Sections 54957(b)(1) and 54957.6 - The Executive Committee will meet to evaluate the performance of, and to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by position title: Chief Executive Officer

b. 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

President Penny Lilburn reconvened the meeting at 4:21 p.m. President Penny Lilburn asked Mr. Scott Huber, legal Counsel, Cole Huber, LLP, if there were any reportable items Mr. Huber reported that there were none.

## 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 AUGUST 26, 2026

   President Penny Lilburn stated Committee members should note the item(s) listed which might require member abstentions.

   There were no conflicts noted.

## G. COMMITTEE CONSENT ITEMS

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

2. APPROVE MEETING MINUTES: JUNE 24, 2026: Item was not discussed; deferred to the next regular San Bernardino International Aiport Authority (SBIAA) Executive Committee meeting for approval.

## 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. U.S. CUSTOMS UPDATE: Item was not discussed.
4. SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER UPDATE: Item was not discussed.
5. THUNDER INTERNATIONAL GROUP, INC. UPDATE: Item was not discussed.
6. THE NORTON STORY: Item was not discussed.

## 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. COMMITTEE MEMBER COMMENT

There were no Committee Member comments.

## L. ADJOURNMENT

President Joe Baca adjourned the meeting at 4:21 p.m.

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**Jillian Ubaldo**
**Assistant Secretary of the Commission**

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE MEETING ACTIONS

**WEDNESDAY, SEPTEMBER 23, 2026**

**4:00 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** | |
| Supervisor Joe Baca, Jr ., President | Present |
| | |
| **County of San Bernardino** | |
| Mayor Penny Lilburn, Vice-President | Present |
| | |
| **City of San Bernardino** | |
| Councilmember Kim Knaus, Secretary | Present |
| | |
| **Staff Members and Others Present** | |
| Michael Burrows, Chief Executive Officer | Scott Huber, Legal Counsel, Cole Huber LLP |

The Regular Meeting of the San Bernardino International Airport Authority Executive Committee was called to order by President Joe Baca at approximately 4:00 p.m. on Wednesday, September 23, 2026.

## A. CALL TO ORDER / ROLL CALL

Roll call was duly noted.

## B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

## C. CLOSED SESSION

President Joe Baca recessed to closed session at approximately 4:00 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

a. Conference with Labor Negotiators and Public Employee Performance Evaluation Pursuant to Government Code Sections 54957(b)(1) and 54957.6 - The Executive Committee will meet to evaluate the performance of, and to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by position title: Chief Executive Officer

b. 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

President Joe Baca reconvened the meeting at approximately 5:00 p.m. Mr. Scott Huber, legal Counsel, Cole Huber, LLP, reported that no formal action was taken.

## 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 SEPTEMBER 23, 2026 - Item was not discussed.

## G. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

H. **COMMITTEE CONSENT ITEMS**

2. APPROVE MEETING MINUTES: JUNE 24 AND AUGUST 26, 2026: Item was not discussed; deferred to the next regular San Bernardino International Airport Authority (SBIAA) Executive Committee meeting for approval.

I. **COMMITTEE DISCUSSION ITEMS**

3. U.S. CUSTOMS UPDATE: Item was not discussed.

4. SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER UPDATE: Item was not discussed.

J. **COMMITTEE MEMBER COMMENT**

There were no Committee Member comments.

K. **ADJOURNMENT**

President Joe Baca adjourned the meeting at approximately 5:00 p.m.

**Jillian Ubaldo**
**Assistant Secretary of the Commission**

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE MEETING ACTIONS

**WEDNESDAY, OCTOBER 28, 2026**

**3:05 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** | |
| Supervisor Joe Baca, Jr ., President | Present |
| | |
| **County of San Bernardino** | |
| Mayor Penny Lilburn, Vice-President | Present |
| | |
| **City of San Bernardino** | |
| Councilmember Kim Knaus, Secretary | Present (Arrived at 3:17 p.m.) |
| | |
| **Staff Members and Others Present** | |
| Michael Burrows, Chief Executive Officer | Scott Huber, Legal Counsel, Cole Huber LLP |

The Regular Meeting of the San Bernardino International Airport Authority Executive Committee was called to order by President Joe Baca at approximately 3:05 p.m. on Wednesday, October 28, 2026.

## A. CALL TO ORDER / ROLL CALL

Roll call was duly noted.

## B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

## C. CLOSED SESSION

President Joe Baca recessed to closed session at approximately 3:05 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

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

President Joe Baca reconvened the meeting at approximately 4:05 p.m. Mr. Scott Huber, legal Counsel, Cole Huber, LLP, reported that no formal action was taken.

## 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 OCTOBER 28, 2026 - Item was not discussed.

## G. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

## H. COMMITTEE CONSENT ITEMS

2. APPROVE MEETING MINUTES: JUNE 24, AUGUST 26, AND SEPTEMBER 23, 2026: Item was not discussed; deferred to the next San Bernardino International Airport Authority (SBIAA) Executive Committee meeting for approval.

## I. COMMITTEE DISCUSSION ITEMS

3. U.S. CUSTOMS UPDATE

Michael Burrows, Chief Executive Officer, provided an update on U.S. Customs.

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

4. SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER UPDATE

Michael Burrows, Chief Executive Officer, provided an update on the San Bernardino Regional Emergency Training Center.

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

## J. COMMITTEE MEMBER COMMENT

There were no Committee Member comments.

## K. ADJOURNMENT

President Joe Baca adjourned the meeting at approximately 4:05 p.m.

**Jillian Ubaldo**
**Assistant Secretary of the Commission**

| | |
|---|---|
| | **TO: San Bernardino International Airport Authority Executive Committee**<br><br>**DATE: November 19, 2026**<br><br>**ITEM NO: 3**<br><br>**PRESENTER: Michael Burrows, Chief Executive Officer** |

**SUBJECT: AIRPORT ROADWAY 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 the Airport Roadway will be provided at the time of the meeting.

**Attachments:**

1. None

| | |
|---|---|
| | **TO: San Bernardino International Airport Authority Executive Committee**<br><br>**DATE: November 19, 2026**<br><br>**ITEM NO: 4**<br><br>**PRESENTER: Michael Burrows, Chief Executive 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