

**SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**  
**REGULAR MEETING AGENDA**  
**WEDNESDAY, JUNE 26, 2024**  
**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

**Frank J. Navarro, President**

*Mayor, City of Colton*

**Rhodes Rigsby, Vice President**

*Councilmember, City of Loma Linda*

**Penny Lilburn, Secretary**

*Mayor, City of Highland*

**COMMISSION MEMBERS:**

**Dawn Rowe**

*Supervisor, County of San Bernardino*

**Helen Tran**

*Mayor, City of San Bernardino*

**Theodore Sanchez**

*Councilmember, City of San Bernardino*

**ALTERNATE COMMISSION MEMBERS:**

**Phillip Dupper**

*Mayor, City of Loma Linda*

**Joe Baca, Jr.**

*Supervisor, County of San Bernardino*

**Larry McCallon**

*Mayor Pro Tem, City of Highland*

**Fred Shorett**

*Mayor Pro Tem, City of San Bernardino*

**John Echevarria**

*Councilmember, City of Colton*

- 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](http://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](http://www.sbiaa.org).
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SBIAA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable SBIAA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be turned in to the Clerk of the Board.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

**ORDER OF BUSINESS – CLOSED SESSION**

This meeting of the governing Commissions of the San Bernardino International Airport Authority will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **LEGAL COUNSEL RECITES CLOSED SESSION ITEMS**
- **RECESS TO CLOSED SESSION**

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

**B. CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the San Bernardino International Airport Authority Commission meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services

**C. CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session

- a. 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: Hinojosa v. San Bernardino International Airport, Inc., et al., San Bernardino County Superior Court, Case No. CIVSB2025068
- b. 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: Franco v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2322130
- c. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Frank Navarro  
Position Title: Chief Executive Officer

**D. REPORT ON CLOSED SESSION**

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

**ORDER OF BUSINESS - OPEN SESSION**

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

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

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the San Bernardino International Airport Authority Commission subsequent to the posting of the agenda.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) COMMISSION MEETING OF JUNE 26, 2024  
[**PRESENTER:** Jillian Ubaldo, Clerk of the Board; **PAGE#:** 006]

**G. INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items
  - a. INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER'S REPORT  
[**PRESENTER:** Michael Burrows, Chief Executive Officer **PAGE#:** 021]
  - b. INFORMATIONAL ITEMS – UPDATE ON ACCOUNTING SOFTWARE  
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 022]

**H. COMMISSION CONSENT ITEMS**

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

3. REGISTER OF DEMANDS FOR MAY 2024  
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 023]
4. RECEIVE AND FILE TREASURER'S REPORT FOR APRIL 30, 2024 FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)  
[**PRESENTER:** Mark Cousineau, Director of Finance **PAGE#:** 031]

5. APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH MIRAU, EDWARDS, CANNON, LEWIN & TOOKE, LLP IN AN AMOUNT NOT TO EXCEED \$15,000 FOR SPECIAL LEGAL COUNSEL AND LITIGATION SUPPORT SERVICES FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT  
**[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 034]**
6. APPROVE AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH HERNANDEZ, KROONE AND ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$18,000 FOR PROFESSIONAL ENGINEERING SERVICES  
**[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 038]**
7. APPROVE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC. FOR AN AMOUNT NOT TO EXCEED \$10,000 FOR SPECIALIZED CONSULTANT SERVICES FOR AIR SERVICE DEVELOPMENT AND TECHNICAL DATA SUPPORT FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT  
**[PRESENTER: Mark Gibbs, Director of Aviation PAGE#: 042]**
8. APPROVE THE FILING OF A NOTICE OF COMPLETION WITH RG RESOURCE TECHNOLOGIES, INC. FOR THE SOLAR THERMAL POWER SYSTEM FOR THE AIRPORT FIRE STATION AND AUTHORIZE THE RELEASE OF RETAINED FUNDS  
**[PRESENTER: Jeff Barrow, Director of Development PAGE#: 046]**
9. APPROVE MEETING MINUTES: MAY 22, 2024  
**[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 050]**

I. **COMMISSION ACTION ITEMS**

10. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024  
**[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 057]**
11. APPROVE THE FORM OF AN EMPLOYMENT AGREEMENT WITH MICHAEL BURROWS TO SERVE IN THE CAPACITY OF CHIEF EXECUTIVE OFFICER  
**[PRESENTER: Scott Huber, SBIAA Legal Counsel PAGE#: 060]**
12. APPROVE A MULTI-YEAR PROFESSIONAL SERVICES AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) AND WILDLIFE SERVICES (WS) FOR WILDLIFE BIOLOGIST SERVICES FROM JULY 1, 2024 TO JUNE 30, 2028 IN AN AMOUNT NOT TO EXCEED \$344,110  
**[PRESENTER: Jonathan Galvan, Airport Manager PAGE#: 066]**
13. CONSIDER AND ADOPT THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) BUDGET AND RELATED AIRPORT FEE SCHEDULE, AND LUXIVAIR SBD PRICING POLICY FOR FISCAL YEAR 2024-2025  
**[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 073]**

14. APPROVE CERTAIN PROFESSIONAL SERVICES AGREEMENTS FOR FISCAL YEAR 2024-2025  
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 107]

15. REVIEW STATUS OF THE ACTION PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT  
AUTHORITY (SBIAA) THROUGH JUNE 30, 2024  
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 126]

J. **ADDED AND DEFERRED ITEMS**

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

K. **OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **COMMISSION MEMBER COMMENT**

Commission members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the San Bernardino International Airport Authority Commission, Wednesday, July 24, 2024.