

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, FEBRUARY 26, 2025

5:00 P.M.

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

Commission Members

City of Colton

Mayor Frank J. Navarro, President	Present
Councilmember John Echevarria (alt)	Present (In Audience)

City of Loma Linda

Councilmember Rhodes Rigsby, Secretary	Present
Mayor Phillip Dupper (alt)	Absent

County of San Bernardino

Supervisor Joe Baca, Jr.	Present
Supervisor Dawn Rowe (alt)	Absent

City of San Bernardino

Councilmember Kim Knaus	Present
Councilmember Theodore Sanchez	Present
Mayor Pro Tem Fred Shorett (alt)	Present

City of Highland

Mayor Penny Lilburn, Vice President	Present
Mayor Pro Tem Larry McCallon (alt)	Present (In Audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Jonathan Galvan, Airport Manager
Mark Gibbs, Director of Aviation	Wendy McConaughy, FBO Manager
Jeff Barrow, Director of Development	Darrell Hale, Property Manager
Mark Cousineau, Director of Finance	Jillian Ubaldo, Assistant Secretary of the Commission
Catherine Pritchett, Director of Administration	Scott Huber, Legal Counsel, Cole Huber LLP

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:08 p.m. on Wednesday, February 26, 2025.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Director of Administration Catherine Pritchett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comment.

C. CLOSED SESSION

President Frank Navarro recessed to closed session at 5:08 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: 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
- 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. 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: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 5:21 p.m. President Frank Navarro 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. President Frank Navarro stated Commission 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. Chief Executive Officer's Report
 - b. Report on FAA Emergency Table Top Exercise
 - c. Report on Status of Audit
- 2b. Mr. Jonathan Galvan, Airport Manager, highlighted the regulatory requirement for airports to maintain and annually test an Airport Emergency Plan. He acknowledged the successful completion of last week's tabletop exercise, thanking all participating partners and airport staff for their crucial roles in planning and execution.
- 2c. Mr. Mark Cousineau, Director of Finance, reported that the Management Discussion Analysis was submitted to the auditors earlier today. He also indicated that the findings are minor and not expected to lead to significant internal control deficiencies.

H. COMMISSION CONSENT ITEMS

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

3. Register of Demands for January 2025
4. Receive and file Treasurer's Report for December 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion with NK Demolition Services, Inc. for the Building 56 Hazmat Removal Project and Authorize the release of retained funds
6. Authorize staff to advertise construction plans for the Slurry Seal and Airfield Painting Project at the San Bernardino International Airport
7. Approve Amendment No. 1 to the Professional Services Agreement with Mirau, Edwards, Cannon, Lewin & Tooke, LLP in an amount not to exceed \$50,000 for a revised total contract amount not to exceed \$100,000
8. Approve Meeting Minutes: January 22, 2025

ACTION: Approve Agenda Item Nos. 3–8

RESULT: ADOPTED [UNANIMOUSLY]
MOTION/SECOND: Baca / Rigsby
AYES: Navarro, Lilburn, Rigsby, Baca, Shorett, and Sanchez
NAYS: None
ABSTENTIONS: None
ABSENT: None

I. COMMISSION ACTION ITEMS

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

9. Adopt Resolutions of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the County of San Bernardino and the City of San Bernardino Representatives

President Navarro presented Resolution plaques to San Bernardino Mayor Helen Tran and San Bernardino County Third District Supervisor Dawn Rowe in recognition of their outstanding service to the San Bernardino International Airport Authority, and extended his sincere appreciation for their contributions

ACTION: Adopt Resolutions of the San Bernardino International Airport Authority (SBIAA) in recognition of the services of the County of San Bernardino and City of San Bernardino representatives: San Bernardino County Third District Supervisor Dawn Rowe, and City of San Bernardino Mayor Helen Tran.

RESULT: ADOPTED [UNANIMOUSLY]
MOTION/SECOND: Baca / Shorett
AYES: Navarro, Lilburn, Rigsby, Baca, Shorett, and Sanchez
NAYS: None
ABSTENTIONS: None
ABSENT: None

10. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, reported an adjustment in expenses and excess revenue amounting to \$52,000. It is anticipated that Luxivair revenue will increase by \$13,000, driven by sales of food and beverages at Leland's Café. Additionally, there is a \$65,000 increase in legal and litigation services. The net change in Luxivair SBD is zero dollars.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2024-2025.

RESULT: ADOPTED [UNANIMOUSLY]
MOTION/SECOND: Baca / Rigsby
AYES: Navarro, Lilburn, Rigsby, Baca, Shorett, and Sanchez
NAYS: None
ABSTENTIONS: None
ABSENT: None

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- 11. Approve Amendment No. 3 with C&A Janitorial Services in an amount not to exceed \$49,000 for a total revised contract amount not to exceed \$470,743 during the first-year option term

Mr. Jonathan Galvan, Airport Manager, reported that this item involves an amendment to an existing contract for janitorial services at various SBIAA facilities. The contract is a three-year agreement with two one-year option extensions, and the first-year extension is currently in use. Amendment No. 1, authorized in 2021, included services at the UAS Training Center, while Amendment No. 2, authorized in 2022, added passenger services to the Terminal. It is important to note that annual increases are contributing to the rising costs associated with Amendment No. 3.

ACTION: Approve Amendment No. 3 to the Services Agreement with C&A Janitorial Services in an amount not to exceed \$49,000 for a total revised contract amount not to exceed \$470,743 for routine janitorial services and supplies at certain SBIAA buildings; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED [UNANIMOUSLY]**
 MOTION/SECOND: Rigsby / Lilburn
 AYES: Navarro, Lilburn, Rigsby, Baca, Shorett, and Sanchez
 NAYS: None
 ABSTENTIONS: None
 ABSENT: None

- 12. Approve Amendment No. 1 to the Amended and Restated Land Lease Agreement with Ashley Furniture Industries, LLC for approximately 11.98 acres of property

Mr. Darrel Hale, Property Manager, reported that due to significant cost escalations encountered during construction, updates are necessary to ensure that the business terms remain workable for both parties.

ACTION: Approve Amendment No. 1 to the Amended and Restated Land Lease Agreement with Ashley Furniture Industries, Inc. for approximately eleven point nine eight (11.98) acres of property; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by counsel.

RESULT: **ADOPTED [UNANIMOUSLY]**
 MOTION/SECOND: Sanchez / Rigsby
 AYES: Navarro, Lilburn, Rigsby, Baca, Shorett, and Sanchez
 NAYS: None
 ABSTENTIONS: None
 ABSENT: None

- 13. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2025

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “June 2025 – Airport Focal Areas” (as contained on pages 77-79 in the agenda packet). He also thanked Commission Members for touring the San Bernardino International Airport facilities. Mr. Burrows further noted that a

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legislative update, including potential grant funding opportunities, is expected next month. Lastly, he shared that the non-stop service to Provo, Utah has launched and is anticipated to be successful.

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

J. ADDED AND DEFERRED ITEMS

There were no items to be added or deferred.

K. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

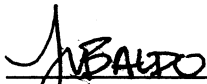
L. COMMISSION MEMBER COMMENT

Supervisor Joe Baca Jr. expressed his appreciation to staff for the tour, which provided a fresh perspective on ongoing projects and emerging businesses at the facilities. He emphasized the need for Commissioners to consider the future direction of SBIAA and explore strategies to generate greater attention and engagement in the coming years.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:41 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, March 26, 2025.



Jillian Ubaldo
Assistant Secretary of the Commission