

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MARCH 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	Absent
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	Absent
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)	Absent

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Yajaira Maldonado, Deputy Clerk of the Board
Jeff Barrow, Director of Development	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Cousineau, Director of Finance	
Jonathan Galvan, Airport Manager	
Nidia Rivera, Human Resources Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:03 p.m. on Wednesday, March 26, 2025.

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

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Theodore Sanchez 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 5:04 p.m. Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, read the closed session items as posted on the Agenda.

- 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: Franco v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2322130
- 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: 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 5:10 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 Provo Non-Stop Flight
- c. Legislative Updates

2b. Mr. Michael Burrows, Chief Executive Officer, provided a brief update on the recently launched non-stop flight service to Provo, Utah, noting that the route is currently performing above initial expectations.

2c. Mr. Michael Burrows, Chief Executive Officer, reported on recent discussions regarding federal funding in Washington, D.C. He noted the recent approval of a continuing resolution to fund the federal government through the remainder of the fiscal year. As part of the resolution, the Federal Aviation Administration (FAA) is among the agencies receiving funding, which includes an increase in the Airport Improvement Program (AIP) budget from \$3.5 billion to \$4 billion. This increase ensures that all current FAA grant-funded projects have the necessary resources to proceed.

President Frank J. Navarro inquired whether a list of projects eligible for funding under the increased allocation could be provided, and specifically asked if radar improvements are included among those projects.

Mr. Michael Burrows noted that two current projects fall under FAA grant funding: the Taxiway Project and the Shoulder Repair Project. He also mentioned that funding for the air traffic control tower, including associated equipment, is part of the Airport Improvement Program.

Supervisor Joe Baca thanked staff for their continued efforts in securing funding for airport renovations. He inquired about which entity is responsible for tracking point-of-sale data for flights and fuel at San Bernardino International Airport.

Mr. Michael Burrows stated that point-of-sale data is tracked through a web-based application operated by Breeze Airways. He noted that the sharing of this data is not subject to negotiation, as the airline is obligated to report its revenue. He further explained that fuel sales are tracked by the airport and are subject to applicable taxes.

Mr. Mark Cousineau, Director of Finance, added that Breeze Airways typically purchases smaller quantities of fuel due to the shorter distances of its flights, averaging approximately 1,000 gallons per flight. He reported that fuel is priced at \$0.13 per gallon, with an additional \$0.11 per gallon fuel flowage fee collected by the San Bernardino International Airport Authority (SBIAA).

**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 February 2025
4. Receive and file Treasurer's Report for January 31, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Change order No. 1 with Geo Paving and Seal Coating, Inc. for \$4,500 for additional work related to the General Aviation Ramp Project; Approve the Filing of a Notice of Completion for this Contract and Authorize the Release of Retained Funds
6. Authorize staff to advertise the Luxivair SBD Kitchen and Snack Bar Upgrade Project
7. Authorize staff to advertise the Terminal Lactation Room and Pet Relief Project
8. Approve Meeting Minutes: February 26, 2025

**ACTION:** Approve Agenda Item Nos. 3–8

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Baca / Sanchez
AYES:	Navarro, Lilburn, 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. Receive And File the Annual Independent Financial Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year Ending June 30, 2024

Mr. Mark Cousineau, Director of Fianance, introduced Mr. David Showalter of Eide Bailly, LLP, to present the Annual Independent Financial Audit Report.

Mr. David Showalter provided a brief summary of the Independent Financial Audit Report for the San Bernardino International Airport Authority (SBIAA).

**ACTION:** The San Bernardino International Airport Authority (SBIAA) Annual Audit Report for Fiscal Year ending June 30, 2024, has been completed by Eide Bailly, LLP, an independent certified public accounting audit firm.

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

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10. Approve a technical correction to Amendment No. 1 to the amended and restated land lease agreement with Ashley Furniture Industries, LLC for approximately 11.98 acres of property

Mr. Michael Burrows, Chief Executive Officer, noted that a typographical error had been identified in a previous amendment, and that a correction was necessary to ensure full disclosure and reflect the accurate project cost.

**ACTION:** Amendment No. 1 to the Amended and Restated Lease with Ashley Furniture Industries, LLC was previously approved on February 26, 2025. At that time, the total project construction cost referenced was \$7,500,000. Given recent cost escalations, the total project construction cost was adjusted to an amount not to exceed \$7,700,000. The revised Amendment No. 1 is attached for reference.

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

11. 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 125-127 in the agenda packet).

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.

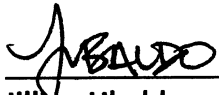
**L. COMMISSION MEMBER COMMENT**

There were no commission member comments.

**M. ADJOURNMENT**

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:28 p.m.

**Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 23, 2025.**

A handwritten signature in black ink, appearing to read "J. Ubaldo", is written over a horizontal line.

Jillian Ubaldo

Assistant Secretary of the Commission