

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, APRIL 23, 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	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)	Present (In Audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Jonathan Galvan, Airport Manager
Mark Gibbs, Director of Aviation	Jillian Ubaldo, Assistant Secretary of the Commission
Jeff Barrow, Director of Development	Yajaira Maldonado, Deputy Clerk of the Board
Mark Cousineau, Director of Finance	Scott Huber, Legal Counsel, Cole Huber LLP
Catherine Pritchett, Director of Administration	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank Navarro at approximately 5:02 p.m. on Wednesday, April 23, 2025.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Mayor Penny Lilburn in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comment.

C. CLOSED SESSION

Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, proposed the addition of a closed session item to the agenda. Mr. Huber initiated a two-step process to consider the item. This matter came to the attention of San Bernardino International Airport Authority (SBIAA) staff after the agenda for the regularly scheduled meeting had been posted. Pursuant to Government Code Section 54954.2, the item was eligible for addition.

ACTION: Conference with Legal Counsel for significant exposure litigation pursuant to Government Code Section 54956.9(d)(2), one potential case. This item was added upon a finding that the need to take immediate action arose after the posting of the agenda and the matter qualifies under Government Code Section 54954.2.

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

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
- c. Conference with Legal Counsel for significant exposure litigation pursuant to Government Code Section 54956.9(d)(2): one potential case

D. REPORT ON CLOSED SESSION

President Frank Navarro reconvened the meeting at 5:18 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 to the Regular Session.

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 Grant Projects
 - c. Report on Updated Records Retention Schedule
- 2b. Mr. Michael Burrows, Chief Executive Officer, reported that the Federal Aviation Administration (FAA) is among a select group of agencies that secured additional funding through the appropriations process, including the recent continuing resolution. This increase is primarily due to the recalibration of funding formulas for both cargo and passenger activity during last year's FAA reauthorization. At the time of budget preparation for the previous fiscal year, the agency did not have a definitive funding amount, leading to conservative estimates for both incoming grant funds and outgoing expenditures. An adjustment to these figures will be requested later in the meeting to reflect a more accurate financial picture. Meanwhile, past projects continue to progress as planned.

Mr. Mark Gibbs, Director of Aviation, stated that the airport is in a strong position regarding grant revenues from the Airport Improvement Program (AIP). As a designated primary airport, we are now eligible to receive entitlement funds, a status achieved due to the continued increase in passenger enplanement statistics. Additionally, we have been recognized as the 35th busiest cargo airport in the nation, which qualifies us for cargo specific entitlement funding as well. The funds received through these programs are allocated toward essential infrastructure projects that support the airport's operations. Three such projects are scheduled to commence this year.

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- 2c. Ms. Jillian Ubaldo, Assistant Secretary of the Commission, reported that the San Bernardino International Airport Authority's records retention schedule outlines the duration for which various types of records are maintained, as well as their designated destruction timelines. The schedule is designed to ensure compliance with legal and regulatory requirements. A recent review and update to the schedule included minor revisions, such as renumbering the retention number column, refining record descriptions, and updating legal citations. These edits did not affect any retention periods. Resolution No. 2024-02, adopted in April 2024, authorizes minor administrative updates to the retention schedule. As such, no action is required by the Commission at this time.

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 March 2025
4. Receive and file Treasurer's Report for February 28, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Ratify the Purchase of One (1) Avigilon Ai Network (AINVR) Video Recorder Server from Blue Violet Networks for the Amount of \$58,590.49
6. Approve Meeting Minutes: March 26, 2025

ACTION: Approve Agenda Item Nos. 3–6

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Baca / Rigsby
AYES:	Navarro, Lilburn, Rigsby, Baca, Sanchez, and Shorett
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.

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

Mr. Mark Cousineau, Director of Finance, reported a \$57,600 decrease in budgetary net income. This change reflects an estimated revenue increase of \$1,564,400, which includes \$1,357,000 in FAA grant funding for the Taxiway A Reconstruction Project and a Pavement Management Program, along with an additional \$90,000 in anticipated Avgas sales. Estimated expenditures total \$1,622,000 and include \$1,357,000 in FAA funded project costs, \$70,000 for Avgas inventory purchases, a \$67,850 local match, and an additional \$9,750 match. The matching funds will be covered by ongoing revenues and existing cash reserves.

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

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

8. Approve a Multi-Year Service Agreement with Amtech Elevator Services, LLC in an Amount not to Exceed \$146,880 for Preventative Maintenance Services of all San Bernardino International Airport Authority (SBIAA) Elevators and Escalators

Mr. Jonathan Galvan, Airport Manager, reported that this item pertains to a one-year contract for elevator and escalator maintenance, with two optional one-year extensions, covering the period from July 2025 through June 2028. The San Bernardino International Airport Authority (SBIAA) maintains six facilities that include seven elevators and three escalator conveyances. These systems are required to undergo routine inspection and maintenance by a licensed technician to ensure compliance with safety regulations.

ACTION: Approve a professional services agreement with Amtech Elevator Services, LLC in an amount not to exceed \$146,880 over a three-year period, beginning July 1, 2025, for preventative maintenance services of all SBIAA owned elevators and escalators; and authorize the Chief Executive Officer to execute all related documents.

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

9. Approve Award of a Professional Services Agreement with AECOM Technical Services, Inc. in an Amount not to Exceed \$545,629 for the Reconstruct Portion of Taxiway 'A' Project; Subject to Final Grant Award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, reported that in February 2024, the Commission approved a procurement process for professional services in support of a five-year list of FAA funded grant projects. Through this qualifications-based selection process, AECOM was identified as the most qualified, in accordance with FAA procurement requirements. As individual projects are initiated, each must undergo an Independent Fee Estimate (IFE) process to determine fair and reasonable pricing. This process led to further negotiations with AECOM regarding the scope of services and the number of labor hours required. AECOM's professional services will support the upcoming construction project by providing construction management services, ensuring compliance with FAA requirements and maintaining oversight of contractor performance.

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Approximately 95% of the project costs are eligible for funding through the FAA's Airport Improvement Program (AIP).

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for construction management services for the Reconstruct Portion of Taxiway 'A' Project in an amount not to exceed \$545,629 subject to final grant award from the FAA; and authorize the Chief Executive Officer to execute all related documents subject to technical and conforming changes as approved by legal counsel.

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

10. Approve Award of a Construction Contract with Sully-Miller Contracting Company in an Amount not to Exceed \$3,716,735 for the Reconstruct Portion of Taxiway 'A' Project; Subject to Final Grant Award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, reported that this item pertains to a construction project to reconstruct a 400 foot long by 75-foot-wide section of Taxiway A. This section, composed of approximately two feet of concrete, is heavily utilized as the primary departure point for all aircraft. This portion of the taxiway was not included in the original runway reconstruction project completed 20 years ago, nor in the taxiway improvements made 12 years ago, making these upgrades long overdue. The project is funded through the FAA's Airport Improvement Program (AIP) Grant, with 95% of the cost covered by federal funds and a 5% local match. The construction contract will not be awarded until the FAA formally issues the grant.

ACTION: Approve the award of a construction contract with Sully-Miller Contracting Company in an amount not to exceed \$3,716,735 subject to final grant award from the FAA; and authorize the Chief Executive Officer to execute all related documents.

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

11. Consider and discuss the SBD Good Neighbor Program First Quarter 2025 Report

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, who provided a brief quarterly update on the SBD Good Neighbor Program.

Mayor Penny Lilburn inquired whether any of the increased number of complaints in the City of Highland were related to the Sheriff's Department. She noted that the majority of the complaints appeared to come from three residents and asked whether those individuals were located in close proximity to one another.

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Mr. Gibbs responded that the majority of the complaints were related to aircraft overflights, with some also concerning sheriff and fire department activity. He added that while the residents were in close proximity to one another, they were not necessarily located directly beneath the flight path.

ACTION: Consider and discuss the SBD Good Neighbor Program quarterly report.

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

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

ACTION Review the Action Plan for the San Bernardino International Airport Authority through June 30, 2025.

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 2025 – Airport Focal Areas" (as contained on pages 149-151 in the agenda packet). Mr. Burrows noted that a new budget proposal is expected to be presented to the Commission in the coming weeks. He also reported that preparations for World Trade Month, in coordination with the Department of Commerce, are underway, with an event scheduled for the week of May 8th. He noted that a flyer with details for the World Trade Week event would be distributed by staff in the coming days for members to attend.

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. thanked staff for their excellent work in reporting on upcoming projects aimed at improving the airport. He emphasized that the Board should begin envisioning the future of the airport over the next few years, including both on-site and off-site improvements, as well as the potential for international flights. He noted that such developments could help raise community awareness of the airport and the services it may offer.

Mayor Penny Lilburn expressed her appreciation to the Norton Museum for representing both the airport and the City of San Bernardino at the History Day event with the Historical Society.

M. ADJOURNMENT

There being no further business before the Commission, President Frank Navarro declared the meeting adjourned at 5:45 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, May 28, 2025.



Jillian Ubaldo

Assistant Secretary of the Commission

