

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 25, 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	Absent
Councilmember John Echevarria (alt)	Present

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
Councilmember 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	Jonathan Galvan, Airport Manager
Mark Gibbs, Director of Aviation	Amber Casarez, Marketing Manager
Jeff Barrow, Director of Development	Jillian Ubaldo, Assistant Secretary of the Commission
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 Vice President Penny Lilburn at approximately 5:00 p.m. on Wednesday, June 25, 2025.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Fred Shorett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comment.

C. CLOSED SESSION

Vice President Penny Lilburn recessed to closed session at 5:02 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. 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: In re Thunder International Group, Inc., U.S. Bankruptcy Court for the District of New Jersey, Case No. 25-15229 (JKS)
- d. 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 Liu, Transportation Security Administration (TSA)
- e. 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

Vice President Penny Lilburn reconvened the meeting at 5:38 p.m. Vice President Penny Lilburn asked Mr. Scott Huber, Legal Counsel, Cole Huber, LLP, if there were any reportable items. Mr. Huber stated that there were no reportable items for Closed Session Items B through E. He further reported that Item A had been dismissed, and the Authority prevailed in the matter.

E. ITEMS TO BE ADDED OR DELETED

There were no items to be added or deleted.

F. CONFLICT OF INTEREST DISCLOSURE

1. Vice President Penny Lilburn 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 Technical Advisory Committee
 - c. Update on FAA Grant Projects
- 2a. Ms. Amber Casarez, Marketing Manager, provided an update on the new beta San Bernardino International Airport Authority (SBIAA) website, highlighting its modern design and enhanced user friendly interface.

Supervisor Joe Baca, Jr. inquired whether the website complies with ADA (Americans with Disabilities Act) requirements.

Ms. Casarez confirmed that the website will be ADA-compliant prior to the upcoming deadline.
- 2b. Mr. Michael Burrows, Chief Executive Officer, reported that the Technical Advisory Committee convened and provided feedback, with the newest Mission Support Canine Program being featured.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that as the airport continues to grow, grant funding from the Federal Aviation Administration (FAA) through the Airport Improvement Program is supporting major infrastructure projects. Several upcoming projects were included in the capital budget for review.

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 May 2025
4. Receive and file Treasurer's Report for April 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Approve minor revision to the San Bernardino International Airport Authority Commission Policy
6. Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$79, 141 for design services for procurement of an Aircraft Rescue and Fire Fighting (ARFF) vehicle
7. Approve Meeting Minutes: May 28, 2025

ACTION: Approve Agenda Item Nos. 3–7

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

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.

8. Consider and Adopt the San Bernardino International Airport Authority (SBIAA) Budget and related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, referenced an overhead entitled "San Bernardino International Airport Authority FY 2025/26 Annual Budget Structure Overview" (found on pages 086-106 of the Agenda Packet) and provided a detailed report on Agenda Item No. 8

Supervisor Joe Baca, Jr. inquired whether the Authority could undertake off site improvements unrelated to the airport to enhance its appeal, and also asked if a social media page was utilized for marketing purposes.

Mr. Michael Burrows, Chief Executive Officer, explained that under the key provision known as revenue diversion, all funds generated by the airport must be used solely for airport related purposes and property. He also noted that the airport maintains active social media profiles, which are regularly updated and accessible via links on the flysbd.com website

ACTION: Approve the San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2025-2026 consisting of: (a) Fiscal Year 2024-2025 Budget to Actual with Fiscal Year 2025-

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2026 Proposed Budget; (b) Fiscal Year 2025-2026 SBIAA Proposed Budget; (c) Airport Fee Schedule; and (d) Luxivair SBD Pricing Policy.

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

9. Approve certain Professional Services Agreements for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, provided an overview of various Professional Services Agreements for Fiscal Year 2024-2025.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2025-2026; and authorize the Chief Executive Officer to execute all related documents.

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

10. 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 131-133 in the agenda packet). Mr. Burrows expressed his continued appreciation to staff for their adaptability to the new Sage system. He noted that the five year business plan is due for an update and that workshops with the Authority will be scheduled to facilitate this process.

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. noted that the County has invested in San Bernardino International Airport through ongoing advocacy efforts. He affirmed that, throughout his continued terms with the Authority, he remains committed to advocating for further County investments to support the airport in any way possible.

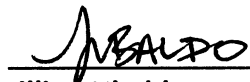
Vice President Penny Lilburn thanked staff for facilitating the tour of the Amazon Air Hub and remarked that it was an excellent and informative experience.

Councilmember John Echevarria commented that the website is visually appealing and engaging. He also noted that, as a frequent visitor of the airport's social media pages, he finds the content to be consistently engaging.

M. **ADJOURNMENT**

There being no further business before the Commission, Vice President Penny Lilburn declared the meeting adjourned at 6:07 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, August 27, 2025.



Jillian Ubaldo

Assistant Secretary of the Commission