

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, MAY 28, 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 (In Audience)

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
Jeff Barrow, Director of Development	Mark Dennis, IT 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 5:02 p.m. on Wednesday, May 28, 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
- 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 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

President Frank Navarro reconvened the meeting at 5:30 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 International Trade Initiatives
- 2a. Ms. Catherine Pritchett, Director of Administration, introduced Ms. Ruth Sonnenfelt as the new Payroll and Benefits Specialist.
Mr. Mark Gibbs, Director of Aviation, introduced the Mission Support therapy dogs, which will visit passengers throughout the airport to help alleviate anxiety and stress."
- 2b. Mr. Michael Burros, Chief Executive Officer, expressed appreciation to the Commissioners for their support during World Trade Month and for attending the 31st World Trade Conference, held in Highland, California. The Department of Commerce team was pleased with the conference turnout and provided highly positive feedback.

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 April 2025
4. Receive and file Treasurer's Report for March 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Updates to the San Bernardino International Airport Authority Commission Policy

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6. Approve Meeting Minutes: April 23, 2025

ACTION: Approve Agenda Item Nos. 3–6

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rigsby / Lilburn
AYES: Navarro, Lilburn, Rigsby, Baca, Sanchez, and Knaus
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 adjustments to expenses and capital outlays, along with excess revenues totaling \$45,280. The majority of these adjustments are net-zero. The \$45,280 increase in capital outlays will be allocated to the Airfield Slurry and Striping Project, which reflects a final cost adjustment of \$1,905,610. This includes an increase of \$1,816,330 in the Federal Aviation Grant award, with the remaining difference representing the San Bernardino International Airport Authority (SBIAA) local match.

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

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

8. Approve an increase of \$70,000 for Titan Aviation Fuels Purchase Order for a total amount not to exceed \$440,000

Ms. Wendy McConaughy, FBO Manager, reported that the approved budget included a \$370,000 line item for Avgas fuel costs, based on projected aviation activity. However, a recent increase in aviation activity has created the need to revise the original budget estimate upward.

ACTION: Approve an increase to Titan Aviation Fuels Avgas purchase order in an amount not to exceed \$440,000; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Baca / Sanchez
AYES: Lilburn, Rigsby, Baca, Sanchez, and Knaus
NAYS: None

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ABSTENTIONS: None
ABSENT: Navarro

9. Award a construction contract to Leonida Builders in an amount not to exceed \$91,000 for the Badging Office Remodel Project

Mr. Jeff Barrow, Director of Development, shared that staff received five bids from qualified contractors ranging from \$91,000 - \$211,000.

Councilmember Theodore Sanchez inquired whether the planned upgrade to the badging office would improve the turnaround time of the badging process, and whether there were any additional measures that could be taken to assist staff in reducing wait times.

Mr. Michael Burrows, Chief Executive Officer, explained that the badging process differs depending on the type of badge required. He noted that certain badges involve more extensive background checks due to the level of access they provide, in accordance with TSA regulations.

Mr. Mark Gibbs, Director of Aviation, added that while background checks depend on the individual, the process is beyond the agency's control, as it is governed by TSA and FBI regulations. He noted, however, that all commercial airports operate under the same standards, ensuring a level playing field in this regard.

ACTION: Award a construction contract to Leonida Builders in an amount not to exceed \$91,000 for the Badging Office Remodel Project; and authorize the Chief Executive Officer to execute all related documents.

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

10. Award a construction contract to Estate Design and Construction, Inc. in an amount not to exceed \$111,870 for the Luxivair SBD Kitchen and Snack Bar Upgrade Project

Mr. Jeff Barrow, Director of Development, reported that PlanetBids was used to solicit public proposals, resulting in seven submissions ranging from \$111,870 to \$433,000. Each proposal was thoroughly reviewed, and Estate Design and Construction, Inc. was ultimately selected. He noted that although their bid was significantly lower than the others, the company provided the required insurance and bonding, and staff verified their previous work to ensure credibility.

ACTION: Award a construction contract to Estate Design and Construction, Inc. in an amount not to exceed \$111,870 for the Luxivair SBD Kitchen and Snack Bar Upgrade Project; and authorize the Chief Executive Officer to execute all related documents.

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

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11. Approve award of a construction contract with CR Contracting, LLC in an amount not to exceed \$2,427,059 for the Slurry Seal and Airfield Painting Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, stated that the project will include runway shoulders, several taxiways, and restriping of the airfield. He emphasized the importance of the project, noting that changes in aircraft fleet mix have made these improvements critical to safe landings. The upgraded asphalt will provide greater durability and longevity. The project is primarily funded by the FAA, with 95% of the costs covered under the Airport Improvement Program.

ACTION: Approve an increase to Titan Aviation Fuels Avgas purchase order in an amount not to exceed \$440,000; and authorize the Chief Executive Officer to execute all related documents.

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

12. Award Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$478,551 for the Slurry Seal and Airfield Painting 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 is closely related to Item No. 11 and pertains to the construction management services required for the project. In 2024, an agreement was established with AECOM Technical Services, Inc. to provide services under the Capital Improvement Program. As part of the process, an independent fee estimate was conducted in accordance with FAA requirements to ensure that the proposed charges align appropriately with the scope of services.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for construction management services for the Slurry Seal and Airfield Painting Project in an amount not to exceed \$478,551 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 / Rigsby
AYES:	Navarro, Lilburn, Rigsby, Baca, Sanchez, and Knaus
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13. Approve a five-year (60 Month) contract with Utility Telecom Group, LLC in an amount not to exceed \$163,449 over the contract term

Mr. Mark Dennis, IT Manager, reported that the agency's five-year contract with Utility Telecom Group, LLC, is approaching its end. In accordance with the agency's purchasing policy, three quotes were obtained from various vendors, all of which included an increase in bandwidth from two gigabits to five gigabits.

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Utility Telecom Group, LLC, submitted a proposal that not only increased the bandwidth but also reduced monthly costs by 39%.

ACTION: Approve a five-year (60 month) contract with Utility Telecom Group, LLC, in the amount of \$163,449 to provide 5Gbps of internet bandwidth and voice services to the agency; and authorize the Chief Executive Officer to execute all related documents.

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

14. 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 298-300 in the agenda packet). Mr. Burrows stated that the organization remains on track with its budgeting efforts and expressed his appreciation to staff for their hard work and dedication

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 5:56 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 25, 2025.



Jillian Ubaldo

Assistant Secretary of the Commission