

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JANUARY 22, 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 Dawn Rowe	Present
Supervisor Joe Baca, Jr. (alt)	Absent

City of San Bernardino

Councilmember Kim Knaus	Present (Arrived at 5:07 P.M.)
Councilmember Theodore Sanchez	Present (Arrived at 5:18 P.M.)
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, FBO Manager
Jeff Barrow, Director of Development	Jillian Ubaldo, Assistant Secretary of the Commission
Mark Cousineau, Director of Finance	Yajaira Maldonado, Deputy Clerk of the Board
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 Vice President Penny Lilburn at approximately 5:06 p.m. on Wednesday, January 22, 2025.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember John Echevarria in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

Vice President Penny Lilburn recessed to closed session at 5:07 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: Portions of former Norton AFB Parcel A, Hangar No. 763 Bays 1 & 2, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and David Vollrath, Chief Operating Officer, Unical Aviation, Inc.
- 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. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d)(2) – significant exposure to litigation: three cases

D. REPORT ON CLOSED SESSION

Vice President Penny Lilburn reconvened the meeting at 5:21 p.m. Vice President Lilburn 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. 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 Annual Airport Operations for Calendar Year 2024
- c. Report on Status of Audit
- d. Report on Policy and Procedures Update
- e. 2025 SBIAA Regular Meeting Dates

- 2a. Mr. Michael Burrows, Chief Executive Officer, stated that each January, the San Bernardino International Airport, in its capacity as a commercial airport, submits all operational statistics to the Federal Aviation Administration (FAA).

- 2b. Mr. Mark Gibbs, Director of Aviation, presented an overview of the 2024 Operational Report. The total annual aircraft activity saw a 20% increase, positioning San Bernardino Airport at 317th out of 525 total towers. Corporate-sized jets (air taxis) set a new record, achieving nearly 10,000 total operations. Meanwhile, commercial aircraft operations experienced a slight decline of just under 5%, primarily due to cargo carriers utilizing wide-body aircraft. Data also revealed that San Bernardino Airport ranks as the 25th busiest in the nation for air cargo activity. Additionally, Breeze Airways served 40,000 passengers in 2024, with expectations for further growth following the addition of a new flight to Provo, Utah.

Supervisor Rowe inquired whether the increased weight of heavier aircraft had any impact on the longevity of the tarmac.

Mr. Mr. Gibbs, Director of Aviation, acknowledged that the weight of heavier aircraft could affect the longevity of the tarmac. However, he emphasized that the former Norton Air Force Base had left behind a well-maintained and durable concrete foundation. He further highlighted the importance of sharing operational statistics with the FAA to secure future grant funding for necessary pavement improvements.

- 2c. Mr. Mark Cousineau, Director of Finance, reported that the fieldwork for the audit has been completed. Revisions to the final drafts have facilitated the filing of the State Controller's Report on Financial Transactions, with audit closures expected by the end of January.

- 2d. Ms. Catherine Pritchett, Director of Administration, recognized Monette Mendoza on her retirement after 26 years of dedicated service, during which she advanced through the ranks within the agency. She shared a brief report highlighting the improvements made to policies and procedures to ensure compliance with FAA regulations. Additionally, Commission members were reminded to submit their W-4 forms in accordance with Internal Revenue Service requirements.
- 2e. Ms. Jillian Ubaldo, Clerk of the Board, provided the scheduled meeting dates and informed attendees that future communications would be issued to make any necessary adjustments to those dates.

H. <u>COMMISSION CONSENT ITEMS</u>

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 December 2024
4. Receive and file Treasurer's Report for November 30, 2024, for the San Bernardino International Airport Authority (SBIAA)
5. Approve the filing of a Notice of Completion with T&G Construction Services, Inc. for the Pedestrian Crosswalk System Project and Authorize the release of retained funds.
6. Approve an increase of \$25,500 for Sysco Riverside, Inc. purchase order for a total amount not to exceed \$75,000
7. Approve the award of a construction contract with NK Demolition for the Building 56 Hazmat Removal Project in an amount not to exceed \$79,980
8. Approve Meeting Minutes: December 12, 2024

ACTION: Approve Agenda Item Nos. 3–8

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Rigsby / Sanchez
AYES:	Echevarria, Rigsby, Lilburn, Rowe, Knaus, 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. Consider and discuss the SBD Good Neighbor Program fourth quarter 2024 Report

Ms. Rosemary Barnes, Aviatrix Communications, LLC, provided a presentation of the SBD Good Neighbor Program quarterly report (as contained on pages 059-086 of the agenda packet).

This item was for discussion purposes only, no action was taken.

10. 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 89-91 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**

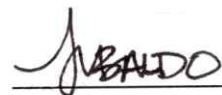
Councilmember Sanchez extended congratulations and a warm welcome to Kim Knaus as the newest member of the Commission.

Mayor Penny Lilburn expressed her condolences to Mayor Navarro for his recent loss.

M. **ADJOURNMENT**

There being no further business before the Commission, Vice President Penny Lilburn declared the meeting adjourned at 5:56 p.m.

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



Jillian Ubaldo
Assistant Secretary of the Commission