SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, AUGUST 27, 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 (Arrived at 5:05 PM, 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
Councilmember 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	Mark Dennis, IT Manager
Jeff Barrow, Director of Development	Mitch Dattillo, Airport Security 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
Wendy McConaughey, FBO Manager	

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Frank J. Navarro at approximately 5:01 p.m. on Wednesday, August 27, 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 J. Navarro 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. 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)
b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 275 N. Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Mike Allen, Executive Vice President, Bulk Fuel Sales, Titan Aviation Fuels

D. REPORT ON CLOSED SESSION

President Frank J. Navarro reconvened the meeting at 5:37 p.m. President Frank J. 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 J. 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. San Bernardino International Airport Authority (SBIAA) Website Update
   c. Update on FAA Grant Projects

2a. Mr. Michael Burrows, Chief Executive officer, announced that the next Cruising at Altitude Community Concert is scheduled for October 18, 2025. He expressed his appreciation to the staff for their hard work and dedication in making the event possible.

Mr. Mark Gibbs, Director of Aviation, noted that the airplane stage has been updated just in time for the concert. He also shared that the headlining act will be Fortunate Youth, with Safety Orange as the opening performance.

2b. Ms. Jillian Ubaldo, Clerk of the Board, provided a brief update on enhancements to the SBIAA website. She noted the addition of a new ADA compliant accessibility widget and a translation feature that supports up to 15 languages.

2c. Mr. Mark Gibbs, Director of Aviation, reported that the airport recently received its first grant from the FAA for the current fiscal year funding cycle, in the amount of $277,000. He added that two additional grants are expected before the close of the fiscal year.

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 June 2025
4. Register of Demands for July 2025
5. Receive and file Treasurer's Report for May 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
6. Receive and file Treasurer's Report for June 30, 2025, for the San Bernardino International Airport Authority (SBIAA)
7. Approve Change Order No. 1 with Leonida Builders, Inc. for $4,108 for additional work related to the Badging Office Remodel Project; approve the filing of a Notice of Completion for this contract and authorize the release of retained funds
8. Authorize staff to advertise for the Building 759: Restrooms Improvements Project
9. Approve Meeting Minutes: June 25, 2025

ACTION: Approve Agenda Item Nos. 3–9

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

10. Conduct elections of President, Vise-President, and Secretary for the San Bernardino International Airport Authority (SBIAA) for the term commencing retroactively July 1, 2025, through June 30, 2026

Mayor Frank J. Navarro called for nominations for the office of President. Councilmember Theodore Sanchez nominated Mayor Penny Lilburn for the office of President. Councilmember Kimberly Knaus seconded the nomination.

There being no further nominations forthcoming, Mayor Frank J. Navarro called for a vote by Commission Members.

ACTION: Elect Mayor Penny Lilburn to the office of President for the term commencing retroactively July 1, 2025, through June 30, 2026.

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

Mayor Frank J. Navarro called for nominations for the office of Vice-President. Councilmember Theodore Sanchez nominated Supervisor Joe Baca Jr. for the office of Vice-President. Councilmember Kimberly Knaus seconded the nomination.

There being no further nominations forthcoming, Mayor Frank J. Navarro called for a vote by Commission Members.

ACTION: Elect Supervisor Joe Baca Jr. to the office of Vice-President for the term commencing retroactively July 1, 2025, through June 30, 2026.

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

Mayor Frank J. Navarro called for nominations for the office of Secretary. Mayor Penny Lilburn nominated Councilmember Theodore Sanchez for the office of Secretary. Councilmember Kimberly Knaus seconded the nomination.

There being no further nominations forthcoming, Mayor Frank J. Navarro called for a vote by Commission Members.

ACTION: Elect Councilmember Theodore Sanchez to the office of Secretary for the term commencing retroactively July 1, 2025, through June 30, 2026.

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

11. Approve an increase of $200,500 for Nuckles Oil Company, Inc, dba Merit Oil Company purchase order for a total amount not to exceed $250,000

Ms. Wendy McConaughey, FBO Manager, shared that Luxivair SBD purchases fuel for its ground service equipment and fuel trucks from Merit Oil Company, which currently offers the lowest cost.

ACTION: Approve an increase to Nuckles Oil Company, Inc, dba Merit Oil Company purchase order in an amount not to exceed $250,000; and authorize the Chief Executive Officer to execute all related documents.

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

12. Approve Amendment No. 1 to the Services Agreement with Cintas Corporation in an amount not to exceed $75,000, for a revised total contract amount not to exceed $220,000 to include Luxivair SBD for a variety of uniform and linen services

Ms. Wendy McConaughey, FBO Manager, explained that the original proposal on November 8, 2023, with Cintas Corporation did not include Luxivair SBD, as a separate agreement was in place at the time. The proposed amendment would extend the same pricing benefits to Luxivair SBD.

ACTION: Approve Amendment No. 1 to the Services Agreement with Cintas Corporation to provide personnel uniform rentals, floor mat rentals and other related services, increasing the contract by $75,000, for a revised total contract amount not to exceed $220,000; and authorize the Chief Executive Officer to execute all related documents

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

ABSENT: None

13. Approve Change Order No. 1 with Estate Design and Construction, Inc. for $3,432.71 for additional work related to the Luxivair SBD Kitchen and Snack Bar Upgrade Project

Mr. Jeff Barrow, Director of Development, shared that the Change Order includes replacing locks that separate the common area from the back of house, as well as repairing a section of the hallway ceiling that was previously damaged by water.

ACTION: Approve Change Order No. 1 with Estate Design and Construction, Inc. for an amount not to exceed $3,432.71 for additional work related to the SBD Luxivair Kitchen and Snack Bar Upgrade Project; and authorize the Chief Executive Officer to execute all related documents.

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

14. Award a construction contract to All American Building Services in an amount not to exceed $144,050 for the Terminal Lactation and Pet Relief Area Project

Mr. Jeff Barrow, Director of Development, shared that a bid went out for the project via PlanetBids that worked out great and yielded 6 bids. The lowest bid going to All American Building Services. Funding for the project is included in the Capital Improvement Project budget for Fiscal Year 2025-2026.

President Penny Lilburn inquired whether the installation of lactation pods had been considered.

Mr. Barrow noted that, due to space limitations, lactation pods were not the most suitable solution, as they would reduce usable space. Instead, an inspection of the area identified two underutilized spaces, one that could serve as a private lactation room, tucked away from public view, and another that could be designated as an easily accessible pet relief area.

ACTION: Award a construction contract to All American Building Services in an amount not to exceed $144,050 for the Terminal Lactation and Pet Relief Area Project; and authorize the Chief Executive Officer to execute all related documents.

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

15. Award a construction contract to Matich Corporation in an amount not to exceed $90,892 for the 5th Street Roadway Improvements Project

Mr. Jeff Barrow, Director of Development, noted that as part of the agreement with the City of San Bernardino and the provisions of the lease agreement with Ashley, the Airport is responsible for completing off-site improvements. These include full paving, sidewalks, gutters, curbs, and street lighting. Matich Corporation submitted the lowest bid for the project.

ACTION: Award a construction contract to Matich Corporation in an amount not to exceed $90,892 for the 5th Street Roadway Improvements Project; and authorize the Chief Executive Officer to execute all related documents.

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

Secretary Theodore Sanchez and Councilmember Kimberly Knaus recused themselves and were not present during the discussion of Agenda Item No. 16.

16. Approve the form of an Amended Reimbursement Agreement with Yuhaaviatam of San Manuel Nation for traffic signal improvements at the intersection of Victoria Avenue and "W" Street

Mr. Jeff Barrow, Director of Development, noted that the agreement was originally presented on November 17, 2022. A portion of the agreement involves traffic signal improvements at Victoria Avenue and "W" Street, with the Airport sharing the associated costs with the Yuhaaviatam of San Manuel Nation.

ACTION: Approve the form of an Amended Reimbursement Agreement with Yuhaaviatam of San Manuel Nation for traffic signal improvements at Victoria Avenue and "W" Street; 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 / Navarro
AYES:	Lilburn, Baca, Sanchez, Navarro, Rigsby, Knaus
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. Approve the purchase and installation of a Planar fine pixel pitch LED Video Wall from Solutionz, Inc. in an amount not to exceed $178,022

Mr. Mark Dennis, IT Manager, shared that, with growing advertising opportunities, utilizing a spare wall to install an LED video wall could create a strong revenue stream. The display would allow for multiple advertisements to run side by side, including both external promotions and Airport branded content.

ACTION: Authorize the purchase and installation of a Planar fine pixel pitch LED Video Wall measuring thirty (30)-feet x five and one-half (5.5)-feet from Solutionz, Inc. in an amount not to exceed $178,022, inclusive of a 5% contingency in the amount $8,477; and authorize the Chief Executive Officer to execute all related documents.

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

ABSENT:	None

18. Approve the purchase of two (2) Ford Explorer Police Interceptors in an amount not to exceed $106,588.16

Mr. Mitch Dattillo, Airport Security Manager, shared that the department began a vehicle replacement program approximately three years ago, focusing on more energy efficient vehicles as part of the Airport's green energy initiative. He noted that two vehicles are currently due for replacement.

ACTION: Approve the purchase contract with Fairview Ford for two (2) new Ford Explorer Hybrid Police Interceptor vehicles for $106,588.16; and authorize the Chief Executive Officer to execute all related documents.

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

19. Approve Amendment No. 1 to the Service Agreement with San Bernardino Police Department for law enforcement services at San Bernardino International Airport

Mr. Mitch Dattillo, Airport Security Manager, shared that the agreement provides for professional law enforcement services by the San Bernardino Police Department, ensuring a presence in the terminal and concourse areas for commercial flights.

ACTION: Approve Amendment No. 1 to the Service Agreement with SBPD and authorize funding for law enforcement services during periods of scheduled commercial passenger service; and authorize the Chief Executive Officer to execute all related documents, subject to technical and conforming changes as approved by San Bernardino International Airport Authority (SBIAA) legal counsel.

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

20. Consider and discuss the SBD Good Neighbor Program Second Quarter 2025 Report

Ms. Rosemary Barnes, Aviatrix Communications, LLC, provided a presentation of the SBD Good Neighbor Program quarterly report (as contained on pages 193-218 of the agenda packet).

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

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

21. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through December 31, 2025

ACTION Review the Action Plan for the San Bernardino International Airport Authority through December 31, 2025.

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 2025 – Airport Focal Areas" (as contained on pages 221-223 in the agenda packet). Mr. Burrows thanked Commission Members for their support and noted that more updates on Capital Improvement Projects and grants are expected in the coming month.

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

Secretary Theodore Sanchez expressed his gratitude to Mayor Frank J. Navarro for his leadership and dedication.

Mayor Frank J. Navarro thanked the Commission Members, staff, and legal counsel for their teamwork and expressed his sincere appreciation for their continued support.

Vice President Joe Baca Jr. thanked Mayor Frank J. Navarro for his outstanding leadership and emphasized the importance of each item presented in helping the airport continue its path of growth.

President Penny Lilburn thanked the Commission Members for their support and expressed her gratitude to Mayor Frank J. Navarro for his exemplary dedication to the Airport and the Commission.

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:18 p.m. in the memory of Deborah Ikhrata.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, September 24, 2025.

JUBALDO

Jillian Ubaldo
Assistant Secretary of the Commission