SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, SEPTEMBER 24, 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	Present
Councilmember John Echevarria (alt)	Present (In Audience)
City of Loma Linda	
Councilmember Rhodes Rigsby	Absent
Mayor Phillip Dupper (alt)	Absent
County of San Bernardino	
Supervisor Joe Baca, Jr., Vice President	Absent
Supervisor Dawn Rowe (alt)	Present
City of San Bernardino	
Councilmember Kim Knaus	Present
Councilmember Theodore Sanchez, Secretary	Present (Via Zoom)
Councilmember Fred Shorett (alt)	Present (Via Zoom)
City of Highland	
Mayor Penny Lilburn, 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	Darrell Hale, Property 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 President Penny Lilburn at approximately 5:00 p.m. on Wednesday, September 24, 2025.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Dawn Rowe in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comment.

C. CLOSED SESSION

President Penny Lilburn recessed to closed session at 5:03 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 Penny Lilburn reconvened the meeting at 5:29 p.m. President Penny 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. President Penny Lilburn stated Commission members should note the item(s) listed which might require member abstentions.

   There were no conflicts noted.

G. <u>INFORMATIONAL ITEMS</u>

Mr. Michael Burrows, Chief Executive Officer, presented the following informational items:

2. Informational Items

   a. Chief Executive Officer's Report

   b. Report on FAA Grants

   c. Report on Service Pit Project

   d. Report on Titan Fuels Amendment

2a. Mr. Michael Burrows, Chief Executive officer, reported that he and Mr. Mark Gibbs, Director of Aviation, recently attended Breeze Airways' annual conference, along with representatives from other partner airports. The event provided an opportunity to discuss current operations and future plans with Breeze Airways. During the conference, San Bernardino International Airport was honored with an award in recognition of its partnership with the airline.

Mr. Mark Gibbs added that while approximately 74 airports currently partner with Breeze Airways, and many of those locations see higher passenger volumes, the San Bernardino International Airport was uniquely recognized with a Breeze Airways Brand Ambassador Award. This distinction highlights the Airport's strong collaboration and successful relationship with the airline.

2b. Mr. Mark Gibbs, Director of Aviation, reported that continued growth at the Airport, particularly through its partnership with Breeze Airways' passenger service, has helped secure federal funding through the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP). He noted that the Airport has been awarded three AIP grants totaling $7.6 million, with no local tax dollars used to fund these projects. The grant funds have been allocated to support three major upcoming infrastructure projects, which are currently in the planning and development phases.

2c. Mr. Jeff Barrow, Director of Development, reported that the project was initially released for bid; however, the bids received exceeded the estimated budget. In response, staff revised the project scope to reduce costs by removing approximately 150 to 200 feet of canopy space. The project will be re-bid with this revised scope, and the canopy component may be considered for inclusion in a future phase of the project.

2d. Mr. Mark Gibbs, Director of Aviation, reported that the agency is pleased to extend its contract with Titan Aviation Fuels as the fuel services provider at Luxivair SBD. He noted that Titan Aviation Fuels has demonstrated consistent reliability and strong performance, and the new contract will continue and strengthen the agency's successful partnership with the provider.

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 August 2025
4. Receive and file Treasurer's Report for July 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to issue a request for qualifications for design/build firms for the construction of the SBD Above and Beyond Project
6. Authorize a contract with Paycom for implementation of a Human Capital Management Solutions Software Platform
7. Approve Meeting Minutes: August 27, 2025

ACTION: Approve Agenda Item Nos. 3–7

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

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 Proposed Budget Adjustments for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, provided a brief report regarding a financial adjustment totaling $112,801. He noted that this adjustment is comprised of several sources, including proceeds from the amended Titan Fuel agreement, as well as insurance proceeds and projected lease revenue.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2025-2026.

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

9. Approve the form of a Lease Agreement with Aloft Aviation Services, LLC (Aloft) for Hangar No. 341

Mr. Darrell Hale, Property Manager, reported that the lease agreement covers 21,140 square feet of space, with projected revenues of $41,142 for the 2025-2026 Fiscal Year.

ACTION: Approve the form of a lease agreement with Aloft Aviation Services, LLC (Aloft) for Hangar 341 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:	Knaus / Navarro
AYES:	Lilburn, Rowe, Sanchez, Navarro, Knaus
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Rigsby

10. Ratify the procurement of a fire pump and engine in an amount not to exceed $393,724

Ms. Catherine Pritchett, Director of Administration, reported that in late April 2025, the main pump house experienced a failure that required immediate repairs. A claim has been submitted to the insurance carrier, and full reimbursement is pending, subject to a $25,000 deductible.

ACTION: Ratify the contract with Western States Fire Protection company in an amount not to exceed $393,724 for repairs to the main pump house (Bldg. 760).

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

11. Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed $292,320 for design services for the Airport Pavement Management Plan Update

Mr. Mark Gibbs, Director of Aviation, reported that in order to maintain the airfield pavement system, the Federal Aviation Administration (FAA) requires an updated Airport Pavement Management Plan. He noted that 95% of the associated costs are eligible for reimbursement through an FAA grant.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for design services for the Pavement Management Plan Update in an amount not to exceed $292,320; 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:	Lilburn / Knaus
AYES:	Lilburn, Rowe, Sanchez, Navarro, Knaus
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Rigsby

12. Approve a Professional Services agreement with JR Miller and Associates, Inc. for the SBD Above and Beyond Project in an amount not to exceed $407,455

Mr. Jeff Barrow, Director of Development, provided a brief report on the professional services agreement for the SBD Above and Beyond Project. He also noted that the associated amount was not included in the Fiscal Year 2025–2026 Budget.

ACTION: Approve a professional services agreement with JR Miller and Associates for the SBD Above and Beyond Project in an amount not to exceed $407,455 for the SBD Above and Beyond Project; and authorize the Chief Executive Officer to execute all related documents.

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

13. Consider and discuss a Report on Annual Business Plan Progress

Ms. Jillian Ubaldo, Clerk of the Board, presented the ESRI ArcGIS Story Map of the SBIAA's 2024 Business Plan Update; available by clicking here.

ACTION Consider and discuss a Report on Annual Business Plan Progress.

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

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

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 2025 – Airport Focal Areas" (as contained on pages 213-215 in the agenda packet). Mr. Burrows noted that there are numerous developments underway on the international trade side, with Ms. Myriam Beltran, Planning and Programs Manager, leading several promising initiatives that will be unveiled soon. He also congratulated the Aloft Team, acknowledging their collaborative efforts to revitalize aging facilities.

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

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

President Penny Lilburn opened the public comment portion of the agenda.

Ms. Jillian Ubaldo, Clerk of the Board, read one public comment submitted via email. Ms. Claudia Neighbors expressed concerns regarding ongoing noise and low flying aircraft over East Highland to San Bernardino International Airport.

President Penny Lilburn noted that airspace is regulated by the Federal Aviation Administration (FAA), not the agency. She also reminded the public that the Good Neighbor Program is in place to address similar concerns.

L. COMMISSION MEMBER COMMENT

There were no Commission Member Comments.

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:10 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, October 22, 2025.

Jillian Ubaldo
Assistant Secretary of the Commission