

# SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

## REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, OCTOBER 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	Present
Councilmember John Echevarria (alt)	Present (In Audience)

#### City of Loma Linda

Councilmember Rhodes Rigsby	Present
Mayor Phillip Dupper (alt)	Absent

#### County of San Bernardino

Supervisor Joe Baca, Jr., Vice President	Present
Supervisor Dawn Rowe (alt)	Absent

#### City of San Bernardino

Councilmember Kim Knaus	Present
Councilmember Theodore Sanchez, Secretary	Present
Councilmember Fred Shorett (alt)	Present (In Audience)

#### 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	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Jonathan Galvan, Airport 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

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, October 22, 2025.

**A. CALL TO ORDER / ROLL CALL**

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Supervisor Joe Baca Jr. 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 5:01 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 5:13 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. INFORMATIONAL ITEMS**

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

2. Informational Items
  - a. Chief Executive Officer's Report
  - b. Cruising at Altitude Recap
  - c. Legislative Initiatives
- 2a. Mr. Michael Burrows, Chief Executive Officer, deferred to Legal Counsel Scott Huber, who provided a brief overview of SB 707.
- 2b. Mr. Mark Gibbs, Director of Aviation, reported that the community concert was successful and that high quality drone footage was collected, which will be shared at a future date.

Mr. Michael Burrows, Chief Executive Officer, thanked the sponsors and staff for their hard work and dedication.
- 2c. Mr. Michael Burrows, Chief Executive Officer, reported that the agency has not been significantly affected by the recent government shutdown. Staff continues to report to work, and the situation is being closely monitored; any updates will be shared as needed. He further reported that a recent follow up with the Port of Long Beach partners resulted in positive feedback regarding the Foreign Trade Zone. He added that the agency will be hosting a Foreign Trade Zone event on December 11, and an invitation will be distributed shortly.

**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 September 2025
4. Receive and file Treasurer's Report for August 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Approve Meeting Minutes: September 24, 2025

**ACTION:** Approve Agenda Item Nos. 3-5

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

6. Approve the form of an early termination of lease agreement with ASA, LLC for Executive Hangar 1

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on the early termination of lease agreement for Executive Hangar 1.

**ACTION:** Approve the form of an early termination of lease agreement with ASA, LLC (ASA) for Executive Hangar 1; 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:** Sanchez / Baca  
**AYES:** Lilburn, Baca, Sanchez, Navarro, Rigsby, Knaus  
**NAYS:** None  
**ABSTENTIONS:** None  
**ABSENT:** None

7. Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$254,718.95 for design services for the Reconstruct North Aircraft Ramp Project

Mr. Mark Gibbs, Director of Aviation, presented a brief report regarding design services for the North Aircraft Ramp Project.

**ACTION:** Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for design services for the North Aircraft Ramp Project in an amount not to exceed \$254,718.95; 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

8. Consider and discuss the SBD Good Neighbor Program Third Quarter 2025 Report

Ms. Rosemary Barnes, Aviatrix Communications, LLC, provided a presentation of the SBD Good Neighbor Program quarterly report.

President Penny Lilburn noted that she recently communicated with the FAA, which has approved higher arrival altitudes for certain flights coming into the airport. She stated that she will continue to communicate with the FAA to address resident concerns.

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Mr. Michael Burrows, Chief Executive Officer, commented that the FAA regulates the airspace and that this matter is outside the agency’s control. He noted, however, that the agency is working closely with the FAA to ensure safety.

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

**9. Conduct Business Plan Update Workshop**

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “San Bernardino International Airport Authority (SBIAA) Business Plan Update Status Report”. Mr. Burrows introduced Mr. Jim Lites, Executive Director of the California Airports Council, who presented a brief report on the industry outlook and Commission priorities. He also introduced Mr. Mark Gibbs, Director of Aviation, who provided remarks regarding the agency’s operations. Mr. Burrows then discussed key components of the business plan and welcomed feedback from the Board.

President Penny Lilburn noted that the commission relies heavily on staff to inform Commissioners about available opportunities for the agency and suggested exploring opportunities for additional passenger flights.

Vice-President Joe Baca Jr. requested an update to the proposed projects chart, including removal of completed projects and clarification of funding for each project.

Mr. Burrows reported that several projects were completed or not initiated and emphasized the need to update the working project chart. He added that project funding came from a mix of sources, including the FAA, the Department of Commerce, and local funds.

Mr. Lites inquired about the next infrastructure projects being considered to support the airport’s long-term growth.

Mr. Burrows noted that the agency is currently in a strong condition, with many major projects completed, but added that there are near-term opportunities that staff can prioritize moving forward.

Vice-President Joe Baca Jr. noted the importance of generating revenue.

Councilmember Theodore Sanchez asked if staff could create a list of operational groups at the airport to help place emphasis on each for future growth.

Mr. Burrows thanked the partners at Hillwood, noting that none of the airport initiatives would have been possible without advancing Alliance California to its current position, which enabled the agency to invest in the airport itself.

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 public comments.

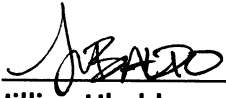
L. **COMMISSION MEMBER COMMENT**

Vice-President Joe Baca Jr. announced that the Board of Supervisors unanimously approved a budget adjustment, voting 5-0 to allocate \$250,000 to the airport, with the funds expected to be available early next year.

M. **ADJOURNMENT**

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:52 p.m.

**Approved at a Special Meeting of the San Bernardino International Airport Authority on Thursday, December 18, 2025.**



Jillian Ubaldo

Assistant Secretary of the Commission