

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL MEETING COMMISSION ACTIONS
THURSDAY, DECEMBER 18, 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	Absent
Councilmember Theodore Sanchez, Secretary	Present
Councilmember Fred Shorett (alt)	Present

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 Special Meeting of the San Bernardino International Airport Authority was called to order by President Penny Lilburn at approximately 5:00 p.m. on Thursday, December 18, 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: Former Norton AFB Building No. 302, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Terry Thompson, County of San Bernardino
Under Negotiations: Instructions will be given to the SBIAA negotiator concerning availability of property, terms and price
- b. 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)
- c. 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. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8 Property: 2235 East Perimeter Road, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Kevin Horan, SBRETC
- e. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8 Property: Approximately 4 acres of vacant land at the San Bernardino International Airport, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Michael Allowas, Technical Advisor

D. **REPORT ON CLOSED SESSION**

President Penny Lilburn reconvened the meeting at 5:33 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. Report on San Bernardino County Grant Award
 - c. Report on FAA Grants
- 2a. Mr. Michael Burrows, Chief Executive Officer, thanked Supervisor Joe Baca Jr. and the County of San Bernardino Board of Supervisors for their contributions to the digital wall located in the domestic terminal.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that there are currently three active FAA grants: two construction projects and one planning project. He stated that one construction project, involving slurry and taxiway/runway shoulder improvements, is approximately halfway complete, while the second construction project is scheduled to begin in the first quarter of the following year. He added that the planning grant is intended to ensure the most effective and efficient use of grant funding.

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 October 2025
4. Register of Demands for November 2025

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- 5. Receive and file Treasurer's Report for September 30, 2025, for the San Bernardino International Airport Authority (SBIAA)
- 6. Receive and file Treasurer's Report for October 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
- 7. Approve Meeting Minutes: October 22, 2025

ACTION: Approve Agenda Item Nos. 3-7

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

- 8. Approve Change Order No. 2 with Estate Design and Construction, Inc. for \$7,179.10 for additional work related to the Luxivair SBD Kitchen and Snack Bar Upgrade Project; approve the filing of a Notice of Completion for this contract and authorize the release of retained funds

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 8.

President Penny Lilburn inquired about the condition of the kitchen.

Mr. Barrow commented that staff is pleased with the outcome. He invited Commission members to visit Luxivair to view the completed project.

ACTION: Approve Change Order No. 2 with Estate Design and Construction, Inc. for an amount not to exceed \$2,555.74 for a total contract amount of \$117,859 for additional work related to the Luxivair SBD Kitchen and Snack Bar Upgrade Project; approve the filing of a Notice of Completion and authorize the release of retained funds for this contract; and authorize the Chief Executive Officer to execute all related documents.

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

- 9. Authorize staff to issue a Request for Qualifications for firms specializing in in-terminal advertising services

Mr. Mark Gibbs, Director of Aviation, presented a photograph of Commission members in front of the digital wall and provided a brief report on Agenda Item No. 9.

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Vice-President Joe Baca Jr. inquired about the potential revenue generated.

Mr. Michael Burrows, Chief Executive Officer, commented that it would depend on the creativity of the advertising firm.

ACTION: Authorize staff to issue a Request for Qualifications for firms specializing in in-terminal advertising services at San Bernardino International Airport.

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

- 10. Award a construction contract to R&R B Inc. DBA Servpro of Chino/Chino Hills in an amount not to exceed \$180,441.65 for the Building 759: Restrooms Improvements Project

Mr. Jeff Barrow, Director of Development, presented a brief report on Agenda Item No. 10.

ACTION: Award a construction contract to R&R B Inc. DBA Servpro of Chino/Chino Hills in an amount not to exceed \$180,441.65 for the Building 759: Restrooms Improvements Project; and authorize the Chief Executive Officer to execute all related documents.

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

- 11. Award a construction contract to Geo Paving and Sealcoating, Inc. in an amount not to exceed \$149,995 for the U Street and 103rd Street: Road Repairs Project

Mr. Jeff Barrow, Director of Development, presented a brief report on Agenda Item No. 11.

ACTION: Award a construction contract to Geo Paving and Seal Coating, Inc., in an amount not to exceed \$144,995 for the U Street and 103rd Street: Road Repairs 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, Shorett
NAYS: None
ABSTENTIONS: None
ABSENT: None

- 12. 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 Vol. 2". Mr. Burrows provided an overview of Market Segment Growth at SBD, including Domestic and International Passenger Services, and recapped the importance of pursuing these focal areas to ensure operational efficiency.

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Vice-President Joe Baca Jr. thanked staff for their forward-looking efforts at the Airport and noted that fostering local partnerships would be beneficial.

President Penny Lilburn noted that, although the vision is long-term, progress will occur quickly, and she thanked staff for their efforts in keeping Commission members informed.

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

Councilmember Fred Shorett wished everyone happy holidays.

President Penny Lilburn invited the public to visit the local vendor Our Brew. She thanked Michael Burrows for the successful Foreign Trade Zone event and both Michael Burrows and Mark Gibbs for their recent visit to the City of Highland to present on the newest Above and Beyond Project. She also noted that Aloft would be happy to provide the Commission with a tour of their facility.

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 5:59 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, January 28, 2026.



Jillian Ubaldo
Assistant Secretary of the Commission