

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, JANUARY 28, 2026
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 Jimmy Saldana (alt)	Present (In Audience)
Staff Members and Others Present	
Michael Burrows, Chief Executive Officer	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Jillian Ubaldo, Assistant Secretary of the Commission
Jeff Barrow, Director of Development	Scott Huber, Legal Counsel, Cole Huber LLP
Mark Cousineau, Director of Finance	Darrell Hale, Property Manager

The Regular Meeting of the San Bernardino International Airport Authority was called to order by President Penny Lilburn at approximately 5:02 p.m. on Wednesday, January 28, 2026.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember Kim Knaus 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:
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
- 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. REPORT ON CLOSED SESSION

President Penny Lilburn reconvened the meeting at 5:17 p.m. President Penny Lilburn asked Mr. Scott Huber, legal Counsel, Cole Huber, LLP, if there were any reportable items Mr. Huber reported that Supervisor Baca recused himself and was not present during discussion of Closed Session Agenda Item No. B. There was no further direction to report.

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.

Supervisor Joe Baca Jr. noted a conflict of interest with respect to Agenda Item No. 12.

G. INFORMATIONAL ITEMS

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

2. Informational Items
 - a. Chief Executive Officer's Report
 - b. SB 707: Distribution of Brown Act Materials
 - c. Report on Annual Airport Operations for Calendar Year 2025
 - d. Report on NAVAID Upgrades
- 2a. Mr. Michael Burrows, Chief Executive Officer, provided an overview of upcoming events and invited Commission Members to attend.
- 2b. Mrs. Jillian Ubaldo, Assistant Secretary of the Commission, provided Commission Members with a printed copy of the Brown Act and gave a brief overview of SB 707 requirements.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported on annual airport operations for Calendar Year 2025.
- 2d. Mr. Michael Burrows, Chief Executive Officer, introduced Ms. Letitia White of Innovative Federal Strategies and thanked her for all her assistance.

Mr. Mark Gibbs, Director of Aviation, provided a brief report on the deployment of a modern radar display in the air traffic control tower for controllers.

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 December 2025
4. Receive and file Treasurer's Report for November 30, 2025, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to issue a Request for Qualifications for firms specializing in General Aviation Hangar Development
6. Approve Meeting Minutes: December 18, 2025

ACTION: Approve Agenda Item Nos. 3–6

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

- 7. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 7.

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

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

- 8. Approve the form of a Lease Agreement with William Lindsey for Executive Hangar 1

Mr. Darrell Hale, Property Manager, shared a brief report on Agenda Item No. 8.

Mayor Frank J. Navarro thanked Mr. Hale for his attention to the Lease Agreement and Mr. William Lindsey for assuming the lease.

ACTION: Approve the form of a lease agreement with William Lindsey (Lindsey) 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: Navarro / Baca
 AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus
 NAYS: None
 ABSTENTIONS: None
 ABSENT: None

- 9. Award a construction contract to Leonida Builders, Inc. in an Amount not to Exceed \$488,000 for the Re-Bid Airfield Canopies & Underground Service Pit Project

Mr. Jeff Barrow, Director of Development, presented a brief report on Agenda Item No. 9.

ACTION: Award a construction contract to Leonida Builders, Inc., in an amount not to exceed \$488,000 for the Re-Bid Airfield Canopies & Underground Service Pit Project; and authorize the Chief Executive Officer to execute all related documents.

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

- 10. Authorize Staff to Advertise for the Procurement of a Specialized Aircraft Rescue and Fire Fighting (ARFF) Vehicle for the San Bernardino International Airport

Mr. Mark Gibbs, Director of Aviation, presented a brief report on Agenda Item No. 10.

ACTION: Authorize Staff to advertise for the procurement of an ARFF vehicle in accordance with Federal Aviation Administration (FAA) requirements and San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures.

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

- 11. Authorize Staff to Advertise Construction Plans and Specifications for the Reconstruct North Aircraft Ramp Project at the San Bernardino International Airport

Mr. Mark Gibbs, Director of Aviation, presented a brief report on Agenda Item No. 11.

ACTION: Authorize Staff to advertise construction plans and specifications for the Reconstruct North Aircraft Ramp Project in accordance with Federal Aviation Administration (FAA) requirements and San Bernardino International Airport Authority (SBIAA) purchasing policies and procedures.

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

Supervisor Joe Baca Jr. recused himself from Agenda Item No. 12.

- 12. Approve Amendment No. 14 to the Lease Agreement with the San Bernardino County Fire Protection District for Building No. 302 (County Agreement No. 95-365)

Mr. Michael Burrows, Chief Executive Officer, presented a brief report on Agenda Item No. 12.

Mayor Frank J. Navarro inquired whether the business would cease operations at the end of the year extension.

Mr. Burrows noted that the intent was for the uses to be relocated closer to their respective service areas.

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ACTION: Approve Amendment No. 14 to the Lease Agreement with the San Bernardino County Fire Protection District for Building No. 302 (County Contract No. 95-365); and authorize the Chief Executive Officer to execute all related documents.

RESULT:	ADOPTED
MOTION/SECOND:	Navarro / Knaus
AYES:	Lilburn, Sanchez, Navarro, Rigsby, and Knaus
NAYS:	None
ABSTENTIONS:	Baca
ABSENT:	None

13. Consider and Discuss the SBD Good Neighbor Program Fourth Quarter 2025 Report

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes of Aviatrix Communications, who shared a brief report on Agenda Item No. 13.

President Penny Lilburn inquired whether residents and staff of the City of Grand Terrace had been contacted regarding airport noise complaints.

Ms. Barnes noted that contact has been made.

Mr. Mark Gibbs, Director of Aviation, provided a brief overview of a recent meeting with the City of Grand Terrace to address concerns.

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

14. 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 Planning Process, Business Plan Structure, Aviation Business Partners at SBD, and Operation Business Units.

Supervisor Joe Baca Jr. thanked staff for identifying the focal areas and inquired whether there were any specific requests from customers.

Mr. Burrows noted that the ease of access experience has received positive feedback. He added that TSA partners are updating their screening processes to further enhance customer experience.

Mr. Mark Gibbs, Director of Aviation, commented that there had been positive feedback regarding recent interior updates.

Supervisor Baca Jr. noted that expanding international flights would be beneficial, particularly with the upcoming Olympics nearby.

Mr. Burrows and President Penny Lilburn concurred.

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

15. Review Status of the Action Plan for the San Bernardino International Airport Authority (SBIAA) through June 30, 2026

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2026 – Airport Focal Areas" (as contained on pages 266-268 in the agenda packet). Mr. Burrows noted that the plan was a work in progress, with an Emergency Tabletop exercise planned in February.

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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**

President Penny Lilburn thanked the Finance Department for their work on the budget.

M. **ADJOURNMENT**

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:08 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, February 25, 2026.

Jillian Ubaldo

Assistant Secretary of the Commission