

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, FEBRUARY 25, 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 (Arrived at 5:08 pm)
Councilmember Theodore Sanchez, Secretary	Present
Councilmember Fred Shorett (alt)	Absent

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	Jillian Ubaldo, Assistant Secretary of the Commission
Mark Gibbs, Director of Aviation	Jonathan Galvan, Airport Manager
Jeff Barrow, Director of Development	Nidia Rivera, Human Resources Manager
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, February 25, 2026.

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 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. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Commission will meet with the Chief Executive Officer and General Counsel related to pending litigation: Lee v. San Bernardino International Airport Authority, et al., San Bernardino County Superior Court, Case No. CIVSB2417207
- 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 Lui, Transportation Security Administration (TSA)
- c. 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
- d. 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 5:50 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. C. 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.

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 FAA Emergency Tabletop
 - c. Alternative Work Week Update
- 2a. Mr. Michael Burrows, Chief Executive Officer, reported on the agency's responsibility as successor in interest to the U.S. Air Force for a reach of the City Creek Bypass Channel between Victoria and Sterling Avenues within the Flood Control District. The channel, located on airport property, is regulated by the Santa Ana Regional Water Quality Control Board. He noted the channel has sustained natural damage and requires repairs. A durable design has been prepared to ensure long-term sustainability if federal funding becomes available, with an estimated cost of \$3.1 million. Letters of support have been requested from local city managers, with submissions received from the City of Highland, Supervisor Joe Baca, Jr., and the Yuhaaviatam San Manuel Band of Mission Indians.

Supervisor Joe Baca, Jr., inquired about the age of the design due to potential changes in design standards and whether a request would be forwarded under the Water Resources Development Act (WRDA).

Mr. Burrows noted that the design is approximately four years old and that the agency is pursuing potential federal funding through WRDA, the U.S. Department of the Interior, and HUD. He added that the U.S. Army Corps of Engineers does not have jurisdiction, as the waterway is not federally designated, and that the design could be modified if needed to meet updated standards.

Mr. Burrows shared that, at the prior Finance and Budget Committee meeting, the Foreign Trade Zone (FTZ) was discussed. IVDA, which has held an FTZ designation through the Port of Long Beach since 1996, has submitted a request to reallocate a portion of the FTZ acreage. The reallocation would include the Fixed Base Operator (FBO) to permit international fuel sales without federal excise taxes.

President Penny Lilburn inquired whether there were any potential disadvantages to the agency being included in the Foreign Trade Zone (FTZ) and what steps would be required for the Fixed Base Operator (FBO) to become part of the FTZ.

Mr. Burrows noted that there were no significant disadvantages. He explained that the FTZ is not a real estate transaction but rather an opportunity zone designated within cities or

February 25, 2026

counties, which allows greater flexibility for imports and exports. He further noted that, as a designee under the Port of Long Beach, the agency’s inclusion in the FTZ could be processed within approximately 30 days, provided that the required equipment is installed.

Mr. Burrows introduced Ms. Jillian Ubaldo, Assistant Secretary of the Commission, who, at the direction of President Penny Lilburn, provided a brief report on updates to the SBIAA website. The updates pertain specifically to the Commission Member Information page and are intended to align with member preferences, including the addition of direct links to each Commission member and their respective municipality for public access. Ms. Ubaldo then opened the item for direction from the Commission and noted that members may send their individual preferences directly to her.

Mr. Burrows noted that a line-item budget report and a list of consultant services with scopes of work were provided at the dais for Commission Members’ review.

Mr. Scott Huber, Legal Counsel, Cole Huber LLP, noted that a copy of the Brown Act was provided at the dais in compliance with SB 707.

- 2b. Mr. Jonathan Galvan, Airport Manager, provided a brief report on the annual FAA-mandated tabletop emergency exercise. He noted that mutual aid stakeholders participated and that attendance was excellent.

President Penny Lilburn inquired as to which mutual aid stakeholders participated.

Mr. Galvan noted that participants included CalOES, San Bernardino County Fire, San Bernardino Police Department, TSA, FAA, CBP, and Loma Linda Hospital.

- 2c. Ms. Nidia Rivera, Human Resources Manager, provided an update regarding revisions to the Policies and Procedures Manual due to the recent transition to Paycom. She reported that the alternative workweek schedule has been updated to ensure compliance, a new policy establishing a 90 day probationary period has been implemented, and board notification procedures have been revised to minimize the number of notifications sent to Board Members.

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 January 2026
- 4. Receive and file Treasurer's Report for December 31, 2025, for the San Bernardino International Airport Authority (SBIAA)
- 5. Authorize staff to advertise the General Aviation Ramp (Phase II) Project
- 6. Authorize staff to advertise the Inter-Terminal Walkway Project
- 7. Authorize staff to advertise for design/build services to replace three existing Jetway Passenger Boarding Bridges (PBBs) with modern PBBs at the San Bernardino International Airport domestic terminal.
- 8. Approve Meeting Minutes: January 28, 2026

February 25, 2026

Supervisor Joe Baca Jr., noted that Item No. 6 included a \$150,000 commitment from the County of San Bernardino and an additional \$250,000 for the following fiscal year, and thanked colleagues and staff for their commitment to continued improvements and partnerships.

Mr. Michael Burrows, Chief Executive Officer, thanked Supervisor Baca for his continued support.

ACTION: Approve Agenda Item Nos. 3–8

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Rigsby / 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.

- 9. Approve Change Order No. 1 with All American Building Services for \$12,390.79 for a total contract amount of \$156,440.79 for additional work related to the Terminal Lactation and Pet Relief Area 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. 9.

ACTION: Approve Change Order No. 1 with All American Building Services for an amount not to exceed \$12,390.79 for a total contract amount of \$156,440.79 for additional work related to the Terminal Lactation and Pet Relief Area 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: Baca / Knaus
AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus
NAYS: None
ABSTENTIONS: None
ABSENT: None

- 10. Approve Change Order No. 1 with Geo Paving and Seal Coating, Inc. for \$14,500 for a total contract amount of \$164,495 for additional work related to the U Street And 103rd Street: Road Repairs 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, shared a brief report on Agenda Item No. 10.

ACTION: Approve Change Order No. 1 with Geo Paving and Seal Coating, Inc. for an amount not to exceed \$14,500 for a total contract amount of \$164,495 for additional work related to the U Street and 103rd Street: Road Repairs 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: Baca / Sanchez
AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus
NAYS: None
ABSTENTIONS: None
ABSENT: None

11. Consider and Adopt Resolution No. 2026-01 of the San Bernardino International Airport Authority (SBIAA) amending its Records Retention Schedule and authorizing destruction of certain authority records

Ms. Jillian Ubaldo, Assistant Secretary of the Commission, presented a brief report on Agenda Item No. 11.

ACTION: Adopt Resolution No. 2026-01 of the San Bernardino International Airport Authority (SBIAA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Navarro / Rigsby
AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus
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. 4”. Mr. Burrows provided an overview of Planning Process, Business Plan Structure, Aviation Business Partners, Operational Business Units, and Operational Business Units.

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

13. 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 131-133 in the agenda packet). Mr. Burrows reported that the annual audit draft is complete and the final audit will be presented at the next meeting. He thanked staff for their work on the emergency tabletop exercise and noted his intent to poll Commission Members to schedule an airport tour.

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 commented on the pending status of the tour with Aloft and asked if Chief Executive Officer Michael Burrows wished to update the Commission on the upcoming trip.

Mr. Michael Burrows, Chief Executive Officer, noted that Aloft will be included in the tour polling. He reported that airline industry networking events, including the longstanding partnership with Breeze, provide proprietary data managed by Mead & Hunt. The airport has participated in events such as Routes America, with the newest event held in Brazil. Mr. Burrows thanked the U.S. Commercial Service and the U.S. Embassy for enabling public comment.

A detailed report on these discussions will be shared at a future meeting.

Ms. Lilburn asked if an airline consultant would be accompanying the airport team.

Mr. Burrows noted that consultant Jeffrey Hartz of Mead & Hunt, who supports network development, would be attending.

M. **ADJOURNMENT**

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:28 p.m.

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

Jillian Ubaldo
Assistant Secretary of the Commission