

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, MARCH 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
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	Amber Casarez, Marketing 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 5:09 p.m. on Wednesday, March 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 Rhodes Rigsby 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 5:10 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 Lui, Transportation Security Administration (TSA)
- b. 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
- 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: Approximately 4 acres of vacant land at the San Bernadino International Airport, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer and Michael Allowas, Technical Advisor
- e. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d) – significant exposure to litigation: one case

D. REPORT ON CLOSED SESSION

President Penny Lilburn reconvened the meeting at 6:26 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. Legislative Update
 - c. Report on FAA Grants
 - d. Green Energy Element Update
- 2b. Mr. Michael Burrows, Chief Executive Officer, reported that he and Director of Administration Catherine Pritchett traveled to Washington, D.C. with Inland Action to discuss the surface transportation bill, which is currently under a continuing resolution. He noted that continuing resolutions present challenges for advancing multi-year, multi-million-dollar transportation projects; however, feedback was received from legislators. Mr. Burrows reported that meetings were held with U.S. Customs and Border Protection (CBP) regarding the need for additional officers to support increased activity. He stated that the meeting was productive. He also reported that the U.S. Department of Transportation expressed support and offered to coordinate with CBP on behalf of the airport. Mr. Burrows further reported that the process to appoint a new Secretary of Homeland Security is underway. He noted that new leadership may assist in facilitating additional business activity.

President Penny Lilburn stated that Commission members are available to assist with advocacy efforts with U.S. Customs and Border Protection (CBP) on behalf of the airport.
- 2c. Mr. Mark Gibbs, Director of Aviation, reported that San Bernardino International Airport has been designated as a primary airport by the Federal Aviation Administration (FAA) due to increased passenger activity. He noted that this designation qualifies the airport for additional federal grant funding to support major infrastructure improvements. Mr. Gibbs reported that the airport currently has three major federally funded projects underway. He emphasized that these projects are funded through FAA grants, which are supported by a user fee system, and do not utilize local or state funds.
- 2d. Ms. Amber Casarez, Marketing Manager, provided a brief report on the new Green Energy landing page on FlySBD.com, developed in preparation for Earth Day, and opened the item for feedback from Commission 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 February 2026
4. Receive and file Treasurer's Report for January 31, 2026, for the San Bernardino International Airport Authority (SBIAA)
5. Approve a 48-month Lease Agreement for a 2026 Lincoln Corsair with South Bay Ford, Inc. in an amount not to exceed \$41,114
6. Authorize staff to advertise a request for qualifications for Design-Build Services for the SBD Above and Beyond Project
7. Approve Meeting Minutes: February 25, 2026

ACTION: Approve Agenda Item Nos. 3–7

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.

8. Receive and file the Annual Independent Financial Audit Report of the San Bernardino International Airport Authority (SBIAA) for the Fiscal Year ending June 30, 2025

Mr. Mark Cousineau, Director of Finance, introduced David Showalter of Eide Bailly, who provided a brief report on Agenda Item No. 8.

President Penny Lilburn expressed appreciation to staff for their efforts on the audit process.

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

9. Approve an agreement with Fuse Connect, LLC to provide In-Terminal Advertising Services at the San Bernardino International Airport

Mr. Mark Gibbs, Director of Aviation, shared a brief report on Agenda Item No. 9.

ACTION: Approve the form of agreement with Fuse Connect, LLC for In-Terminal Advertising Concession services for a three (3)-year term with two (2)-additional, one (1)-year extension options; 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

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ABSTENTIONS: None
ABSENT: None

- 10. Approve Amendment No. 5 with C & A Janitorial, LLC in an additional contract authority amount not to exceed \$363,100 for the second one-year extension option term for janitorial services at San Bernardino International Airport Authority facilities

Mr. Jonathan Galvan, Airport Manager presented a brief report on Agenda Item No. 10.

ACTION: Approve Amendment No. 5 to the Services Agreement with C & A Janitorial, LLC in an additional contract authority amount not to exceed \$363,100 for a total revised five (5)-year contract amount that will not exceed \$1,826,310 for routine janitorial services and supplies at certain SBIAA buildings; 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

- 11. Discussion and direction regarding the potential establishment of the Executive Committee as a Standing Committee and Adoption of a Regular Meeting Schedule

Mr. Scott Huber, Legal Counsel, presented a brief report on Agenda Item No. 11.

Councilmember Rhodes Rigsby inquired about the advantages of formalizing the committee.

President Penny Lilburn noted that the Commission currently has standing committees that are not in violation of the Brown Act. She stated that formalizing the Executive Committee as a standing committee would allow for a structured agenda and more formal review of priority items and activities prior to regular Commission meetings, in order to maintain transparency.

Mr. Huber noted that, although additional administrative work would be required to prepare an agenda, the purpose would be to agendize items to facilitate feedback from the Executive Committee.

Mr. Michael Burrows, Chief Executive Officer, stated that staff is able to accommodate the preparation of a new agenda and drafting of a resolution, should it be the will of the Commission.

Secretary Theodore Sanchez stated that he has served since 2018 and that airport activity has increased substantially during that time. He noted that the Board is tasked with oversight, governance, and policy enactment, and that expanding the Board’s oversight is important given the increased activity.

Mr. Huber noted that this item is a recommendation only, to be brought back at a future meeting for formal consideration of establishing the committee by resolution.

Councilmember Rhodes Rigsby expressed concern that the explanations provided would add rigidity to the committee structure and that notice requirements could impede the efficient transmission of information. He also expressed concern that an Executive Committee could approve items reserved for the Commission. He further stated that an ad hoc committee may provide greater flexibility, particularly with respect to last-minute items for discussion.

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President Penny Lilburn clarified that the Executive Committee would not be responsible for approving items prior to Board meetings, but rather for providing additional information to the Board to enhance transparency.

Mr. Burrows noted that sensitive information would be addressed in closed session.

Secretary Theodore Sanchez stated that many cities utilize legislative review committees to evaluate what is working and what is not, and to bring recommendations back to the full Board. He clarified that such a committee is not intended to curtail the authority of the Board or preclude staff proposals from reaching the Board. Rather, its purpose is to obtain feedback and improve efficiency.

Councilmember Kim Knaus noted that the recommendation would support transparency in the committee process.

ACTION: Staff recommends that the Commission discuss the proposed formalization of the Executive Committee as a Standing Committee and provide specific direction regarding its desired scope and meeting frequency. Upon receiving this direction, staff will return at a subsequent meeting with the necessary procedural amendments and resolution to reflect the Commission’s consensus.

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Sanchez / Knaus
AYES:	Lilburn, Baca, Sanchez, and Knaus
NAYS:	None
ABSTENTIONS:	Navarro and Rigsby
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. 5”. Mr. Burrows provided Commission members with a hard copy of the working draft and opened the item for feedback.

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 217-219 in the agenda packet). Mr. Burrows thanked staff for their work in keeping the agency on track in accordance with the action plan. He noted that the Federal Aviation Administration (FAA) will be conducting an ADA audit and expressed appreciation to staff for proactively preparing for it.

He reported that the agency is in final review of the DC fast charging (DCFC) grant program with the South Coast Air Quality Management District (AQMD), and noted that the airport may be one of the few, if not the only, airports to apply for the program, crediting President Penny Lilburn for the recommendation.

Mr. Burrows also reported that Mr. Mark Gibbs received positive feedback from the FAA regarding the planned upgrade of jet bridges to more modern equipment, and he expressed appreciation to the County for the grant support.

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He further stated that at a future meeting, staff anticipates presenting the inter-terminal walkway project for award, along with Mr. Allowas, as part of the Green Energy Element initiative.

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 staff for the tour and noted that Aloft has made significant progress on its hangar.

Mr. Michael Burrows, Chief Executive Officer, noted that Aloft has made significant progress on its hangar and encouraged members who were unable to attend the tour to contact staff to schedule a visit.

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:58 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, April 22, 2026.

Jillian Ubaldo
Assistant Secretary of the Commission