

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
REGULAR MEETING COMMISSION ACTIONS
WEDNESDAY, MAY 27, 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	Jonathan Galvan, Airport 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 5:03 p.m. on Wednesday, May 27, 2026.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined President Penny Lilburn 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 5:06 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 Legal Counsel pursuant to Gov. Code 54956.9(d) – significant exposure to litigation: two cases
- e. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The SBIAA Commission will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for SBIAA: President Penny Lilburn
Position Title: Chief Executive Officer

D. REPORT ON CLOSED SESSION

President Penny Lilburn reconvened the meeting at 5:46 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. Let the record reflect that Agenda Item No. 13 was deferred.

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. Luxivair World Cup Watch Party
- 2a. Mr. Michael Burrows, Chief Executive Officer, thanked Mayor Penny Lilburn for pointing out an oversight in stipend payments during the implementation of the new payroll system. Staff are now working to reconcile the payments.
- 2b. Mr. Michael Burrows, Chief Executive Officer, invited Commission members to attend the Luxivair World Cup Watch Party on June 12.

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 April 2026
4. Receive and file Treasurer's Report for March 31, 2026, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to advertise a Request for Qualifications for Design Build Services for the Phase II - General Aviation Hangar Development Project
6. Authorize staff to advertise the IRP 2 Landfill Surface Repair (Phase II) Project

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7. Approve Change Order No. 1 with R&R B Inc. DBA Servpro of Chino/Chino Hills for \$6,578.80 for a total contract amount of \$187,020.45 for additional work related to the Building 759: Restrooms Improvements Project; approve the filing of a Notice of Completion for this contract and authorize the release of retained funds
8. Approve the filing of a Notice of Completion with Leonida Builders, Inc. for the Re-Bid Airfield Canopies & Underground Service Pit Project and authorize the release of retained funds
9. Approve an agreement with Cal-Stripe, Inc. in the amount of \$63,430 with a 10% contingency budget for a total not to exceed amount of \$69,773 for airfield markings and striping paint services
10. Approve declaration of certain airport vehicles and equipment as surplus
11. Approve Meeting Minutes: April 22, 2026

ACTION: Approve Agenda Item Nos. 3–11

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Navarro / Baca
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.

12. Conduct a Fiscal Year 2026/27 Budget Workshop

Mr. Mark Cousineau, Director of Finance, shared a report on Agenda Item No. 12.

Amber Casarez, Marketing Manager, presented a marketing overview using a PowerPoint presentation entitled "Marketing Update."

Supervisor Joe Baca Jr. inquired whether the marketing budget was funded through IVDA funds.

Mr. Michael Burrows, Chief Executive Officer, informed the Commission that the funds were paid exclusively through SBIAA, as the two funding sources cannot be mixed. He further noted that this approach is permissible under FAA regulations and consistent with the agency's regulatory requirements.

Supervisor Baca Jr. expressed support for the Airport's marketing and promotional efforts but inquired about the criteria used to evaluate return on investment. He noted that the Airport currently offers limited commercial service and questioned at what point marketing efforts should be reassessed or scaled back. Additionally, he observed that the Airport's level of activity is significantly lower than that of larger regional airports and asked whether current marketing efforts should continue at the same level or be adjusted over time.

Mr. Michael Burrows, Chief Executive Officer, thanked Supervisor Baca for the feedback and noted that the comments would be considered during finalization of the draft budget, including discussions regarding concentration recommendations. He stated that the Airport's route development is on a maturity curve, noting that the San Francisco route is a mature and performing well, while the Provo route, which began

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service in February, is still in the awareness phase. He added that this perspective will be incorporated into the upcoming budget presentation. He also noted that cargo services are promoted through business-to-business channels, industry associations, and trade engagement, and that the Airport ranks among the top 25 cargo airports, reflecting strong growth.

He stated that cargo operations are at a mature stage, with the Airport serving as a Southern California hub for Amazon, while also accommodating intermittent charter cargo activity. He added that staff is receiving increased inquiries for additional cargo activity in anticipation of major upcoming events, including the World Cup and Olympics.

Mr. Burrows further reported that staff continues to participate in industry events to promote the Airport, noting that Los Angeles area partner facilities face capacity constraints and that SBD offers competitive efficiency and cost advantages.

President Penny Lilburn requested that staff provide Commission members with a pie chart depicting the breakdown of advertising expenditures.

Councilmember Kim Knaus inquired whether the agency participates in joint marketing efforts with partners, including Breeze Airways.

Mr. Burrows noted that marketing campaigns are conducted collaboratively with airline partners, as each partner retains control of its own brand. He stated that staff maintains regular coordination meetings with Breeze Airways and collaborates on sports and charter related activities, including the use of digital content provided by Breeze Airways.

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

13. Proposed Amendment to Commissioner Stipends for regional alignment

Mr. Michael Burrows, Chief Executive Officer, noted that the Commission may wish to defer the item to allow staff additional time to conduct further review and return with recommendations, as it has not been reviewed in some time. He added that, following discussions with staff and the Executive Committee, a more formal and updated report will be brought back, incorporating comparisons with other agencies.

It was the consensus of the Commission to defer Agenda Item No. 13 to a future SBIAA Commission meeting.

ACTION: Defer Agenda Item No. 13 to a future SBIAA Commission Meeting.

14. Approve award of a construction contract with CT&T Concrete Paving Inc. in an amount not to exceed \$2,031,042 for the Reconstruct North Aircraft Ramp Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, shared a brief report on Agenda Item No. 14.

ACTION: Approve the award of a construction contract with CT&T Concrete Paving Inc. in an amount not to exceed \$2,031,042 subject to final grant award from the FAA; and authorize the Chief Executive Officer to execute all related documents.

RESULT:

ADOPTED

MOTION/SECOND:

Baca / Navarro

AYES:

Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus

NAYS:

None

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ABSTENTIONS: None

ABSENT: None

15. Approve award of a Professional Services Agreement with AECOM Technical Services, Inc. in an amount not to exceed \$525,089 for the Reconstruct North Aircraft Ramp Project; subject to final grant award by the U.S. Department of Transportation, Federal Aviation Administration (FAA)

Mr. Mark Gibbs, Director of Aviation, presented a brief report on Agenda Item No. 15.

ACTION: Approve the award of a Professional Services Agreement with AECOM Technical Services, Inc. for construction management services for the Reconstruct North Aircraft Ramp Project in an amount not to exceed \$525,089 subject to final grant award from the FAA; 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 / Sanchez

AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus

NAYS: None

ABSTENTIONS: None

ABSENT: None

16. Approve procurement of a new striker 6x6 3,000-gallon Aircraft Rescue and Fire Fighting (ARFF) vehicle from Oshkosh Airport Products, a Division of Pierce Manufacturing, Inc. (Oshkosh) in an amount not to exceed \$1,395,335

Mr. Mark Gibbs, Director of Aviation, presented a brief report on Agenda Item No. 16.

President Penny Lilburn inquired about equipment turnaround time.

Mr. Gibbs reported that the equipment turnaround time exceeded expectations, noting that Oshkosh had indicated delivery within one year.

ACTION: Approve the procurement of a new Striker 6x6 3,000-gallon ARFF vehicle from Oshkosh Airport Products, a Division of Pierce Manufacturing, Inc. (Oshkosh) in an amount not to exceed \$1,395,335 subject to a final grant award from the FAA; 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, and Knaus

NAYS: None

ABSTENTIONS: None

ABSENT: None

17. Award a design build construction contract to Bogh Engineering in an amount not to exceed \$200,000 for the Phase I – SBD Above and Beyond Project

Mr. Jeff Barrow, Director of Development, presented a brief report on Agenda Item No. 17.

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ACTION: Award a design-build construction contract to Bogh Engineering, LLC in an amount not to exceed \$200,000 for the Phase I – SBD Above and Beyond Project; 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

18. Approve the form of a Lease Agreement with Total Hydrogen Development

Mr. Michael Burrows, Chief Executive Officer, shared a brief report on Agenda Item No. 18.

President Penny Lilburn inquired whether the company already has an established client base.

Mr. Burrows reported that the company already has an established operation in Santa Fe Springs and has existing relationships with other providers. He added that, as the company expands into San Bernardino, there is interest in supporting local partners who are eager to work with Total Hydrogen Development.

ACTION: Approve the form of a lease agreement with Total Hydrogen Development; 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 / Rigsby
AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Knaus
NAYS: None
ABSTENTIONS: None
ABSENT: None

Let the record reflect, Supervisor Joe Baca Jr. left the meeting at this time.

19. Consider and discuss the SBD Good Neighbor Program First Quarter 2026 Report

Mr. Mark Gibbs, Director of Aviation, introduced Ms. Rosemary Barnes, Aviatrix Communications, who gave a brief overview of the presentation found on pages 369-394 of the agenda packet.

President Penny Lilburn noted that she recently attended a conference where Councilmembers from the City of Grand Terrace raised concerns received from their constituents. She stated that she informed them of the Good Neighbor Program and noted that flight patterns are regulated by the FAA. She requested that, when new comments are received from Grand Terrace, staff reach out to City of Grand Terrace Councilmembers to provide additional information about the program and available assistance.

Mr. Michael Burrows, Chief Executive Officer, agreed and noted that the agency is in communication with the City Manager and will continue to reach out to assist.

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

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20. Consider and adopt a Business Plan Update (2026-2031)

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "San Bernardino International Airport – Business Plan Update – 2026-2031" (as contained on pages 397-422 in the agenda packet). Mr. Burrows reported that a draft final business plan update was provided and thanked Commission members for their patience and assistance.

ACTION: Conduct a San Bernardino International Airport Authority (SBIAA) Business Plan workshop and provided feedback and direction to Staff as appropriate, in reference to the prior workshops held on October 22, and December 18, 2025, and January 28, February 25, March 25, and April 22, 2026. The draft final Business Plan update is attached for consideration, review and adoption.

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

21. 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 425-427 in the agenda packet). Mr. Burrows reported that staff is currently in budget development. He thanked the Executive Committee, Commission, and staff for their hard work and noted that a proposed budget is expected to be presented at the next regular Commission meeting.

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**

Mayor Frank Navarro thanked Mr. Michael Burrows for the Business Plan update, noting that it reflects the positive work being accomplished by staff.

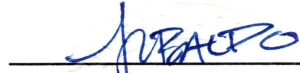
President Penny Lilburn noted that at a previous Commission meeting, feedback was received from members of the public requesting that the closed session portion be moved to after the regular meeting. She suggested that the Commission may wish to consider bringing this item back for discussion at a future meeting.

Mr. Michael Burrows, Chief Executive Officer, responded in the affirmative, stating that staff can accommodate the request

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:34 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, June 24, 2026.



Jillian Ubaldo
Assistant Secretary of the Commission