

SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, APRIL 22, 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	Absent
Councilmember Theodore Sanchez, Secretary	Present
Councilmember Fred Shorett (alt)	Present (Arrived @ 5:15 P.M.)

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

April 22, 2026

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, April 22, 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 5:04 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 Allawos, Technical Advisor
- e. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 255 S. Leland Norton Way, Suite 1, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, SBIAA Chief Executive Officer, Scott Huber, SBIAA Legal Counsel, and Joe Ermalovich, AeroPro MRO SBD, LLC

D. REPORT ON CLOSED SESSION

President Penny Lilburn reconvened the meeting at 6:16 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. SBD Good Neighbor Program Update
- 2b. Mr. Mark Gibbs, Director of Aviation, stated that quarterly reports for the Good Neighbor Program are typically available during the first month following the close of each quarter. However, due to delays associated with the data provider's vetting process, staff requested that reporting be moved to the second month following the close of each quarter.

Mr. Michael Burrows, Chief Executive Officer, noted that there was no formal resolution associated with the item and that it was presented for the Commission's information only.

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 March 2026
4. Receive and file Treasurer's Report for February 28, 2026, for the San Bernardino International Airport Authority (SBIAA)
5. Authorize staff to advertise the General Aviation Parking Redesign Project
6. Approve Meeting Minutes: March 25, 2026

ACTION: Approve Agenda Item Nos. 3–6

April 22, 2026

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

I. <u>COMMISSION ACTION ITEMS</u>
--

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, shared 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: Baca / Rigsby
AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Shorett
NAYS: None
ABSTENTIONS: None
ABSENT: None

- 8. Consider and Discuss a Report on Airport Rules and Regulations

Mr. Scott Huber, Legal Counsel, discussed key rules and regulations presented in the PowerPoint presentation entitled "San Bernardino International Airport Authority – Airport Rules and Regulations – April 22, 2026, and advised the Commission that he remains available to address questions or provide clarification.

Mr. Huber introduced Jim Lites, Executive Director of the California Airports Council who shared industry observations.

Mr. Michael Burrows, Chief Executive Officer, thanked Legal Counsel and Mr. Lites for the informative presentation.

President Penny Lilburn noted recent discussion regarding the Commission Operating Rules and Procedures and suggested the creation of a binder containing pertinent information.

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

- 9. Adoption of Resolution No. 2026-02 establishing the Executive Committee as a Standing Committee and Adopting a regular meeting schedule

Mr. Scott Huber, Legal Counsel, shared a brief report on Agenda Item No. 9.

ACTION: Staff recommends that the Commission adopt Resolution No. 2026-02 formally establishing the Executive Committee as a Standing Committee and approve a regular meeting schedule for the fourth Wednesday of every month, with meetings commencing at 4:00 p.m., except

April 22, 2026

for those months where the Finance and Budget Committee is regularly scheduled, in which case the Executive Committee shall meet at 3:00 p.m.

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

- 10. Award a construction contract to All American Building Services in an amount not to exceed \$131,100 for the Inter-Terminal Walkway Project

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

ACTION: Award a construction contract to All American Building Services in an amount not to exceed \$131,100 for the Inter-Terminal Walkway Project; and authorize the Chief Executive Officer to execute all related documents.

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

- 11. Award a construction contract to Geo Paving and Seal Coating, Inc. in an amount not to exceed \$133,500.50 for the General Aviation Ramp (Phase II) 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 \$133,500.50 for the General Aviation Ramp (Phase II) 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 Shorett
NAYS: None
ABSTENTIONS: None
ABSENT: None

- 12. Approve Change Order No. 1 with Leonida Builders, Inc. for \$19,550 for a total contract amount of \$507,550 for additional work related to the Re-Bid Airfield Canopies & Underground Service Pit Project

Mr. Jeff Barrow, Director of Development, presented a brief report on Agenda Item No. 12.

ACTION: Approve Change Order No. 1 with Leonida Builders, Inc. for an amount not to exceed \$19,550 for a total contract amount of \$507,550 for additional work related to Re-Bid Airfield Canopies & Underground Service Pit Project.

RESULT: **ADOPTED [UNANIMOUSLY]**
MOTION/SECOND: Shorett / Sanchez

April 22, 2026

AYES: Lilburn, Baca, Sanchez, Navarro, Rigsby, and Shorett
 NAYS: None
 ABSTENTIONS: None
 ABSENT: None

13. Consider and Discuss a Report on the Green Energy Element Update

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “Green Energy Element – April 22, 2026” (as contained on pages 146-155 in the agenda packet). Mr. Burrows stated that the airport initiated its green energy efforts in 2020 in coordination with other commercial airports and introduced Mr. Michael Allawos, of Allawos & Company, who provided an overview of key green energy elements.

Mr. Allawos introduced Mr. Greg P. Heller, Hydrogen Sales Manager at Total Hydrogen Solutions, who provided insight into the company’s operations.

Mr. Allawos presented a certificate to Mr. Burrows in recognition of his leadership and expressed sincere appreciation for the valued partnership, noting that his leadership and commitment to operational advancement and innovation have strengthened collaborative efforts in sustainable energy.

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 – Business Plan Update – March 2026 – Volume 5” (as contained on pages 187-211 in the agenda packet). Mr. Burrows reported that minimal changes have been made, requested Commission review, and noted that, pending satisfaction of all criteria, the item would proceed to adoption and subsequent publication on the website.

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 214-216 in the agenda packet). Mr. Burrows reported that next month is World Trade Month, with the annual World Trade Week conference scheduled in the City of Highland, and noted that the agency is currently in budget preparation, with a draft to be presented at a future 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**

Supervisor Joe Baca Jr, thanked staff for bringing the airport consultant to provide information to the Commission. He stated that it is critical to focus on the future of the airport and its investments. He noted that the report highlighted the population base in San Bernardino and Riverside counties and the potential for the airport to rank among the top 15 markets. He also referenced passenger loss to surrounding airports for international flights and suggested there may be a market opportunity for vacation destination services.

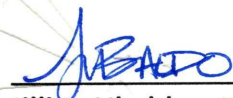
Mayor Frank Navarro expressed appreciation to staff for the information provided.

President Penny Lilburn expressed appreciation to Mr. Mark Cousineau, Director of Finance, for the information provided.

M. **ADJOURNMENT**

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 7:14 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, May 27, 2026.



Jillian Ubaldo
Assistant Secretary of the Commission