SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY

REGULAR MEETING COMMISSION ACTIONS

WEDNESDAY, JUNE 24, 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	Absent
Councilmember John Echevarria (alt)	Present
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	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 5:05 p.m. on Wednesday, June 24, 2026.

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded by voice.

Members of the Commission and staff joined Councilmember John Echevarria 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 5:07 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 Labor Negotiators and Public Employee Performance Evaluation Pursuant to Government Code Sections 54957(b)(1) and 54957.6

The SBIAA Commission will meet to evaluate the performance of, and 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 6:04 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. Luxivair World Cup Watch Party
   c. Hydrogen Project Update
   d. SCAQMD Grant Update
   e. Red Post Energy Study (GRID)
   f. July Meeting Schedule

2b. Mr. Michael Burrows, Chief Executive Officer, reported that the World Cup Watch Party was well attended by tenants, customers, and prospective customers. He thanked the Commissioners for their attendance and staff for their hard work in organizing the event.

2c. Mr. Michael Burrows, Chief Executive Officer, reported that the Hydrogen Project is progressing well and that the project team will soon occupy space within the UAS Center.

2d. Mr. Michael Burrows, Chief Executive Officer, thanked the Air Quality Management District and Councilmember Larry McCallon for their support in providing DC Fast Chargers that will be installed on site

2e. Mr. Michael Burrows, Chief Executive Officer, reported that Red Post Energy, one of the event presenters and sponsors, has developed microgrid technology that is currently being evaluated as a backup power source for critical systems. He stated that an update would be provided to the Commission when additional information becomes available.

2f. Mr. Michael Burrows, Chief Executive Officer, noted that, pursuant to the direction of the Commission, there would be no meeting in July and that regular meetings would resume in August.

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 May 2026

4. Receive and file Treasurer's Report for April 30, 2026, for the San Bernardino International Airport Authority (SBIAA)

5. Approve award of contract with Chrisp Co. for the Domestic Terminal Ramp Restriping Project in an amount not to exceed $78,080

6. Approve the filing of a Notice of Completion with Geo Paving and Seal Coating, Inc. for the General Aviation Ramp (Phase II) Project and authorize the release of retained funds

7. Approve Meeting Minutes: May 27, 2026

ACTION: Approve Agenda Item Nos. 3–7

RESULT:	**ADOPTED [UNANIMOUSLY]**
MOTION/SECOND:	Baca / Knaus
AYES:	Lilburn, Baca, Sanchez, Echevarria, 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. Approve Change Order No. 1 with C.R. Contracting LLC for $163,695.45 for a total contract amount of $2,590,754.45 for additional work related to the Slurry Seal and Airfield Painting 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. 8.

ACTION: Approve Change Order No. 1 with C.R. Contracting LLC for an amount not to exceed $163,695.45 for a total contract amount of $2,590,754.45 for additional work related to the Slurry Seal and Airfield Painting 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**
MOTION/SECOND:	Baca / Sanchez
AYES:	Lilburn, Baca, Sanchez, Echevarria, Rigsby, and Knaus
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

9. Discussion and possible direction regarding the order of Closed Session on Regular Meeting Agendas

Ms. Jillian Ubaldo, Assistant Secretary of the Commission, shared a brief report on Agenda Item No. 9.

President Penny Lilburn thanked Ms. Ubaldo for the item and noted that she had received comments from members of the audience regarding the length of the Closed Session.

Supervisor Joe Baca Jr suggested Chairperson Lilburn share her wishes.

President Lilburn noted that she understood the length of Closed Sessions may vary and expressed her desire to respect the time of audience members. She moved to have the Closed Session placed at the end of the regular meeting.

ACTION: Discuss the order of regular meeting agendas and provide direction to staff on whether to maintain the current meeting structure or amend the standard agenda order to place Closed Session at the end of the regular agenda.

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

10. Conduct and SBD Cares Presentation

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 10 and introduced Mike Layne, Executive Director of San Bernardino Valley College.

Mr. Mike Layne thanked SBD Cares and Airport staff for their dedication. He shared that $882,000 in scholarships had recently been awarded and noted that the aviation and aeronautics program is expanding. He thanked the Airport for its continued partnership and support. He introduced Shannon Millen, who has been appointed to lead the Air Traffic Control Program at San Bernardino Valley College.

President Penny Lilburn thanked the SBD Cares Nonprofit Committee and presented a check on behalf of SBD Cares.

ACTION: Conduct an SBD Cares presentation.

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

11. Consider and Adopt the San Bernardino International Airport Authority (SBIAA) Budget and Related Airport Fee Schedule, and Luxivair SBD Pricing Policy for Fiscal Year 2026-2027

Mr. Mark Cousineau, Director of Finance, presented a brief report on Agenda Item No. 11.

President Penny Lilburn thanked staff for their hard work in navigating the implementation of the new finance system.

Supervisor Joe Baca Jr. inquired whether there are any potential budgetary concerns in the future.

Mr. Cousineau explained that the agency has not yet reached the point where funds need to be set aside for major assets. He noted that the agency currently has no reserves, in part due to the Airport's growth, and that this issue will need to be addressed in the future.

Supervisor Baca suggested exploring potential revenue opportunities to assist in building the agency's reserves.

ACTION: Approve the (a) proposed San Bernardino International Airport Authority (SBIAA) Budget for Fiscal Year 2026; (b) Airport Fee Schedule; and (c) Luxivair SBD Pricing Policy.

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

12. Approve certain Professional Services Agreements for Fiscal Year 2026-2027

Mr. Mark Cousineau, Director of Finance, presented a brief report on Agenda Item No. 17.

Supervisor Joe Baca Jr. inquired whether the professional services agreement amounts were the same as those in the previous year.

Mr. Michel Burrows, Chief Executive Officer, noted that the amounts were generally consistent with the previous year, with the only change being a $5,000 adjustment to the federal lobbyist agreement, primarily due to the manner in which the services are billed in arrears.

ACTION: Approve certain Professional Services Agreements for Fiscal Year 2026-2027; and authorize the Chief Executive Officer to execute all related documents.

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

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 129-131 in the agenda packet). Mr. Burrows thanked staff for their hard work and input in preparing the fiscal budget. He also reported that a new FAA Workforce Grant application had been submitted and expressed confidence in its likelihood of approval.

Mr. Mark Cousineau, Director of Finance, welcomed Victor Flores, the agency's new Finance Account Analyst.

Ms. Catherine Pritchett, Director of Administration, announced that the annual Benefits Fair would be held on July 15 and welcomed Commission members to attend.

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

There were no commission member comments.

M. ADJOURNMENT

There being no further business before the Commission, President Penny Lilburn declared the meeting adjourned at 6:43 p.m.

Approved at a Regular Meeting of the San Bernardino International Airport Authority on Wednesday, August 26, 2026.

UBALDO

Jillian Ubaldo
Assistant Secretary of the Commission