

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
JANUARY 26, 2017.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner William Smith. Meeting location: Airports Department, 777 E. Rialto Avenue, San Bernardino, Ca. 92415

**Commission Members Present:**

William Smith  
Roy Cox  
Jim Bagley  
Bob Cable  
Larry Asmus  
Mark Taylor  
Ray Marquez

**Commission Members Absent:****Staff Present:**

James E. Jenkins, Director of Airports  
Terry Stover, Assistant Director  
Cyle Woodruff, Operations Manager  
Steve Mintle, Real Estate Services  
Elvia Hernandez, Staff Analyst II  
Nicole Leyden, Secretary I

Department of Airports  
Department of Airports

**Visitors Present:**

Carl Scholl  
Steve Lambert  
Deana Olivares-Lambert  
Chuck McCormick  
Randy Jepson  
Bob Velker  
Duane Hillberg  
Celso Palofox  
Doug Crowther

Aero Trader  
The 20/20 Network  
The 20/20 Network  
Mead & Hunt  
Architect  
Chino Development League  
Veteran's Employment Training Services  
Chino Development League  
Threshold Aviation

**Pledge of Allegiance**

Led by Commissioner Smith.

**Report on Posting of Agenda:**

Mr. Stover stated that the agenda had been posted.

**Awards, Guest Introductions and Announcements:**

Mr. Jenkins introduced Elvia Hernandez, the new Staff Analyst II for the Department of Airports.

Mr. Stover announced that we now have a Maintenance Worker II at Apple Valley Airport. It was a promotional opportunity for Clarence Munch, which then left a vacancy for a Maintenance Worker I.

We recruited for two Maintenance Worker I's for Chino Airport based on some retirements that we had. We have two new Maintenance Workers starting effective February 4<sup>th</sup>. They will be in place on the 6<sup>th</sup> and will have a training period before they are put on the rotating schedule. One of the two is a former employee of ours, James Beck.

We will have interviews for the Apple Valley Airport maintenance vacancy on February 8<sup>th</sup>. After filling that vacancy we will be fully staffed at our maintenance level.

### **Action Item - Approval of Commission Meeting Minutes**

A motion was carried by Commissioner Bagley seconded by Commissioner Asmus and passed to approve the commission meeting minutes from December 1, 2016.

### **Commissioner Reports/Comments**

Commissioner Cable stated that Cable Airport had a very successful airshow which included perfect weather.

Commissioner Taylor relayed that Apple Valley Airport has a new cafe with reasonable prices and excellent food.

Commissioner Bagley expressed his appreciation for the tetrahedron at Twentynine Palms Airport being repaired. He also stated that the security lighting is all working there, but that the roof in the terminal building is leaking.

### **Public Comments**

Mr. Velker explained to us that Chino Development League is in the process of trying to build another development in Eagle's Nest 5 & 6. He handed flyers to the commissioners and explained that all of their hangars are built on concrete foundation. He said that there is a problem at their location with where the concrete ramp meets the black top and that a berm has been created there. He said that a letter was sent to Mr. Jenkins explaining that several aircraft have had prop strikes due to this. Chino Development League offered to fix this.

Commissioner Marquez asked what Chino Development does.

Celso Palofox responded by saying that they have been at Chino Airport for the last 30 years and that they build hangars for the community. They also operate a fuel island and they make sure that safety is their number one priority. They have repaired asphalt in their location in the past.

Mr. Velker added that they are the largest developer on the airport with 99 units now and trying to build 2 dozen more and also one of the 3 fuel operations on the airport.

Mr. Woodruff advised us that the area mentioned is on the airport portion of the taxi lane adjacent to their leasehold. There are portions of their leasehold which may or may not need work as well. Since it is on airport property it should be Department of Airports who fix it. There are barricades up right now for no aircraft to taxi there. Contractors have been out this week giving bids and we are expediting this to get it repaired.

Mr. Jepson stated that he is an architect that has been obtained by Chino Development League to present a proposal of some improvements they would like to do. He distributed a layout to the commissioners. He wanted to bring it to their attention to see if they had any comments. Mr. Velker said that they will be working with Real Estate Services to achieve this.

Carl Scholl expressed his appreciation for the water mitigation in front of his hangar complex during the recent storm. He stated that Chino Airport staff was very effective by putting down sand bags and by digging the channel out making the rain disperse immediately unlike the previous years.

### **Information Item: Upcoming / conferences and or meetings**

- SWAAAE January 29 – February 1, 2017, Monterey, Ca.
- IEAM – (Inland Empire Airport Managers) – February 14, 2017, Planes of Fame, Chino Airport

Mr. Stover shared that he and Mr. Woodruff will be going to the SWAAAE conference, typically called the Airport Manager's Short-Course. He said that they have a keynote speaker and good sessions during the conference which lasts 3 days. The FAA and Caltrans provide updated information including any updated rules or regulations. It is a good networking opportunity to meet with other aviation management throughout California.

Mr. Woodruff briefed on the IEAM. He said that we will be hosting the next meeting at Chino Airport on February 14th. It is a quarterly meeting with various Inland Empire airport managers. They discuss different topics which affect the airports and bounce ideas off of each other. They last met at Palm Springs Airport and were given a nice tour out there.

**Information Item:** FAA presentation by Cyle Woodruff "Runway Safety at Chino Airport"

Mr. Woodruff presented a short film. He explained that a FAA Runway Safety Program Manager for Southern California came out to Chino Airport with a small film crew. They filmed some segments and put together a short video on runway safety at Chino Airport. The video gave information on runway incursion hotspots, wrong runway operations, and flight training operations.

There are many hotspots at Chino Airport and they have become a major issue with the control tower, so they are trying to get the word out about these hotspots especially to the flight schools. This video is also on U-Tube and can distribute the link to that. We are working on getting it on the Department of Airport's website.

Striping and painting lead-in lines are in progress. Also, weed abatement is ongoing. Lighting is fair as we continue to do nighttime inspections noting any lights or signage that is out.

Mr. Stover added that every 2 weeks he, Mr. Woodruff and the maintenance supervisors meet, via conference call, to discuss the maintenance items for all of our airports. They network on airport projects including sending staff from one airport to another for assistance.

## **Director's Reports**

### **Capital Improvement Program**

Mr. Jenkins informed us that there was a recent meeting in which they discussed flooding in the preserve area of Chino. The City of Chino managed the recent rain activity very well. We will be taking some of the rainwater from Kimball Ave into our basins to eliminate the problem that the city of Chino is experiencing down there.

Another project which was discussed is the pavement project with the federal grant. The program had to be re-written, so we will be able to do it sometime this summer.

### **Board of Supervisors Activity**

Mr. Jenkins shared that there were three items that went to the Board. Two of these had to do with the plume management issue. The first one extended the Tetra Tech contract. This is the consulting engineer firm which is managing the cleanup order and will keep us compliant with the Water Board's order. The second item is to appoint Bob Page from the Pool Committee to make sure that the County's interests are being represented. He brings back information to the County Administrative Office for clear understanding of what the regional view of the county is relative to our clean up.

The third item brought to the Board was extending a contract with MAG Aviation to sell fuel at Apple Valley Airport

Mr. Jenkins added that MAG also provides wholesale fuel at Twentynine Palms Airport. We've received information recently that they are interested in making an additional capital investment in their fuel delivery program at the Apple Valley Airport and they are asking for an extension of terms to accomplish that. We will be making a recommendation to Real Estate Services

Department to work with them to achieve this.

### **Real Estate**

Mr. Mintle briefed us on a couple items. He stated that there are a lot of leases that are coming up for renewal.

Mr. Jenkins briefed us on Mooney and Commercial Hangars #1 and #2. Mooney has successfully sublet those facilities to So Cal MRO, LLC. who will be re-furbishing 727 aircraft. So Cal MRO now wants to pursue a number of other business models, so we will be bringing them back to the table for more consideration on amending their use for the facility.

We continue to monitor them, but since they are a subtenant our communication goes right back to Mooney. We have to ensure that the facility can accommodate what they want to do. As an example the hangar is designed for a certain level of fire suppression coverage, so the fire suppression coverage may need to be denser depending on what they want to do.

Mr. Jenkins explained that sublease agreements have to be approved by the Board of Supervisors. The commercial hangars 1-4 have sublease provisions that preclude them from charging more than what we charge or they have to pay 100 percent of the difference relative to use of the facilities. Some have found ways around this as some charge for use of things such as furniture or a machine shop.

Mr. Jenkins also shared that several facilities have recently come back to the county in the northwest quadrant of Chino Airport. Our intent is to take them out of revenue production and remove the structures. We have done two SOP's on Building A220 to re-lease it, but the amount of investment that is necessary to bring that facility up to current code, including fire suppression and qualify for a certificate of occupancy, precludes it from being utilized to any degree. In the last budget cycle we removed it from the revenue stream. In the upcoming budget cycle it will remain off revenue production and we'll be taking several other buildings in that quadrant off the revenue stream as well. We intend to do environmental studies and remove those facilities down to dirt so that the ground can be redeveloped.

### **Financial Report**

Mr. Jenkins informed us that we are at 55% of the year. We are well below on our expenditure side. We have earned 62% of our revenue and expended 39% of our allocations and appropriations. We are tracking certain expenses somewhat tightly and have pulled back on some of our expenses. The reimbursements from the plume expenses have been slow. We are expecting \$300,000 for plume reimbursements. We are \$300,000 in arrears with expenses that we have made to date that we have expected to get back from insurance. Since we haven't received it we will pull our expenses back.

Ms. Hernandez added that we are exceeding our budgeted amount for revenue due to the rentals of the commercial hangars. This is a positive change from last year's budget.

Mr. Jenkins said that the commercial hangar complex was one of the items that we were very conservative about relative to the receipt of that income. We budgeted a very small amount of that income in revenue due to we weren't certain if we would receive it. We had a mold issue and water intrusion that we had to mitigate. A lot of the repairs and mitigations were not directly controlled by us. We had to depend on other entities to manage and without being able to manage those things first hand we had to be very conservative about when that revenue would come in.

### **Monthly Report**

Mr. Stover shared some of his monthly report. We have staff going out on January 31<sup>st</sup> to put a false roof on the office at Twentynine Palms Airport to take care of the leak. We are also taking steps to mitigate the mold. The lobby, though, is not in need of any repair.

Last year Mr. Woodruff started annual hangar inspections at Chino Airport as he will do this year's also. We will do our first annual hangar inspections at Apple Valley Airport in the near

future. These will be for the T-Hangar tenants and we will develop into a program for other leases. It is for safety, security, and liability issues at the airport.

Mr. Jenkins explained what we did in our first annual inspections at Chino Airport. The tenants that didn't have an active project or an aircraft we gave them a period of time to demonstrate that the aircraft actually existed. During the 2<sup>nd</sup> year for the T-Hangars it's either there or it's not and they will be getting termination notices if the aircraft are not there.

We have a three phase process. We've gone to the second phase at Chino Airport with our facility leases. We did the T-Hangars and the facilities. The third phase will be those that lease ground from us for aviation purposes, which includes port-a-ports. These are owned facilities on county property. We will have the ground party that executed the lease with the county certify to us that they meet an aviation purpose. Through our inspection and audit process if we observe non-aviation activities happening in those facilities we will challenge them on that and they will have to show us how those uses are aviation related. If not, then they will be given the opportunity to become compliant. If they are not able to become compliant then they will be subject to default conditions. The lease-holder of the ground will be subject to default conditions on the entirety of that footprint.

Mr. Jenkins stated that the FAA has guidance related to aviation/non-aviation use of facilities. We are taking that guidance into consideration as we implement this inspection process, but we are not saying that the FAA is requiring this. This is required simply because of our grant assurances and it's the best way to manage an aviation related property. We are following FAA guidance as we are going through this process.

Mr. Woodruff shared some of his monthly report. Last month he attended an Airport Wildlife Hazard Management training at Van Nuys Airport. He stated that Chino Airport has a wildlife hazard assessment and a wildlife management plan so it was good for him to attend. The maintenance supervisors also attended so that they could understand what our requirements are for managing and mitigating wildlife hazards. They saw what they were doing at Van Nuys Airport to trap various birds, small mammals and other wildlife that can cause problems.

Regarding to the rain damage and leaks at Chino Airport Mr. Woodruff pointed out that on January 30<sup>th</sup> repairs will be made on Commercial Hangar Complex #4, which is a Threshold facility subleased to Mooney. Also minor repairs will be done to Commercial Hangar #1.

Mr. Jenkins further explained the repairs to Commercial Hangar #4. The tenant improvement of the office area was undertaken by Mooney. The penetrations that are associated with the removal of the old HVAC system and air intake system and installation of the new HVAC systems were not adequately flashed. So, the leaks that are happening are a direct result of that tenant improvement. The county did not have a process in place of how the tenant improvement was undertaken and there was no language in the lease agreement that requires that tenant improvement to be the responsibility of the lease-holder through the term of the lease. That is now corrected, so now if a tenant makes a tenant improvement through the term of the lease they own it until that lease terminates. At that point it becomes the county's responsibility. So we are responsible for making the improvements to the tenant improvements which are substandard.

Mr. Woodruff continued to brief us on repairs. He shared that last year we had a HVAC contractor that did an air balance analysis for Threshold's offices. In the results of the analysis there were significant sufficiency's in the duct work. The county has put in a purchase order for the removal and replacement of the ducting. It is a \$20,000 project. We are also purchasing a new condensing unit for them.

Mr. Jenkins briefed us on the Threshold Hangar Complex. He stated that each hangar in that complex is the size of a football field. They have a total of 78 air handlers or air conditioning units which have a lifespan of about 15 years. The facilities were installed in 1986 and over the course of time some have been replaced and repairs have been made. We found during the

course of repairs that there was a 5 ton condenser attached to a 3 ton air handler. Also some improvements have been made over time taking a large open area and separating it into various office components. Each time you have an office with a door you are supposed to have an air supply and return or at least venting in the door. In many cases the walls go over a return or it doesn't exist, so the tenants get very uncomfortable when it's hot or cold because the air flow doesn't circulate. We will be making an additional \$80,000 investment in repairs to the HVAC unit and upgrading duct work in the Threshold Complex to remedy this.

Mr. Jenkins stated that as tenants approach us for doing improvements there is a huge checklist of things that need to happen. For example there are many items to go through in order to put a wall up. You may have to move fire suppression, move HVAC or move a light. A permit alone isn't all that's needed. A set a plans is also necessary. So a weekend project that a tenant may want to undertake to put a wall up can go from a \$150 investment to a six month project that will cost \$15,000.

### **Chino Airport Operations**

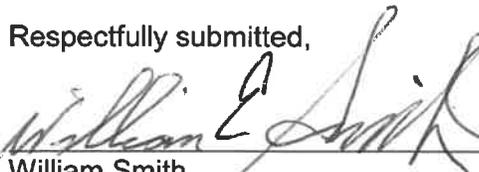
Mr. Jenkins informed us that we don't have December numbers for Chino operations, but our lowest number has been 14,200 so if we say that we get 12,000 operations taken below what we experienced during 2016 that would bring the count up to at least 175,000 for 2016. That count has been cyclic going back ten years. It has been cyclic right around 170,000. We are on an upswing this year but it's relatively flat. We expect that the count might be a bit higher this year. We've got one more training operation ramped up this year, so more operations will be introduced to the facility.

### **Date, Time and Place of Next Meeting**

The next meeting will be held on Thursday, February 23, 2017 at 10:00 a.m. at Twentynine Palms Airport, 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277

**Adjournment:** Meeting adjourned by Commissioner Smith at 11:25 a.m.

Respectfully submitted,



William Smith  
Airports Commission



James E. Jenkins, Director  
Department of Airports



Nicole Leyden, Secretary I  
Department of Airports