

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JANUARY 25, 2018.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:03 a.m. by Commissioner William Smith. Meeting location: Department of Airports, 777 E. Rialto Ave. San Bernardino, Ca 92415.

Commission Members Present:

William Smith, Third District, Chair
Jim Bagley, Desert at Large
Roy Cox, Fifth District, Vice Chair
Mark Taylor, First District

Commission Members Absent:

Ray Marquez, Fourth District
Larry Asmus, Valley at Large
Christine Canepa, Second District

Staff Present:

James E. Jenkins, Director of Airports
Maureen A. Snelgrove, Assistant Director
Cyle Woodruff, Airport Manager
Nicole Leyden, Secretary I
Steve Mintle
Amanda Duncan

Department of Airports
Department of Airports
Department of Airports
Department of Airports
Real Estate Services
Real Estate Services

Visitors Present:

Bob Velker
Doug Crowther
Terry Stover
Chuck McCormick
Joe Alarcon

Chino Development League
Threshold Aviation
Guest
Mead & Hunt
Encore

Pledge of Allegiance

Led by Commissioner Smith.

Report on Posting of Agenda:

Mr. Jenkins stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Mr. Jenkins announced that Mr. Paul Hughes, the proprietor of Flo's Café, passed away last Saturday. His funeral services will be next Wednesday, January 31st at Green Acres in Bloomington.

Action Item - Approval of Commission Meeting Minutes

Moved by Commissioner Taylor, seconded by Commissioner Cox. The item passed unanimously to approve the commission meeting minutes from October 26, 2017.

Action Item – Nominations and Election of Airports Commission Chairman for 2018

Moved by Commissioner Taylor, seconded by Commissioner Bagley to nominate Commissioner Roy Cox for Chairman. Ayes – 4, Nays – 0, Absent – 3. All commissioners present voted in favor.

Action Item - Nominations and Election of Airports Commission Vice Chairman for 2018

Moved by Commissioner Cox, seconded by Commissioner Taylor to nominate Jim Bagley for Vice Chairman. Ayes – 4, Nays – 0, Absent – 3. All commissioners present voted in favor.

Action Item – Review and Approval of 2018 Airports Commission Meeting Calendar

Moved by Commissioner Cox, seconded by Commissioner Taylor to approve the commission meeting schedule for 2018. Ayes – 4, Nays – 0, Absent – 3. All commissioners present voted in favor.

Commissioner Reports/Comments

Commissioner Taylor reported that Apple Valley has had very nice flying weather recently and that the café is doing well.

Commissioner Bagley reported that Twentynine Palms Airport has recently experienced fuel theft. He has had fuel stolen from his airplane twice as well as other tenants there. He's hoping that the Department of Airports can install cameras to record the thieves.

Mr. Woodruff advised that Troy Alarm Company was contacted to demonstrate some options for higher power cameras. The camera system that was installed last month is only picking up motion at night at a distance of 50-60 feet from the pilot's lounge.

Mr. Jenkins added that we don't circulate the gate code to Twentynine Palms Airport. It is given to the fire department and how it gets out from that point is unknown. Also, the airport tenants have access gate cards and we plan to move towards updating that system. Mr. Jenkins said that this fuel theft is a safety issue and will be addressed as such.

Public Comments

Mr. Stover stated that he is interested in being a commissioner. He has made contact with the Second District and has not heard back from them.

Mr. Jenkins said that he reached out to the Second District to review Mr. Stover's application and they said that they would. In December the department was informed that the Board of Supervisors had appointed a new commissioner, Christine Canepa. Commissioner Cox will contact her and see if she will be in attendance for the February meeting.

Mr. Crowther briefed us on Threshold's activity. He stated that they have had a nice start to the year. They've been working with some Chinese representatives to try to develop an aviation consulting business in China. They secured a contract with a Chinese aviation development company to provide several services that Threshold has experience in. They will be opening up a division of Threshold's FAA approved repair station in China at one of their locations where they will teach them and assist them in maintaining business jet aircraft. This client in China has authorization for 6 additional airports to operate, manage and develop. Threshold will develop FBO operations at those locations as well as some flight training and mechanic training facilities there. Some of these activities are beginning to take place at Chino Airport. They expect to be training some of the company's pilots in the next 6 months to a year. As they develop the training program they will be acquiring a Part 141 flight school to base at their facility at Chino Airport to facilitate additional international training of students

Mr. Crowther added that Threshold has also been approached by a major US airline who said that they have a pilot shortage and asked Threshold for assistance. So, Threshold's Part 141 flight school will not only be used for international training, but for domestic pilot training as well.

One of the aircraft that Threshold manages, the owner upgraded to a Gulfstream 550. This was purchased in Switzerland and was owned by a Saudi government official, so it was in

typical Eastern Arabian style interior and paint job. The owner asked Threshold to take the paint off and put a new interior in. Mr. Crowther said that after 6 months it has been completed and it is magnificent. He welcomes everyone to stop by and take a look at it.

Mr. Crowther shared that Threshold has been working with the Chino Fire Department and that they agreed to donate an old Gulfstream to them to use for training.

Discussion Item: Meeting of Record – December 7, 2017

Mr. Jenkins stated that since there wasn't a quorum at the Commission Meeting on December 7, 2017 we have meeting notes to be entered into the record.

Discussion Item: Commission Meetings at Outlying Facilities

Mr. Jenkins explained that we have an approved schedule for commission meetings, but at any time we can meet at another one of our airports if there is an incident or issue there. There are alternatives to having meetings at outlying facilities which is to have quarterly or semi-annual field trip to these airports.

We don't currently have a facility at Needles Airport and when we do have one it won't be adequate in size to host a meeting. An expense was incurred for the meeting venue in December and the logistics of bringing staff out to those meetings is a problem. We will do it, but would prefer a schedule for the visits and have maintenance staff there to give the commissioners more of an in-depth look at the facilities rather than just a tour.

Mr. Jenkins would like the commission to consider this idea and agendaize this for further discussion. He added that we can make it more convenient and arrange transportation as we did last month with a van for those who want to go out. We can also do an overnight visit to see a couple of airports over a few days.

Commissioner Cox stated that one of the reasons the commissioners like to go to outlying facilities is to allow the tenants and people who utilize the airport to attend the meeting and weigh in on issues that they might have concerns about. He thinks taking a field trip by carpooling in a van would be a good alternative. He would like to discuss this at the next meeting when all the commissioners are present.

Mr. Jenkins said that at the next meeting we can make available alternative schedules and perhaps an outline of an annual schedule for the outlying facility visits and as certain issues arise that the commissioners would like to address at a specific location then a special visit or meeting can be organized.

Director's Reports

Capital Improvement Program

Kimball Avenue - Chino Airport storm water conveyance. The traffic control plan reviewed by the City of Chino has been picked up by the department's consultant and comments will be addressed and resubmitted to the City. The funding, plans and specifications are in place, so if everything tracks then the project is anticipated to begin in September.

There has been some flooding that has been occurring at Kimball Ave. and it's the City of Chino's belief that it is the storm water flows leaving the airport that is contributing to the problem and creating flooding conditions. We've demonstrated that it's the storm water flows that are coming from the south development and also from the Chino Fire Department's development that is contributing to most of the storm water flow.

The T-hangar wind lock project is complete at Apple Valley Airport. Unfortunately, the design

has turned out to be inadequate relative to the material used. They used quarter inch steel for the mechanism and those mechanisms are bending and bowing. We have a problem with the fit and finish of the system. Since there was no finish specified it is raw metal and the weldments were not complete and were spot-welded. The mechanisms were installed in a stitch-type pattern and specifications state that those are supposed to be complete and totaled around the fitting and they are not. We are now going back to the design engineer to ask for correction to determine what it needs to make it an adequate wind lock program for those facilities.

Building A220 at Chino Airport, which is south west of Flo's café, will be removed, but we will leave the slab in place. This is something that we anticipate will happen in the coming fiscal cycle.

Chino Ramp and Hot Spots. The department is still managing the Disadvantaged Business Enterprise Program to be able to accept those federal dollars to move that project forward.

Chino Remediation Project - the Department of Airports will not be funding the next phase of the project and is coordinating with the County Administration Office to identify County General Funding. When the new contract for Tetra Tech is approved by the Board in late March the project will be funded by the general fund and will be managed by the County's Project Management Division. At that point the department will be functioning as a point of coordination and a client for the services that we're receiving. We are cash flowing this project and we receive reimbursements from the insurance company. Currently, the department is getting about 90% of the money that we expend. The funding is not reimbursed for internal county legal costs; only outside council is reimbursable.

Board of Supervisors Activity

Mr. Jenkins informed us that there was one item that went to the Board which was regarding the Chino Groundwater Management Program. Mr. Bob Page was appointed the Principal Management Analyst. He is part of the bi-weekly meeting regarding the Chino Plume

Real Estate

Mr. Mintle provided a report.

Parcel B-305, which is a development parcel, was awarded to Chino Development League. A few items need to be addressed prior to moving forward, but it is progressing and will go to the Board for approval in the next six months.

We prepared an SOP for parcel B199, which is next to the tower. It received two proposals which are pending review. Approval of the lease for the port-a-port reversions has been received from County Council. Six of them have been converted into a use permit under county guidance. We anticipate to have all of them in contract prior to March 31st. In addition to the six there are also a group of 20 to 24 that will be coming over from Bracket Airport. They are working with the City of Chino to obtain permits.

After receiving five proposals for the airport appraisals Real Estate Services awarded it in mid-December to RP Laurain & Associates from Long Beach. They anticipate having the appraisal to us in 90-120 days.

Financial Report

Mr. Jenkins reviewed the financial report.

The Department is at 45% of the year with 25% total expenditures and 61% revenue earned. We are on target with revenue and we are not over expending our budget.

Barstow-Daggett Airport currently has a high utility cost due to a water issue. We are losing water because of a pipe that blew out. Since we have a water tank on the ground the water leak is causing it to cycle a bit more. We have been doing major repairs since last week and continuing into this week.

Mr. Jenkins said that we have begun the budgeting process for the upcoming fiscal year. If revisions are approved by the Board in the fee schedule then there will be additional changes in the Use of Property Fees.

Mr. Jenkins added that the appraisal process will give the department two bases for charging. One establishes the fee ordinance rates which are our permits, for T-hangars, tiedowns and some day-to-day revenue items. It also establishes a baseline for negotiating the appraisal rates. These are used in the beginning of negotiations when a party is interested in making an investment at the airport. It gives us a bases to look at what the compensation model should be either through direct cash payment to the county and/or evaluation of the investment that they may make in a county facility or infrastructure on the airport.

Monthly Reports

Mr. Woodruff: Routine meetings with Project Management Division regarding Capital Improvement Projects. They met regarding the T-hangar Windlock project at Apple Valley and discussed how it was completed unsatisfactorily. Mr. Woodruff said that they are working on repairing the broken water line at Barstow-Daggett Airport which flooded the ramp area. The FBO and the Army have not been affected by this.

He and Ms. Snelgrove met with an engineering firm to review a new location for the mailroom at Chino Airport.

He met with the Project Management Division regarding Yank's paving project at Chino Airport. We will meet with Yanks Air Museum next month to establish a timeline and plan for them to relocate all of their aircraft and equipment on the ramp area so we may complete the paving project.

Mr. Woodruff stated that he has scheduled more routine visits to the remote airports especially Twentynine Palms and Needles Airport. He plans on visiting each airport at least one day a month. Mr. Woodruff was at Twentynine Palms Airport on the first of January to review the camera footage for the theft reported by Commissioner Bagley.

Ms. Snelgrove: She and Mr. Jenkins met with the Assessor Recorder regarding Possessory Interests. We have received a lot of questions from tenant about this. As a result of the meeting with the Assessor Recorder the department will be re-drafting our report to provide the Assessor Recorder up -to -date and clear information.

In preparation for next year's fiscal budget Ms. Snelgrove is coordinating with Mr. Woodruff and the maintenance supervisors to review and develop some internal improvement projects for 2018 and set estimates and scopes to those.

At Chino Airport we initiated the port-a-port inspections in the transition from Lancair to County leases. Also, the management team met to discuss locations for the port-a-port relocation from Bracket Airport.

We received the bid on the mailroom relocation at Chino Airport, but it came back rather high, so we are having the Project Management Division do some value engineering on the project. We believe that we can get a better price than what we did from the consultant. This project will be budgeted for next fiscal year.

Ms. Snelgrove stated that there was a public Plume Meeting on January 18th which she attended. She said that there were a handful of tenants there and that it went well.

Mr. Jenkins added that the public Plume Meeting last Thursday was at the Chino Event Center. This is a process that we have to go through to ensure that we are compliant with federal guidelines regarding public notification. This was the first opportunity that we had to present this information about the ground water contamination issue to the public

Ms. Snelgrove advised us that the Department of Airports will be distributing stickers for the Maintenance Care Program to our stakeholder tenants by next week, then following that we will be distributing them to our direct tenants.

Chino Airport Operations

Mr. Woodruff reviewed the report and the 2017 numbers are trending a bit higher. By November 2017 we already surpassed 2016 by 10,000 operations. Most likely we will break the 200,000 operation mark for 2017.

Mr. Woodruff was provided information from Chino Tower Manager regarding an inquiry from Helistream out of Long Beach Airport. Helistream said that they are considering bringing all of their helicopter training to Chino Airport. This is not as a base of operation, but just training. They already bring some of their larger helicopters to Chino Airport to do flight training for some of their more advanced pilot training, but plan on bringing 3-5 more helicopters per day. Mr. Woodruff that that this will definitely increase our operational numbers.

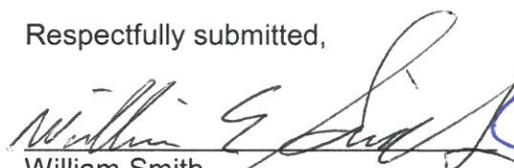
Mr. Jenkins spoke briefly about some concern we have over the R22 and the R44 helicopter activity due to how loud they are. When we had our last R22, R44 operator at Chino we had a close working relationship with them regarding where the training would occur and how they would approach the field. On occasion we would put them to the north part of Merrill Ave. Most of their turns would come in from that area and approach the approach surfaces by utilizing the runways rather than any designated pad to keep them in the pattern at high altitude to keep the noise level down. The normal traffic pattern comes in from the south and that puts them right over the Preserve Community which will be very active in reporting the annoyance with the activity. If Helistream decides to do all of their training at Chino Airport then we need to come to an understanding with them regarding how they will operate. We will be very stern with the tower also regarding what will occur with the helicopter operations. We will be very clear on what can occur and how they will be utilizing the airfield.

Date, Time and Place of Next Meeting

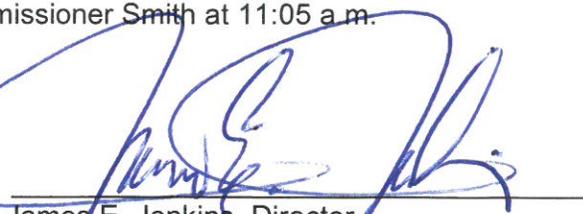
The next meeting will be held on Thursday, February 22, 2018 at 10:00 a.m. at Twentynine Palms Airport, 78569 Twentynine Palms Hwy, Twentynine Palms, Ca. 92277

Adjournment: Meeting adjourned by Commissioner Smith at 11:05 a.m.

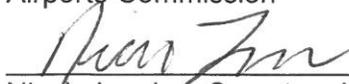
Respectfully submitted,



William Smith
Airports Commission



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports