

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
January 24, 2013**

The meeting of the San Bernardino County Airports Commission was called to order at 10:04 a.m. by Chairman, Jim Bagley. Meeting location: Department of Airports Administration, 777 East Rialto Avenue, San Bernardino, CA 92415.

Commission Members Present:

Jim Bagley, Chair
Larry Asmus, Vice - Chair
Bob Cable
William Smith
Roy C. Cox

Commission Members Absent:

Ray M. Marquez

Staff Present:

James E. Jenkins, Director of Airports
Terry L. Stover, Assistant Director of Airports
Denay Plasch, Secretary I
Mitch Kinser, Airport Maintenance Supervisor
Noah Dowd, Airport Maintenance Worker I
Steve Mintle

Department of Airports
Real Estate Services Department

Visitors Present:

Mark Taylor

Pledge of Allegiance:

Led by Vice Chair Asmus.

Report on Posting of Agenda:

James E. Jenkins, Director of Airports, stated the agenda was posted in accordance with requirements.

Awards, Guest Introductions and Announcements:

Mr. Jenkins presented Chino Airport Maintenance Supervisor, Mitch Kinser with a 15 year service pin and Chino Airport Maintenance Worker I, Noah Dowd with a 5 year service pin.

Action Item - Approval of Commission Meeting Minutes – December 6, 2012:

Vice Chair Asmus moved (seconded by Commissioner Smith) to approve the Commission Minutes of December 6, 2012.

Action Item – Approval of draft Airport Commission Meeting Schedule for 2013:

Commissioner Smith moved (seconded by Chair Bagley) to approve the Commission Meeting Schedule for 2013.

Commissioners Reports/Comments:

Commissioner Cox stated that he would be attending a small advisory committee meeting regarding the status of the Rialto Airport and may have information to provide at the next Commission meeting.

Commissioner Cable stated that the Cable Air Show “went off without a hitch”.

Chair Bagley stated that the January Commission meeting is usually the time to change

administration and requested that the item be added to the agenda for the February meeting since the prior deadline had been missed.

Public Comments:

Mark Taylor stated that five feet of dirt had been excavated and 10 inches of concrete poured with rebar twelve inches on center to relocate two port-a-port hangars at Apple Valley Airport (APV). Mr. Taylor expressed concern regarding the amount of money the County spent to relocate the hangars. Mr. Jenkins stated that per the engineer this is what was called for in the specifications. Mr. Jenkins also addressed a liability concern subsequent to a lawsuit resultant of a death at the Needles Airport (EED) from a port-a-port detaching from the foundation. Mr. Jenkins agreed that money could possibly have been saved adding that the design of the footing was "overkill".

Terry Stover, Assistant Director of Airports stated that Retired Sheriff Captain, Mark Taylor was the newly appointed First District Airport Commissioner. Mr. Taylor added that this will not be effective until February 12, 2013.

Chair Bagley read a public comment emailed by Ms. Bailey, a tenant of Twentynine Palms Airport (TNP) which voiced her concern regarding fuel at TNP.

Information Item: DAG Updates – Tree Removal Project Update & Military Exercises:

Mr. Stover referred to photos of the Barstow-Daggett Airport (DAG) Tree Removal Project located under tab two of the packets, adding that the project has provided a clear view of the housing units. Mr. Stover stated that as the housing demolition project moves forward the lead and asbestos survey and estimate of demolition costs will be completed.

Mr. Stover referred to photos of a one day military training exercise conducted at DAG by Ft. Irwin. Mr. Stover described the emergency scenario as two helicopters colliding. Vice Chair Asmus inquired if in the event of a major Army helicopter accident at Barstow (DAG), what degree is the local fire response versus the Army Military response depended upon. Mr. Stover answered that a Ft. Irwin fire station is on site at DAG and he believes any other response would be secondary.

Mr. Stover briefed that the credit card machine currently at TNP for processing fuel transactions is not compatible with Bank of America. Mr. Stover added that equipment will be purchased and installed that is compatible with Bank of America so that the system can be operational. Mr. Jenkins added that the decision to buy the equipment was a decision that was made when submitting the Board item. Mr. Jenkins estimated that the equipment will be operational in approximately thirty days. Chair Bagley asked how much fuel is left in the tank. Mr. Stover responded 28 inches of fuel remain in the tank which is clearly a couple thousand gallons. Mr. Jenkins described discussions with entities possibly interested in providing and/or delivering fuel at TNP.

Chair Bagley stated that he had fuel stolen from his aircraft again in December 2012. Mr. Stover said that photos from the security cameras were reviewed but no evidence of theft was found.

Monthly Updates:

Capital Improvement Program:

Mr. Jenkins stated that the Capital submission has been submitted to the Federal side and a meeting would be following for revisions to a Chino Airport (CNO) ramp project. Mr. Jenkins stated that the two current major capital improvement projects are the APV fuel island and the DAG Phase II Lighting Project that is nearing completion.

AWP ACIP (Airports-Western-Pacific Region Airport Capital Improvement Plan) Data Sheets for the County Airports were passed out to the Airport Commissioners. Mr. Jenkins described plans for future Airport Capital Improvement Projects and submissions for the various County Airports.

Board of Supervisors Activity:

Mr. Jenkins stated that few items have gone to the Board of Supervisors based on the fact that some of the authority has been extended and most of the work done recently is approved at staff level or with the Director of Real Estate Services signature. Mr. Jenkins noted that Board of Supervisors approval was required for a contractor substitution for an APV project, a lease amendment with Legacy Development regarding time extension of hangar construction at APV and credit card authorization for TNP.

Real Estate

Mr. Jenkins referred to tab five of the packet. Steve Mintle provided a brief summary of the current property leasing activity. Discussion ensued regarding the proposed Sheble Aviation Lease at the Needles Airport (EED).

Vice Chair Asmus inquired regarding negotiations of expansion of Wild Willie's Smokehouse Café at APV. Mr. Jenkins briefed on possible infrastructure expansion.

Finance

Mr. Jenkins detailed the quarterly budget adjustments. He stated the budget adjustment contemplates giving expenditure authority on the money received for the TNP fuel facility and reimbursement for the CNO Plume Project. Mr. Jenkins added that \$50,000 from contingencies is being added for tank repair at DAG. Mr. Jenkins described a meter project for the Law Enforcement Facility at APV and a pavement project at CNO.

Budget Report Summary sheets were handed out to the Commissioners. Mr. Jenkins stated that the Department of Airports should be at 57% of revenue and expenditures. Mr. Jenkins stated that some of the items listed in the summary that are off target are some of the items that were pre-expended at the beginning of the year. Mr. Jenkins continued discussion relative to the Budget Report Summary.

Monthly Reports and Miscellaneous – Chino Airport Operations

Mr. Jenkins referred to tab seven of the packets. He stated the December operations numbers for CNO are not available but are anticipated to be less than the previous year.

Mr. Jenkins described possible effects to the CNO Master Plan approval process relative to legal exposure and liability. Mr. Jenkins referred to a map of CNO to detail contemplated approach lighting. Commissioner Cable described alternatives that could make moving ahead with the Master Plan possible.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, February 28, 2013 at 10:00 a.m. at the Department of Airports Administration, 777 East Rialto Avenue, San Bernardino, CA 92415.

Adjournment: Chair Bagley adjourned the meeting at 11:29 p.m.

Respectfully submitted,

Jim Bagley, Chairman
Airports Commission

James E. Jenkins, Director of Airports
Department of Airports

Denay Plasch, Secretary I
Department of Airports