

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
AUGUST 27, 2015.**

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

**Commission Members Present:**

Mark Taylor  
Jim Bagley  
Bob Cable  
William Smith

**Commission Members Absent:**

Larry Asmus  
Ray Marquez  
Roy Cox

**Staff Present:**

Leonard Hernandez, Deputy Executive Officer	Department of Airports
James E. Jenkins, Director of Airports	Department of Airports
Terry Stover, Asst. Director of Airports	Department of Airports
Nicole Leyden, Secretary I	Department of Airports
Thomas Toepfer & Steve Mintle	Real Estate Services
Bob Velker	Department of Airports

**Visitors Present:**

Chuck McCormick	Mead & Hunt
Carl Scholl	S&R Aviation
Chuck Stuewe	Chino Airport Tenant

**Pledge of Allegiance:**

The Pledge of Allegiance was led by Terry Stover.

**Report on Posting of Agenda:**

James E. Jenkins stated that the agenda had been posted as required.

**Awards, Guest Introductions and Announcements:**

Guests introduced themselves

Mr. Jenkins announced that Jeff Laas has taken a job with Tucson Airport Authority and his position in Real Estate Services has been filled by Thomas Toepfer.

Mr. Jenkins also shared that the recruitment for Operations Manager for the Department of Airports, which will be based out of the Chino Airport, has been completed. Cyle Woodruff was the successful candidate out of seven and will begin the position on September 21<sup>st</sup>.

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

A motion was carried by Commissioner Smith, seconded by Commissioner Cable and passed to approve the commission meeting minutes from June 25, 2015.

**Commissioners Reports/Comments:**

Commissioner Smith shared that in two weeks (September 9th-13<sup>th</sup>) the Cessna 195 Club will have their annual get-together at Chino Airport.

Mr. Jenkins added that some portable restrooms will be brought in for the event and that the pilots have permission to sleep under the wings of their planes if they wish to do so.

Commissioner Taylor asked how the café is doing at Apple Valley Airport.

Mr. Stover responded saying that he believed they are doing better and are currently closed on Monday's and Tuesday's. He stated that they are planning on participating in the airshow not only with their café but also with their pizza wagon and a beer garden.

**Public Comments:**

There were no public comments.

**Information Item – Military Exercises at Barstow-Daggett Airport**

Mr. Stover shared that the military had a month long training at Barstow-Daggett Airport. They set up a large tent-city. They had aircrafts, mostly helicopters with a C130 and a C17 loading and unloading their gear. It went well with no problems. We are just waiting on their payment now.

**Information Item: Presentation of recommendations to the Board of Supervisors to approve Solicitation of Proposal for Aero Trader, California Aerofab and Aircraftsman**

Mr. Jenkins explained that over the summer we released several Solicitations of Proposal (SOP) for properties at Chino. The largest of them was the property that had been leased and developed by Charles Nichols. Mr. Jenkins provided the background history to include Mr. Nichols' sub-lease tenant, S&R Aviation, DBA Aero Trader, and the factors that resulted in the selection of Aero Trader for the new lease.

Background was then provided regarding the property, hangar B-297, the issuance of the SOP and the selection of California Aero Fab as the successful party for the new lease. Mr. Jenkins also provided background information regarding California Aero Fab's history with Chino Airport including their involvement with the Constellation that will be coming to CNO.

Steve Mintle provided the background information regarding the SOP for hangar B-350 that resulted in the selection of Aircraftsman, who had been a subtenant of Cal Aero Properties/Encore, for the new lease.

Mr. Jenkins relayed to the Airport Commissioners that these are the recommendations that will be given to the Board of Supervisors for final approval. This information is being shared with them, in advance of these items going to the Board, to provide the opportunity for them to relay any information or thoughts they have regarding these selections to their respective Supervisors.

**Information Item: Presentation of results of recommendations to the Board of Supervisors to approve proposal for Outreach Liaison submitted by Bob Velker, Steve Lambert and Steve Castaneda**

Mr. Jenkins noted that Bob Velker had just joined the meeting and relayed that the next item involves him directly as a proposer for the Outreach Liaison position with the Department of Airports. He explained that this was a competitive process and provided some background information of the three proposers, one of which was Mr. Velker. The presentations resulted in the selection of Steve Lambert Associates for the position.

Mr. Velker was provided the opportunity to speak and he took the opportunity to thank the

group for their support during his time working as the Outreach Liaison. He further stated that he does not plan to “disappear” in regards to his continued support of Chino Airport and the surrounding communities.

## **Director’s Reports**

### **Capital Improvement Program**

Mr. Jenkins relayed that we are in the process of preparing the capital program for the county which will not contain any significant changes from the program that was prepared this time last year. The major Capital Program project for Apple Valley Airport will be the rehabilitation of Runway 18/36. Chino Airport’s asphalt paving projects are moving ahead with rehabilitation of the easterly paved area in the Yanks leasehold. The NW apron suffered a delay so we will bid it this coming spring for construction to begin approximately October 2016. We continue to focus on water issues concerning the Twentynine Palms Airport. The other continuing projects and some possible future project plans were highlighted.

### **Board of Supervisors Activity**

There was a Jade Helm protest at the July 21<sup>st</sup> meeting regarding the military exercises at Barstow-Daggett Airport. The Board allowed the public to speak, but did not entertain questions to the Board and kept the meeting moving forward without difficulty. The exercises proceeded as planned.

### **Real Estate**

Steve Mintle stated that most of the information on the report is pretty self-explanatory. He briefed on an item which involves Executive Jet Maintenance’s interest in developing a parcel/s at Chino Airport. They are looking at five acres west of the Commercial Hangar Complex (CHC) and are requesting the first right of refusal for an additional twenty acres. Another item that is picking up some traction is the parcel for a planned Verizon cell tower at Chino Airport.

### **Financial Report**

Last year we had been on a lease clean up exercise with Real Estate Services at the same time that we were changing our system software. The positive outcome of the process is that we have been able to perfect our process for issuing pay or quit notices and other financial related documentation and are already having positive results. Mr. Jenkins discussed the financial forecast regarding the CHC and believes we will likely defuse the bond note this fall. We will finally be net positive on the CHC and are setting aside monies to get the facility to a base line condition. We are still anticipating funds to be reimbursed from plume expenditures. In summation the budget is balancing well and the overall picture is positive.

Mr. Leonard Hernandez was introduced to the group, as he entered the meeting. Mr. Hernandez briefed the group on the efforts that are being made to avoid any loss of monies that may be available through FAA funding. This includes the involvement of our Architecture and Engineering Department for assigning and tracking projects in an effort to be able to move forward more quickly when FAA monies become available.

### **Monthly Report**

Terry Stover referred to his monthly report and discussed the successful recruitment of the new Airport Maintenance Worker 1, Steven Tauber, and relayed that he resides near Apple Valley Airport.

Mr. Stover also shared the recent loss of a great supporter of the airport and two tenants from Apple Valley Airport. They will be greatly missed.

**Chino Airport Operations**

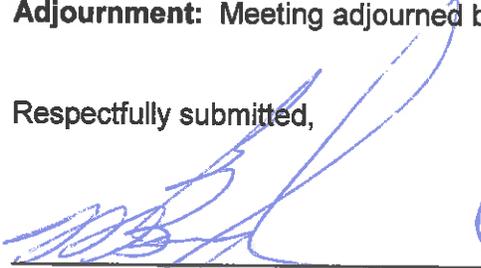
We are currently on an upward trend which may be, in part, related to the operations by M.I. Air, a new flight school to Chino Airport. Mr. Jenkins briefed on the importance of operational counts in determining where capital dollars may be spent in the region.

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

The next meeting will be held on Thursday, September 24, 2015 at 10:00 a.m. at Apple Valley Airport, 21600 Corwin Rd. Apple Valley, CA 92307.

**Adjournment:** Meeting adjourned by Commissioner Taylor at 11:02 AM.

Respectfully submitted,



Mark Taylor  
Airports Commission Chair



James E. Jenkins, Director  
Department of Airports



Gailyn Watson, Secretary I  
Department of Airports