

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
MAY 26, 2016.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:04 a.m. by Commissioner Larry Asmus. Meeting location: Airports Administration: 777 E. Rialto Ave San Bernardino, Ca 92415

**Commission Members Present:**

Larry Asmus  
Mark Taylor  
Ray Marquez  
Jim Bagley  
Roy Cox

**Commission Members Absent:**

Bob Cable  
William Smith

**Staff Present:**

James Jenkins, Director of Airports  
Steve Mintle  
Carrie Hyke

Department of Airports  
Real Estate Services  
Special Districts

**Visitors Present:**

None

**Pledge of Allegiance**

Led by Commissioner Marquez.

**Report on Posting of Agenda:**

Mr. Jenkins stated that the agenda had been posted.

**Awards, Guest Introductions and Announcements:**

Guests introduced themselves.

Mr. Jenkins shared that Department of Airports Maintenance I employee, Randall Lee, was awarded the Public Service award.

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

A motion was carried by Commissioner Cox, seconded by Commissioner Marquez and passed to approve the commission meeting minutes from April 21, 2016.

**Action Item - Approval of Revised Meeting Schedule**

A motion was carried by Commissioner Taylor, seconded by Commissioner Cox and passed to approve the revised commission meeting schedule.

**Commissioner Reports/Comments**

None

**Public Comments**

None

**Information Item: Mooney Status Update**

Mr. Jenkins said that Commercial Hangar 2 had been turned over to Mooney on May 9<sup>th</sup>. They accepted that facility without comment. They have not taken occupancy of the facility and we are not sure when they will. We have received the payment for Commercial Hangar 1. We've been informed that Steve McGuiness, who has been their representative, has resigned from his position with Mooney. We are monitoring them closely. Real Estate Services requested information from the entity that was going to sub-lease from Mooney, but nothing has been submitted.

**Information Item: Updates Regarding Flo's Café and Aircraftsman**

Mr. Jenkins shared that recently we were going through the unlawful detainer process with Aircraftsman. Those facilities were restored to us by the sheriff a week ago. It is in good shape and has very little inventory left behind by the tenant. We have stored an aircraft in there, which the owner owes \$6,000 of tiedown fees to us. We have it secured so that there is no vandalism done to it.

Mr. Jenkins stated that we have not heard anything new from the Board of Equalization regarding Flo's Café. We were informed that it may take a year before they go through the investigation process.

**Director's Reports****Capital Improvement Program**

Carrie Hyke briefed on the Capital Improvement Program projects.

**Board of Supervisors Activity**

No activity to report this period.

**Real Estate**

Steve McIntle briefed on real estate activity.

**Financial Report**

Mr. Jenkins explained that the county is expense driven, so they focus on how money is spent, instead of focusing on the revenue. In next year's budget book there is an information line in the presentation that talks about structural deficit and/ or recent fund balance. This year we will be sending back to reserves about \$300,000. We base our budget on 85% revenue, so that if we receive 100% then we send the extra to reserves. Then the reserves are used the following year on the front end to build our budget. We will budget any number of programs, processes, and projects on the front end. The county gets nervous because we use our reserves to balance our budget, but we don't spend that money like it's a front end constitutional advance. We back our expenses with revenue for the best part of the year and if we see our revenue is building we may bring that project in and build that project. We don't overspend. We received a large amount of money from Mooney, but our budget still balances because we didn't spend the money that we received. This is something that we are trying to educate the county finance team about. The county is concerned that it appears that there is a deficit that we are using a one-time money to balance.

Mr. Jenkins reminded us that before we started paying the bond our department had a staff of 30, and now we are down to 20. We took a third reduction in staff. Some of the complaints and some things you see in the field are due to lack of money. With the bond payment behind us we will be able to put some money back into the ground and there will be some improvement

slowly over the next 2 years.

Mr. Jenkins presented a balanced budget. We are in 83% of the year and we spent 65% of our budget and earned 90%. We have airports in our system which don't make money, but since we are a system of airports when it comes time for grants this is recognized.

This year we are trying something new. We are engaging the Project Management Division with Real Estate Services to assist with some of our larger projects which would typically require a large amount of staff time. We will try this and monitor this for about 2 years to see how this works for us.

### **Monthly Report**

Mr. Jenkins shared Mr. Stover's monthly report. He said that Mr. Stover attended California Aviation Day in Sacramento. Also, the L.A. Aerobatics Club had their annual contest at Apple Valley Airport, which had no incidents.

Mr. Jenkins shared Mr. Woodruff's monthly report. He said that Mr. Woodruff is continuing to monitor the Part 13 complaint compliant inspections. We are about 90% done with the hangar inspections. We have 9 terminations for non-aviation use of facilities. On June 20th we will begin phase II which is the facility inspections for the compliance effort. These are for facilities that lease directly from the County. These are expected to go through the summer.

### **Chino Airport Operations**

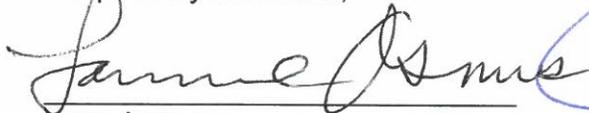
Mr. Jenkins stated that the numbers are stable. March numbers equal to what they were in 2014. We expect the numbers to remain relatively flat, but there are a couple of opportunities that have been presented that may bring additional activity to the airport. There is another flight school that is interested in coming here and there will be an additional 4,000 to 5,000 operations a year. We also have the SOP that we will be letting out for Building B350, which Mr. Jenkins believes that there will be a candidate for.

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

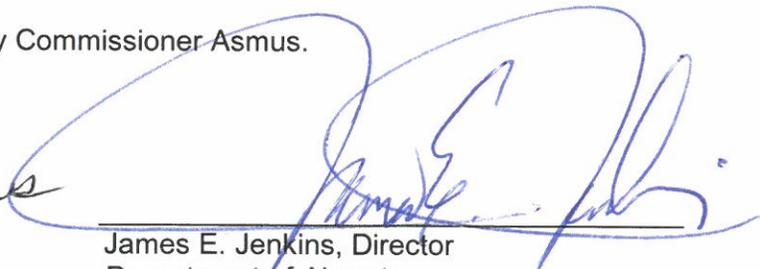
The next meeting will be held on Thursday, June 23, 2016 at 10:00 a.m. at Airports Administration, 777 E. Rialto Avenue, San Bernardino, Ca 92415.

**Adjournment:** Meeting adjourned by Commissioner Asmus.

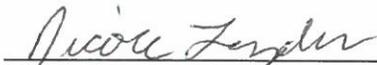
Respectfully submitted,



Larry Asmus  
Airports Commission



James E. Jenkins, Director  
Department of Airports



Nicole Leyden, Secretary I  
Department of Airports