

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
AUGUST 25, 2016.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Bob Cable. Meeting location: Airports Administration: 777 E. Rialto Ave San Bernardino, Ca 92415

**Commission Members Present:**

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

**Commission Members Absent:**

Ray Marquez

**Staff Present:**

James E. Jenkins, Director of Airports  
Terry Stover, Assistant Director  
Cyle Woodruff, Operations Manager  
Vince Corona, Maintenance Supervisor  
Nicole Leyden, Secretary

Department of Airports  
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**Visitors Present:**

Tony Marshall  
Fred Johnson  
Carl Scholl  
Deana Olivares-Lambert  
Sid Robinson  
Steve Lambert  
Henry Nickel  
Celso Palafox  
Bob Velker  
Doug Crowther  
John Spruce  
Chuck McCormick  
Bill Landers  
Diyao Chen (Katherine Kolcheng)

Millionaire Mind Kids  
EAA  
Aero Trader  
The 20/20 Network  
The 20/20 Network  
The 20/20 Network  
The 20/20 Network  
Chino Development League  
Chino Development League  
Threshold Aviation  
Kane Aerospace  
Mead & Hunt  
Alliance International Aviation  
Representative from District Supervisor  
Hagman's Office

**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:**

Tina Abarca was awarded with a pin for 15 years of service with the County of San Bernardino.

Guests introduced themselves.

Mr. Jenkins announced that the department staff analyst, Rikki Vahovick, has accepted a job at Cal State San Bernardino and her last day is tomorrow. We have also recently lost one Maintenance Worker I from Apple Valley who accepted a job from the City of La Quinta and one from Chino who has retired. A Maintenance Worker I is on leave for bereavement. A Maintenance Worker II has recently retired and one Maintenance Worker I has transferred from Chino Airport to Apple Valley. We will be down 4 employees for a significant amount of time. We have the capability to absorb the work and train employees at the maintenance level better than the fiscal level. We have senior staff members who have maintenance experience, but we have nobody with the fiscal experience that the Staff Analyst has. We will be hampered a bit in the coming months due to this.

Mr. Jenkins informed us that we will accept a 3.9 million dollar grant. We will be moving forward and working with the Project Management Division and will apply for a State Grant to advance the project. This will need to be added to the agenda for the Board of Supervisors which is routinely done by the fiscal team. So we will have to absorb some fiscal duties that some of us aren't familiar with.

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

A motion was carried by Commissioner Taylor, seconded by Commissioner Asmus and passed to approve the commission meeting minutes from June 23, 2016.

**Action Item – Determine a New Meeting Location for October**

Chino Airport was listed on the calendar. All commissioners agree to keep that location for the October meeting.

**Commissioner Reports/Comments**

Commissioner Smith commented that Redlands Airport also had activity supporting the fire operations.

Commissioner Bagley commented on Twentynine Palms Airport having debris from Osprey aircraft and issues with security lights.

Commissioner Taylor asked if the problems with the Apple Valley/Chino tax bill was resolved.

Mr. Jenkins responded that we don't know why the county tax assessor has errored this cycle with the possessory interest tax bills. The Department of Airports does not asses this bill nor does it receive any money from it. An information item has been added to our current department newsletter outlining possessory interest tax.

Commissioner Cable shared that Cable Airport has received approval for funding for an AWOS and will hopefully begin construction by the end of the year.

**Public Comments**

Bill Landers asked about improving the condition of the Chino Airport ramp. He stated that visiting pilots are getting a bad impression about the airport.

Mr. Jenkins explained that we address the comments as they come in. We will be adding an item to our newsletter regarding what we will be doing with our upcoming grant. The construction process will be underway in January. The North West ramp area, taxi lanes and the tiedowns in that area are all part of that reconstruction process. Also the J-Hangar taxi lanes and taxi lanes east and west of the J-Hangars will be addressed in this grant as well as an area at the base of the tower. It's a 5.2 million dollar investment. We are guaranteed 3.9

million dollars in this current cycle, but we will fund the difference to a point with a promise of reimbursement from the FAA.

Steve Lambert with 20/20 Network introduced his team who is the communications firm that is now working with the Department of Airports. They will be working on the newsletter. They are also looking for stories about the good work that everyone does in the department. They are open to ideas and suggestions.

Carl Scholl asked about improvements to the road Corsair Drive in Chino.

Mr. Jenkins informed us that Corsair Drive is part of the North West ramp improvement area. That area up to Gate 2 will be addressed.

**Information Item:** Millionaire Mind Kids Program Presentation – Tony Marshall and Fred Johnson with EAA Chapter 768

Fred Johnson wanted to express his appreciation especially to Mr. Stover for all the support with this program.

Tony Marshall gave a presentation explaining that the Millionaire Mind Kids Program works with life skills. He showed thank you notes from kids and told success stories. He explained that their target audience is the under-served, minorities, and kids that don't have any family members in the aviation field. They show kids what's available to them. They start with classroom academics and make them write an essay. Then they have guest speakers, lots of hands-on activity, and visit A&P schools. Lastly, they get to ride in an aircraft. Millionaire Mind Kids Program offers public speaking, robotics, aviation, and they just added law and justice.

**Information Item:** APV Temporary Helitack Base for Pilot Fire

Mr. Stover briefed us on the temporary helitack base at Apple Valley Airport that lasted about a week. He referred to some photos in the commissioner binders of the aircraft that were based there. There was BLM, Cal-Fire and other representatives from the state that were there. We accommodated them with some empty space. They brought in all their support equipment, fuel trucks, and staff. We had a temporary tower operating there. It was a big operation, but it ran smoothly. At one point we had 10 of the firefighting helicopters including 3 sky cranes.

Directly following the Pilot fire the Blue-Cut fire started, so we offered the Apple Valley Airport to be used if needed, although they decided to use Redlands and San Bernardino International Airport instead.

Mr. Jenkins added that there was a local airport that refused access to the firefighting crews because they refused to buy fuel and refused to pay a fee.

One of the things that the Department of Airports does is community support. When there was a flood at Corona Airport we invited those folks to park their aircraft on the ramp at Chino Airport with no fee. We make our facilities available and do not charge a fee. We did it in 2003 and 2007 at Chino when we had most of the western region firefighting capabilities based at Chino Airport. A tent city and base were set-up.

We receive federal dollars, so when there is an emergency then the national transportation system is to be used for that emergency. And that's what we believe our purpose is.

Mr. Stover will represent us at the Association of California Airports conference to discuss this. We will also be very vocal in the upcoming professional organizations and conferences in the fall and winter to talk about this.

The county participated in the temporary housing facility at the Victorville Fairgrounds. That would be the type of response we would have if there was a natural disaster. The county, Red

Cross and other public service organizations come together and provide services at designated locations.

## **Director's Reports**

### **Capital Improvement Program**

Mr. Jenkins pointed out that we routinely have a monthly capital meeting attended by Real Estate Services, Project Management Division, a representative from our office and a representative from the county administrator's office who is fiscal representative. He explained that we want to make sure that they understand what our challenges are and what projects that we may have coming up either federal or self-funded.

We have several projects that we are advancing right now most of which are self-funding. Many improvements will be done on building A560 at Chino Airport going along with a new lease agreement. There will be a lighting component, access doors, and an ADA component for restrooms.

The other project is the North West apron project which is using 3.9 million dollar grant which was mentioned earlier. With this we will make improvements on the North West apron, the J-Hangar complex, and the hot spots at the base of the tower.

At Chino Airport we have a single movement area line which is frequently crossed by aviators. Due to this we will be painting large green islands on the pavement to define the movement area from the non-movement area. This is known as "L.A. Greens". The FAA has found this to be very effective as a visual cue to define a movement area versus a non-movement area. The paint is a half of a million dollar project.

### **Board of Supervisors Activity**

Mr. Jenkins briefed us on the one item that was brought before the board and approved. This was a request for the Department to be able to do Livescans for fingerprinting of potential employees. This was an internal county process to go through.

### **Real Estate**

Mr. Jenkins informed us there were no representatives from Real Estate Services present so he would comment on a couple of property activities. The SOP is closed on the restaurant at the Apple Valley Airport. There was one single proposal received which was from a company called 3rd Generation Taco. It was reviewed and then a proposal was heard from them. Mr. Stover and a couple of representatives from the Real Estate Department evaluated them and made a recommendation to Mr. Jenkins that he accept their proposal. This company has a catering operation, a few contracts, and a mobile trailer. They originally intended to have the café open Monday through Saturday from 7 a.m. until 3 p.m., but are willing to be open Tuesday through Sunday and be closed on Mondays. They hope to be open by October 1<sup>st</sup>.

Mr. Jenkins explained that there were three other S.O.P.'s that advanced. Two were sod farms at Chino Airport. The third was for Building B-350, formerly occupied by Aircraftsman. The business went bankrupt. Three proposals were heard and Navion Customs was awarded the facility.

Mr. Jenkins said that we are moving forward on various property renewals. We are also working this cycle for appraisals for Chino Airport and Apple Valley Airport. This information is necessary to establish a new fee schedule. His hopes are to have this completed by the end of this cycle, which is December. A new fee schedule does not necessarily mean increased fees. We just want to make sure that they are fair and that we are capturing our cost.

**Financial Report**

We are currently at 15 percent of the year. We earned 12 percent of our revenue and we have expended 12 percent on services and supplies side. On the appropriations side we are a little low, but we have annual pays and such which we will receive this month and the months ahead to balance that. We are usually a little out of balance the first couple months of the cycle because we have to pay things up front for certain services that we receive from the county.

Mr. Jenkins shared that relative to the last cycle we put \$680, 000 into our reserves from general operations from five of our airports. This excludes the Apple Valley Airport which has \$7,500,000 in reserves. That is a tax base and those monies continue to build. There are a couple of projects that will spend some of that money in the next two years. One project will be for runway 18/36, which is a \$10,000,000 project funded by the FAA and our share to pay will be 10 percent. There are a couple of other projects for Apple Valley which will spend down a bit of the reserve, but we will retain about a \$5,000,000 in reserves after that.

**Monthly Report**

Mr. Stover pointed out the conference calls he had with the Association of California Airports which also ties in with California Aviation Day. He is a board member and his term is up this September. Since he will be retiring next year he nominated Cyle Woodruff as a nominee to replace him. He and Cyle will both be attending the conference in mid-September.

Mr. Stover also mentioned that he was the chairman for the Inland Empire Airport Managers group. He recently turned over that position to the airport manager at San Bernardino International Airport, Liliana Valle.

Mr. Woodruff shared his monthly report. He informed us that he had attended diversity committee training and meetings. The county's vision is to have a diversity committee within each department embracing diversity and inclusion among all races, genders, age, cultures and even personality types. The Department of Airports has 4 personnel that are involved and will attend the quarterly meetings.

Mr. Woodruff pointed out that he recently visited Trona Airport. The current airport manager reached out to the First District Supervisor's office for some support. We brought him some supplies, small tools, light fixtures, some fence posts and did some light maintenance for him. Mr. Woodruff did an extensive airfield inspection and looked at the building and hangars. He assessed to see what the county could provide for support for him. Trona Airport has very little funding and has 19 privately owned hangars that only generate \$300 a year for each one. The manager doesn't get paid. He just works for room and board.

Mr. Jenkins added that it was once part of our department and the Sheriff's Department use that airport routinely, so it is important to the national transportation system and is important to our county that Trona Airport be up and functional. We've also reached out to the Sheriff's Department to provide some resources to assist our efforts in helping that facility remain viable.

Mr. Woodruff stated that we are very close to getting the tetrahedron at Twentynine Palm Airport fully functional. The tetrahedron has been mounted back on the shaft and had the fabric repaired then lastly we will be adding some lighting to it.

**Chino Airport Operations**

Mr. Jenkins said that the Chino operations are tracking relatively flatly from last year. We anticipate that we will be somewhere along the same operation count as last year. We don't

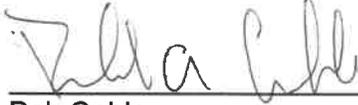
expect anything significant to impact that. A couple of operations have approached us about basing at Chino. That could spike those numbers because they are training facilities. We will have to wait to see how that develops.

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

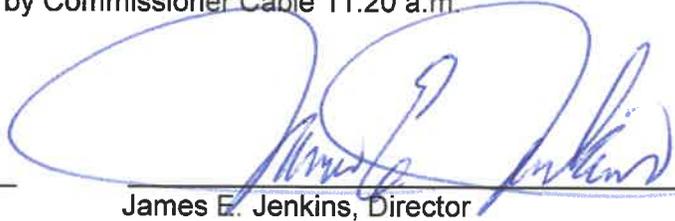
The next meeting will be held on Thursday, September 22, 2016 at 10:00 a.m. at Airports Administration, 777 E. Rialto Avenue, San Bernardino, Ca 92415.

**Adjournment:** Meeting adjourned by Commissioner Cable 11:20 a.m.

Respectfully submitted,



Bob Cable  
Airports Commission



James E. Jenkins, Director  
Department of Airports



Nicole Leyden, Secretary I  
Department of Airports