

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
DECEMBER 1, 2016.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:05 a.m. by Commissioner Bob Cable. Meeting location: Cable Airport 1749 W 13th St. Upland, Ca 91786.

Commission Members Present:

William Smith
Jim Bagley
Bob Cable
Larry Asmus
Mark Taylor

Commission Members Absent:

Ray Marquez
Roy Cox

Staff Present:

James E. Jenkins, Director of Airports
Terry Stover, Assistant Director
Cyle Woodruff, Operations Manager
Steve Mintle, Real Estate Services
Brandon Ocasio, Real Estate Services
Elvia Hernandez, Interim Staff Analyst II
Nicole Leyden, Secretary I

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Visitors Present:

Carl Scholl
Sid Robinson
Jeff Aryan
Chuck McCormick
Bob Velker

Aero Trader
The 20/20 Network
Chino Tenant
Mead & Hunt
Chino Development League

Pledge of Allegiance

Led by Commissioner Cable.

Report on Posting of Agenda:

Mr. Jenkins stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Mr. Jenkins announced that Mr. Stover will be receiving his pin for 35 years of service with the County of San Bernardino. He will be retiring in June next year, so we are on a quest to seek out a replacement.

Mr. Jenkins announced that we have a new staff member on our fiscal team, Elvia Hernandez, who is with us temporarily to replace Rikki Vahovick.

Mr. Mintle announced that he too has a new staff member, Brandon Ocasio, who replaced Thomas Toepfer in Real Estate Services.

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 October 27, 2016.

Action Item – Nominations and Election of Airports Commission Chairman for 2017

A motion was carried by Commissioner Taylor seconded by Commissioner Cable to nominate William Smith for Chairman.

All Commissioners voted in favor of Commissioner William Smith to hold the position of Chairman

Action Item – Nominations and Election of Airports Commission Vice Chairman for 2017

A motion was carried by Commissioner Bagley seconded by Commissioner Taylor to nominate Roy Cox for Vice Chairman.

All Commissioners voted in favor of Commissioner Roy Cox to hold the position of Vice Chairman.

Action Item – Review and Approval of 2017 Airports Commission Meeting Calendar

A motion was carried by Commissioner Cable seconded by Commissioner Taylor and passed to approve the commission meeting schedule for 2017, with the exception of Apple Valley Airport will be scheduled for the month of September.

Commissioner Reports/Comments

Commissioner Asmus brought up the topic that if the Commission Chair nor the Vice Chair are present at a meeting who should Chair the meeting. He said in the past we have had the commissioner who most recently held the Chair position to lead the meeting. Commissioner Cable agreed.

Commissioner Taylor stated that the café at Apple Valley Airport has opened. He also shared that he attended an event which they catered and that the food was outstanding.

Commissioner Bagley shared that he attended the memorial for Bob Hoover at Van Nuys Airport. He said that Mr. Hoover had been a great influence in his life.

Public Comments

Jeff Aryan shared that he has been a Chino tenant for 12 years. He informed the commission that he has a problem with the airport management. He stated that Mr. Woodruff came over to his hangar the previous day for a surprise hangar inspection. Mr. Woodruff asked to see his tail number on his aircraft and Mr. Aryan refused to give that information to him. Mr. Woodruff explained that he would be evicted if he didn't. Mr. Aryan feels that he has met the requirements and he doesn't understand why he should give that information out.

Mr. Jenkins responded by apologizing for what happened. He then extended an invitation to Mr. Aryan to come his office to discuss all the items he mentioned and he will give him our position on those relative to the authority of the Department of Airports in reviewing any N #'s or doing inspections and if there is an estate created with the hangar. Mr. Jenkins has the authority to make the recommendation at our level relative to what his estate is. It's a 30-day no-fault termination of agreement on a permit. Based upon Mr. Woodruff's report to Mr. Jenkins he nor Mr. Jenkins have any intention to evict Mr. Aryan.

Mr. Velker shared that he received a call from a representative of the Regional Occupational Program. There are a number of things that she would like to do as partners with the Chino Airport. He will help her get several things coordinated with the airport. The program representative would like to have a place for 150 high school counselors to have a conference. Mr. Velker will make sure to get that for her. He would like to involve the 20/20 Network to show them how to coordinate the different facilities.

Carl Scholl asked for an update on the Hangar A560.

Mr. Jenkins responded to Mr. Scholl. He said that last week a hanger inspection was conducted and again this week on Hangar A560. It was determined that the rear restroom facility can be made ADA compliant with little effort. The parts have been ordered for the hangar bay. We are going to prepare the execution of the 3 eastern hangars as lease agreements, and the 4th hangar on the west which is A560 as a use permit. Mr. Jenkins said that we will make the hangar bay available to Mr. Scholl beginning the first part of January and everything west of the hangar bay will follow within the following month.

Information Item: Presentation by Chuck McCormick of Mead & Hunt, "Lessons Learned from Operating a UAS in an Airport Environment"

Mr. McCormick showed a PowerPoint presentation about commercial operations of an Unmanned Aircraft System (UAS). He recently operated one at Meadows Field Airport in Bakersfield. He explained that they are doing a multi-phase project there so using the UAS was beneficial for pictures and video to document the project. When completed they can show the transformation.

He shared the Federal Aviation Administration (FAA) regulations to fly a UAS commercially. The FAA gives you a blanket waiver to fly over the United States with restrictions. To fly within 5 miles of an airport you have to notify the airport and get FAA approval. Then, if approved, the FAA will issue a Certificate of Waiver/Operation. This takes 4-5 months because there is only one person for the whole west coast reviewing them at this time. The UAS which Mr. McCormick has is a DGI. It has a mechanism built in to where if you try to start the engine at an airport without FAA permission the engine will not start. You have to submit the Certificate of Waiver/Operation to DGI who then issue a revised application to run either on a phone or tablet plugged into the UAS.

For residential use the UAS is permitted to fly up to 400 feet, but commercially it can only fly up to 200 feet. You originally had to have a visual observer, a registered N #, and could not operate from a moving vehicle. You have to submit documentation to the FAA on reason you want to fly it and where you want to fly it. You also are required to keep a maintenance log for review. The FAA issued Part 107 recently with new rules for commercial operators. You still have to get a Certificate of Waiver/Operation, but you no longer need an N# anymore and you can request waivers for such things as operating from a moving vehicle or flying over crowds of people. These waivers are also being published for public view. You also no longer are required to have a visual observer. Mr. McCormick doesn't agree with this and believes that you should always have a visual observer for safety.

He pointed out the use of the UAS for different projects. The FAA wants airports to do a Wildlife Hazard Assessment. You can put a thermal energy camera on the UAS and can identify the wildlife much better than the current way. Also he is doing a project for the Metropolitan Water District. They are having issues with erosion on their underground water line from the Colorado River to Lake Matthews. Mr. McCormick did survey work and using the UAS for an aerial view they were able to see where the erosion was.

Another example was the ability to see taxiway markings that the contractor had put down on the airport that were incorrect. You could not see this from the ground, but very easily from the air. He then took pictures, printed them out and scanned them to the contractor.

He informed us that there are a few disadvantages. One is that the battery life is short. It only lasts about 20-30 minutes. Also, when using applications on a tablet the tablet has a tendency to overheat when in direct sunlight and will shut down.

Director's Reports

Capital Improvement Program

Mr. Jenkins briefed us on a couple of programs that we are tracking through this cycle. We are working through the grant for Chino Airport, which is the hot spots, northwest ramp and J-Hangar which is about a 4 million dollar grant. We haven't done a construction project in about 6 years so our DBE program had to be updated. We still anticipate that we will be under construction with the project during spring or summer.

The other program that we have is the Kimball Ave storm-water conveyance structure. Construction will be around springtime for that and will last about 90 days.

We have another construction project that we are tracking. A pavement project associated with the northwest ramp which is on the Yanks Air Museum leasehold. It includes deteriorated pavement which creates a flowline issue onto the ramp.

We have had conversation with the museum of what we will do on the property and what the museum needs to do to accommodate construction. Some legal Litigation matters had to be resolved, but we will begin in the spring.

There are other small projects at the commercial hangar complex. A roof rehab on Commercial Hangar #4 office space and installing a new compressor system within the commercial hangar complex (southeast quadrant of the airport.). We will be updating it with a 40 horse power compressor per unit and make it so that they are discreetly managed by each hangar unit.

Board of Supervisors Activity

Mr. Jenkins informed us that there was one item that went to the Board. That was Amendment #3 for Eagle Nest One at Chino Airport. Mr. Mintle shared that it was an amendment to an existing lease that was expiring and they adjusted the annual increase. Mr. Jenkins added that it was a reversion from a ground lease to a property lease with an extension of 15 years.

Real Estate

Mr. Mintle briefed us on the recent real estate activity. There were 3 SOP's in October, 2 were for agriculture.

There are 3 items going to the board on December 6th. Two of them are for Mooney International, for amendment for size and to approve 2 subleases. Also Midfield lease has been finalized and fully executed.

Mr. Jenkins responded to questions from the previous meeting. Aero Trader had questions regarding ramp usage for maintenance. The owner of the 727 has a permit lease on the areas in question. FAA Part 43 allows maintenance of aircraft in leasehold areas. The list is extensive as it even includes painting. The state of California although only allows a certain amount of paint that can be applied outdoors in a day.

Mr. Jenkins continued his response to questions from the previous meeting regarding activity at Chino Airport. Threshold commented on Commercial Hangars 1 and 2. Threshold's concern is that their business would be impacted by So Cal MRO. They said that they sent correspondence to the county and the county had not responded. Mr. Jenkins said that the county had responded to their correspondence. Unfortunately, Airport staff at the previous meeting was unaware of this. This was regarding a sub-lease that is being extended to So Cal MRO. They intend to take a sub-lease agreement from Mooney on Commercial Hangars 1 and 2. Mr. Jenkins explained that we put stipulations in the sub-lease to address those concerns and if a problem occurs then we will respond to it.

Financial Report

We are at 41% of the year. We expended 48% of our budget and we've earned 40% of our budget. We are tracking well in our budget.

Our delinquency list on the real estate side has become very manageable. We are currently dealing with 15-30 day items on permits which are \$250-\$1,000. We are taking a number of

uncollectable debts to the county collectors division and they will be coming off of our books during the first quarter of the calendar year. We will have a specific report at the next meeting on those items that we intend to ask the Board for relief on and ask if we can write them off simply as bad debt.

Monthly Report

Mr. Woodruff shared some of his monthly report. He flew with the Cal Trans representative to each of our airports who then conducted our annual Cal Trans 5010 inspections. There were no major issues with any of the airports except for some cracking on the runway at Needles Airport, which was already scheduled to be repaired.

Mr. Stover shared some of his monthly report. In early November he, Mr. Jenkins and Mr. Woodruff attended the signing ceremony for Ontario Airport. The city of Los Angeles signed it over to the Airport Authority for Ontario that has been created. Several dignitaries were there including the Mayor of Los Angeles and Tommy Lasorda.

He attended the Inland Empire Airports Managers meeting recently. Mr. Stover was the coordinator for many years and has now turned that over to Liliana Valle from the San Bernardino International Airport. This past meeting had about a dozen airport managers and was the one of the largest in many years.

Mr. Stover said that the Apple Valley Airport Café opened today. It was a soft-opening. It is a family owned business called 3rd Generation Taco. They have been around for about 3-4 years now. It is a couple of brothers who decided to quit their day-jobs and get into the catering business and have been very successful at it. Their hours will be 8-3 Tuesday-Sunday and closed on Mondays.

Mr. Stover also added that the tetrahedron at Twentynine Palms Airport has been totally repaired and is now operational. Although, we still have to do something with the exterior lighting on it. Staff has also completed some work to the security ramp lights, so all the lighting is working now as well.

Chino Airport Operations

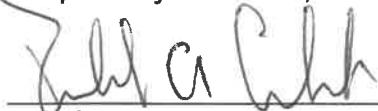
Mr. Jenkins said that we are tracking a bit flat for Chino operations. There are about 172,000 total operations for Chino. We highlight Chino because that is where the air traffic control tower is and we get those reports directly from the FAA. For the other airports we go by fuel flow or other reports to determine what the traffic counts are.

Date, Time and Place of Next Meeting

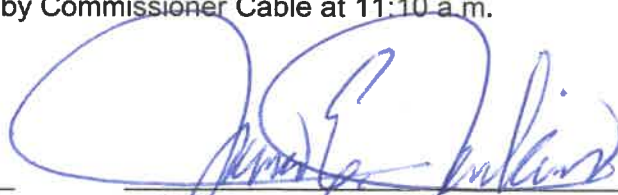
The next meeting will be held on Thursday, January 26, 2017 at 10:00 a.m. at Airports Department, 777 E. Rialto Avenue, San Bernardino, Ca. 92415

Adjournment: Meeting adjourned by Commissioner Cable at 11:10 a.m.

Respectfully submitted,



Bob Cable
Airports Commission



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports