

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING****April 25, 2013**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Chairman, Larry Asmus. Meeting location: Chino Airport, 7000 Merrill Ave., Chino, CA 91710.

**Commission Members Present:**

Larry Asmus, Chair  
Ray Marquez, Vice Chair  
Jim Bagley  
Bob Cable  
Roy C. Cox  
William Smith  
Mark Taylor

**Commission Members Absent:****Staff Present:**

James E. Jenkins, Director of Airports	Department of Airports
Terry L. Stover, Assistant Director of Airports	Department of Airports
Robert Cayce, Airport Maintenance Supervisor	Department of Airports
Denay Plasch, Secretary I	Department of Airports

**Visitors Present:**

Jim Espinosa, Chino Valley Fire  
Chuck McCormick, Parson's Brinkerhoff

**Pledge of Allegiance:**

Led by Commissioner Taylor.

**Report on Posting of Agenda:**

Chair Asmus stated that the agenda had been distributed.

**Awards, Guest Introductions and Announcements:**

None.

**Action Item - Approval of Commission Meeting Minutes – March 28, 2013:**

Commissioner Taylor moved (seconded by Commissioner Smith) to approve the Commission Minutes of March 28, 2013.

**Discussion Item: Desert Airports Updates:****Apple Valley Airport****a. Fuel Facility Progress**

Assistant Director of Airports, Terry Stover referred to photos located under tab one of the packets that exhibited the progress of the Apple Valley Airport (APV) fuel facility. Discussion ensued regarding the ongoing development.

**b. Café Closing May 4<sup>th</sup>**

Mr. Stover stated that the café will be closing at APV on May 4, 2013 and relocating to another location in the community. Mr. Stover described obstacles the café faced while operating at APV, including financial difficulties and the location of the airport. Director of Airports, James E. Jenkins stated that any offers for new operators of the café will be entertained. Mr. Jenkins added that a self-serve environment will be provided as the Department of Airports (DofA) explores concepts to make APV a successful location for café business. Discussion ensued regarding the café closure and the APV Master Plan.

c. **Aerobatic Contest May 2<sup>nd</sup> - 4<sup>th</sup>**

Mr. Stover stated the International Aerobatic Club 49 will be staging their annual aerobatic contest at APV from May 2<sup>nd</sup> – 4<sup>th</sup>, 2013. Mr. Stover said a letter was sent out to the airport tenants and local community from APV to make the public aware of the event.

d. **Airshow October 12<sup>th</sup>**

Mr. Stover stated that the Apple Valley Air show is scheduled for October 12, 2013. Mr. Stover added the DofA is currently working on the logistics and provided a brief overview of the event.

**Twentynine Palms Airport: Fuel Update**

Mr. Stover stated that fuel is now available at the Twentynine Palms Airport (TNP) on a limited basis. Mr. Stover added that Mr. Joe Matoush is currently on call to provide fuel from 8:00 a.m. – 4:00 p.m., Monday through Friday. Mr. Stover described the temporary process to accept credit card capability for fueling. Mr. Jenkins added that this credit card process has nothing to do with the Auditor-Controller's Office and he went on to describe the procedure that is followed to process credit cards in conjunction with County Parks through an internal memorandum. Mr. Jenkins stated that this is a temporary arrangement and a services agreement is in place for MAG Aviation to provide the credit card services via the machine and equipment that is on site at TNP. Mr. Jenkins expressed frustrations with the Auditor-Controller's Office. Discussion ensued regarding TNP fuel.

Mr. Stover stated that a tour was conducted following the previous Airport Commission Meeting and some maintenance issues were noted. Mr. Stover and Rob Cayce described actions being taken to correct the matters.

**Barstow-Daggett Airport: Marine Exercise May 6<sup>th</sup>**

Mr. Stover stated that the Marines have a scheduled rapid ground refueling exercise planned at the Barstow-Daggett Airport (DAG) for May 6, 2013. Mr. Stover went on to describe the rapid ground refueling exercise.

Commissioner Taylor inquired if the ribbon cutting ceremony was still planned for the taxiway and lighting project at DAG. Mr. Jenkins confirmed and stated that the DofA is in the process of coordinating with the County Public Information Office and County Legal Affairs Office to get "hold the date" information published, which will be followed up with invitations.

**Needles Airport: Sheble Aviation**

Mr. Stover stated that the DofA entered into an agreement with Sheble Aviation at the Needles Airport (EED) in early March to provide fuel and lease most of the buildings on the field. Mr. Stover described a site visit to EED, stating that no staff was on site and he was not pleased with the cleanliness of the facility. Mr. Stover said that he sent email and photos advising Mr. Sheble of his findings and Mr. Sheble responded that staffing is planned to be effective May 1, 2013 and Sheble Aviation is in the process of moving items.

Mr. Stover stated that the County website is now live and encouraged the Airport Commissioner's to view the improvements. Mr. Stover added that the spring newsletter has been distributed via email.

**Commissioners Reports/Comments:**

Vice Chair Marquez inquired regarding the status of the updated Master Plan for the Chino Airport (CNO). Mr. Jenkins responded that the DofA is in the course of finishing the property acquisition map as part of the exhibit A process. Discussion ensued. Mr. Jenkins stated that he believes the recommendation will be to approve the required elements of the Airport Master Plan.

Vice Chair Marquez described a tower lighting matter that was brought to his attention at a Congressional hearing in Chino Hills. Mr. Jenkins responded that he believes that if the tower is less than the required height it will be Southern California Edison's option to accept the recommendation or not.

Chair Asmus congratulated Commissioner Cable on his reappointment to the Airport Commission.

Commissioner Smith inquired with Commissioner Cox regarding a status update for the Rialto Airport. Commissioner Cox responded that nothing has changed and anticipated closure of the Rialto Airport is in 2014.

Commissioner Bagley encouraged the DofA to continue working on the fuel situation at TNP. Commissioner Bagley stated that he was looking forward to the upcoming air show at CNO and received his admission tickets in the mail.

**Public Comments:**

None.

**Director's Reports:**

**Capital Improvement Program:**

Mr. Jenkins stated that the DAG Lighting Project is complete and the APV fuel island is still moving forward. Mr. Jenkins briefed that the Capital Improvement Program is currently stalled from the County side and described stalled projects at CNO and plans for resolution.

**Board of Supervisors Activity:**

Mr. Jenkins referred to the Board of Supervisors Activity sheet located in the packets under tab two. Mr. Jenkins stated that he was pleased with Commissioner Cable's reappointment.

**Real Estate**

Mr. Jenkins briefed on the possible relocation of the Sheriff's Aviation unit from the Rialto Airport to San Bernardino International Airport or CNO.

Mr. Jenkins stated that Jim Ostrich is interested in relocation of a privately owned aviation museum at the Rialto Airport to Dome Hangar #4 at CNO. Mr. Jenkins described the investment needed to bring the building up to code.

Mr. Jenkins briefed on action being taken by the DofA regarding the Encore and Threshold delinquencies at CNO.

**Finance**

Mr. Jenkins referred to the Finance Report located under tab four of the packets. Mr. Jenkins stated that the DofA is 81% into the year with 65% of the services budget being expended. Mr. Jenkins added that these numbers are slightly skewed due to a depressed revenue number. Mr. Jenkins said he would like to have a budget overview meeting with the Airport Commissioners to discuss the planned budget and budgeting process.

**Monthly Reports and Miscellaneous**

Mr. Jenkins said the CNO plume matter continues to move forward and is becoming more complex as it is getting to the point of litigation. Mr. Jenkins described the amended contract with Tetra-Tech through 2015 moving forward with a Phase II Environmental Assessment. Mr. Jenkins added that Tetra-Tech will likely provide a briefing at the next Airport Commission.

Mr. Jenkins inquired with the Airport Commissioners if they received their Chino Air Show tickets.

Mr. Jenkins briefed on his job duties and provided a personal year end performance evaluation of himself as the Director of Airports. Mr. Jenkins described plans for a new position of Airport Operations Manager.

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

The next meeting will be held on Thursday, May 23, 2013 at 10:00 a.m. at the Needles Airport, 711 Airport Road, Needles, CA 92363.

**Adjournment:** Meeting adjourned by Chair Asmus at 11:41 a.m.

Respectfully submitted,

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Larry Asmus, Chairman  
Airports Commission

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James E. Jenkins, Director  
Department of Airports

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Denay Plasch, Secretary I  
Department of Airports