

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
December 6, 2012**

The meeting of the San Bernardino County Airports Commission was called to order at 10:03 a.m. by Chairman, Jim Bagley. Meeting location: Cable Airport, 1749 W. 13th Street, Upland, CA 91786

Commission Members Present:

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

Commission Members Absent:**Staff Present:**

James E. Jenkins, Director of Airports	Department of Airports
Terry L. Stover, Assistant Director of Airports	Department of Airports
Rikki Vahovick, Staff Analyst II	Department of Airports
Denay Plasch, Secretary I	Department of Airports
Vince Corona, Airport Maintenance Worker I	Department of Airports
Joseph Dozier, Airport Maintenance Worker I	Department of Airports
Steve Mintle	Real Estate Services Department
Sharon Leon	Real Estate Services Department

Visitors Present:

Mark Taylor
A.J. Ursic
Diane Bailey
Chuck McCormick, Parsons Brinkerhoff
Curt Ingraham, Parsons Brinkerhoff
Charles LaClaire, City of Twentynine Palms
Joseph Matoush

Pledge of Allegiance:

Led by Commissioner Cable.

Report on Posting of Agenda:

Mr. Terry L. Stover, Assistant Director of Airports, stated the agenda was posted in accordance with requirements.

Awards, Guest Introductions and Announcements:

James E. Jenkins, Director of Airports presented Chino Airport Maintenance Worker I, Joseph Dozier with a five year service pin.

Action Item - Approval of Commission Meeting Minutes – October 25, 2012:

Commissioner Cable moved (seconded by Vice Chair Asmus) to approve the Commission Minutes of October 25, 2012.

Action Item – Approve meeting location for January and schedule for 2013 meetings:

Commissioner Smith moved (seconded by Commissioner Cox) to have the January Airport Commission meeting at the Department of Airports Administration Office in San Bernardino. Mr. Stover offered to have a proposed meeting schedule for the 2013 Airport Commission available

at the January meeting for review.

Commissioners Reports/Comments:

Commissioner Cox apologized for missing the last three Commission Meetings, stating that he was out of the area for two of the meetings and sick for the third.

Chair Bagley thanked Commissioner Cable for hosting the Commission Meeting, adding that Cable Airport is one of his favorite airports. Vice Chair Asmus also thanked Commissioner Cable.

Public Comments:

A.J. Ursic introduced himself as being from Chino Airport (CNO) and stated that he had a report from the EPA and Department of Justice that there has been a 1.3 million dollar settlement that mentions the County of San Bernardino. Mr. Ursic asked how much money the County will receive. Mr. Jenkins responded that \$211,000 had been received of money previously expended and another \$500,000 in reimbursement is expected.

Mr. Ursic referred to the minutes from the last Commission meeting, noting that the Department of Airports (DofA) is intending to submit for Capital Improvements soon and inquired regarding how the grants at CNO were doing.

Information Item: APV Updates – Airshow After Action Report & Fuel Facility Construction Project:

Mr. Stover referred to the Apple Valley Airshow After Action Report located under tab two of the packet. Mr. Stover added that over 12,000 people were in attendance and provided an overview of the event and community involvement.

Mr. Stover stated that the Apple Valley Airport Fuel Facility Project began effective November 26, 2012. Mr. Stover added that completion is anticipated toward the end of May 2013. Mr. Jenkins noted that a substitution process to allow Facility Builders Incorporated to substitute their grading contract will go before the Board of Supervisors on December 18, 2012.

Chair Bagley inquired about the condition of the fueling attendant that previously fell into the fuel truck at the Apple Valley Airport (APV). Mr. Stover responded that the fueling employee has since recovered and returned to work. Mr. Jenkins provided history of the event and a subsequent Cal/Osha investigation of the fuel vendor.

Information Item: DAG Updates – Tree Removal Project & Water Line Separation

Mr. Stover referred to photos located under tab three of the packets. Mr. Stover stated that trees are being removed and the stumps ground to create a clearer line of sight of the vacated housing complex at the Barstow-Daggett Airport (DAG). Mr. Stover added that the Edison electrical drops, gas meters, water line isolation and telephone lines will also be removed to ready the houses for demolition, hopefully in the next fiscal budget. Mr. Stover described minor vandalism issues at the vacated housing and security efforts by local Law Enforcement. Mr. Stover entertained questions regarding removal of the trees.

Mr. Stover stated that the water system at DAG is non-potable since the housing has been vacated. Mr. Stover described a disconnection between the Army's potable well and the County's non-potable well. He added that signs have been posted at all of the water outlets informing that the water is non-potable. Mr. Stover stated that \$189,000 a year will be saved in regulatory compliance and maintenance costs. Mr. Stover entertained questions.

Information Item: Fuel Updates for TNP and EED

Mr. Jenkins stated that the fuel situations at the Twentynine Palms Airport (TNP) and Needles Airport (EED) are dire. Mr. Jenkins detailed issues that began at APV with the underground storage tanks in approximately 2003 and described current and future fueling operations at APV.

Mr. Jenkins stated that approximately five months ago the TNP fuel provider, Aztec Aviation advised that they would no longer be providing fuel service. He added that the Department of Airports (DofA) inherited the fuel facility and there is currently no authority in the fee schedule to upcharge for fuel. Mr. Jenkins stated that the fuel is purchased and sold without any markup save for the \$.065 fuel flow that the code allows for. Mr. Jenkins stated that in early November Aztec Aviation informed that they will no longer accept credit card fuel payments on behalf of the DofA as of December 1, 2012. He added that he anticipates that the issue will be corrected in a relatively short time frame. Mr. Jenkins stated that the main problem with fuel at TNP is that it is not financially viable. He continued that TNP is an important fuel stop that is part of the National Transportation System and the DofA will support that. Mr. Jenkins described costs associated with providing fuel at TNP and stated that if the County is to operate the fuel island at TNP, fuel will be approximately \$9.00 - \$10.00 per gallon. Mr. Joe Matoush encouraged the DofA to be the strongest possible advocate for fuel at TNP. Ms. Diane Bailey voiced the importance of fuel service at TNP and noted possible safety issues if fuel is not available. Discussions ensued regarding TNP fueling operations. Chair Bagley requested that a new Solicitation of Proposal (SOP) seeking a TNP fuel operator be placed on the agenda.

Mr. Jenkins stated that discussions were planned for December 7, 2012 with the proposed fuel operator at EED. He added that his position was for the DofA to not spend any money operating the fuel at EED. Mr. Jenkins stated that the EED fuel tank is underground and described operation costs. Mr. Jenkins stated that if the proposed operator elects to not operate the fuel at EED, the fuel flows will be audited closely and if it "doesn't pencil" then the DofA will try to come up with an above ground storage tank system because of the tremendous costs associated with below ground storage tanks.

Information Item: Fee Schedule Update

Mr. Jenkins stated that the DofA does not intend to do many fee raises or adjustments upward but does intend to cut annual tenant discount payments from 10% to 5%.

Mr. Jenkins stated the ability to add an increment above cost for fuel will be requested from the Board of Supervisors. He added that the increment recommendation of the DofA will come before the Airport Commission.

Information Item: District #1 Airport Commission Appointment Status Update

Mr. Jenkins stated the Airport Commission First District seat has been unmanned for a period of time and contact will be made with Supervisor Lovingood's office regarding appointment of the vacant seat.

Monthly Updates:

Capital Improvement Program:

Mr. Jenkins referred to the AWP ACIP Data Sheet. He described in detail the Airport Capital Improvement Program (ACIP) relative to infrastructure improvements throughout the DofA. He stated that the upcoming plan for the next five years has been submitted to the Federal Aviation Administration (FAA). Mr. Jenkins stated that the Federal dollars received are maximized by being used for pavement and drainage improvements and are not used to pay employee wages.

Board of Supervisors Activity:

Mr. Jenkins stated that many of the Board of Supervisor activities are executed at the staff level. Mr. Jenkins referred to two budget increases under tab four that were in relation to fuel at TNP.

Real Estate

Mr. Steve Mintle provided a brief overview of DofA real estate activity. Mr. Jenkins introduced Ms. Sharon Leon and advised that she has been responsible for negotiating the new lease agreement deal with Sheble Aviation at EED.

Finance

Mr. Jenkins referred to the Budget Report FY 12/13 - Airports Summary and provided a detailed overview of current expenditures for the DofA. He noted that overall revenues are at 33% and the DofA wants to see 42%. Mr. Jenkins stated that the budget is still on track to be on target. Vice Chair Asmus inquired if State funds are ever received for airport improvements. Mr. Jenkins replied that a \$40,000 annual entitlement is received from Caltrans that comes directly from user fees from fuel that is purchased. Mr. Jenkins added that this allocation has not been received for the current year.

Monthly Reports and Miscellaneous – Chino Airport Operations

Mr. Jenkins stated that the balance of the information can be reviewed in the packets.

Mr. Ursic briefed on a near miss at CNO between an aircraft and a car. Mr. Jenkins described the ongoing challenge with safety education.

Mr. Jenkins stated that Mr. Stover has been promoted to the official position of Assistant Director of Airports. He added that Mr. Stover retains management responsibility for the Desert Airports and his desk will remain at APV.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, January 24, 2013 at 10:00 a.m. at the Department of Airports Administration, 777 East Rialto Avenue, San Bernardino, CA 92415.

Adjournment: Chair Bagley adjourned the meeting at 12:19 p.m.

Respectfully submitted,

Jim Bagley, Chairman
Airports Commission

James E. Jenkins, Director of Airports
Department of Airports

Denay Plasch, Secretary I
Department of Airports