

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
February 28, 2013**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Chairman, Jim Bagley. Meeting location: Department of Airports Administration, 777 East Rialto Avenue, San Bernardino, CA 92415.

Commission Members Present:

Jim Bagley, Chair
Mark Taylor
Ray M. Marquez
William Smith

Commission Members Absent:

Roy C. Cox
Larry Asmus, Vice - Chair
Bob Cable

Staff Present:

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

Visitors Present:

Chuck McCormick	Parsons Brinkerhoff
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Pledge of Allegiance:

Led by Chair Bagley.

Report on Posting of Agenda:

James E. Jenkins, Director of Airports, stated the agenda was posted in accordance with requirements.

Awards, Guest Introductions and Announcements:

Mr. Jenkins presented Chino Airport Maintenance Worker I, Vince Corona with a 5 year service pin.

Action Item - Approval of Commission Meeting Minutes – January 24, 2013:

Commissioner Smith moved (seconded by Commissioner Marquez) to approve the Commission Minutes of January 24, 2013.

Action Item – Election of Chairman and Vice Chairman for the year 2013:

Commissioner Taylor nominated Vice-Chairman Asmus (seconded by Commissioner Smith) to the position of Chairman. No other nominations received. Nominations closed. All Commissioners voted in favor of Vice-Chairman Asmus to hold the position of Chairman of the Airports Commission.

Commissioner Smith nominated Commissioner Marquez (seconded by Commissioner Taylor) to the position of Vice-Chairman. No other nominations received. Nominations closed. All Commissioners voted in favor of Commissioner Marquez to the position of Vice-Chairman of the Airports Commission.

Commissioners Reports/Comments:

Commissioner Taylor commented on concrete being poured for the Apple Valley Airport (APV) Fuel Facility construction project.

Commissioner Marquez apologized for not being present at the prior Airport Commission Meeting due to a schedule conflict.

Commissioner Bagley stated that he received an email notification from Commissioner Cox that he was not able to attend the Airport Commission Meeting due to a meeting in Sacramento. Commissioner Bagley read a report provided by Commissioner Cox regarding a public meeting held at the Rialto City Hall for Rialto Airport tenants.

Commissioner Bagley thanked the Airport Commission for his time as Chairman.

Public Comments:

Commissioner Bagley stated that long time Twentynine Palms Airport (TNP) tenant; Joe Matoush was unable to attend the Airport Commission Meeting but asked for his comments to be heard. Commissioner Bagley stated that Mr. Matoush is concerned about the current fuel situation at TNP and very frustrated like many other TNP tenants.

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

Mr. Jenkins stated that the Capital Improvement Program has been completed for the Barstow-Daggett Airport (DAG) and a letter has been provided to the Federal Aviation Administration (FAA) stating such. Mr. Jenkins described the possibility of a ribbon cutting at DAG and asked Commissioner Taylor to inquire with the First District Supervisor to give the Supervisor the opportunity to cut the ribbon. Mr. Jenkins added that it would be preferred that the ribbon cutting coincide with the Airport Commission Meeting, but the Supervisor's calendar can definitely be accommodated.

Mr. Jenkins stated that the APV Fuel Facility Project is moving forward. Terry Stover briefed on the Fuel Facility Project and highlighted recent difficulties with the Contractor and efforts by the Department of Airports (DofA) to move through the challenges.

Mr. Stover briefed on the DAG Lighting Project. He stated that the project is now complete and Bales Engineering did a very good job.

Board of Supervisors Activity:

Mr. Jenkins described approval allowed for substitution of one of the subcontractors for the APV Fuel Facility at no cost to the DofA.

Mr. Jenkins stated that Commissioner Cox, Commissioner Marquez and Commissioner Asmus have been reappointed to the Airport Commission and Commissioner Taylor has been newly appointed. Mr. Jenkins described some possible consternation concerning Commissioner Cable's Airport Commission seat stemming from a tenant at the Chino Airport (CNO) that believes Commissioner Cable is a competitor to the DofA. Mr. Jenkins stated that the DofA does not believe that to be the case and Commissioner Cable's opinion has been valued. Mr. Jenkins added that Commissioner Cable's reappointment may not be granted. Commissioner Smith stated that Commissioner Cable's expertise in dealing with the Feds as an airport owner has been a benefit. Mr. Jenkins said he believes it would be a loss if Commissioner Cable was not reappointed.

Real Estate

Steve Mintle provided a summary of the Property Leasing Activity for the DofA that was contained in the packets.

Mr. Jenkins briefed on the Klein and Mountjoy Development at CNO reverting to County ownership in the fall. Mr. Jenkins added that the principle heir Mr. Chuck Mountjoy will not exercise their option to renew. Mr. Jenkins referred to the location of the Klein and Mountjoy hangars on the map and described plans for future revenue of the hangars.

Mr. Jenkins elaborated on a deal with Sheble Aviation at the Needles Airport (EED). Mr. Stover said he will be at EED on March 5, 2013 to officially meet with Sheble Aviation and hand over the keys and walk through the facility. Mr. Jenkins briefed on the fuel operations at EED.

Mr. Jenkins stated that the Café at APV is struggling and are contemplating closing their doors. Mr. Jenkins described a counter offer by the DofA in an attempt to provide temporary relief and to keep the Café open for business.

Mr. Jenkins stated that he received a letter from Warbirds West out of Rialto on February 27, 2013. Mr. Jenkins read a portion of the letter aloud that requested a long term lease of gifted hangar space at CNO. Mr. Jenkins said that a copy of the letter and attachments will be provided to the Airport Commissioners. Mr. Jenkins expressed plans to visit the Warbirds West Museum and tour the facility with Real Estate Services. Mr. Jenkins gave an overview of the agreements with the two Air Museums currently at CNO and described his ideas for potential partnerships of Warbirds West and other current CNO tenants. Mr. Jenkins welcomed any comments the Airport Commissioners may have regarding knowledge of Warbirds West.

Finance

Mr. Jenkins referred to the Finance Report located in the packets, stating that the DofA is at 65% of the year and is at 48% with expenditures. Mr. Jenkins added that revenue is right on target at 64%. Mr. Jenkins continued with an overview of the Finance Report.

Monthly Reports and Miscellaneous – Chino Airport Operations

Mr. Jenkins briefed on a meeting he and Mr. Stover had with the County's Equal Opportunity Commission (EOC). He stated Mr. Stover and himself gave a presentation on how the DofA is in trying to make its workforce consistent with the County demographic. Mr. Jenkins added that the DofA message to the EOC is that the people that are hired are qualified and efforts are made to do outreach with assistance from the County's Human Resources to make certain everyone has an opportunity to compete.

Mr. Jenkins briefed on the TNP fuel situation and efforts made by the DofA to obtain credit card acceptance for fueling. Mr. Jenkins expressed frustration with the Auditor Controller's Office stating they have been slow to respond and the information they have provided has been incomplete at times and other times completely off base. Mr. Jenkins stated that he hopes for credit card capability by April 2013 but cannot say definitively whether or not it will be operational. Mr. Stover gave a summary of his efforts to obtain credit card acceptance for fueling at TNP and expressed his frustrations as well. Commissioner Bagley asked the DofA to stay diligent and stressed the safety concern associated with unavailable fuel at TNP. Mr. Bagley added that he will have discussions with Supervisor Ramos regarding this issue.

Mr. Stover briefed on possible training operations of the British Air Force at EED.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, March 28, 2013 at 10:00 a.m. at the

Twentynine Palms Airport, 78569 Twentynine Palms Hwy., Twentynine Palms, CA 92277.

Adjournment: Commissioner Bagley adjourned the meeting at 11:15 p.m.

Respectfully submitted,

Ray Marquez, Vice Chairman
Airports Commission

James E. Jenkins, Director of Airports
Department of Airports

Denay Plasch, Secretary I
Department of Airports