

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
October 25, 2012**

The meeting of the San Bernardino County Airports Commission was called to order at 10:02 a.m. by Chairman, Jim Bagley. Meeting location: Barstow-Daggett Airport, 39500 National Trails Hwy., Daggett, CA 92327.

**Commission Members Present:**

Jim Bagley, Chair  
Larry Asmus, Vice - Chair  
Bob Cable  
Ray M. Marquez

**Commission Members Absent:**

William Smith  
Roy C. Cox

**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

**Visitors Present:**

None

**Pledge of Allegiance:**

Led by Chair Bagley.

**Report on Posting of Agenda:**

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

**Awards, Guest Introductions and Announcements:**

None

**Action Item - Approval of Commission Meeting Minutes – September 27, 2012:**

Vice Chair Asmus moved (seconded by Commissioner Cable) to approve the Commission Minutes of September 27, 2012.

**Commissioners Reports/Comments:**

Vice Chair Asmus made inquiry regarding the First District Airport Commission vacancy. Mr. Jenkins replied that it is his understanding that First District Supervisor, Brad Mitzelfelt has chosen not to fill the vacancy because he is "on his way out" and wants to give the incoming Supervisor the opportunity to make his own appointment. Vice Chair Asmus requested that the new Supervisor be asked to appoint someone to fill the vacancy in December. Mr. Jenkins responded that he has been in contact with Mr. John Richardson of the CAO's Office regarding this matter and will continue to follow up. Terry Stover, Assistant Director of Airports noted that there is an Apple Valley Airport (APV) tenant who has been interested in the position and has been put in contact with the Field Representative for the First District. Chair Bagley mentioned Dick Pearson is a potential candidate as well.

Commissioner Cable inquired if the County has received their Capital Improvement Program (C.I.P.) notices. Mr. Jenkins confirmed that the C.I.P. notices have been received.

Chair Bagley apologized for missing the Apple Valley Air Show, stating that he attended the

AOPA Convention which was the same weekend.

Chair Bagley stated that fuel is once again available at the Twentynine Palms Airport (TNP) and noted that the gate is broken.

**Public Comments:**

None

**Monthly Updates:**

**Capital Improvement Program:**

Mr. Jenkins stated that a call from the Feds was received regarding the annual Airport Capital Improvement Program (A.C.I.P.) requests. Mr. Jenkins added that he intends to provide a draft at the next Airport Commission Meeting that outlines what the Department of Airports (DofA) intends to submit. Mr. Cable stated that there is a workshop on November 20, 2012 that can be very helpful regarding proper submittal processes.

Mr. Jenkins stated the current C.I.P.'s are the Lighting Project at the Barstow-Daggett Airport (DAG) and the Fuel Island Project at APV.

**Finance:**

Mr. Jenkins stated there are currently a total of 66 lines in the County Fee Ordinance for the various charges that the DofA has a set fee structure for. He added the fee structure will be consolidated down to about 28 items. Mr. Jenkins described upcoming changes to annual tenant payment discounts to generate more revenue and a planned change to stream line the process for lease payment delinquencies. He noted that there are no fee increases proposed in the fee structure.

Mr. Jenkins stated the only new fee that will be added to the fee ordinance will be for fuel. He stated there is currently no fee ordinance authority to sell fuel or to have an increment on top of the DofA's cost for fuel. Mr. Jenkins described a recent procurement of fuel purchased by the DofA for TNP, stating that the current TNP fuel price reflects the cost plus \$0.065 per gallon and in no way covers operating costs relative to the TNP fuel facility.

Mr. Jenkins referred to the budget report, stating that the DofA is currently at 34% of the fiscal year. Mr. Jenkins went over the report in detail. He stated that overall the DofA is at 25% of revenues versus the 34% target. Mr. Jenkins stated that he will be requesting input from the Commission regarding the updated draft fee schedule that will be available at the next Commission Meeting. Mr. Jenkins stated that tenants will be notified prior to July 1, 2012 via newsletter and other means of communication regarding what the new rate structure will be.

Mr. Jenkins referred to tab three of the packets stating that CNO operations have been cyclic but the fuel numbers have remained stable.

**Board of Supervisors Activity:**

Mr. Jenkins stated that the Board of Supervisors approved the contract for the construction of the fuel island at APV on October 23, 2012. Mr. Jenkins described the negotiated scope and fees with C&S and the Architecture and Engineering Department for the construction administration. Mr. Jenkins added that the project includes relocation of three port-a-ports, with two being repositioned to the north to the Midfield leasehold and the third rotated in its current location.

**Miscellaneous**

Mr. Jenkins briefed on the early October passing of Joe Monroe, a long time Department of

Airports advocate and visitor to the Airport Commission meetings.

Mr. Jenkins stated there is a daily inspection process at the Baker Airport through the Road Yard Department.

Mr. Jenkins stated that Commissioner Marquez was present for the Chino Police Department Grand Opening on October 13, 2012. Mr. Jenkins noted that this was the same day as the Apple Valley Air Show and he was unable to attend. Mr. Jenkins stated Mr. Bob Velker attended as a representative of the DofA. He went on to describe the contract between the DofA and Mr. Bob Velker, a community outreach liaison with the education community.

Mr. Jenkins stated that Southern California Edison (SCE) was currently doing water drop training at the Chino Airport (CNO) in concert with the facility they have at CNO. He added that he would like to arrange a tour of the SCE facility the next time the Commission meeting is held at CNO.

Mr. Jenkins described several ongoing lease matters at CNO, including a significant reversion issue with Eagle Nest I and the Chino Development League, causing an increase in the lease payment from \$2,500 per month to nearly \$9,000 per month. He stated that a lawsuit resulted by people believing they owned the lease, and the lawsuit was later dismissed and the principal holder for the Chino Development League was paid what he required.

Mr. Jenkins stated that the housing at the Barstow-Daggett Airport is now closed and the trees will be removed around the housing compound. He added that the structures will likely be removed in the next fiscal cycle. Vice Chair Asmus inquired if the trees dying from lack of water is the reason for their removal. Mr. Jenkins responded that the trees preclude line of sight and provide cover for vandalism. Mr. Stover stated that an environmental survey for habitat was done and the project is currently cleared before the nesting season begins.

Mr. Jenkins stated that non potable water signs have been posted throughout DAG, adding that since the housing is gone, DAG is no longer a small water purveyor.

Mr. Jenkins stated that there are current negotiations with Sheble Aviation regarding the management of the Needles Airport (EED) and fuel service. Mr. Jenkins stated that it was determined that the cost to run the fuel service at EED is tremendous. He stated that he believes there has been more fuel flowing through the EED facility than has been reported and this activity will be monitored over the next couple of months. Mr. Jenkins added that the costs for maintaining the tanks and permitting will be shuttled to Mr. Sheble's lease agreement. He added that if Mr. Sheble does not accept the agreement, a business decision will need to be made regarding rather or not to continue having fuel at EED. Mr. Jenkins stated that the Airport Commission will be engaged in this decision. Mr. Jenkins added that fuel management is hugely expensive, as is the case at TNP. He noted that TNP does not pencil out with the DofA providing fuel. Mr. Jenkins stated that the DofA will be in a better position over the next quarter and perhaps the quarter after that to determine rather or not continuing fuel service at EED and TNP makes business sense. Commissioner Cable inquired if Mr. Sheble will have the option to bring their own fuel into EED. Mr. Jenkins responded that once the next draft lease agreement is presented to Sheble Aviation, they will be given the opportunity to counter. Discussion ensued regarding fuel and operating costs.

Mr. Jenkins stated that the Twentynine Palms Soaring Club has been given notice that they were not the successful proponent in the Solicitation of Proposal process for the hangar facility at TNP. He added that he anticipates some discord from the Soaring Club.

Mr. Jenkins stated that three loans have been retired from Cal Trans Department of

Aeronautics. He clarified that the loans were received in the past for various matching Federal grants and projects that were in the system, specifically CNO.

Chair Bagley stated that he stopped by Baker Airport and noticed that there were no restroom facilities. Mr. Jenkins stated approximately four years ago there was a project that investigated what it would take to provide a compost unit at the facility. He added that this item will be revisited and something will be installed. Chair Bagley stated that he was impressed with the condition of the Baker Airport.

Commissioner Cable inquired if there are emergency evacuation services offered at the various County Airports. Mr. Jenkins responded that Baker Airport definitely is utilized for emergency evacuation as well as parts delivery for Interstate commerce and big rigs that need roadside repair. Commissioner Cable suggested that this appears to be an arguing point with the Board of Supervisors regarding the necessity of the airport. Mr. Jenkins responded that Baker Airport costs very little and is east to defend. He continued that EED and TNP are critical to the system as well and it's just a question relative to how they are managed, adding that the fuel component skews things. Mr. Jenkins went on to describe property north of Baker Airport that is necessary for safety improvement and possible runway expansion.

Commissioner Cable inquired if the DofA has ever looked into Eagle Scout projects. Mr. Jenkins responded that the difficulty is with staff supervision to mentor the Scouts which is harder to do at the outlying airports. Commissioner Cable responded that the Cable Airport has done a lot of Eagle Scout projects without supervision. He added that there are a lot of pre meetings with the adults that will be supervising to make sure there is a set goal plan, noting the result has been great success. Mr. Jenkins agreed that the Eagle Scout projects at CNO were also a success. Mr. Jenkins responded that this issue will be explored further.

Chair Bagley requested sweeping of debris at TNP, likely cause by an Osprey.

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

The next meeting will be held on Thursday, December 6, 2012 at 10:00 a.m. at the Cable Airport, 1749 W. 13<sup>th</sup> Street, Upland, CA 91786.

**Adjournment:** Chair Bagley adjourned the meeting at 11:16 a.m.

Respectfully submitted,

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Jim Bagley, Chairman  
Airports Commission

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James E. Jenkins, Director of Airports  
Department of Airports

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Denay Plasch, Secretary I  
Department of Airports