

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
September 27, 2012**

The meeting of the San Bernardino County Airports Commission was called to order at 10:06 a.m. by Chairman, Jim Bagley. Meeting location: Apple Valley Airport, 21600 Corwin Rd, Apple Valley, CA 92307.

Commission Members Present:

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

Commission Members Absent:

William Smith
Ray M. Marquez

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
Patrick Maroney, Airport Maintenance Worker I	Department of Airports
Ken Owens, Airport Maintenance Worker II	Department of Airports
James Beck, Airport Maintenance Worker I	Department of Airports
Greg Latner, Airport Maintenance Worker I	Department of Airports
Steve Mintle	Real Estate Services
Sharon Leon	Real Estate Services

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:

Mr. Jenkins introduced Greg Latner, stating that Mr. Latner has reached his ten year anniversary as an employee with the Department of Airports as of January 2012. Mr. Jenkins added that Mr. Latner is currently the acting lead man at the Chino Airport (CNO), where he has spent his career with his primary responsibility being the electrical aspect of the airfield. Mr. Jenkins presented a ten year service pin to Mr. Latner.

Action Item - Approval of Commission Meeting Minutes – August 23, 2012:

Roy Cox moved (seconded by Commissioner Cable) to approve the Commission Minutes of August 23, 2012.

Commissioners Reports/Comments:

Commissioner Cox stated that he did not have any updates regarding the Rialto Airport to provide to the Commission.

Chair Bagley said he was approached by Joe Matoush regarding placement of a sign for the Twentynine Palms Airport (TNP) on the highway. Mr. Jenkins responded that a sign could be

put up.

Public Comments:

None

Information Item: Apple Valley Airshow, October 13, 2012

Mr. Terry Stover briefed on the tentative schedule of events contained in the Apple Valley Air Show Packets. Mr. Stover stated that First District Supervisor Brad Mitzelfelt will be giving the Air Show opening remarks.

Mr. Stover described plans to move the crowd line fencing back on the ramp toward the west to avoid props moving in crowd areas. Mr. Stover added that general entry fee will be \$5.00 for persons 12 and over and parking is free.

Mr. Stover thanked Denay Plasch for handling a lot of the “behind the scenes” work for the Air Show. Mr. Stover advised the Commissioners to contact Mrs. Plasch if additional entry tickets or parking passes are requested.

Chair Bagley noted that the Apple Valley Air Show is scheduled for the same weekend as the AOPA Convention.

Information Item: Recent Incidents: Apple Valley Airport

Mr. Stover provided details regarding a fueling incident at the Apple Valley Airport (APV) where a trainee fell into a fuel tank, noting the trainee has since recovered and returned to work.

Mr. Stover also briefed on an incident where a mechanic was apparently working on the landing gear hydraulic lines of an Aero Commander aircraft when the right gear collapsed with the mechanic in the wheel well. Mr. Stover stated that severe injuries were sustained to the mechanics legs and several months of recovery are expected.

Mr. Jenkins described staff and emergency efforts that were made for both incidents. Mr. Jenkins added that a complicating factor in the aircraft incident is that the injured gentleman is a tail gate mechanic. Mr. Jenkins said that APV was visited by OSHA relating to the fueling incident and he expects that OSHA will also be visiting in regards to the aircraft incident.

Commissioner Cable inquired if there is a “no maintenance policy” on the ramp. Mr. Jenkins replied that in the Rules and Regulations there are stipulations as to what can occur on the ramp, including permission of minor maintenance items. Commissioner Cable asked if million dollar liability insurance is required for aircraft based at the airport. Mr. Jenkins responded that every permit is required to have indemnification naming the County as additional insured. Mr. Jenkins added that a waiver must be signed for non-airworthy aircraft that are uninsured. Commissioner Cable described the permit, insurance and fees that are utilized for businesses at Cable Airport. Mr. Jenkins responded that a similar policy is required for business permits within the Department of Airports.

Mr. Jenkins stated that fuel was taken from Chair Bagley’s aircraft at TNP. Mr. Jenkins stated that notice has been posted on the local AWOS asking the pilot community to ensure they are doing a complete preflight inspection. Mr. Jenkins added that fuel theft also occurred at the Chino Airport (CNO), resulting in an excess of 60 gallons of fuel taken from two aircraft. Mr. Jenkins said that notices were posted on aircraft requesting pilots to complete preflight inspections. Mr. Jenkins said that the Flight Standard District Office was notified of the fuel thefts at TNP and CNO. Commissioner Bagley stated that the fuel theft from his aircraft resulted in only two gallons remaining in the fuel tank. Commissioner Bagley asked if any usable photos were obtained from the TNP security cameras. Mr. Stover responded that there

is an individual on the gate camera that was obviously carrying in empty gas cans and departing with full gas cans. Mr. Stover asked Commissioner Bagley to review the photos after the meeting if possible to see if the person can be identified.

Monthly Updates:

Real Estate

Mr. Jenkins stated that two proposals were received in response to a Solicitation of Proposal (SOP) for hangar and fuel management at TNP. Mr. Jenkins said that Mr. Joe Matoush has been selected as the party to negotiate with. Mr. Jenkins stated a notice will be sent on November 1, 2012 to the current occupants of the hangar, notifying them that they will need to find an alternative storage location.

Steve Mintle briefed on the Real Estate report and the Sheble Lease which is intended to replace Paradise Aviation at the Needles Airport (EED).

Mr. Jenkins described a meeting with a movie studio called Allied Studios that was contemplating bringing their operations to CNO. Mr. Jenkins stated that once the parties from Allied Studios were disclosed a background check was conducted on the principal party by County Counsel. Mr. Jenkins stated that due to the results of the background check the deal was cut out.

Mr. Jenkins noted a disappointing history of poor response to SOP's despite expense and advertising efforts put forth.

Commissioner Cable asked if there are plans for in house management of the fuel farm at APV. Mr. Jenkins responded that the Department of Airports would like to simply accept the fuel flow dollars to try and amortize the investment rather than be in the fuel facility business, as is the case at TNP due to necessity.

Mr. Jenkins stated that the Department of Airports is currently outside of policy as there is no authority within the fee ordinance to designate fuel prices at TNP. Chair Bagley responded that if the fuel price could come down a little bit, fuel sales are likely to increase.

Finance:

Mr. Jenkins stated that revenues are currently 6% off. Mr. Jenkins said these figures exclude APV and the commercial hangar complex at CNO which are stand-alone budgets and currently right on track. Mr. Jenkins added that a formal report will be available at the next cycle.

Mr. Jenkins stated that in the past three weeks he has been heavily involved with the Staff Analyst and the "fiscal side of the house". Mr. Jenkins added that there are a lot of administrative items that are being managed with the Auditor Controller's Office. Mr. Jenkins said that Rikki Vahovick is the Staff Analyst and has been doing a really good job. Mr. Jenkins noted that Steve Mintle and Sharon Leon have helped with the Real Estate side.

Mr. Jenkins described efforts to clean up delinquent accounts that have been artificially inflated with late fees and charges.

Mr. Jenkins stated that the Department of Airports has finally extricated itself from being landlords of housing at the Barstow-Daggett Airport (DAG). Mr. Jenkins added that the last party was forcibly evicted by the Sheriff. Mr. Jenkins stated the water system at DAG now becomes a non-potable system and \$500 per day is saved in costs associated with having to maintain regulatory compliance. Mr. Jenkins stated that the Department of Airports intends to make the final housing tenant responsible for the cost associated with having to continue operation of the water system because he did not vacate per the agreement and notice. Ken

Owens inquired if shutting of the water to the housing will shut of the water to the fire hydrant. Mr. Jenkins responded that no fire hydrants will be made unusable.

Mr. Jenkins referred to the Chino Airport operations under tab three of the packet and described the cyclic operations. Mr. Jenkins said that numbers are expected to go up if efforts for Mr. Rod Anderson from Helistream to base his operation at CNO are successful.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, October 25, 2012 at 10:00 a.m. at the Barstow-Daggett Airport, 39500 National Trails Hwy, Daggett, CA 92327.

Adjournment: Chair Bagley adjourned the meeting at 11:21 a.m.

Respectfully submitted,

Jim Bagley, Chairman
Airports Commission

James E. Jenkins, Director of Airports
Department of Airports

Denay Plasch, Secretary I
Department of Airports