

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

March 28, 2019, 10:00 A.M.

Department of Airports
777 E. Rialto Avenue
San Bernardino, CA 92415

1. Call To Order – Chairman James Bagley

Larry Asmus, Valley At Large, Vice Chair	_____
Jim Bagley, Desert at Large, Chair	_____
Mark Taylor, First District	_____
Christine Canepa, Second District	_____
William Smith, Third District	_____
Ray M. Marquez, Fourth District	_____
Roy C. Cox, Fifth District	_____

2. Pledge of Allegiance

3. Report on Posting of the Agenda

4. Awards, Guest Introductions and Announcements

5. Action Item: Approval of Commission Meeting Minutes, February 28, 2019

Motion:

Second:

6. Commissioner's Reports/Comments

7. Public Comments

Visitors are requested to make comments or ask questions only on those items not identified in the agenda.

If there are questions concerning an agenda item, please wait until that item comes before the Commission. There is a 5-minute time limit per visitor.

8. Information Item: Disadvantaged Business Enterprise (DBE)

9. Director's Reports

- **Tab 1 Capital Improvement Program**
- **Tab 2 Board of Supervisors Activity**
- **Tab 3 Real Estate**
- **Tab 4 Finance**
- **Tab 5 Monthly Reports**
- **Tab 6 CNO Operations**
- **Tab 7 Miscellaneous**

10. Time and Place of Next Meeting: April 25, 2019, 10:00 a.m. – Chino Airport—7000 Merrill Avenue, Chino, CA 91710 (specific location pending at this time)

11. Adjournment

THE MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING REQUESTS SHOULD BE MADE THROUGH THE SAN BERNARDINO COUNTY DEPARTMENT OF AIRPORTS AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE MEETING. THE DEPARTMENT OF AIRPORTS TELEPHONE NUMBER IS (909) 387-8810 AND THE OFFICE IS LOCATED AT 777 EAST RIALTO AVENUE, SAN BERNARDINO, CA 92415-0831.

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
FEBRUARY 28, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Jim Bagley. Meeting location: Twentynine Palms Airport 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277

Commission Members Present:

Jim Bagley, Desert at Large, Chair
Larry Asmus, Valley at Large, Vice Chair
Mark Taylor, First District
Ray Marquez, Fourth District
Roy Cox, Fifth District

Commission Members Absent:

Christine Canepa, Second District
William Smith, Third District

Staff Present:

Maureen A. Snelgrove, Assistant Director
Tracy Williams, Airport Manager
Nicole Leyden, Secretary

Department of Airports
Department of Airports
Department of Airports

Visitors Present:

Bob Velker
Brenda Schwetz
Wenhao Zhang
Scotty Hong
Joe Matoush
Christopher Young

Chino Development League
AFT Center, Chino Flight School
AFT Center, Chino Flight School
AFT Center, Chino Flight School
Twentynine Palms Airport Tenant
Air Skipper, LLC., TNP Tenant

Pledge of Allegiance

Led by Commissioner Bagley.

Report on Posting of Agenda:

Maureen Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Ms. Snelgrove introduced the new Chino Airport Manager, Tracy Williams. She also announced that a new Fiscal Assistant had also been hired, Cynthia Osier. Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, January 24, 2019

Moved by Commissioner Taylor seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from January 24, 2019.

Commissioner Reports/Comments

Commissioner Marquez welcomed Ms. Williams to the Department and welcomed the new flight school to Chino Airport.

Commissioner Bagley welcomed everyone to Twentynine Palms Airport.

He commented on the airport gate. Originally it had a card-reader, but it is non-functional and it has not been replaced.

He pointed out that the Tetrahedron is still not illuminated at night. Also there is a septic odor which is possibly due to an issue with the traps and the current air-freshener has an overwhelming odor.

He also inquired about the office in the pilot's lounge and the furniture, including the couches.

Ms. Snelgrove said that the couches will be replaced and that the current chairs were specifically chosen due to the fact that they can be cleaned and maintained easily.

Commissioner Asmus welcomed Ms. Williams to the Department.

Commissioner Asmus commented on the water in Twentynine Palms and how it is not potable. If there is ever an opportunity to make the water drinkable he'd like to see that pursued.

Commissioner Bagley explained that the water in Twentynine Palms is high in sodium so it is not healthy to drink daily, therefore Sparkletts water is available to pilots in the pilot lounge.

Commissioner Taylor reported that he has been receiving a lot of phone calls regarding the Apple Valley Airport Café, 3rd Generation Taco. People in the area are upset that the café is having their lease terminated.

Public Comments

Mr. Young stated that a letter written by him was read aloud at a previous commission meeting, but he has not received a response. He also shared that his port-a-port was damaged by an airport tenant and investigated by the County and that no action has been taken.

Commissioner Bagley explained that since the commission is governed by the Brown Act that they cannot comment on this matter since it is not on the agenda.

Ms. Snelgrove stated that the Department will get back to him with a response at a later date.

Mr. Velker shared that he works with schools periodically to promote aviation. There is a plan to put an island in the center of the upcoming Planes of Fame Airshow with local employers including businesses from the airport to share information on working in the aviation field. He also requested the County provide transportation for him to utilize while giving tours of the airport to students.

Information Item: Possessory Interest

Ms. Snelgrove pointed out that it is the time of year when the County Assessor mails possessory interest tax bills. A Chino tenant recently fell into default for non-payment, but is addressing the issue. The Department of Airports will be working with the Assessor's office to ascertain information on all tenants who are potentially in default.

Director's Reports

Capital Improvement Program

The Department is slowly moving forward on Capital Improvement Projects.

The County is continuing to work with the City of Chino on the Kimball Ave project and is moving forward on the plans for drainage.

An Inquiry was made regarding the improvements on the taxiways at Chino Airport.

Ms. Snelgrove stated that the County policy for Disadvantaged Business Enterprise (DBE) has not yet been completed.

Commissioner's request was made for an update of this matter at the next commission meeting.

An inquiry was made in regards to the Chino Plume.

Ms. Snelgrove shared that technical meetings are occurring with the Chino Desalter Authority (CDA).

Apple Valley Airport projects are still in their final review. The projects are a wash rack, drainage runway improvement and parking lot redesign.

Board of Supervisors Activity

An item was presented to the Board of Supervisors to adopt the mitigated negative declaration for the Chino Airport groundwater remediation project and the draft interim remedial action plan. The Clerk of the Board will post the notice for 30 days. Ms. Snelgrove stated that the posting of the environmental document and approving the draft of the remediation were both milestones.

Real Estate

Ms. Snelgrove briefed the commission on a couple of properties.

Communication was received from the contractor who conducted the electrical work for Yancey Enterprises informing us that there is a nonpayment of contract and stating that they would lien the property. The contractor was informed that it was the responsibility of the tenant to ensure payment of the contract and that the County was not involved in relocating Yancey Enterprises.

The FAA signed a lease utilizing office space in the Apple Valley Airport terminal.

3rd Generation Taco has had an extremely poor payment history. They have been without a lease and in hold-over with an agreement that they provide a clean payment status. Within that time they have missed numerous utility and lease payments. A business decision was made to terminate their lease. They since offered to pay 3 months in advance. Mr. Jenkins agreed to do a new lease with them for a 3-month period, then would be on a month-to-month lease after that.

Financial Report

Ms. Snelgrove announced that the new Department Analyst is scheduled to start March 18th. Expenses are tracked on a regular basis and finances are on target for the rest of the year.

Fees were recently presented to the Board of Supervisors. Those will go through a process of public hearing then approval. Starting in the beginning of the fiscal year there will be increases due to the appraisal that was completed in 2018.

Monthly Reports

Ms. Snelgrove presented her monthly report.

Attended the State of the County.

Attended SWAEE Conference in Monterey.

Chino

Corsair Drive - repaved and some large holes on the airport repaired.
Additional slurry planned for spring.

Hangar inspections – ongoing – Building B340 completed; J-hangars left to be done in March.

Storm management – Chino usually receives 14 inches of rain a year– currently at 28 inches.

Various tenant meetings to discuss certain development opportunities.

Desert Airports

Continue with deferred maintenance; completing roof at Needles Airport in April.

Apple Valley Airport

Continues with regular maintenance

Chino Airport Operations

The numbers for 2018 has surpassed 2017. The count for January will be just slightly lower than usual due to much less helicopter activity so far this year and the recent weather.

Miscellaneous

The Bettello Lawsuit – The County is responding to discovery requests and public record requests. Public records request included 63 items. All Airport Commissioners were sent an e-mail and are reminded to respond to that e-mail.

County Counsel has advised that part of County policy is that advisory commissions do not have closed sessions. In the future if the commissioners have something that needs to be shared or if any commissioners have questions they can meet in small groups that do not create a quorum or with the County representatives individually.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, March 28, 2019 at 10:00 a.m. - Department of Airports – 777 East Rialto Ave San Bernardino, Ca 92415

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:49 am.

Respectfully submitted,

Jim Bagley
Airports Commission

Maureen A. Snelgrove, Assistant Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

Interoffice Memo

DATE: March 25, 2019

PHONE: 909 387-8810

FROM: **JAMES E. JENKINS**
Director of Airports

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – FEBRUARY 23, 2019 – MARCH 21, 2019**

APPROVED BOARD AGENDA ITEMS			
DATE	ITEM #	SUBJECT:	RECOMMENDATION(S)
No Items to present during this reporting period.			

INTEROFFICE MEMO



DATE: March 28, 2019
FROM: JAMES E. JENKINS, Director
 Department of Airports
TO: AIRPORT COMMISSIONERS

PHONE: 387-8810
MAIL CODE: 0831

SUBJECT: PROPERTY LEASING ACTIVITY

The following is a summary of current property leasing activity.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
1	CNO	A-335 Inland Valley Aviation	Approx. 10,000 sq. ft. hangar	Fee Ordinance \$0.17 cents a sq. ft.	Tenant continues to pay rent and additional \$1,000 a month towards past due amount. RESD preparing new agreement for tenant signature. A new County revise revenue lease has been prepared (1/8/18) and will be submitted to tenant upon approval by county counsel. Lease submitted to tenant week of 4/16/18. Revised lease with county counsel 9/18/18 to be submitted to tenant upon counsel approval. RESD submitted revised agreement to tenant January 2019. Lease executed by tenant and being prepared to submit to BOS for consideration as of 2/18/19.
2	CNO	Yancey Enterprises Hangars A-480 & A-485	Both consist of 6,840 sq. ft. hangar 1,710 sq. ft. shop	\$0.28 cents sq. ft. hangar & shop	Permits issued from City of Chino Tenant Improvements have begun week of 8/14/17. Tenant has truck loads and truck loads of items being delivered for business as of 1/18/18. Tenant has issues with contractor trying to obtain a certificate of occupancy as of 8/14/18. Tenant continues to have issues with obtaining a CofO as of 2/14/19.
3	CNO	R&R Properties	5.97 acres	To be proposed	Tenant removing structure as required by lease. Tenant obtaining Permits to relocate Modular unit for retail sale of Sod. Tenant not able to obtain permit, looking for alternative office space at Airport as of 2/1/17. RESD/Airports to discuss with tenant making this location work for future retail operations. Tenant has Use Permit at A-310 for space conducting retail sales off Merrill Avenue. RESD/Airports advised tenant (June 2017) to proceed with obtaining permit for Kimball location as A-310 is short term solution. Tenant advised with certain modification tenant may secure a permit for

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<p>modular unit at site. As of 1/17/18, Tenant working with City of Chino regarding permit for modular unit to be located on site to conduct retail operations. AS of 9/18/18, tenant still working through City of Chino to obtain permit for retail sale off Kimball Avenue. Tenant indicates they have hired an Arichtect and are close to obtaining a Ceritifacte of Occupany on this location to conduct their SOD retail operations as of 2/14/19.</p>
4	APV	Terminal Building	Approximately 200		<p>FAA has requested the office space for conducting business. FAA is preparing the lease for the County to review as of 7/16/18. FAA and County negotiating final terms and conditions for office lease. Lease should be fully executed prior to 12/31/2018. Lease fully executed December 2018. Tenant has requested for minor mdifications and airports to review and approve as of 2/14/19.</p>
5	APV	Chalk 2	13,200 square foot hangar	Approximately \$0.225 per sq. ft.	<p>Tenant has requested a lease extension. Airports has requested RESD prepare a lease extension. Tenant has two year option which has been exercised and agreed to by all parties. Lease has been extended through November 30, 2018. RESD preparing SOP for this facility as of 8/15/18. SOP commenced on 9/21/18 through October 23, 2018. RESD received only one written response from current occupant Chalk 2. RESD will proceed week of 12/3/18, with preparing a new lease agreement for three year term. Lease submitted to tenant week of 2/11/19 for review and execution. Lease fully executed as of 3/12/19.</p>
6	CNO	R & R Properties	Approximately 148 acres, land area for cultivating sod	Approximately \$4,010 a month	<p>RESD to commence negotiations with existing Sod farmer to extend term an additional three-years with right to terminate on 120 days notice. RESD prepared lease counsel approved week of 8/6/18 and lease submitted to tenant for review and signature week of 8/13/18. Additional modifications requested by counsel regarding Plume, lease to be resubmitted to tenant for review and approval upon counsel approval and</p>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					addition of additional language as of 2/14/19.
7	CNO	Parcel B-305	5.40 acres of developable land	\$0.07 cents a square foot	SOP was issued on February 21, 2017 with proposals due April 7, 2017. RESD/Airports received one proposal to develop parcel. Proposal has been submitted to various staff for review and comments week of 4/10/17. SOP processed, one proposal received. RESD to prepare lease agreement for Chino Development League. As of 1/18/18, County Counsel has reviewed and provided comments to development lease agreement. RESD to submit to tenant after incorporating counsel changes. Revised document provided to tenants attorney week of 2/12/18. RESD provided final agreement to tenant week of 3/12/18 for review and signature. Lease executed by tenant and county counsel and will be submitted for Board consideration on June 26, 2018. Lease fully executed as of June 26, 2018. Tenant pursuing permits through City of Chino Building and Safety Department as of 2/14/19.
8	CNO	Port a Port Tenants	Approximately 60 spaces	Fee Ordinance Very based on size	RESD has prepared Use Permits for all port-a-port tenants as in the process of having all agreements executed as of August 18, 2018. All agreements have been executed 10/22/18. A few port a ports have been sold and RESD is preparing new agreements as of 3/14/19.
9	CNO	SBCADG	Parcel B-199	Groud Development Fuel Farm	RESD/Airports has been working a significant amount of time to amend the lease for this prior development agreement. Tenant has requested to modify Use Provision, along with adding space, adding additional modular units and other options he is entertaining. RESD was waiting to move forward with amendment until all agreed to items with RESD and Airports has been agreed to. RESD is moving this item forward with only the revised Use Provision. Amendment is with County Counsel for review prior to submission to tenant as of 3/12/18. Counsel has reviewed and approved. RESD has submitted to tenant and will meet again with tenant on August 15, 2018 to discuss the amendment. As of 9/19/18 tenant has issues with terms of amendment and negotiations have

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					been put on hold. Tenant has provided notice of intentions not to proceed with executing amendment for lease modifications as of 10/30/2018. Tenant does not want to proceed with amendment because of the new language regarding the Air Show.
10	CNO	Various Individual Hangar Facilities in B-340	Building B-340		RESD is working with approximately 18 tenant on renewing their short term lease by an additional two years. Approximately 12 agreements are in some stage of negotiations with an additional 6 expiring within the next three months as of 2/14/19.
11	CNO	AvSource LLC Hangar A-490	1,120 square feet of ramp space	\$62.00 per onth	RESD has a Use Permit in place from March 1, 2019 through April 30, 2019. RESD preparing a short term lease for two years and will submit prior to the expiration of the Use Permit.
12	CNO	Advantage Aviation	Ramp Area 22,893 square feet	\$687.00 a month	RESD has prepared and county counsel reviewing lease as of 9/18/18, for submission to tenant for execution for ramp space east of hangar A-240. Lease submitted to tenant week of 10/22/18. RESD following up on agreement week of 2/11/19. Tenant has requested additional space and wants to modify Use Provision to add an additional Business as of 2/11/19. RESD is following up with tenant to obtain executed Lease as of 3/14/19.
13	APV	3 rd Generation Tacos	Approximately 1200 square feet for café in terminal building		After meeting with tenant to discuss past issues and concerns, RESD and Airports have agreed to prepare a new short term lease agreement for tenant to continue his operations at Apple Valley Airport. As of 7/1/18, tenant delinquent on monthly rent, RESD/Airports to put tenant on notice and next violation the lease may be terminated. As of 2/14/19, RESD/Airports considering termination of lease for continued late payments of monthly rent and utilities. Tenant has decided to terminate agreement effective March 19, 2019. Airports to advise RESD as to preparing an SOP.
14	CNO	SOP hangar B-295	10,000sq. ft. hangar 1,500 sq. ft. office	Proposed \$4,319.00 per month	The SOP has been issued with proposal due no later than May 22, 2018 at 4pm. RESD/Airports has received five written proposals for evaluation prior to the May 22, 2018 proposal deadline .A recommendation has been presented

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					to Airports. One of the four other proposers has filed an appeal of the recommendation. Airports to review appeal and advise. Initial SOP has been terminated and a new SOP has commenced as of September 14, 2019 through October 15, 2018. RESD has received 8 proposals prior to the submission deadline of October 15, 2018. Committee being established for proposal presentations. Committee heard proposal presentations on 10/30/2018 and have made a selection and recommendation to Airports. RESD has provided written notifications to proposers and is moving forward with lease preparations for San Bernardino County Aviation Development Group as of 11/16/2018. RESD has prepared lease and submitted to county counsel for review week of 12/17/18. RESD/Counsel have approved draft lease, however, agreement on hold as of 2/1/19.
15	CNO	Threshold Technologies Ramp Area	30,000 square feet approximately	TBD	RESD preparing a short term lease for aircraft parking on the northside of the airfield as of 11/27/2018. RESD to follow up with tenant regarding ramp area as of 2/11/19.
16	CNO	Fighter Rebuilders Building 515	4,087 square feet of shop space	Approximately \$1,100	RESD preparing a new short term lease extension by request of Airports as of 2/11/19. RESD has prepared a new lease for counsel review prior to submission as of 3/7/19.
17.	CNO	Port-a-port relocations from Bracket Airport		\$100 to \$120 a month Fee Ordinance	RESD is working on preparing 18 Use Permits for relocation from Bracket Airport to Chino Airport. Relocation tenants have obtained permit from City of Chino Planning and Safety Department.
18.	CNO	Pioneer Aviation	Development agreement		RESD/Airports/County Counsel reviewing amendment to amend Use provision of lease and approve subtenant agreement as of 2/11/19.
19.	CNO	Pioneer Aviation	Ground Area Approximate 1,000 square feet		RESD preparing new lease for five year term for ground area to develop ADA parking and additional parking for Special Events.

OTHERS:

Airports and RESD anticipate the following:

- MAG Aviation – 29 Palms consultant agreement being reviewed by county counsel to extend for two Years.

- As of 11/14/2017, RESD to potentially prepare 24 lease agreements to relocate port-a-port tenants from Bracket Airport to Chino..
- American Auto Truck – A-310 – Lease agreement submitted to tenant week of 9/18/2017.
- Pacific States Systems A-340 - Lease was submitted to tenant for review and execution by RESD week of 2/11/19.
- Threshold Technologies – RESD has prepare a short term container agreement (extending current lease) for the Commercial Container Complex to add one additional container to the mix. **Counsel has approved as of 2/4/19.**
- Navion Customs – RESD has prepared a Use Permit for the storage of a container in the Commercail Container Complex west of Commercial Hangars. **Request has been withdrawn and lease will not move forward at request of tenant as of 2/14/19.**
- Young Marines – RESD has prepared a short term lease for the space in A-310 approximately 732 square feet to be ytilized as classroom space for the Young Marines Program. Lease is fully executed and tenant is occupying the space for classes/education as of 2/11/19.
- **Kanetics A-330 - lease to extend term has been approved by RESD and county counsel and submitted to tenant week of 2/11/19.**
- **R&B Cattle A-315 - New short term lease extension being offered for space in building 315 for their continued use of the facilities.**
- **Civil Air Patrol – RESD working on a new short term lease extension upon receipt of events/activities schedule from Civil Air Patrol for 2019 as of 2/1/19.**
- **Pleasant Feed Supplements A-325 – RESD preparing new short term lease to continue to occupy the Modular Unit known as A-325, as of 2/1/19.**
- **Midfield Aviation Apple Valley Airport – RESD to negotiate lease extension for hangar and ground lease currently under contract with Midfield and expires on 3/31/19.**



Interoffice Memo

DATE: March 28, 2019

PHONE: 387-8810

A handwritten signature in blue ink that reads "Maureen A. Snelgrove".

FROM: **MAUREEN A. SNELGROVE**, Assistant Director
Department of Airports

TO: **JAMES E. JENKINS**, Director
Department of Airports

SUBJECT: **MONTHLY REPORT**

ADMIN

- Budget Immersion and preparation.

CHINO

- No report at this time.

DESERT AIRPORTS

- Deferred maintenance projects continue at all the airports.
- TNP - Quotes received for new gate access system.
- TNP - Staff have started addressing lighting concerns.

APPLE VALLEY

- Maintenance Crew have been addressing pavement needs, painting, lighting and signage.

ANNUAL / ON-GOING PROJECT

- Chino Airport Remediation Project: All drilling for the test wells is complete.

CHINO AIRPORT OPERATIONS

Month	2015	2016	2017	2018	2019
January	14596	14206	11685	17892	13452
February	11555	14675	11905	16439	0
March	14238	14906	16145	17611	0
April	14539	14330	16259	18493	0
May	14431	14783	19164	20200	0
June	14511	14431	17387	20163	0
July	15858	15220	19569	16071	0
August	15355	16883	17968	17683	0
September	13355	15217	18135	16313	0
October	16084	13993	20969	16123	0
November	13323	15267	18366	13413	0
December	13113	13672	15538	13880	0

Current Year Monthly Breakdown

	<u>Itinerant</u>	<u>Local</u>	<u>AC</u>	<u>AT</u>	<u>GA</u>	<u>MI</u>	<u>Civil</u>	<u>Mil</u>	<u>IFR</u>
January	5124	8328	0	42	5043	39	8116	212	1164
February	0	0							
March	0	0							
April	0	0							
May	0	0							
June	0	0							
July	0	0							
August	0	0							
September	0	0							
October	0	0							
November	0	0							
December	0	0							
Total	5,124	8,328	0	42	5043	39	8116	212	1164

