

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

December 5, 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	_____
Christine Canepa, Second District	_____
William Smith, Third District	_____
Ray M. Marquez, Fourth District	_____
Roy C. Cox, Fifth District	_____
VACANT, First 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, September 26, 2019

Motion:

Second:

6. Action Item: Approval of Commission Meeting Minutes, October 24, 2019

Motion:

Second:

7. Action Item: Nominations and Election of Airports Commission Chairman for 2020

Motion:

Second:

8. **Action Item:** Nominations and Election of Airports Commission Vice Chairman for 2020

Motion:

Second:

9. **Action Item:** Review and Approval of 2020 Airports Commission Meeting Calendar

Motion:

Second:

10. **Commissioner's Reports/Comments**

11. **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.*

12. **Information Item:** Twentynine Palms Airport Toy Drop

13. **Information Item:** Permanent SUA at MCAGCC and Changes to the SUA Proposal Update Briefing, Terry Hansen

14. **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**

15. **Time and Place of Next Meeting:** January 23, 2020, 10:00 a.m. – Department of Airports, 777 East Rialto Avenue, San Bernardino, CA 92415

16. **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
SEPTEMBER 26, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:02 a.m. by Commissioner Jim Bagley. Meeting location: Apple Valley Airport 21600 Corwin Rd. Apple Valley, Ca 92307

Commission Members Present:

Jim Bagley, Desert at Large, Chair
Joseph Fitzgerald, First District
Christine Canepa, Second District
William Smith, Third District
Ray Marquez, Fourth District
Roy Cox, Fifth District

Commission Members Absent:

Larry Asmus, Valley at Large, Vice Chair

Staff Present:

Maureen A. Snelgrove, Assistant Director
Nicole Leyden, Secretary

Department of Airports
Department of Airports

Visitors Present:

Bob Velker
Ron Frame
Steve Lambert
Winn Williams
Paul Bern
Terry Stover
Pam & Tony Spagnuolo

Chino Development League
BOS 1st District
The 20/20 Network
Guest
Apple Valley Airport Tenant
Guest
Apple Valley Airport Cafe

Pledge of Allegiance

Led by Commissioner Smith.

Report on Posting of Agenda:

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

Awards, Guest Introductions and Announcements:

Ms. Snelgrove shared that the Boise BLM Helitack has been at Apple Valley Airport for approximately 2 weeks. They are on layover waiting for assignment.

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, August 22, 2019

Note: This item will be deferred to October 24, 2019.

Commissioner Reports/Comments

Commissioner Fitzgerald relayed that Apple Valley Airport tenants have concerns over the condition of the aprons and taxiways. Pilots have stated that their tail-wheels have gotten caught in the cracks. Also mentioned was the road along the west side of the airport. When discussed with the Town of Apple Valley they explained to him that it is an easement.

Commissioner Marquez stated that the meeting with the City of Chino regarding the Kimball Ave project has not taken place yet.

A Chino Hills resident has made complaints about air noise coming from Chino Airport. He has

spoken with her as well as Mr. Jenkins.

Commissioner Bagley shared that he and Commissioner Fitzgerald were recently participants for the Planning Commission, but an aviation easement was not available for the commissioners to reference. Commissioner Bagley explained the importance of having this available to them when involved in land planning.

Commissioner Bagley stated that he would like to have the Redlands Airport Pilots Association and Toys for Tots event planning put on the agenda. He would also like to have this added to the Department website.

Public Comments

Mr. Bern explained that he has a hangar on Apple Valley Airport and he has a concern regarding a tenant. The tenant in the hangar next to his is not aviation oriented and is a hazard due to having combustible materials. He believes that there are a total of 4 tenants in his row of hangars with him leased by Midfield who are not aviation oriented.

Commissioner Bagley requested that the topics of perimeter roads of Apple Valley Airport and non-aviation use of Apple Valley Airport hangars be put on October's agenda. Also the topic of cars driving on the airport without car insurance being obtained from them.

Information Item: Chino Airport Pavement Management

Ms. Snelgrove explained that quotes are being obtained to do an intermediate solution of a heavy crack-fill and slurry for the A400 hangars at Chino Airport. Quotes are also being obtained to do a full grind and replace. The bid will either include the commercial hangar complex or will be separate from it.

Information Item: Merrill Avenue Development

Ms. Snelgrove stated that the City of Chino approved the Fed Ex project. Street improvements will be done along Merrill Ave. between Flight and Grove and possibly Grove west to Euclid. Coordinated meeting taking place with the Department of Airports, City of Ontario and Chino regarding a major drainage project which will affect the development east and west of Grove Ave.

Information Item: Apple Valley Airshow 2019 Update

Ms. Snelgrove pointed out that there are some new acts this year for the airshow. There will be a STEM (Science, Technology, Engineering, and Math) display this year. There will also be a display dedicated to Capt. McConnell and Korean War aircraft for static display.

Director's Reports

Capital Improvement Program

- Chino
 - Kimball Ave Conveyance Project – Hydrology study to be completed in approximately one month. Water quality management plan for the western portion of the airport to be completed in January. Determination to be made as to whether or not to expand the basin north of Kimball.
 - County Counsel is reviewing and moving forward on the DBE (Disadvantaged Business Enterprise) for the hotspots grant program.

- Apple Valley
 - Redesign being done on the two pavement projects.

Board of Supervisors Activity

Ms. Snelgrove shared the one item that was taken to the Board.

- Dedication of 2019 Apple Valley Airshow to Captain Joseph McConnell and Korean War veterans.

Real Estate

- Inland Valley Aviation and Mooney – Assignment agreement being prepared.
- Chino Airport Hangar B295 – Subtenant has moved in and is operating an aircraft maintenance company.
- Apple Valley Airport Café – Tenant moving in.
- Three additional tenants moving from Bracket Airport to Chino.

Financial Report

Ms. Snelgrove stated that finances are on target.

Chino Airport's expenditures are a little high. This was for equipment needs and deferred maintenance needs. There is a request for \$300,000 in new equipment; 2 pieces of equipment for Chino and 3 for Desert Airports.

Monthly Reports

Assistant Director

- Staff
 - Conducted interviews for the Desert Maintenance Supervisor – Unsuccessful – Interviewing again in 2 weeks.
 - Maintenance Worker II and Fiscal Assistant interviews in the next 2 weeks.
 - Apple Valley Airport Manager to begin work at the end of October and the Chino Airport Manager to begin in November.
- Chino
 - Water main break at the fire suppression system has been repaired.
 - B29 Doc has been based – started conducting 2 rides each day.
- Twentynine Palms
 - Gate card reader to be installed the week of October 7th. Leak has been repaired and water restored.
- Needles
 - New beacon has been ordered. Old beacon will be given to Trona Airport.

Airports Planner

- Planners Conference and Airport California Administrators (ACA) Conference.
- Leading Stormwater Training, assisting in moving grants forward, and a lead contact for the Department's on-call consultant for specific projects.

Chino Airport Operations

Ms. Snelgrove pointed out that August has higher numbers. A total of 200,000 is expected by the end of the year.

Miscellaneous

Nothing to report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, October 24, 2019 at 10:00 a.m. – Needles Airport – 711 Airport Road Needles, Ca 92363

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:55 am.

Respectfully submitted,

Jim Bagley
Airports Commission

Maureen A. Snelgrove, Assistant Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
OCTOBER 24, 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: Needles Airport 711 Airport Road Needles, Ca 92363.

Commission Members Present:

Jim Bagley, Desert at Large, Chair
Larry Asmus, Valley at Large, Vice Chair
VACANT, First District
William Smith, Third District
Roy Cox, Fifth District

Commission Members Absent:

Christine Canepa, Second District
Ray Marquez, Fourth District

Staff Present:

Maureen A. Snelgrove, Assistant Director
Stephen Hackney, Airport Manager
Nicole Leyden, Secretary

Department of Airports
Department of Airports
Department of Airports

Visitors Present:

Ivan Lofstrom

Needles Chamber of Commerce

Pledge of Allegiance

Led by Commissioner Bagley.

Report on Posting of Agenda:

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

Awards, Guest Introductions and Announcements:

Ms. Snelgrove introduced Mr. Stephen Hackney, the new Airport Manager for Apple Valley Airport.

Mr. Hackney shared a little about himself. One of his goals is to build community and airport user connections to the airport and increase community awareness of the airport and the value of the airport to the community.

Ms. Snelgrove announced that Mr. Joseph Fitzgerald, the First District Commissioner has resigned. The posting for a new commissioner has been approved by the Board of Supervisors.

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, August 22, 2019

Moved by Commissioner Cox seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from August 22, 2019.

Commissioner Reports/Comments

Commissioner Bagley reported that he had fuel siphoned out of his airplane at Twentynine Palms Airport. He reviewed the security cameras, but they didn't show a person near his airplane. He requested to have Department staff assist him in testing the range of the cameras.

Public Comments

Mr. Lofstrom pointed out that the Needles Chamber of Commerce would like to find ways to attract

people to Needles. As Needles Airport is an asset to the city they would like to share some ideas such as a possible Fly-In, Poker-Run or an Art-Show Fly-Over. The commissioners were supportive and encouraged Mr. Lofstrom to contact one of the local aviation clubs as they are a good resource to help organize an event.

Information Item: APV Perimeter Roads

Ms. Snelgrove shared that the Department will be preparing a Capital Project for perimeter road improvements in partnership with the Town of Apple Valley (Town). If approved, coordination will occur with the Town as they are the owner of the roads outside the airport.

Information Item: Non-Aviation Use of Hangars at APV

Ms. Snelgrove explained that there has been some information received regarding non-aviation use of hangars which are rented by Midfield Aviation. Apple Valley Airport hangar inspections will begin in January and since Midfield Aviation is a leasehold they will be required to certify that all their tenants are compliant.

Information Item: Apple Valley Airshow 2019 Update

Ms. Snelgrove presented statistics on the Apple Valley Airshow. The attendance was estimated at 17,744 which included 12,000 children. Of that amount 5,700 were paid attendees and 542 were VIP attendees. It was a successful event with no emergencies. The event budget was \$179,000 with \$158,000 spent and revenues of \$35,737.

The Department will be researching the ownership of the property east of the airport where the aeronautic box is. This was a significant issue with the public driving into that area. The STEM display (Science, Technology, Engineering, and Math) was initiated this year and the plan is to develop that further next year.

Director's Reports

Capital Improvement Program

- Chino
 - Northwest apron – doing final revisions of plans.
 - DBE (Disadvantaged Business Enterprise) for the hotspots grant program – getting final goals updated which will be used as standard practice in the future.

Board of Supervisors Activity

Ms. Snelgrove briefed the commission on the items taken to the Board.

- Agreement with Chino Basin Desalter Authority for the Chino Remediation Project – Moving forward with the full design and review of the treatment plants. Also working through the easements that are required for the extraction wells.
- Use Permits with Frank Tanner for use of vacant land to serve as the airshow overflow parking.
- The Chino Airshow license agreement with Planes of Fame - to go to the Board in December for a single year contract.

Real Estate

Ms. Snelgrove provided information on current property leasing activity.

- The lease agreement for the Apple Valley Café was signed and their move-in date is November 1st.
- Several leases to be posted at Chino Airport – May create potential for a competitive RFP.

Financial Report

Ms. Snelgrove explained that the Department is starting year-end finances. Expenditures are slightly lower at the moment, but expenditures and revenue are both on target.

Monthly Reports**Assistant Director**

- Staff
 - Conducted interviews for Airport Maintenance Worker II for Chino Airport – The person is currently going through background check.
 - Conducted interviews for Desert Airport Maintenance Supervisor – also going through background check.
 - Chino Airport Manager – in position November 23rd.
 - Fiscal Assistant – in position November 12th
 - Interviews for Airport Maintenance Worker I – to be conducted for 2 vacancies.
- Admin
 - Department Emergency Coordinator meetings regarding the “Shake Out” earthquake procedures.
 - Audit for CSA (County Service Area) 60.
- Chino
 - Kimball Ave conveyance –various meetings.
 - Merrill Ave improvements – various meetings including City of Ontario, City of Chino and property developers.
 - Eviction notice issued to tenant due to lack of payment.
- Twentynine Palms
 - Gate card reader installation– issue with vendor. New date for installation to be determined.
- Needles
 - New beacon has been delivered – to be installed week of the 28th.
- Apple Valley
 - Airshow practice and event.
- Weed abatement at all desert airports.

Airports Planner

- Will be coordinating and reviewing all of the Department’s stormwater submittals.
- Assistant Department Emergency Operations Coordinator.

Chino Airport Operations

Ms. Snelgrove said that the number of Chino operations has gone up. There has been more aircraft activity and more flight service out of Threshold Aviation.

Miscellaneous

Nothing to report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, December 5, 2019 at 10:00 a.m. – Department of Airports, 777 East Rialto Avenue San Bernardino, Ca.92415.

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:54 am.

Respectfully submitted,

Jim Bagley
Airports Commission

Maureen A. Snelgrove, Assistant Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports



AIRPORT COMMISSION MEETING SCHEDULE FOR 2020
County of San Bernardino
Department of Airports

Meetings are generally held the fourth Thursday of every month at the Department of Airports, 777 East Rialto Avenue, San Bernardino, CA, 92415-0831 or at various County Airport locations, at 10:00 a.m., unless shown otherwise.

DATE	LOCATION
January 23	Department of Airports
February 28	Twentynine Palms Airport
March 26	Department of Airports
April 23	Chino Airport
May 28	Department of Airports
June 25	Department of Airports
July	Dark
August 27	Department of Airports
September 24	Apple Valley Airport
October 22	Department of Airports
December 3	Department of Airports



Interoffice Memo

DATE: December 4, 2019

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – OCTOBER 18, 2019 – NOVEMBER 29, 2019**

APPROVED BOARD AGENDA ITEMS			
DATE	ITEM #	SUBJECT:	RECOMMENDATION(S)
Nothing to report during this time period.			

INTEROFFICE MEMO



DATE: December 3, 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 fully executed as of 6/11/19. RESD prepared Consent & Consent to Assignment Agreement Counsel has forwarded to tenant attorney to approve as of 10/24/19. Fully Executed as of 11/25.19 by RESD.
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 Cof O as of 10/24/19. Tenant indicates he received Certificate of Occupancy as of 12/2/19. Airports/RESD to approve option to extend for an additional five-years through 12/31/24.
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

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<p>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 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 major obstacles with City of Chino and have requested Airports to relocate point of sale activities off of Stearmen Drive. RESD/Airports working on location as of 9/3/19.</p>
4	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 addition of additional language as of 11/4/19.</p>
5	CNO	Parcel B-305	5.40 acres of developable land	\$0.07 cents a square foot	<p>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</p>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					June 26, 2018. Tenant pursuing permits through City of Chino Building and Safety Department continues as of 10/24/19.
6	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. RESD is working on the sale of five (5) port-a-ports and is preparing new agreements as of 12/3/19.
7	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 6/27/19. RESD has executed several agreements and is working with 9 other tenants of hangar B-340 to extend short term leases, as of 11/25/19.
8	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 for ramp area as of 8/22/19. RESD to meet with tenant week of 12/9/19 to discuss lease for additional ramp as needed by tenant.
9	APV	Café Building A-180 Little Aviator Cafe	Approximately 1200 square feet for café in terminal building		RESD has prepared a Solicitation of Proposal (SOP) to be issued the week of 6/24/19. RESD has received interest from several food establishments including The Aviator Café located at Hesperia Airport. RESD received one proposal to occupy the café space at Apple Valley Airport from the operators of the Aviator Café in Hesperia. Department of Airports reviewing proposal and will advise as of 8/22/19. RESD has prepared lease and submitted to county counsel week of 9/16/19. Counsel has approved and lease submitted to tenant week of 10/21/19. Lease

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					FULLY EXECUTED Tenant open for business as of 12/3/19.
10	CNO	Hangar B-295, ramp space lease	Approximately 18,000 square feet of ramp area		RESD has submitted a revised agreement for tenants review and signature week of November 4, 2019. RESD to follow up with tenant for agreement week of 12/9/19
11	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. RESD has completed 16 of the 18 relocation of port-a-ports from Brackett Airport as of 10/21/19. There are several new request for additional units to be relocated to Chino Airport as of 10/21/19.
12	CNO	Pioneer Aviation	Ground Area Approximate 1,000 square feet		RESD prepared new lease for five year term for ground area to develop ADA parking and additional parking for Special Events. RESD received approved lease from county counsel week of 6/10/19 and submitted to tenant for review and execution. RESD to follow up with tenant week of 10/21/19 to discuss questions regarding the agreements.
13	CNO	AIA Hangar A-230	10,000 square feet hangar space	Fee Ordinance Rates	RESD has obtained county counsel review and approval of lease week of 6/18/19. RESD/Airports addressing lease processing concerns prior to submission to tenant for execution. RESD to post leases as of 10/25/19 prior to executing agreement. RESD posted and received numerous interest in hangar. RESD/Airports to determine next steps in process.
14	CNO	R&B Cattle A-315	600 square feet office space	Fee Ordinance	RESD prepared and Counsel has reviewed short term lease to extend. Lease has been submitted to tenant week of 6/18/19 for review and execution. Lease fully executed as of September 2019.
15	CNO	Century Paint	4,000 square feet plus Ramp area		Lease has been prepared by RESD approved by County Counsel and executed by tenant. RESD to post at Airports on 10/25/19 prior to executing agreement. RESD posted November 2019, and received numerous response and interest to building. RESD/Airports to meet and discuss next process.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
16.	CNO	Container Agreements Commercial Complex Area	400 square feet each area	Ground Lease Agreements	RESD has prepared 5 new lease agreements (short term) for containers placed at the commercial complex container area. Agreements to be submitted to tenants week of 10/21/19.
17.	CNO	Containers Commercial Complex Threshol Technologies	400 square feet each	Ground Lease	RESD prepared and submitted lease to tenant week of December 2, 2019 for review and execution.

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 Commercaill 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. **Lease fully executed as of 4/30/19.**
- **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.**
- **Tom King Aerial A-340 – Lease expires 6/30/19, RESD preparing short term lease extension.**
- **Navion Customs Ramp Lease – RESD/Airports negotiating for ramp space North of hangar A-395 for continued parking of Skytyping planes.**

Budget Report FY 19/20 - Apple Valley Airport

Monday, December 2, 2019

Appropriations	Budget	Expended / Received	42%	Percentage of the year	Notes
			% Expended / Received		
Services and Supplies	\$ 1,209,148.00	\$ 373,988.57	31%		
Central Services	\$ 38,703.00	\$ 20.00	0%		
Training/Travel	\$ 16,800.00	\$ 8,904.92	53%		
Vehicles/Equipment	\$ -	\$ -	0%		
Structures	\$ -	\$ -	0%		
Reimbursements	\$ -	\$ (896.53)	0%		
Transfers-Outs	\$ 634,678.00	\$ 230,707.78	36%		
Operating Trans-Out	\$ 1,211,686.00	\$ 21,770.16	2%		
Total Expenditures	\$ 3,111,015.00	\$ 634,494.90	20%		

Revenue	Budget	Expended / Received	% Expended / Received	
Property Taxes	\$ 2,300,035.00	\$ 301,873.56	13%	
Rents/Utilities/Penalties	\$ 757,843.00	\$ 288,145.93	38%	
Fuel Flowage	\$ 15,000.00	\$ 5,967.90	40%	
Cal Trans Entitlement Grant	\$ -	\$ -	0%	
Other (commissions)	\$ 59,500.00	\$ 55,872.69	94%	
Operating Trans-In	\$ -	\$ -	0%	
Total Revenue	\$ 3,132,378.00	\$ 651,860.08	21%	
Net Effect	\$ 21,363.00	\$ 17,365.18		

Services and Supplies Breakdown

COWCAP (County Charges)	\$ 5,489.00	\$ 2,744.50	50%
Insurance Costs	\$ 13,148.00	\$ 13,148.00	100%
Communications & Info Systems			
Usage	\$ 11,616.00	\$ 3,730.60	32%
Vehicle Costs	\$ 75,000.00	\$ 17,447.40	23%
Real Estate Services	\$ 25,000.00	\$ 8,736.00	35%
Utilities	\$ 200,000.00	\$ 58,611.45	29%

Budget Report FY 19/20 - Chino Airport
Monday, December 2, 2019

42% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	\$ 1,128,350.00	\$ 538,733.54	48%	
Central Services	\$ 539.00	\$ -	0%	
Training/Travel	\$ 7,400.00	\$ 8,418.53	114%	
Vehicles/Equipment	\$ -	\$ 571.09	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 125,000.00	\$ 44,051.03	35%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 1,261,289.00	\$ 591,774.19	47%	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 4,433,202.00	\$ 1,922,472.03	43%
Fuel Flowage	\$ 85,000.00	\$ 36,273.66	43%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 138,000.00	\$ 56,319.47	41%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 4,656,202.00	\$ 2,015,065.16	43%
Net Effect	\$ 3,394,913.00	\$ 1,423,290.97	

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems			
Usage	\$ -	\$ 4,606.81	0%
Vehicle Costs	\$ -	\$ 39,546.26	0%
Real Estate Services	\$ 300,000.00	\$ 54,213.25	18%
Utilities	\$ 160,000.00	\$ 68,110.20	43%

Budget Report FY 19/20 - Needles Airport

Monday, December 2, 2019

42% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	\$ 75,300.00	\$ 24,587.01	33%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 8,600.00	\$ 3,017.91	35%	
Vehicles/Equipment	\$ -	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ -	\$ -	0%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 83,900.00	\$ 27,604.92	33%	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 12,000.00	\$ 3,096.50	26%
Fuel Flowage	\$ 1,000.00	\$ 292.50	29%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ -	0%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 13,200.00	\$ 3,389.00	26%

Net Effect \$ **(70,700.00)** \$ **(24,215.92)**

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems			
Usage	\$ -	\$ -	0%
Vehicle Costs	\$ -	\$ -	0%
Real Estate Services	\$ 5,000.00	\$ 637.00	13%
Utilities	\$ 500.00	\$ -	0%

Budget Report FY 19/20 - Twentynine Palms Airport
Monday, December 2, 2019

42% **Percentage of the year**

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	\$ 222,532.00	\$ 56,973.24	26%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 1,100.00	\$ -	0%	
Vehicles/Equipment	\$ -	\$ 3,299.97	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 1,000.00	\$ -	0%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 224,632.00	\$ 60,273.21	27%	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 10,701.00	\$ 7,330.50	69%
Fuel Flowage	\$ 60,000.00	\$ 26,287.56	44%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ 670.62	335%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 70,901.00	\$ 34,288.68	48%

Net Effect \$ **(153,731.00)** \$ **(25,984.53)**

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ 3,000.00	\$ 287.95	10%
Real Estate Services	\$ 4,000.00	\$ 1,001.00	25%
Utilities	\$ 4,000.00	\$ 873.59	22%



Interoffice Memo

DATE: December 3, 2019

PHONE: (909) 387-8810

FROM: **ADRIANNA ORTIZ**, Airport Planner
Department of Airports

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

MAUREEN A. SNELGROVE, Assistant Director
Department of Airports

A handwritten signature in blue ink, appearing to read "Adrianna Ortiz", with a large, sweeping flourish extending to the right.

SUBJECT: MONTHLY REPORT

ADMIN

- ONGOING - Reviewing and updating Stormwater report submittals, maps, and plans
- Submitted - Caltrans Entitlement request submittals (4years/all airports)
- 11/18 - DBE compliance update
- 11/19 - ONGOING - FAA AICP submittal compliance (all airports) with C&S
- 11/20 - Department Emergency Coordinator meeting/training/updates

CHINO

- ONGOING - Coordination with PMD, Kimley-Horn, City of Ontario, and City of Chino to complete WQMP update.
- ONGOING - Coordination for Chino Northwest Ramp and Hotspots with PMD and WSP
- 11/5 - Review with Kimley-Horn completed Hydrology Report
- 11/20 - ONGOING - Coordination with PMD, City of Ontario, and City of Chino to complete right-of-way update
- 11/25 - Meet with FLOAT regarding future use or tenant possibilities

DESERT AIRPORTS

- ONGOING - Communicate with Caltrans and monitor weed abatement at all airports in addition to researching alternative solutions.
- 11/13 - TNP 12/7/19 Toy Airlift coordination with airport staff and other organizations.

APPLE VALLEY

- 11/18 - Inspection and coordination with C&S to update SPCC Plan per CUPA requirements