AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

January 21, 2021 10:00 A.M.

Electronically via Zoom

https://zoom.us
Join Zoom Meeting
https://zoom.us/j/98312675236?pwd=L3dwWklkclZNUk1VYkJBOTE0SGREdz09
Meeting ID: 983 1267 5236
Passcode: 380650

Dial by your location
+1 669 900 6833 US (San Jose)

1. Call To Order – Chairman Larry Asmus

Larry Asmus, Valley At Large, Chair
Jim Bagley, Desert at Large
Elliot Fried, First District
Christine Canepa, Second District, Vice Chair
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

   Motion:
   Second:

6. Action Item: Nominations and Election of Airports Commission Chairman for 2021
   Motion:
   Second:
7. **Action Item:** Nominations and Election of Airports Commission Vice Chairman for 2021
   
   Motion:
   
   Second:

8. **Action Item:** Review and Approval of 2021 Airports Commission Meeting Calendar
   
   Motion:
   
   Second:

9. **Action Item:** Blue Ribbon Committee Report.

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

11. **Public Comments**
    Please e-mail all questions and comments to: Outreach@airports.sbcounty.gov

12. **Information Item:** Chino Airport Traffic Circulation / Right of Way Dedications.

13. **Information Item:** Department of Airports Video.

14. **Information Item:** Department of Airports - COVID 19 Update.

15. **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

16. **Time and Date of Next Meeting:** February 18, 2021, 10:00 a.m.

17. **Adjournment**

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  

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Larry Asmus. Meeting location: Electronically via Zoom.

Commission Members Present: 
Larry Asmus, Valley at Large, Chair  
Jim Bagley, Desert at Large  
Elliot Fried, First District  
Christine Canepa, Second District, Vice Chair  
William Smith, Third District  
Ray Marquez, Fourth District  
Roy Cox, Fifth District

Commission Members Absent: 

Staff Present: 
Maureen A. Snelgrove, Assistant Director  
Adrianna Ortiz, Airport Planner  
Nicole Leyden, Secretary

Department of Airports

Department of Airports

Bob Velker  
Chuck & Sharon Stuewe  
Harvey Luth  
Chuck McCormick

Chino Development League  
Chino Airport Tenants  
Chino Fire Dept.  
Mead & Hunt Engineering

Public Participation: 

Pledge of Allegiance
Led by Commissioner Canepa.

Report on Posting of Agenda: 
Ms. Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements: 
Commissioners and guests introduced themselves.  
Ms. Snelgrove announced that at 10:15 A.M. County staff will be participating in the earthquake drill, the Great Shake-Out.  
Ms. Snelgrove announced that a new maintenance worker has started at Chino Airport named Wally Garrett.

Action Item - Approval of Commission Meeting Minutes, August 20, 2020
Moved by Commissioner Marquez seconded by Commissioner Smith. The item passed unanimously to approve the commission meeting minutes from August 20, 2020.

Action Item - Approval of Commission Meeting Minutes, September 17, 2020
Moved by Commissioner Canepa seconded by Commissioner Bagley. The item passed unanimously to approve the commission meeting minutes from September 17, 2020.

Action Item: Recommendation by Commissioner Fried for Department of Airports Video.
Moved by Commissioner Fried seconded by Commissioner Marquez. The item passed unanimously to approve the making of the Department of Airports video.
Commissioner Reports/Comments
Commissioner Bagley shared that the Marine Corps has been conducting exercises at Twentynine Palms Airport including an MV-22 Osprey. He thinks a policy should be made that after an Osprey completes its exercises that the military manages a clean-up effort of the debris left behind.

Commissioner Marquez mentioned that he spoke with the Chino City Manager regarding the traffic flow around Chino Airport. He stated that the City Manager confirmed that his staff is reviewing the situation and that they will report back to Mr. Jenkins with a traffic flow analysis.

Commissioner Marquez requested that an invitation be extended to the new Chief Executive Officer (CEO), Leonard Hernandez, for the next commission meeting.

Public Comments
Mr. Velker shared that next Monday Chino Development League will go before the Planning Commission and the City of Chino with a request for approval from the Planning Department to get the necessary entitlements to move forward on development.

Information Item: Chino Airport Traffic Circulation / Right of Way Dedications.
Ms. Snelgrove shared that the Department had received communication from the City of Chino on October 13th. The City put out an RFP to solicit bids for right of way and surveying services around Chino Airport. October 20th will be a pre-proposal meeting and bids are due November 3rd.

Information Item: Recommendation by Commissioner Fried for Department of Airports Video.
Commissioner Fried read his proposal requesting that the Commission recommend to the Airport's Director a creation of a video about the County airports. Each of the Department's airports would be highlighted including their history and development and ongoing usage. This is to educate the community as to the rich history and the current value they bring to San Bernardino County.
Commissioner Canepa offered to reach out to Bob Dutton to assist with the segment on history of the airports.
Ms. Snelgrove advised that Mr. Jenkins will have to speak to County Administration regarding the project so not to conflict with other public communications being developed. She will also review the Department budget with Mr. Jenkins. This project will be taken forward to the CAO's office for recommendation of who will take the lead on this project. She recommended that an outline be provided to Mr. Jenkins to submit to the CAO's office.
Commissioner Asmus requested that this be added to the agenda for several months until it is completed.

Information Item: Department of Airports - COVID 19 Update.
Ms. Snelgrove shared that there wasn't a significant update regarding Covid-19. The County is looking at some new technology for customer service programs which the Department of Airports has volunteered to be pilot for.
Approximately ten tenants have asked for deferment, but most of those tenants are now making payments. There have been no significant impacts to the Department revenues by Covid-19.

Director's Reports

Capital Improvements
- Apple Valley
The Department is moving forward with the on-call engineering contract. This will go before the Board mid-November for approval. Once approved then we will continue to move forward with all of the Apple Valley Airport projects. The construction on projects will possibly begin in late winter or spring.

- Chino
  - Hangar restroom meeting to review plans today.
  - Budget adjustment has been made for additional funding for the septic and sewer line between hangars A560 through A495.
  - The Department is moving forward on the removal of abandoned underground storage tanks. Construction is expected to start in the next couple weeks. The removal of the Barstow-Daggett underground storage tank will follow.
  - The Department is beginning to look at fiscal year 2022 Capital Improvement Projects which submittals are due for in December.

Board of Supervisors Activity
Nothing to report.

Real Estate
Ms. Snelgrove provided information on current property leasing activity.

- SOP released for a small amount of acreage related to the current R&R Properties. The agricultural fields.

Financial Report
Ms. Snelgrove shared that we are at 28% of the year. The Department is at 29% expenditures and revenues are at 20%, which represents about a 7% decrease due to rent deferments.

Monthly Reports

Assistant Director

- Administration
  - Attended weekly Covid-19 County Administration Coordinating Call.
  - AAAE Law workshop – Attended along with Adrianna Ortiz, Airport Planner and Agnes Cheng from County Council.
  - Attended FAA ACIP Coordination meeting.

- Chino
  - One Chino maintenance position has been filled and awaiting background check results on a second candidate who was offered a position. In early November a recruitment will open for an additional two positions.

- Apple Valley
  - Apple Valley Airport has a new phone number (760) 995-8761 fax (760) 995-8766.

- Twentynine Palms
  - RFP released for Airport Keeper concluded September 28th. One incomplete proposal was received.
Airport Planner

- **Administration**
  - Participation in the Inland Empire Economic Partnership, Regional Leadership Academy.

- **Chino**
  - Coordinate for the Chino Desalter and any easement or construction that occur with the airport.

**Chino Airport Operations**
Ms. Snelgrove shared that the Chino operation numbers are down a bit from July to August. The numbers in May, June and August remained flat with a slight peek in July, but more activity has been noticed in the last couple of weeks.

**Miscellaneous**
Nothing to Report.

**Date, Time and Place of Next Meeting**
The next meeting will be held on Thursday, December 3, 2020 at 10:00 a.m.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 10:50 a.m.

Respectfully submitted,

Larry Asmus  
Airports Commission

Maureen Snelgrove, Assistant Director  
Department of Airports

Nicole Leyden, Secretary  
Department of Airports
AIRPORT COMMISSION MEETING SCHEDULE FOR 2021
County of San Bernardino
Department of Airports

Meetings are generally held the third 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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>February 18</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>March 18</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>April 15</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>May 20</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>June 17</td>
<td>Via Zoom</td>
</tr>
<tr>
<td>July</td>
<td>Dark</td>
</tr>
<tr>
<td>August 19</td>
<td>Department of Airports</td>
</tr>
<tr>
<td>September 16</td>
<td>Apple Valley Airport</td>
</tr>
<tr>
<td>October 21</td>
<td>Chino Airport</td>
</tr>
<tr>
<td>December 2</td>
<td>Department of Airports</td>
</tr>
</tbody>
</table>
DATE: January 15, 2021

FROM: JAMES E. JENKINS
Director of Airports

TO: AIRPORT COMMISSIONERS

PHONE: 909 387-8810
MAIL CODE: 0831

SUBJECT: BOARD OF SUPERVISORS ACTIVITY – OCTOBER 15, 2020– JANUARY 21, 2021

<table>
<thead>
<tr>
<th>Board Date</th>
<th>Agenda Item No.</th>
<th>Subject</th>
<th>Recommendation</th>
</tr>
</thead>
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<tr>
<td>11/17/20</td>
<td>11</td>
<td>Approve license agreement with Planes of Fame Air Museum, permitting use of portions of Chino Airport for the Planes of Fame Airshow 2021 event</td>
<td>Approve license agreement with Planes of Fame Air Museum, permitting use of portions of the Chino Airport for the &quot;Planes of Fame Airshow 2021&quot; event, for the period of April 24, 2021 through May 4, 2021 for a use fee of $8,500 plus 20% of net income earned in excess of $325,000.</td>
</tr>
</tbody>
</table>
INTEROFFICE MEMO

DATE: January 21, 2021

FROM: JAMES E. JENKINS, Director
Department of Airports

MAIL CODE: 0831

TO: AIRPORT COMMISSIONERS

SUBJECT: PROPERTY LEASING ACTIVITY

The following is a summary of current property leasing activity.

<table>
<thead>
<tr>
<th>No.</th>
<th>Airport</th>
<th>Location/Tenant</th>
<th>Square Foot</th>
<th>Monthly Rent/ Cost Per Square Foot</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CNO</td>
<td>Commercial Hangar No. 1</td>
<td>42,807 hangar &amp; 8,072 office</td>
<td>Minimum Proposal requested $20,221.00</td>
<td>.The SOP commenced on Friday, March 13, 2020 with proposal submittal deadline of April 20, 2020. The SOP was completed and RESD/Airports received two proposals. The proposals were reviewed and the determination was that Threshold Technologies provided the proposal that best met the needs of the County for these facilities. RESD will proceed with preparing the new lease agreement for processing through the Board of Supervisors week of July 28, 2020. LEASE FULLY EXECUTED</td>
</tr>
<tr>
<td>2</td>
<td>CNO</td>
<td>R&amp;R Properties</td>
<td>5.97 acres</td>
<td>To be proposed</td>
<td>Tenant has relocated their kiosk to the location off Stearmen Drive and facilitate all retail activities from this location. SOP commenced 10/7 through 11/12/2020. RESD preparing new lease for tenant as thee was no other interest shown through SOP for this location as of 1/1/2021.</td>
</tr>
<tr>
<td>3</td>
<td>CNO</td>
<td>R &amp; R Properties</td>
<td>Approximately 148 acres, land area for cultivating sod</td>
<td>Approximately $4,010 a month</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>CNO</td>
<td>Parcel B-305</td>
<td>5.40 acres of developable land</td>
<td>$0.07 cents a square foot</td>
<td>Tenant pursuing permits through City of Chino Building and Safety Department continues as of 1/24/20. RESD/Airports meeting with tenant to</td>
</tr>
<tr>
<td>No.</td>
<td>Airport</td>
<td>Location/Tenant</td>
<td>Square Foot</td>
<td>Monthly Rent/ Cost Per Square Foot</td>
<td>Status</td>
</tr>
<tr>
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</tr>
<tr>
<td>5</td>
<td>CNO</td>
<td>Port a Port Tenants</td>
<td>Approximately 60 spaces</td>
<td>Fee Ordinance Very based on size</td>
<td>RESD is working on the sale of five (5) port-a-ports and is preparing new agreements as of 12/3/19. RESD continues to work on the sale of port-a-ports at Chino Airport.</td>
</tr>
<tr>
<td>6</td>
<td>CNO</td>
<td>Various Individual Hangar Facilities in B-340</td>
<td>Building B-340</td>
<td></td>
<td>RESD has executed several agreements and is working with 6 other tenants of hangar B-340 to extend short term leases.</td>
</tr>
<tr>
<td>7</td>
<td>CNO</td>
<td>Port-a-port relocations from Brackett Airport</td>
<td></td>
<td>$100 to $120 a month Fee Ordinance</td>
<td>RESD has completed 16 of the 18 relocation of port-a-ports from Brackett Airport as of 1/21/20. There are several new request for additional units to be relocated at Chino Airport.</td>
</tr>
<tr>
<td>8</td>
<td>CNO</td>
<td>AIA Hangar A-230</td>
<td>10,000 square feet hangar space</td>
<td>Fee Ordinance Rates</td>
<td>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 processing SOP prior to end of 1/2020. SOP commenced on February 18, 2020. RESD received 4 proposals to lease A-230. Proposal have been submitted to review committee as of 4/13/2020 for review and comments. Selection committee has approved one of the submittals and RESD is in the process of preparing a new lease agreement as of 6/9/2020. Lease with tenant 8/31/20, will execute and return. Airports to proceed with termination of existing tenant. County counsel proceeding with eviction of tenant based on terms of the lease. <strong>M.I. Air the proposer selected has executed the lease and will be ready to move in upon AIA vacating the location.</strong></td>
</tr>
<tr>
<td>9</td>
<td>CNO</td>
<td>Container Agreement</td>
<td>400 square feet each area</td>
<td>Ground Lease Agreements</td>
<td>RESD has prepared 1 new lease agreement (short term) for container</td>
</tr>
<tr>
<td>No.</td>
<td>Airport</td>
<td>Location/Tenant</td>
<td>Square Foot</td>
<td>Monthly Rent/ Cost Per Square Foot</td>
<td>Status</td>
</tr>
<tr>
<td>-----</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>CNO</td>
<td>Commercial Complex Area</td>
<td>42,000 square feet</td>
<td>TBD</td>
<td>placed at the commercial complex container area. Agreements to be submitted to tenants upon review by county counsel week of 5/1/2020.</td>
</tr>
<tr>
<td>11</td>
<td>CNO</td>
<td>Ramp Planes of Fame</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>CNO</td>
<td>Fox Nurseries</td>
<td>10 acres land</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>CNO</td>
<td>Yanks Museum</td>
<td>Hangar A-245 and ramp area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>CNO</td>
<td>Navion Customs</td>
<td>Hangar B-350 Hanar and office space</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 2/20/2020, RESD finalizing lease agreements to relocate port-a-port tenants from Brackett Airport to Chino.
- Pacific States Systems A-340 - Lease was submitted to tenant for review and execution by RESD week of 2/11/19. Lease revised and resubmitted to tenant 2/2020.
- 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. Lease fully executed.
- Civil Air Patrol – RESD working on a new short term lease extension upon receipt of events/activities schedule from Civil Air Patrol for 2020. County Counsel has approved RESD lease and agreement will be provided to tenant after initial posting as per Policy.
• Pleasant Feed Supplements A-325 – RESD preparing new short term lease to continue to occupy the Modular Unit known as A-325, as of 2/1/20. Lease Fully Executed.
• Southern Counties Herd Association – A-320 RESD has prepared lease and Counsel has approved. RESD to submit agreement to tenant after initial posting as required per Policy. Posting completed as of 6/10/2020 and RESD is proceeding on having the lease agreements executed by all parties.
• Experimental Aircraft Association A-435 – Lease for office space has been prepared and approved by Counsel. RESD to submit to tenant after initial posting as required by Policy.
• Southern California Dairy Equipment – Negotiation several different agreements for space located in Building A-320. RESD has to post prior to finalizing the agreements. Posting has expired and RESD is proceeding with executing a lease for Southern Counties Herd as of 6/11/2020.
• Pacific States Systems – A-340 – Short term lease being executed tp extend lease. RESD to post prior to executing lease agreement.
• Chino Aviation A-340 – RESD preparing new lease for tenant to continue occupying the facilities. RESD to post prior to moving forward with execution of a new agreement. Posting has occurred and RESD is preparing a new lease extension for Chino Aviation for A-340.
• Navion Customs B-350 – RESD preparing new lease for existing tenant. RESD to post prior to proceeding with lease execution. Posting completed and RESD is preparing a new lease for tenant extending the term.
### CHINO AIRPORT OPERATIONS

<table>
<thead>
<tr>
<th>Month</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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<td>11686</td>
<td>17892</td>
<td>13452</td>
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<td>February</td>
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<td>11905</td>
<td>16439</td>
<td>14957</td>
<td>19644</td>
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<tr>
<td>March</td>
<td>14906</td>
<td>16145</td>
<td>17611</td>
<td>16760</td>
<td>13354</td>
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<tr>
<td>April</td>
<td>14330</td>
<td>16259</td>
<td>18493</td>
<td>19014</td>
<td>8606</td>
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<tr>
<td>May</td>
<td>14783</td>
<td>19164</td>
<td>20200</td>
<td>17680</td>
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<tr>
<td>June</td>
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<td>20163</td>
<td>18774</td>
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<td>July</td>
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<td>19569</td>
<td>16071</td>
<td>18565</td>
<td>15261</td>
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<tr>
<td>August</td>
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<td>17968</td>
<td>17683</td>
<td>20322</td>
<td>13840</td>
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<tr>
<td>September</td>
<td>15217</td>
<td>18135</td>
<td>16313</td>
<td>19351</td>
<td>14344</td>
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<td>October</td>
<td>13993</td>
<td>20969</td>
<td>16123</td>
<td>19405</td>
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<td>November</td>
<td>15267</td>
<td>18366</td>
<td>13413</td>
<td>19629</td>
<td>16104</td>
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<tr>
<td>December</td>
<td>13672</td>
<td>15538</td>
<td>13880</td>
<td>19272</td>
<td>0</td>
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<td><strong>Total</strong></td>
<td><strong>177,583</strong></td>
<td><strong>203,090</strong></td>
<td><strong>204,281</strong></td>
<td><strong>217,181</strong></td>
<td><strong>164,928</strong></td>
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### Current Year Monthly Breakdown

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<tr>
<th></th>
<th>Itinerant</th>
<th>Local</th>
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<th>AT</th>
<th>GA</th>
<th>MI</th>
<th>Civil</th>
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<td>7549</td>
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<td>53</td>
<td>6683</td>
<td>45</td>
<td>12778</td>
<td>83</td>
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<td>March</td>
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<td>3932</td>
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<td>18</td>
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<td>August</td>
<td>4514</td>
<td>9326</td>
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<td>4444</td>
<td>22</td>
<td>9286</td>
<td>40</td>
<td>758</td>
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<tr>
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