

**AGENDA**  
**AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY**

**September 26, 2019, 10:00 A.M.**

Apple Valley Airport  
21600 Corwin Road  
Apple Valley, CA 92307

**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	_____
Joseph Fitzgerald, 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, August 22, 2019  
NOTE: This item will be deferred to October, 24, 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:** Chino Airport Pavement Management

**9. Information Item:** Merrill Avenue Development

10. **Information Item:** Apple Valley Airshow 2019 Update

11. **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**

12. **Time and Place of Next Meeting:** October 24, 2019, 10:00 a.m. – Needles Airport – 711 Airport Road, Needles, CA 92363

13. **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.

# Interoffice Memo

DATE: September 23, 2019

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

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SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – AUGUST 17, 2019 – SEPTEMBER 20, 2019**

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<b>APPROVED BOARD AGENDA ITEMS</b>			
<b>DATE</b>	<b>ITEM #</b>	<b>SUBJECT:</b>	<b>RECOMMENDATION(S)</b>
<b>September 10, 2019</b>	<b>64</b>	Dedication of the 2019 Apple Valley Airshow to Captain Joseph McConnell and Korean War veterans.	Acting as the governing body of the Board Governed County Service Area 60 – Apple Valley Airport (CSA 60), authorize the Department of Airports (Department) to dedicate the 2019 Apple Valley Airshow to Captain Joseph McConnell and Korean War Veterans. (Presenter: James E. Jenkins, Director, 387-8810)

# INTEROFFICE MEMO



DATE: September 26, 2019

PHONE: 387-8810

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.

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. <b>RESD preparing Consent &amp; Consent to Assignment Agreement as IVA is selling business.</b>
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. <b>Tenant continues to have issues with obtaining a Cof O as of 8/22/19.</b>
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

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<p>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. <b>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.</b></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. <b>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 9/22/19.</b></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 Council 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. <b>Tenant pursuing permits through City of Chino Building and Safety Department continues as of 9/22/19.</b></p>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
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. <b>Several port a ports have been sold and RESD is preparing new agreements as of 8/22/19.</b>
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. <b>RESD has executed several agreements and is working with 7 other tenants of hangar B-340 to extend short term leases, as of 9/22/19.</b>
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.
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. <b>RESD has prepared lease and submitted to county counsel week of 9/16/19.</b>
10	CNO	Hangar B-295, ramp space lease	Approximately 18,000 square feet of ramp area		<b>RESD has submitted a revised agreement for tenants review and signature week of September 9, 2019.</b>
11	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. Agreement ready, however, on hold

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					until further direction from counsel and Airports, RESD to submit to tenant week of 5/20/19. Agreement with TTI for review and execution as of 7/25/19. <b>Fully Executed September 2019.</b>
12	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. RESD submitted approved counsel agreement to tenant week of 6/18/19. <b>Fully Executed week of September 2, 2019.</b>
13.	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. <b>RESD has completed 12 of the 18 relocation of port-a-ports from Brackett Airport as of 8/1/19.</b>
14	CNO	Pioneer Aviation	Ground Area Approximate 1,000 square feet		<b>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.</b>
15	<b>CNO</b>	<b>AIA Hangar A-230</b>	<b>10,000 square feet hangar space</b>	<b>Fee Ordinance Rates</b>	<b>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.</b>
<b>16</b>	<b>CNO</b>	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. <b>Lease fully executed as of September 2019.</b>

**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.**
- **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.**
- **Tom King Aerial A-340 – Lease expires 6/30/19, RESD preparing short term lease extension.**
- **Century Paint A-440 – Tenant has request lease extension, issues with AQMD to be resolved prior to short term lease extension as of 6/27/19.**
- **Navion Customs Ramp Lease – RESD/Airports negotiating for ramp space North of hangar A-395 for continued parking of Skytyping planes.**



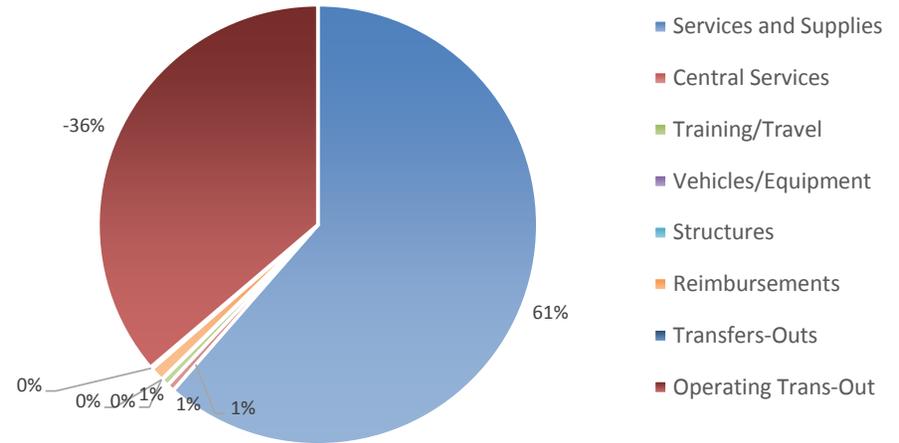
## Budget Report FY 19/20 - Airports Summary

Friday, September 20, 2019

22% Percentage of the year

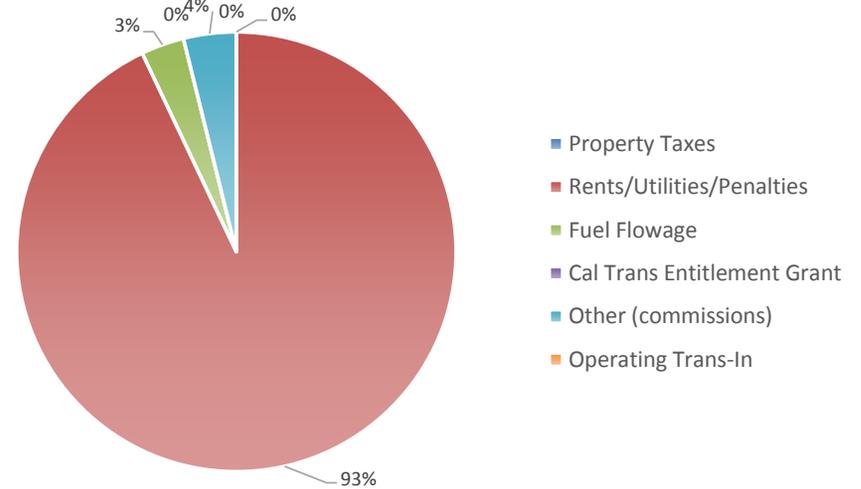
Appropriations	Budget	Expended / Received	% Expended / Received
Services and Supplies	\$ 3,704,899.00	\$ 1,134,246.37	31%
Central Services	\$ 79,804.00	\$ 10,149.75	13%
Training/Travel	\$ 42,600.00	\$ 10,579.49	25%
Vehicles/Equipment	\$ 10,000.00	\$ 571.09	6%
Structures	\$ -	\$ -	0%
Reimbursements	\$ (898,186.00)	\$ 19,028.46	-2%
Transfers-Outs	\$ 852,940.00	\$ 2,903.75	0%
Operating Trans-Out	\$ 1,771,811.00	\$ (668,643.00)	-38%
<b>Total Expenditures</b>	<b>\$ 5,563,868.00</b>	<b>\$ 508,835.91</b>	<b>9%</b>

### Appropriations Expended



Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ 2,300,035.00	\$ (0.00)	0%
Rents/Utilities/Penalties	\$ 5,238,746.00	\$ 1,249,801.05	24%
Fuel Flowage	\$ 175,000.00	\$ 42,682.14	24%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 227,920.00	\$ 52,097.48	23%
Operating Trans-In	\$ (250,000.00)	\$ -	0%
<b>Total Revenue</b>	<b>\$ 7,691,701.00</b>	<b>\$ 1,344,580.67</b>	<b>17%</b>
<b>Net Effect</b>	<b>\$ 2,127,833.00</b>	<b>\$ 835,744.76</b>	

### Revenue Received



#### Services and Supplies Breakdown

COWCAP (County Charges)	\$ 533,833.00	\$ 1,372.25	0%
Insurance Costs	\$ 207,367.00	\$ 207,367.00	100%
Communications & Info			
Systems Usage	\$ 15,616.00	\$ 5,609.86	36%
Vehicle Costs	\$ 169,000.00	\$ 40,327.23	24%
Real Estate Services	\$ 338,000.00	\$ 40,267.50	12%
Utilities	\$ 381,600.00	\$ 68,689.52	18%

# CHINO AIRPORT OPERATIONS

Month	2015	2016	2017	2018	2019
January	14596	14206	11685	17892	<b>13452</b>
February	11555	14675	11905	16439	<b>14957</b>
March	14238	14906	16145	17611	<b>16760</b>
April	14539	14330	16259	18493	<b>19014</b>
May	14431	14783	19164	20200	<b>17680</b>
June	14511	14431	17387	20163	<b>18774</b>
July	15858	15220	19569	16071	<b>18565</b>
August	15355	16883	17968	17683	<b>20322</b>
September	13355	15217	18135	16313	<b>0</b>
October	16084	13993	20969	16123	<b>0</b>
November	13323	15267	18366	13413	<b>0</b>
December	13113	13672	15538	13880	<b>0</b>
<b>Total</b>	<b>170,958</b>	<b>177,583</b>	<b>203,090</b>	<b>204,281</b>	<b>139,524</b>

## 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>
5124	8328	0	42	5043	39	8116	212	1164
4858	10099	0	25	4803	30	10080	19	1064
5962	10798	5	48	5877	32	10746	52	1244
6733	12281	2	29	6656	46	12199	82	1388
6306	11374	1	44	6204	57	11328	46	1485
6638	12136	5	27	6579	27	12136	0	1543
7019	11546	1	54	6937	27	11493	53	1506
7473	12849	4	49	7390	30	12787	62	1576
0	0							
0	0							
0	0							
0	0							
<b>50,113</b>	<b>89,411</b>	<b>18</b>	<b>318</b>	<b>49489</b>	<b>288</b>	<b>88885</b>	<b>526</b>	<b>10970</b>

