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, April 25, 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 Airshow 2019 Update
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**: June 27, 2019, 10:00 a.m. – Department of Airports
777 E. Rialto Avenue, San Bernardino, CA  92415

11. Adjournment

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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  
APRIL 25, 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: Chino Airport – Planes of Fame – 14998 Cal Aero Drive Chino, Ca 91710

**Commission Members Present:**  
Jim Bagley, Desert at Large, Chair  
Vacant, 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  
Tracy Williams, Airport Manager  
Nicole Leyden, Secretary

**Visitors Present:**  
Celso Palafox, Chino Development League  
Doug Crowther, Threshold Aviation  
Carl Scholl, Aero Trader  
Chuck McCormick, Aero Trader  
Deana Olivares-Lambert, The 20/20 Network  
Roxanne Stache, Flo's Cafe  
Michael Miller, Representative of 4th Dist. BOS office  
Chuck Stuewe, Chino Airport Tenant  
Joe Yancey, Chino Airport Tenant  
Breanna DeBritton, DeBritton Aviation  
Randy Jepson, Peter’s Jepson Partnership  
Joe Siache, Chino Airport Tenant  
Larry Wolfe, Chino Airport Tenant  
Gordon Truax, Chino Airport Tenant  
Jerry Wilkins, Planes of Fame  
Duane Hillberg, Hillberg Corp.  
Win Williams, Guest

**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:**  
Guests introduced themselves.

**Action Item - Approval of Commission Meeting Minutes, March 28, 2019**  
Moved by Commissioner Canepa seconded by Commissioner Cox. The item passed unanimously to approve the commission meeting minutes from March 28, 2019.
Commissioner Reports/Comments
Commissioners expressed sadness for the loss of pilot, David Vopat, and their hearts and prayers go out to anyone who knew him.

Public Comments
Mr. Yancey explained that he moved his hangar from Rialto Airport to Chino Airport 3 years ago and that the City of Rialto has not fulfilled their part of the agreement. He shared that the County of San Bernardino Department of Airports and that the City of Chino have been very helpful to him. He said that the black top and the fire suppression are in, but he is still working through completing the electricity portion.

Ms. Stache shared that on April 14th at 12:30 pm an employee Flo’s Cafe was accosted. She wanted to inform others to be careful around the airport.

Information Item: Chino Airshow – May 4th and 5th
Ms. Williams shared that the Chino Airshow preparations are moving along very smoothly. The Department of Airports is working very closely with the Planes of Fame. One item for preparation was getting the weed abatement completed on the airfield and in the movement areas. Also coordination has been made with the tiedown tenants to relocate their aircraft during the airshow.

Mr. Wilkins also commented that the airshow preparation is going well. They are expecting F16’s and F18’s, and 3 or 4 C47’s. This year’s airshow is based on the 75th anniversary of D-Day, so there are several C47’s going to Normandy directly following the airshow. The City of Chino and the Department of Airports have been very helpful. There were the usual issues with Caltrans, but they have been resolved.

Director's Reports

Capital Improvement Program
Ms. Snelgrove pointed out that the largest project at Chino Airport is the Kimball Storm Water Conveyance Project which is moving forward very well. The storm water conveyance that runs from the drainage ditch into the basin has been constructed and there will be back-filling once the concrete is cured. The conveyances that move from the north basin to the south basin have been cut and the precast concrete structure will be ordered to install in approximately 6 weeks. Other projects are currently on hold, although Ms. Williams has been working with the FAA on the grant project regarding the parking lot.

Board of Supervisors Activity
Ms. Snelgrove explained that the Board of Supervisors adopted the new proposed annual fee ordinance which include some fee increases. These are based on the appraisals completed last summer on Apple Valley Airport and Chino Airport.

Real Estate
Ms. Snelgrove stated that there was a lease executed by Chino Airport tenant, Inland Valley Aviation which will be going to the Board in May.

Chino Development League’s property development has been moving forward with the City of Chino.

Installation of the port-a-ports from Bracket Airport is almost all complete.
Financial Report
Ms. Snelgrove believes that the budget presentation will be addressed at the May commission meeting. Reviews by the administration office will be complete at that time. With the new SAP system the Department is able to track finances much more closely on a day to day basis and the Department has tracked to a balanced budget at the end of this fiscal year.

Monthly Reports
Ms. Snelgrove pointed out that she did reach out to the Tax Assessor’s office to have a representative speak about possessory interest tax. She was unable to confirm with them for this meeting but they will be speaking at the June commission meeting.

The Department will be working with the Human Resources Department to do a recruitment video for the positions of Apple Valley Airport Manager, Maintenance Supervisor, and Maintenance Worker I. Recruitments has been difficult County-wide so this is a new approach to give individuals a better understanding of the facilities that they would be working at.

Recruitments have closed for Airport Planner and another Maintenance Worker I position. The lists are expected to be received in the next couple of weeks to begin interviews to fill those positions.

A significant amount of money has been budgeted for pavement improvements in the following fiscal year. Quotes will be acquired beforehand to save time.

Ms. Williams presented information on Chino Airport:

At the March commission meeting Ms. Williams indicated that Edison would be hosting a wire-strike seminar on April 5th. It was very successful with 28 helicopters which flew in and approximately 130 attendees. It is anticipated that this will be an annual event.

Met with FAA representatives interested in the Runway Safety Action Plan and the Runway Mitigation Program to reduce vehicle and pedestrian violations focusing on wrong safe surface landings, striping and painting. Many signs at Chino Airport have been obstructed by weeds due to recent heavy rains. An additional mower with a 15-foot batwing was rented to supplement the airport’s 20-foot batwing mower. Staff was assigned to do mowing 40 hours a week. Also every Tuesday Ms. Williams and staff walked the entire runway and the adjacent taxiways. The FAA is very pleased with the progress made.

The next Runway Safety Action Team meeting is scheduled for May 8th at Yanks Air Museum. All tenants and airport users are invited to give their input on what information they would like to hear regarding how to improve airfield safety. The following day will be the government entities and the County representatives discussing how to implement those safety concerns.

Individuals who make vehicle and pedestrian violations are sent notification of the Runway Safety Action Team meetings. Also, aviation groups in the Southern California area are sent notification to attend and participate. These include EAA, 99’s, AOPA, and Southern California Pilot’s Association. Being considered is a new updated video which will be specific to Chino Airport, and will identify the hot-spots and areas to be aware of.

Chino Airport Operations
Report was provided for review. No comments were made.
Miscellaneous
Nothing reported.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, May 23, 2019 at 10:00 a.m. – Barstow-Daggett Airport – 39500 National Trails Hwy. Daggett, Ca 92327

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:30 am.

Respectfully submitted,

________________________________________  __________________________________
Jim Bagley                                                     Maureen A. Snelgrove, Assistant Director
Airports Commission                          Department of Airports

________________________________________
Nicole Leyden, Secretary I
Department of Airports
Interoffice Memo

DATE: May 20, 2019                                      PHONE: 909 387-8810
FROM: JAMES E. JENKINS                                  MAIL CODE: 0831
       Director of Airports

TO: AIRPORT COMMISSIONERS

SUBJECT: BOARD OF SUPERVISORS ACTIVITY – APRIL 20, 2019 – MAY 17, 2019

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM #</th>
<th>SUBJECT:</th>
<th>RECOMMENDATION(S)</th>
</tr>
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</table>
| 4-30-2019| 62     | APPROVAL OF REAL ESTATE CONSULTANT AGREEMENT WITH CBRE FOR CHINO AIRPORT | 1. Approve the Consultant Agreement with CBRE, for services to commence upon agreement execution and to be completed on or before May 1, 2020 with an option to extend the completion date to no later than July 1, 2020, to provide a master development plan for approximately 480 acres of aeronautical use parcels, an eronically-focused master development plan for approximately 515 acres of aeronautical and non-aeronautical use parcels, and a master marketing, branding, and design program for the County-owned and operated Chino Airport located at 7000 Merrill Avenue in the City of Chino, for compensation not to exceed $275,000 (Four votes required).
2. Authorize the Director of the Real Estate Services Department to execute amendments to the Consultant Agreement, subject to review and approval by County Counsel, solely for the purposes of exercising the County’s option to extend the term until July 1, 2020, provided that no additional compensation shall be paid to CBRE for any extensions.
(Presenter: Terry W. Thompson, Director, 387-5252)
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>A-335 Inland Valley Aviation</td>
<td>Approx. 10,000 sq. ft. hangar</td>
<td>Fee Ordinance $0.17 cents a sq. ft.</td>
<td>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. <strong>Lease executed by tenant and being prepared to submit to BOS for consideration On 6/11/19.</strong></td>
</tr>
<tr>
<td>2</td>
<td>CNO</td>
<td>Yancey Enterprises Hangars A-480 &amp; A-485</td>
<td>Both consist of 6,840 sq. ft. hangar 1,710 sq. ft. shop</td>
<td>$0.28 cents sq. ft. hangar &amp; shop</td>
<td>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 as of 5/14/19.</td>
</tr>
<tr>
<td>3</td>
<td>CNO</td>
<td>R&amp;R Properties</td>
<td>5.97 acres</td>
<td>To be proposed</td>
<td>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</td>
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<td>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 Architect and are close to obtaining a Certificate of Occupancy on this location to conduct their SOD retail operations as of 5/15/19.</td>
</tr>
<tr>
<td>4</td>
<td>APV</td>
<td>Terminal Building</td>
<td>Approximately 200</td>
<td></td>
<td>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 modifications and airports to review and approve as of 2/14/19.</td>
</tr>
<tr>
<td>5</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 as of 5/19/19.</td>
</tr>
<tr>
<td>6</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>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</td>
</tr>
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<tr>
<td>7</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 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 5/14/19.</td>
</tr>
<tr>
<td>8</td>
<td>CNO</td>
<td>Various Individual Hangar Facilities in B-340</td>
<td>Building B-340</td>
<td></td>
<td>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 5/19/19.</td>
</tr>
<tr>
<td>9</td>
<td>CNO</td>
<td>Advantage Aviation</td>
<td>Ramp Area 22,893 square feet</td>
<td>$687.00 a month</td>
<td>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 5/14/19.</td>
</tr>
<tr>
<td>10</td>
<td>APV</td>
<td>3rd Generation Tacos</td>
<td>Approximately 1200 square feet for café in terminal building</td>
<td></td>
<td>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. Tenant has vacated facility. Airports to advise RESD how to proceed.</td>
</tr>
<tr>
<td>11</td>
<td>CNO</td>
<td>SOP hangar B-295</td>
<td>10,000sq. ft. hangar</td>
<td>Proposed $4,319.00 per month</td>
<td>The SOP has been issued with proposal due no later than May 22,</td>
</tr>
<tr>
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<td>1,500 sq. ft. office</td>
<td></td>
<td>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 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 continues to be on hold as of 5/13/19.</td>
</tr>
<tr>
<td>12</td>
<td>CNO</td>
<td>Threshold Technologies Ramp Area</td>
<td>30,000 square feet approximately</td>
<td>TBD</td>
<td>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 until further direction from counsel and Airports, RESD to submit to tenant week of 5/20/19.</td>
</tr>
<tr>
<td>13</td>
<td>CNO</td>
<td>Fighter Rebuilders Building 515</td>
<td>4,087 square feet of shop space</td>
<td>Approximately $1,100</td>
<td>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 4/15/19.</td>
</tr>
<tr>
<td>14</td>
<td>CNO</td>
<td>Port-a-port relocations from Bracket Airport</td>
<td>$100 to $120 a month Fee Ordinance</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>15</td>
<td>CNO</td>
<td>Pioneer Aviation Development agreement</td>
<td></td>
<td></td>
<td>RESD/Airports/County Counsel reviewing amendment to amend Use provision of lease as of 4/15/19.</td>
</tr>
<tr>
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<tr>
<td>16.</td>
<td>CNO</td>
<td>Pioneer Aviation</td>
<td>Ground Area Approximate 1,000 square feet</td>
<td>Consent to sublease approved by RESD Director on 4/16/19.</td>
<td>RESD prepared new lease for five year term for ground area to develop ADA parking and additional parking for Special Events.</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 11/14/2017, RESD to potentially prepare 24 lease agreements to relocate port-a-port tenants from Bracket Airport to Chino.
- 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 Commercall 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 utilized 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.
FROM: MAUREEN A. SNELGROVE, Assistant Director
Department of Airports

TO: JAMES E. JENKINS, Director
Department of Airports

SUBJECT: MONTHLY REPORT

ADMIN

• Meeting with Risk Management to begin review of the Department’s Safety and Health Manual.
• Annual audit of Equipment and Vehicle Asset Inventory.

CHINO

• No Report

DESERT AIRPORTS

• TNP – met with City Manager, Community Development Manager and Community Services Manager regarding possible use of airport for events.
• TNP – Inland Empire Film Commission conducted a Fam Tour for regional film scouts.

APPLE VALLEY

• Met with Auditor to begin process for the annual audit of CSA 60.

ANNUAL / ON-GOING PROJECT

• Chino Airport Remediation Project:
• Kimball Avenue Conveyance: Coordination is ongoing with the City for various elements of the project. Construction is in a hold phase while pre-cast conveyance structures are built.
• Chino building A-305 – new modular has been delivered for the relocation of the mailroom. It is anticipated this building will be demolished by end of summer or early fall 2019.
## CHINO AIRPORT OPERATIONS

### Current Year Monthly Breakdown

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<tr>
<th>Month</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Itinerant</th>
<th>Local</th>
<th>AC</th>
<th>AT</th>
<th>GA</th>
<th>MI</th>
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**Total** | 170,958| 177,583| 203,090| 204,281| 45,169| 15,944   | 29,225| 5  | 115| 15723| 101| 28942  | 283 | 3472

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**Graph:**

The graph shows the monthly breakdown of airport operations from January to December for the current year. The bars represent the number of operations for each month, with the total for each year displayed at the bottom. The years are color-coded as follows:
- **2015** (Blue)
- **2016** (Green)
- **2017** (Red)
- **2018** (Yellow)
- **2019** (Pink)