

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

May 23, 2019, 10:00 A.M.

Barstow-Daggett Airport
39500 National Trails Hwy.
Daggett, CA 92327

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

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

Department of Airports
Department of Airports
Department of Airports

Visitors Present:

Celso Palafox
Doug Crowther
Carl Scholl
Chuck McCormick
Deana Olivares- Lambert
Roxanne Stache
Michael Miller
Chuck Stuewe
Joe Yancey
Breanna DeBritton
Randy Jepson
Joe Siache
Larry Wolfe
Gordon Truax
Jerry Wilkins
Duane Hillberg
Win Williams

Chino Development League
Threshold Aviation
Aero Trader
Mead & Hunt
The 20/20 Network
Flo's Cafe
Representative of 4th Dist. BOS office
Chino Airport Tenant
Chino Airport Tenant
DeBritton Aviation
Peter's Jepson Partnership
Chino Airport Tenant
Chino Airport Tenant
Chino Airport Tenant
Planes of Fame
Hillberg Corp.
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
Airports Commission

Maureen A. Snelgrove, Assistant Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

DRAFT

Interoffice Memo

DATE: May 20, 2019

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

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

APPROVED BOARD AGENDA ITEMS			
DATE	ITEM #	SUBJECT:	RECOMMENDATION(S)
4-30-2019	62	APPROVAL OF REAL ESTATE CONSULTANT AGREEMENT WITH CBRE FOR CHINO AIRPORT	<p>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 aeronautically-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).</p> <p>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)</p>

INTEROFFICE MEMO



DATE: May 23, 2019
FROM: JAMES E. JENKINS, Director
 Department of Airports
TO: AIRPORT COMMISSIONERS

PHONE: 387-8810
MAIL CODE: 0831

SUBJECT: PROPERTY LEASING ACTIVITY

The following is a summary of current property leasing activity.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
1	CNO	A-335 Inland Valley Aviation	Approx. 10,000 sq. ft. hangar	Fee Ordinance \$0.17 cents a sq. ft.	Tenant continues to pay rent and additional \$1,000 a month towards past due amount. RESD preparing new agreement for tenant signature. A new County revise revenue lease has been prepared (1/8/18) and will be submitted to tenant upon approval by county counsel. Lease submitted to tenant week of 4/16/18. Revised lease with county counsel 9/18/18 to be submitted to tenant upon counsel approval. RESD submitted revised agreement to tenant January 2019. Lease executed by tenant and being prepared to submit to BOS for consideration On 6/11/19.
2	CNO	Yancey Enterprises Hangars A-480 & A-485	Both consist of 6,840 sq. ft. hangar 1,710 sq. ft. shop	\$0.28 cents sq. ft. hangar & shop	Permits issued from City of Chino Tenant Improvements have begun week of 8/14/17. Tenant has truck loads and truck loads of items being delivered for business as of 1/18/18. Tenant has issues with contractor trying to obtain a certificate of occupancy as of 8/14/18. Tenant continues to have issues with obtaining a CofO as of 5/14/19.
3	CNO	R&R Properties	5.97 acres	To be proposed	Tenant removing structure as required by lease. Tenant obtaining Permits to relocate Modular unit for retail sale of Sod. Tenant not able to obtain permit, looking for alternative office space at Airport as of 2/1/17. RESD/Airports to discuss with tenant making this location work for future retail operations. Tenant has Use Permit at A-310 for space conducting retail sales off Merrill Avenue. RESD/Airports advised tenant (June 2017) to proceed with obtaining permit for Kimball location as A-310 is short term solution. Tenant advised with certain modification tenant may secure a permit for

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					modular unit at site. As of 1/17/18, Tenant working with City of Chino regarding permit for modular unit to be located on site to conduct retail operations. AS of 9/18/18, tenant still working through City of Chino to obtain permit for retail sale off Kimball Avenue. Tenant indicates they have hired an Arichtect and are close to obtaining a Ceritifacte of Occupany on this location to conduct their SOD retail operations as of 5/15/19.
4	APV	Terminal Building	Approximately 200		FAA has requested the office space for conducting business. FAA is preparing the lease for the County to review as of 7/16/18. FAA and County negotiating final terms and conditions for office lease. Lease should be fully executed prior to 12/31/2018. Lease fully executed December 2018. Tenant has requested for minor mdifications and airports to review and approve as of 2/14/19.
5	CNO	R & R Properties	Approximately 148 acres, land area for cultivating sod	Approximately \$4,010 a month	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.
6	CNO	Parcel B-305	5.40 acres of developable land	\$0.07 cents a square foot	SOP was issued on February 21, 2017 with proposals due April 7, 2017. RESD/Airports received one proposal to develop parcel. Proposal has been submitted to various staff for review and comments week of 4/10/17. SOP processed, one proposal received. RESD to prepare lease agreement for Chino Development League. As of 1/18/18, County Counsel has reviewed and provided comments to development lease agreement. RESD to submit to tenant after incorporating counsel changes. Revised document provided to tenants attorney week of 2/12/18. RESD provided final agreement to tenant week of 3/12/18

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					for review and signature. Lease executed by tenant and county counsel and will be submitted for Board consideration on June 26, 2018. Lease fully executed as of June 26, 2018. Tenant pursuing permits through City of Chino Building and Safety Department as of 5/14/19.
7	CNO	Port a Port Tenants	Approximately 60 spaces	Fee Ordinance Very based on size	RESD has prepared Use Permits for all port-a-port tenants as in the process of having all agreements executed as of August 18, 2018. All agreements have been executed 10/22/18. A few port a ports have been sold and RESD is preparing new agreements as of 5/14/19.
8	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 5/19/19.
9	CNO	Advantage Aviation	Ramp Area 22,893 square feet	\$687.00 a month	RESD has prepared and county counsel reviewing lease as of 9/18/18, for submission to tenant for execution for ramp space east of hangar A-240. Lease submitted to tenant week of 10/22/18. RESD following up on agreement week of 2/11/19. Tenant has requested additional space and wants to modify Use Provision to add an additional Business as of 2/11/19. RESD is following up with tenant to obtain executed Lease as of 5/14/19.
10	APV	3 rd Generation Tacos	Approximately 1200 square feet for café in terminal building		After meeting with tenant to discuss past issues and concerns, RESD and Airports have agreed to prepare a new short term lease agreement for tenant to continue his operations at Apple Valley Airport. As of 7/1/18, tenant delinquent on monthly rent, RESD/Airports to put tenant on notice and next violation the lease may be terminated. As of 2/14/19, RESD/Airports considering termination of lease for continued late payments of monthly rent and utilities. Tenant has decided to terminate agreement effective March 19, 2019. Airports to advise RESD as to preparing an SOP. Tenant has vacated facility. Airports to advise RESD how to proceed.
11	CNO	SOP hangar B-295	10,000sq. ft. hangar	Proposed \$4,319.00 per month	The SOP has been issued with proposal due no later than May 22,

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
			1,500 sq. ft. office		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 mead 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.
12	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 until further direction from counsel and Airports, RESD to submit to tenant week of 5/20/19.
13	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 4/15/19
14.	CNO	Port-a-port relocations from Bracket Airport		\$100 to \$120 a month Fee Ordinance	RESD is working on prepreparing 18 Use Permits for relocation from Bracket Airport to Chino Airport. Relocation tenants have obtained permit from City of Chino Planning and Safety Department.
15.	CNO	Pioneer Aviation	Development agreement		RESD/Airports/County Counsel reviewing amendment to amend Use provision of lease as of 4/15/19.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					Consent to sublease approved by RESD Director on 4/16/19.
16.	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.

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 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.**



Interoffice Memo

DATE: May 20, 2019

PHONE: 387-8810

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

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

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

SUBJECT: **MONTHLY REPORT**

ADMIN

- 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

Month	2015	2016	2017	2018	2019
January	14596	14206	11685	17892	13452
February	11555	14675	11905	16439	14957
March	14238	14906	16145	17611	16760
April	14539	14330	16259	18493	0
May	14431	14783	19164	20200	0
June	14511	14431	17387	20163	0
July	15858	15220	19569	16071	0
August	15355	16883	17968	17683	0
September	13355	15217	18135	16313	0
October	16084	13993	20969	16123	0
November	13323	15267	18366	13413	0
December	13113	13672	15538	13880	0

Current Year Monthly Breakdown

	<u>Itinerant</u>	<u>Local</u>	<u>AC</u>	<u>AT</u>	<u>GA</u>	<u>MI</u>	<u>Civil</u>	<u>Mil</u>	<u>IFR</u>
January	5124	8328	0	42	5043	39	8116	212	1164
February	4858	10099	0	25	4803	30	10080	19	1064
March	5962	10798	5	48	5877	32	10746	52	1244
April	0	0							
May	0	0							
June	0	0							
July	0	0							
August	0	0							
September	0	0							
October	0	0							
November	0	0							
December	0	0							
Total	15,944	29,225	5	115	15723	101	28942	283	3472

