

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
AUGUST 20, 2020.**

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:**

James E. Jenkins, Director  
Maureen A. Snelgrove, Assistant Director  
Adrianna Ortiz, Airport Planner  
Nicole Leyden, Secretary

Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports

**Public Participation:**

Bob Velker  
Deana Olivares-Lambert  
Chuck & Sharon Stuewe  
Joe & Pat Yancey  
Chuck McCormick

Chino Development League  
The 20/20 Network  
Chino Airport Tenants  
Chino Airport Tenant  
Mead & Hunt

**Pledge of Allegiance**

Led by Commissioner Canepa.

**Report on Posting of Agenda:**

Mr. Jenkins stated that the agenda had been posted as required.

**Awards, Guest Introductions and Announcements:**

Commissioners and guests introduced themselves.

**Action Item - Approval of Commission Meeting Minutes, June 18, 2020**

Moved by Commissioner Bagley seconded by Commissioner Smith. The item passed unanimously to approve the commission meeting minutes from June 18, 2020 with one revision to state that the meeting was conducted via Zoom as well as in-person.

**Commissioner Reports/Comments**

Commissioner Asmus requested an action item following the completion of the compass rose being painted by the Ninety-Nines as so the commissioners can show their appreciation for their public service with a thank you letter.

**Public Comments**

Mr. Velker gave an update on the signs on Kimball Avenue which stated that truck traffic is not allowed. He informed the commission that he had contacted the City of Chino. He indicated that the City representative was receptive and stated that the signs were aimed at trucks not doing business with the airport and that he understood the confusion created by the signs. The signs

have since been removed.

Bob Velker inquired about the runway lighting. He stated that the lighting has been very dim recently. Mr. Jenkins replied saying that his comments were noted and he will look into it. He also added that there is a rotating beacon for visual assistance.

**Information Item:** Chino Airport Groundwater Mitigation Update, Presented by Benjamin Weink, Tetra Tech.

Mr. Weink gave a brief history of Chino Airport including Water Board orders for ground water clean-up. He also gave an update on the post remedy of ground water clean-up and the activities which have been completed to date.

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

Any truck activity on Kimball Avenue between Flight and Kimball remains restricted to local truck activity only. Truck activity associated with the airport or any other commercial activities on Kimball Avenue is allowed, but transient traffic is discouraged by the City.

The Department is having discussions with the City of Chino to understand what their full requirements are regarding right of way dedications for any development on Merrill Avenue, Kimball Avenue and Hwy 83. The Department requested that the City put together a comprehensive plan to quantify the rights that they may require for those dedications. Those properties all have federal obligations attached so in order for the County to partner with the City of Chino or Ontario on improvements the rights need to be revocable. These will be revocable until the obligations are acknowledged. Regarding the properties that been granted easement rights to the City of Chino, if we have a change in standards by the FAA which causes us to have to improve those properties the City's rights would be revoked so that the aviation purpose may be undertaken.

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

Ms. Snelgrove gave an update. Administrative staff are currently teleworking a minimum of two days a week. Hand sanitizers have been added to all airport public lobbies. Glass or Plexiglas barriers have been installed at Chino Airport and Apple Valley Airport to help to prevent direct contact with the public. Effective Monday Chino tower is extending their hours of operation to 7pm due to increased aviation traffic.

The County Administrative Office has developed a program called Covid Courage. They are highlighting staff who have continued to work as essential employees throughout the stay-at-home orders and the Department of Airports was recognized by the Board of Supervisors. The Department of Airports put together a video with airport maintenance staff which was presented to the Board. The link to this video will be added to the Department website.

The County Administrative Office has put position controls in place which limit the activities for hiring new staff. Although prior approval was received to hire maintenance workers the Airport Manager positions will be kept vacant until the position control is lifted. They also asked the Department to review the capital projects which were submitted for fiscal year 2021 to see which projects could be deferred, modified or cancelled. The Department was able to modify some projects. The Department proposed to move forward with three projects which are the taxiway project at Apple Valley Airport and the removal of underground storage tanks at Chino and Barstow-Daggett Airport. The project involving painting the Chino Airport hangars has been deferred.

The County Administrative Office also requested a 9% reduction of costs. This request is primarily for County Departments who receive funding from the County General Fund, but the Department is tracking the revenues so we can modify expenditures if needed.

A number of tenants had requested deferred lease payment, but more than half of those have now started paying the full amount or a portion of their rent.

### **Director's Reports**

#### *Board of Supervisors Activity*

The Board of Supervisors approved the appointment of Elliot Fried to the Department of Airports Commission.

#### *Real Estate*

Mr. Jenkins provided information on current property leasing activity.

- SoCal MRO (was sub-tenant to Mooney Enterprises) occupies Commercial Hangar #2. Tentative agreement was reached with the County and was calendared for approval from the Board of Supervisors on July 28<sup>th</sup>, but SoCal MRO didn't execute the lease agreement. The Department is now in a lawsuit against them to pursue possession of the hangar and for the monies they owe.
- Structure deterioration and insect damage to various individual hangar facilities in B-340. A claim was submitted to County Risk Management Department. Based on the assessment and recommendation the hangars may be either repaired or removed. If removed, tenant displacement can be expected to occur. The Department can offer tenants land to store their aircraft.

#### *Financial Report*

The Department's financial status is solid with reserves available. Even in the case where not all expected revenue is received reserves are available to cover for the lost revenue. If this occurs the Department will review expenditures and make adjustments.

### **Monthly Reports**

#### *Assistant Director*

- **Administration**
  - Job offers extended to two candidates for Maintenance Worker I positions at Chino Airport.
  - Fiscal Specialist position has been offered to a candidate.
- **Chino**
  - Maintenance staff painting runway, mowing and weeding the airfield and around the airport.
  - The Ninety-Nines have painted a new compass rose in the north east corner west of Runway 03/21
  - Flo's Restaurant is open with outdoor seating.
- **Apple Valley**
  - The Apple Valley Airport Café is not open.
  - Apple Valley Airport has a new phone number (760) 995-8761 fax (760) 995-8766.

- **Twentynine Palms Airport**

- An RFP has been released for an Airport Keeper position. This person will be on site to assist pilots in fueling, assist runway inspections, light maintenance. Proposal meeting next week on-site.
- Staff assisted Trona Airport in replacement of beacon.

**Chino Airport Operations**

Mr. Jenkins explained that one of the Department’s goals for this fiscal period was to acquire an acoustic counter to determine what the operational count is at the outlining desert facilities, unfortunately we may not be able to acquire it this cycle.

The total operational count as of June is 90,000 which is a significant decrease from last year count of 217,000. May had 4,000 less than last year, June had 5,000 less and April had 11,000 less. The numbers are depressed, but coming back up. This is strictly attributable to Covid.

**Miscellaneous**

Nothing to Report.

**Date, Time and Place of Next Meeting**

The next meeting will be held on Thursday, September 17, 2020 at 10:00 a.m. – Apple Valley Airport, 21600 Corwin Rd. Apple Valley, Ca. 92307.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:31 a.m.

Respectfully submitted,

Signature Not Available  
Larry Asmus  
Airports Commission

Signature Not Available  
James E. Jenkins, Director  
Department of Airports

Signature Not Available  
Nicole Leyden, Secretary  
Department of Airports